



City of Westminster

EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an EIA is the simplest way to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the earliest stages of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When you should undertake an EIA:

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles (particularly if it impacts on frontline services).
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding).

Who should undertake the EIA:

- The person who is making the decision or advising the decision-maker

Guidance and tools for completing EIAs are available on the WIRE:

<https://officesharedservice.sharepoint.com/sites/Intranet/wcc-comms/Pages/Equality-Impact-Assessments-.aspx>

An EIA e-learning module is available for all Westminster staff:

www.learningpool.com/westminster/course/view.php?id=159

When you have completed an EIA, please send the final copy to Equalities@westminster.gov.uk

It is the responsibility of the service to complete an EIA to the required standard and the quality and completeness of EIAs will be monitored by EMT.

All EIAs for proposed changes to levels of service arising from budget proposals must be completed by 2 September 2016.

Title
Commercial Waste Income (MTP Ref. 5.8)
What are you analysing?
<ul style="list-style-type: none"> • What is the purpose of the policy/project/activity/strategy? • In what context will it operate? • Who is it intended to benefit? • What results are intended? • Why is it needed?
<ul style="list-style-type: none"> • What is the project, policy or proposal? To increase charges to Westminster businesses for collecting their waste. • What is the purpose of the policy/project/activity/strategy? Increase revenue • In what context will it operate? Medium Term Planning • What results are intended? Increased revenue • Why is it needed? To assist the council's financial position • Who is it intended to benefit and how? Council – increased income • Who, potentially, could this project, policy or proposal have a detrimental effect on, and how? Businesses that choose to use the council's waste collection service will have to pay increased charges.
Details of the lead person completing the screening/EIA
(i) Full Name: Mark Banks
(ii) Position: Head of Waste & Parks
(iii) Unit: City Management & Communities
(iii) Contact Details: mbanks@westminster.gov.uk
Date sent to Equalities@westminster.gov.uk
22 August 2016
Version number and date of update
160822 MTP EIA Comm Waste Income.docx

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1 Does the project, policy or proposal have the potential to disproportionately impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy/ maternity)	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People or particular sexual orientation/s	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?	No	<input type="checkbox"/>	<input type="checkbox"/>	
If the answer is "negative" or "unclear" consider doing a full EIA				
1.2 What do you think that the overall NEGATIVE impact on groups and communities will be?				
None/ Minimal X <input type="checkbox"/>		Significant <input type="checkbox"/>		
None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups.		Significant impact would be where there is an impact identified that has substantial impact on any groups.		
If the answer is "significant" consider doing a full EIA				

1.3	Using the screening information in questions 2.1 and 2.2, should a full EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1.4	How have you come to this decision?
	Charge increases will be applied equally (per bag, bin etc.) to all businesses choosing to use the council's services; whether large or small, local or multinational. Businesses can opt to use other waste collection companies and are not required to use the council service.

EQUALITY IMPACT ASSESSMENT

SECTION 2: BUILDING AN EVIDENCE BASE

3.1	Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal	
	<ul style="list-style-type: none"> <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i> <i>A baseline of data is available here</i> 	
	How many people use the service currently? What is this as a % of Westminster's population?	
	Age	
	Disability	
	Gender	
	Race	
	Religion or belief	
	Sexual orientation	

2.2	<p>Are there any equality groups that are overrepresented in the monitoring information relative to their size of the population? <i>if so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service. Information about Westminster's population is on the Equalities page on the WIRE.</i></p>
	<p><i>If yes, provide details.</i></p>
2.3	<p>Are there any equality groups that are underrepresented in the monitoring information relative to their size of the population? <i>if so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i></p>
	<p><i>If yes, provide details.</i></p>

SECTION 3: ASSESSING THE IMPACT

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

<p>3.1</p>	<p>Consultation Information <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i></p>
	<p><i>It is helpful to identify whether you have conducted any consultations for your proposal, in some cases a statutory consultation is required. If your proposal has not required a consultation, please highlight this here. Consultations will help you identify what the potential impact of your proposal might be.</i></p>
<p>3.2</p>	<p>What might the potential impact on individuals or groups be? <i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i></p>
	<p><i>Using the evidence gathered in section 2 and any consultation activity highlighted in 3.1; explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered in order to properly consider the impact. Please state when no impact has been identified.</i></p>

SECTION 4: REDUCING & MITIGATING IMPACT

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1 Where you have identified an impact, what can be done to reduce or mitigate the impact? [Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact].		
<p>Consider what actions can be put in place to remove or reduce your identified impact(s). Record all potential actions to show you have considered all options. Please note if no mitigating actions have been identified.</p>		
Column A – Issues or barriers, things to take into account	Column B – what changes can be made to remove or reduce barriers or negative impacts (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).	
<i>Enter additional rows if require</i>		
4.2 Now that you have considered the potential or actual effect on equality, what action are you taking?		
<input type="checkbox"/>	1. No major change (no impacts identified)	Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and you have taken all appropriate steps to advance equality & foster good relations between groups.
<input type="checkbox"/>	2. Adjust the policy	You will take steps to remove barriers or to better advance equality.
<input type="checkbox"/>	3. Continue the policy (impacts identified)	You will adopt your proposal, despite any adverse effect provided you are satisfied that it does not unlawfully discriminate and it is justified.
<input type="checkbox"/>	4. Stop and remove the policy	There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.

4.3	Please document the reasons for your decision

SECTION 5: ACTION PLAN

This section is for actions related *any of the 9 protected characteristics: Age, Disability, Gender, Gender reassignment; Pregnancy & maternity, Race, Sexual Orientation or Religion/Belief*

<p>5.1</p> <p>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (in their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p>NB. Add any additional rows, if required.</p>	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	
	<i>Enter additional rows if required</i>							

THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

SIGNATURE: [Signature]

FULL NAME:

UNIT:

EMAIL & TELEPHONE EXT:

DATE (DD/MM/YYYY): 15 SEPTEMBER 2016

WHAT NEXT?

It is the responsibility of the service to complete an EIA to the required standard and the quality and completeness of EIAs will be monitored by EMT.

All EIAs for proposed changes to levels of service arising from budget proposals must be completed by 2 September 2016.

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City of Westminster

EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

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- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles (particularly if it impacts on frontline services).
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Who should undertake the EIA:

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Title
7.3 Sports and leisure savings (phase 1 and 2)
<p>What are you analysing?</p> <ul style="list-style-type: none">• What is the purpose of the policy/project/activity/strategy?• In what context will it operate?• Who is it intended to benefit?• What results are intended?• Why is it needed?
<p>This EIA seeks to assess the equality impacts concerning the sports and leisure transformation programme (phase 1 and 2) for 2017/18- 2019/20 which form part of the Council's Medium Term Plan savings.</p> <p>The key activities which form part of this transition programme include:</p> <ol style="list-style-type: none">1. The closure of the existing Jubilee Sports Centre and the opening of the new Moberly Sports Centre and2. The achievement of savings arising from the re-procurement of the Councils sports and leisure facility

management contract, which was awarded to Sports and Leisure Management (SLM) and commenced on 1st July 2016

Given the universal nature of the services being delivered (i.e. they are open to the whole community) and as many of the services will continue to be delivered to at least the same standard (under a specification and contract for services) by an external partner(s), **it is not felt that there are any impacts on people who share a protected characteristic under the Equality Act 2010.**

It is not felt that either of the activities above will impact on any group more than others or that the opportunity to access services will change.

Details of the lead person completing the screening/EIA

- (i) Full Name: Richard Barker
- (ii) Position: Director of Community Services
- (iii) Unit: Community Services (City Management and Communities)
- (iii) Contact Details: (e) rbarker@westminster.gov.uk (t) 020 7641 2693

Date sent to Equalities@westminster.gov.uk

August 2016

Version number and date of update

V1

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1 Does the project, policy or proposal have the potential to disproportionately impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy/ maternity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People or particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?		<input type="checkbox"/>	<input type="checkbox"/>	
<p>If the answer is “negative” or “unclear” consider doing a full EIA</p>				
1.2 What do you think that the overall NEGATIVE impact on groups and communities will be?				

	<table border="1"> <tr> <th style="text-align: center;">None/ Minimal</th> <th style="text-align: center;">Significant</th> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups.</td> <td>Significant impact would be where there is an impact is identified that has substantial impact on any groups.</td> </tr> </table> <p style="text-align: center;">If the answer is “significant” consider doing a full EIA</p>	None/ Minimal	Significant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups.	Significant impact would be where there is an impact is identified that has substantial impact on any groups.
None/ Minimal	Significant						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups.	Significant impact would be where there is an impact is identified that has substantial impact on any groups.						
1.3	Using the screening information in questions 2.1 and 2.2, should a full EIA be carried out on the project, policy or proposal						
	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>						
1.4	How have you come to this decision?						
	<p>The new facilities being developed through the Moberly/ Jubilee project will provide a wider range of opportunities than currently available and the range of programmes and services within and around these facilities (i.e. through specified outreach programmes) will broaden opportunities for the whole community, including protected groups.</p> <p>The new leisure management contract has been awarded and the specification for this service will ensure an increase in opportunities rather than any reductions.</p>						

EQUALITY IMPACT ASSESSMENT

SECTION 2: BUILDING AN EVIDENCE BASE

3.1	Build up a picture of who uses/will use your service or facility and identify who
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<p>are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> • <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i> • <i>A baseline of data is available here</i> 									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">How many people use the service currently? What is this as a % of Westminster’s population?</td> <td rowspan="7" style="padding: 5px; vertical-align: top;"> <p>The Council’s portfolio of sports and leisure facilities attract over 3.5 million visits per annum. The services are universal in their nature the activities and programmes promoted seek to attract the whole community.</p> <p>Appendix 1 provides a summary of participation levels in sport and physical activity in Westminster including a breakdown of key groups and also includes data and a breakdown of members from the Council’s leisure centres by gender and ethnicity.</p> </td> </tr> <tr> <td style="padding: 5px;">Age</td> </tr> <tr> <td style="padding: 5px;">Disability</td> </tr> <tr> <td style="padding: 5px;">Gender</td> </tr> <tr> <td style="padding: 5px;">Race</td> </tr> <tr> <td style="padding: 5px;">Religion or belief</td> </tr> <tr> <td style="padding: 5px;">Sexual orientation</td> </tr> </table>	How many people use the service currently? What is this as a % of Westminster’s population?	<p>The Council’s portfolio of sports and leisure facilities attract over 3.5 million visits per annum. The services are universal in their nature the activities and programmes promoted seek to attract the whole community.</p> <p>Appendix 1 provides a summary of participation levels in sport and physical activity in Westminster including a breakdown of key groups and also includes data and a breakdown of members from the Council’s leisure centres by gender and ethnicity.</p>	Age	Disability	Gender	Race	Religion or belief	Sexual orientation	
How many people use the service currently? What is this as a % of Westminster’s population?	<p>The Council’s portfolio of sports and leisure facilities attract over 3.5 million visits per annum. The services are universal in their nature the activities and programmes promoted seek to attract the whole community.</p> <p>Appendix 1 provides a summary of participation levels in sport and physical activity in Westminster including a breakdown of key groups and also includes data and a breakdown of members from the Council’s leisure centres by gender and ethnicity.</p>								
Age									
Disability									
Gender									
Race									
Religion or belief									
Sexual orientation									
<p>2.2 Are there any equality groups that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service. Information about Westminster’s population is on the Equalities page on the WIRE.</i></p>									
<p><i>If yes, provide details.</i></p> <p>Generally participation levels in Westminster are higher than the London and national average figures and participation by some equality groups (e.g. women and those from Black and Minority Ethnic backgrounds) is higher than the London average.</p>									

<p>2.3</p>	<p>Are there any equality groups that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i></p>
	<p><i>If yes, provide details.</i></p> <p>Overall, and recognising the limitations of the data available, there is a reasonable representation relative to the size of the population and relative to the London wide and national comparators.</p>

SECTION 3: ASSESSING THE IMPACT

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

3.1	Consultation Information <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i>
	<p><i>It is helpful to identify whether you have conducted any consultations for your proposal, in some cases a statutory consultation is required. If your proposal has not required a consultation, please highlight this here. Consultations will help you identify what the potential impact of your proposal might be.</i></p> <p>An extensive programme of consultation was undertaken as part of the proposals to redevelop the Moberly and Jubilee Sports Centre sites. Key consultation activities included:</p> <ul style="list-style-type: none"> • engaging with local Ward Members and meeting with key resident groups • writing to all local residents within a 1 mile catchment of both sports centres on two occasions • writing to key amenity societies and community groups and asking for their feedback • liaising with community groups, local GPs, schools and head teachers, the youth service, the local police Chief Superintendent and the Council's crime policy team • contacting all key hirers and schools and all centre members that use both centres and asking for their feedback • displaying information and plans on the proposals in both sports centres (letters on reception, posters advertising the consultation events) • holding consultation 'drop in' events at both centres over two days in April and two days in July • attending resident consultation meetings and a special meeting organised by the 'Save Jubilee Sports Centre' campaigners to discuss the proposals • communicating the proposals through media releases, a dedicated section on the Council's website and inclusion in the Westminster Reporter • information signposting to the website was also in the April-September 2012 ActiveWestminster Guide, which has a circulation of 10,000 copies. <p>The details regarding the consultation are available in a Cabinet Member report titled 'a formal response to the consultation regarding proposals for a new Moberly Sports Centre' dated 28th August 2012.</p>

<p>3.2</p>	<p>What might the potential impact on individuals or groups be?</p> <p><i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i></p>
	<p><i>Using the evidence gathered in section 2 and any consultation activity highlighted in 3.1; explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered in order to properly consider the impact. Please state when no impact has been identified.</i></p> <p>Given the universal nature of the services being delivered (i.e. they are open to the whole community) and as many of the services will continue to be delivered to at least the same standard (and under a specification and contract for services) by an external partner(s), it is not felt that there are any impacts on people who share a protected characteristic under the Equality Act 2010.</p> <p>It is not felt that either of the activities above will impact on any group more than others or that the opportunity to access services will change.</p> <p>The overall offer for sports and leisure services will increase and improve as a result of the 2 key activities detailed in this EIA which will benefit the whole community, including protected groups.</p>

SECTION 4: REDUCING & MITIGATING IMPACT

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1	Where you have identified an impact, what can be done to reduce or mitigate the impact? (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).	
	<p>Consider what actions can be put in place to remove or reduce your identified impact(s). Record all potential actions to show you have considered all options. Please note if no mitigating actions have been identified.</p>	
	Column A – Issues or barriers, things to take into account	Column B – what changes can be made to remove or reduce barriers or negative impacts (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).
	Closure of Jubilee Sports Centre	<p>Having considered the permanent closure of the Jubilee Sports Centre it is not anticipated that there will be a significant negative impact on protected groups such as young people, older people and those with disabilities as the creation of a new £26m sports centre 0.6 miles away at Moberly will be larger than the two existing sports centres combined and will offer new and state of the art facilities, a variety of improved, targeted and universal programmes and a fees and charges policy which is consistent with the existing centres. In addition, as a direct result of public consultation there will be a smaller community sports facility at the Jubilee site as well as an upgrade of the pitch and a new outdoor fitness facility at nearby Queen’s Park Gardens.</p> <p>Sport England facility planning research regarding the proposals shows that the overall sports and leisure facility offer will not be detrimentally affected by the closure of the swimming pool at Jubilee (and the new Moberly will provide a better overall offer with main pool and dedicated learner pool) once complete. The Jubilee site will remain open until the new Moberly facility is complete to ensure a continuity of</p>

		swimming provision for the Queens Park area.
	New Moberly Sports Centre	<p>The creation of the new £26m public sports facility at Moberly will be a vast improvement on the current overall sporting offer in the most deprived part of Westminster (Queen’s Park). When looking at the impact on key groups such as young people, older people and those with disabilities it is clear that the combination of new and bigger spatial areas and facilities (ie 2 pools) will be very beneficial for these groups with the smaller teaching pool being able to accommodate targeted sessions. The new centre will be fully IFI accredited (Inclusive Fitness Initiative) and will much improve the quality of the offer for users with disabilities. There will also be dedicated disabled parking and a drop off and pick up area at the new sports centre.</p> <p>The development of basketball and boxing at the new centre will be important for engagement with hard to reach younger people who are normally reached via estates based programming (over 130 free hours offered across Westminster each week) and free to access activity on outdoor Multiple Use Games Areas (MUGAs) which will be enhanced by the upgrading of the facilities at nearby Queens Park Gardens.</p> <p>This is a project which the ActiveWestminster Board, Sport England and local clubs support. In addition the new centre (managed by an operator on the Council’s behalf) will be able to offer a much more comprehensive programme of activities for these groups and will work with clubs and organisations through ActiveWestminster to ensure that the all Westminster residents can benefit from the improvements. It is anticipated that usage of the new facility will be significantly higher than that for the existing facilities combined.</p>
4.2	Now that you have considered the potential or actual effect on equality, what action are you taking?	

<input checked="" type="checkbox"/>	1. No major change (no impacts identified)	Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and you have taken all appropriate steps to advance equality & foster good relations between groups.
<input type="checkbox"/>	2. Adjust the policy	You will take steps to remove barriers or to better advance equality.
<input type="checkbox"/>	3. Continue the policy (impacts identified)	You will adopt your proposal, despite any adverse effect provided you are satisfied that it does not unlawfully discriminate and it is justified.
<input type="checkbox"/>	4. Stop and remove the policy	There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.

4.3 Please document the reasons for your decision

As noted earlier it is not felt that there are any impacts on people who share a protected characteristic as:

- Given the universal nature of the services being delivered (ie they are open to the whole community) and as many of the services will continue to be delivered to at least the same standard (and under a specification and contract for services) by an external partner(s),
- It is not felt that either of the activities above will impact on any group more than others or that the opportunity to access services will change.
- The overall offer for sports and leisure services will increase and improve as a result of the 2 key activities detailed in this EIA which will benefit the whole community, including protected groups.

SECTION 5: ACTION PLAN

This section is for actions related any of the 9 protected characteristic: Age, Disability, Gender, Gender reassignment; Pregnancy & maternity, Race, Sexual Orientation or Religion/Belief

5.1 Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.

NB. Add any additional rows, if required.

	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
	To ensure the detailed design of new facilities (including the new Moberly Centre and new community facilities on the Jubilee site) promote universal opportunities including	All groups	New facilities encourage access for the whole community and promote the requirements of the Equality Act 2010	N/A	Richard Barker Director of Community Services	2017/18	Green

	groups with protected characteristics.						
	To develop a programme of activities for users with disabilities at the community sports facility at Jubilee (in addition to those at the new Moberly) to mitigate any impact of the closure of Jubilee Sports Centre	Residents with disabilities/ older people	That people in this grouping are engaged and assisted in accessing and participating in sport and leisure activities in Queen’s Park	N/A	Richard Barker Director of Sports, Leisure and Wellbeing	2018/19	Green

THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

SIGNATURE:



FULL NAME: Richard Barker

UNIT: Community Services, City Management and Communities

EMAIL & TELEPHONE EXT: rbarker@westminster.gov.uk x2693

DATE (DD/MM/YYYY): 28/9/16

WHAT NEXT?

It is the responsibility of the service to complete an EIA to the required standard and the quality and completeness of EIAs will be monitored by EMT.

All EIAs for proposed changes to levels of service arising from budget proposals must be completed by 2 September 2016.

All completed EIAs should be sent to: Equalities@westminster.gov.uk

7.3 Equality Impact Assessment Tool - Sports and Leisure

Appendix 1- Participation in Sport and Physical Activity

Section A- Sport & Physical Activity Participation Levels (Sport England Active People Survey)

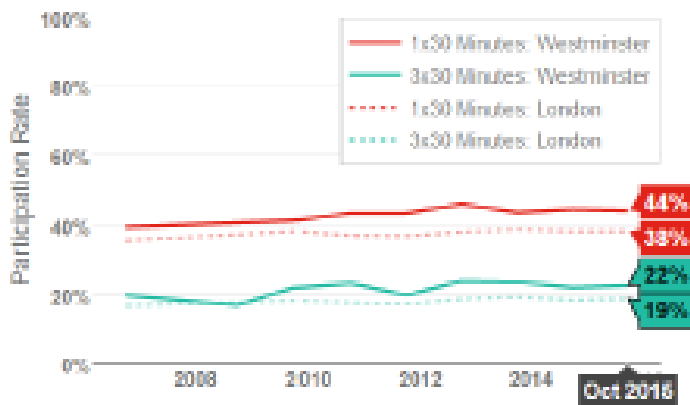


Figure 1- participation in sport & physical activity (all respondents)

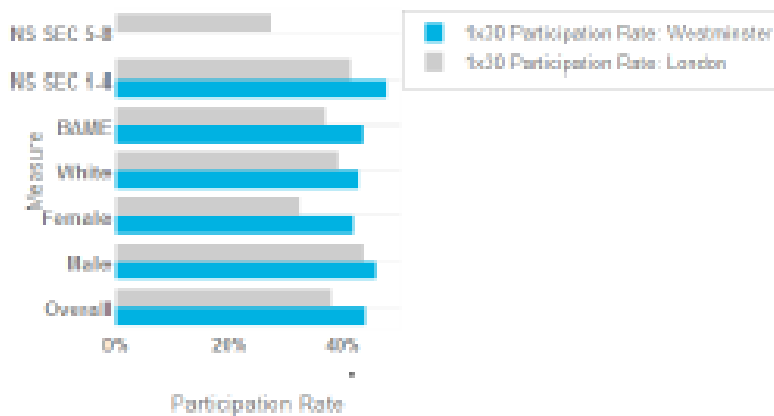


Figure 2- participation in sport & physical activity (key groups)

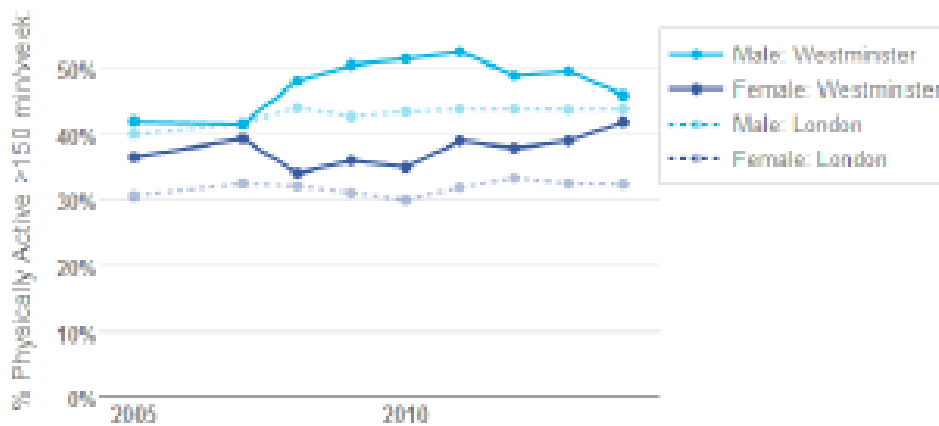


Figure 3- participation in sport & physical activity (by gender)

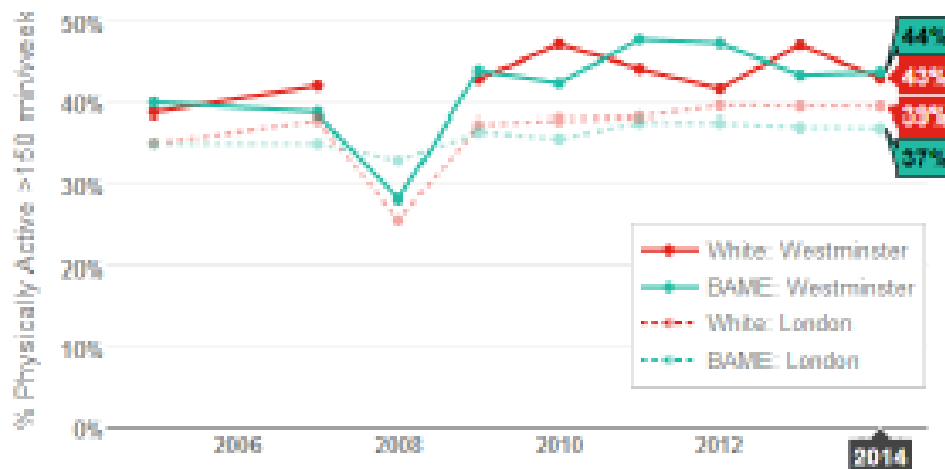


Figure 4- participation in sport & physical activity (by ethnicity)

Section B- Westminster City Council Sports and Leisure Centre Membership Data - a breakdown by age

Male	Number	%
0-4	1156	6.1%
5-9	935	4.9%
10-14	940	4.9%
15-19	1026	5.4%
20-24	1262	6.6%
25-29	2397	12.5%
30-34	2531	13.2%
35-39	2180	11.4%
40-44	1764	9.2%
45-49	1443	7.6%
50-54	1111	5.8%
55-59	726	3.8%
60-64	496	2.6%
65-69	320	1.7%
70-74	343	1.8%
75-79	177	0.9%
80-84	64	0.3%
85-89	25	0.1%
90-94	2	0.0%
95-99	3	0.0%
Grand Total	19103	

Female	Number	%
0-4	1107	7.2%
5-9	813	5.3%
10-14	582	3.8%
15-19	665	4.3%
20-24	1132	7.3%
25-29	2220	14.4%
30-34	1999	13.0%
35-39	1568	10.2%
40-44	1156	7.5%
45-49	1051	6.8%
50-54	893	5.8%
55-59	600	3.9%
60-64	632	4.1%
65-69	473	3.1%
70-74	320	2.1%
75-79	137	0.9%
80-84	61	0.4%
85-89	20	0.1%
Grand Total	15429	

Section C- Westminster City Council Sports and Leisure Centre Membership Data - a breakdown by Ethnicity

Ethnicity	Number	%
Arabic	1786	3.6%
Asian Other	666	1.3%
Bangladeshi	125	0.2%
Black African	223	0.4%
Black British	428	0.9%
Black Caribbean	167	0.3%
Black Other	171	0.3%
Black Somali	41	0.1%
Chinese	228	0.5%
Gypsy Or Irish Traveller	5	0.0%
Indian	296	0.6%
Mixed Race	400	0.8%
Not willing to supply	1062	2.1%
Other	7037	14.1%
Other Mixed Background	272	0.5%
Pakistani	54	0.1%
Turkish	4	0.0%
Unknown/ Not Stated	33205	66.4%
White	9	0.0%
White & Asian	138	0.3%
White & Black Caribbean	72	0.1%
White British	979	2.0%
White European Other	231	0.5%
White Irish	22	0.0%
White Other	2336	4.7%
White& Black African	87	0.2%
Grand Total	50044	



City of Westminster

EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an EIA is the simplest way to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the earliest stages of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When you should undertake an EIA:

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles (particularly if it impacts on frontline services).
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding).

Who should undertake the EIA:

- The person who is making the decision or advising the decision-maker

Guidance and tools for completing EIAs are available on the WIRE:

<https://officesharedservice.sharepoint.com/sites/intranet/wcc-comms/Pages/Equality-Impact-Assessments-.aspx>

An EIA e-learning module is available for all Westminster staff:

www.learningpool.com/westminster/course/view.php?id=159

When you have completed an EIA, please send the final copy to Equalities@westminster.gov.uk

It is the responsibility of the service to complete an EIA to the required standard and the quality and completeness of EIAs will be monitored by EMT.

All EIAs for proposed changes to levels of service arising from budget proposals must be completed by 2 September 2016.

Title
7.6 Libraries future delivery
What are you analysing?
<ul style="list-style-type: none"> • What is the purpose of the policy/project/activity/strategy? • In what context will it operate? • Who is it intended to benefit? • What results are intended? • Why is it needed?
<p>1. Background</p> <p>Following careful consideration of options, Cabinet Members took the decision to proceed with the in-house model to deliver a library service that meets the target savings required for 2017/18. An externalised model with a partner providing the service was considered, but after undertaking a preliminary market review, the in-house approach is preferred as it offers better opportunities to deliver savings whilst continuing to provide a high quality service.</p> <p>All three councils have agreed to develop a new operating model to deliver the shared elements of the service and Westminster will reorganise sovereign services to achieve its required level of savings.</p> <p>Key factors:</p> <ul style="list-style-type: none"> • Libraries need to continue to evolve and address the needs of our communities, now and in the future, with a greater focus on co-location of services and the digital world • The continuing financial challenge for local government over the next three years with a requirement for library services to cut costs and become even more efficient • Libraries will need to deliver efficiencies and transform the library service to meet the councils' collective ambitions for community focus, more volunteering and greater commercial income

2. Aim

The aims of the programme are to achieve savings of £700,000 on the annual operating costs of Westminster's library service whilst delivering a high quality and sustainable library service.

3. Objectives

The objectives of the programme are to:

- deliver a vision for libraries focusing on “read-learn-connect” with a new target operating model
- deliver savings of £700,000
- implement a new organisational structure
- increase the use and number of volunteers within the service
- develop a commercial business plan that supports the service by generating income
- review current and future digital provision for the service
- provide a sustainable platform and the potential for further savings in future years

4. Proposed new organisational structure

4.1 The new organisational structure for Libraries & Culture will:

- Reinforce customers at the heart of delivery, enabling them to be better informed and healthier
- Provide agile services, responsive to changing needs, improving customer experience
- Enable colocation of services and multi-functional spaces for community benefit that are vibrant and reflective of customers' needs, with appropriate community engagement and increased usage of space maximising value and sweating the assets
- Demonstrate visible leadership, modelling appropriate values and behaviours which leads to empowered, valued and multi-skilled frontline staff
- Define clear roles and responsibilities and streamline processes, which are strengthened by a flexible resource pool and effective deployment, generating increased efficiency

4.2 Staff consultation is planned to commence in late September 2016 with a formal 45 day period ending early November. Following this and formal approval, the new structure will be implemented with go-live planned for April 2017.

5. Impact on service delivery

5.1 A key factor is the retention broadly of existing levels of service provision, although there will be changes to how some aspects are delivered. In particular, all Westminster's 12 libraries and the archives centre will remain in place, with broadly the same opening hours and access arrangements. Customer impact is expected to be manageable. There will be significant changes for staff with a reduction of 25 FTE. A fuller assessment of staff impact will be conducted once the consultation period has closed and any changes to proposals are made resulting in a final organisational structure.

5.2 The service is being strengthened at strategic and operational levels to focus on the areas identified by management and employees in the design process as requiring prioritisation. These include greater capacity for commercial activity, volunteer partnerships and community development, and a continued focus on health and cultural partnerships. Front-facing, community-based staff will have a clear emphasis on supporting customers to help themselves as well as offering enhanced support for vulnerable residents and other priority groups.

Details of the lead person completing the screening/EIA

(i) Full Name: Mike Clarke

(ii) Position: Director, Libraries & Culture

(iii) Unit: Libraries & Culture

(iii) Contact Details: x2199

Date sent to Equalities@westminster.gov.uk

Version number and date of update

- v.1.1 21 September 2016

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1	Does the project, policy or proposal have the potential to disproportionately impact on any of the following groups? If so, is the impact positive or negative?			
	None	Positive	Negative	Not sure
Disabled people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy/ maternity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People or particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?		<input type="checkbox"/>	<input type="checkbox"/>	
If the answer is “negative” or “unclear” consider doing a full EIA				

1.2	What do you think that the overall NEGATIVE impact on groups and communities will be?						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">None/ Minimal</th> <th style="width: 50%; text-align: center;">Significant</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <input checked="" type="checkbox"/> </td> <td style="text-align: center;"> <input type="checkbox"/> </td> </tr> <tr> <td style="padding: 5px;"> None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups. </td> <td style="padding: 5px;"> Significant impact would be where there is an impact is identified that has substantial impact on any groups. </td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">If the answer is “significant” consider doing a full EIA</p>	None/ Minimal	Significant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups.	Significant impact would be where there is an impact is identified that has substantial impact on any groups.
None/ Minimal	Significant						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups.	Significant impact would be where there is an impact is identified that has substantial impact on any groups.						
1.3	Using the screening information in questions 2.1 and 2.2, should a full EIA be carried out on the project, policy or proposal						
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
1.4	How have you come to this decision?						
	<p>The proposed re-structure will not impact on services to customers and residents. Proposed changes will allow for core library services to be offered with the provision of a flexible resource pool to provide added value activities are required by each library.</p> <p>A full EIA relating to the staff changes will be considered/provided as part of the final decision process once the consultation is complete. This will be provided to the Cabinet Member to inform the decision-making process which is expected to be during December 2016.</p>						

EQUALITY IMPACT ASSESSMENT

SECTION 2: BUILDING AN EVIDENCE BASE

3.1	Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal	
	<ul style="list-style-type: none"> <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i> <i>A baseline of data is available here</i> 	
	How many people use the service currently? What is this as a % of Westminster’s population?	
	Age	
	Disability	
	Gender	
	Race	
	Religion or belief	
	Sexual orientation	

<p>2.2</p>	<p>Are there any equality groups that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service. Information about Westminster’s population is on the Equalities page on the WIRE.</i></p>
	<p><i>If yes, provide details.</i></p>
<p>2.3</p>	<p>Are there any equality groups that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i></p>
	<p><i>If yes, provide details.</i></p>

SECTION 3: ASSESSING THE IMPACT

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

<p>3.1</p>	<p>Consultation Information</p> <p><i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i></p>
	<p><i>Formal consultation has not been required</i></p>
<p>3.2</p>	<p>What might the potential impact on individuals or groups be?</p> <p><i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i></p>

SECTION 4: REDUCING & MITIGATING IMPACT

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

<p>4.1</p>	<p>Where you have identified an impact, what can be done to reduce or mitigate the impact? (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).</p>												
	<p>Consider what actions can be put in place to remove or reduce your identified impact(s). Record all potential actions to show you have considered all options. Please note if no mitigating actions have been identified.</p> <table border="1" data-bbox="248 976 1513 1800"> <thead> <tr> <th data-bbox="248 976 735 1160"> Column A – Issues or barriers, things to take into account </th> <th data-bbox="735 976 1513 1160"> Column B – what changes can be made to remove or reduce barriers or negative impacts (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact). </th> </tr> </thead> <tbody> <tr> <td data-bbox="248 1160 735 1296"></td> <td data-bbox="735 1160 1513 1296"></td> </tr> <tr> <td data-bbox="248 1296 735 1433"></td> <td data-bbox="735 1296 1513 1433"></td> </tr> <tr> <td data-bbox="248 1433 735 1570"></td> <td data-bbox="735 1433 1513 1570"></td> </tr> <tr> <td data-bbox="248 1570 735 1706"></td> <td data-bbox="735 1570 1513 1706"></td> </tr> <tr> <td data-bbox="248 1706 735 1800"> <p><i>Enter additional rows if require</i></p> </td> <td data-bbox="735 1706 1513 1800"></td> </tr> </tbody> </table>	Column A – Issues or barriers, things to take into account	Column B – what changes can be made to remove or reduce barriers or negative impacts (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).									<p><i>Enter additional rows if require</i></p>	
Column A – Issues or barriers, things to take into account	Column B – what changes can be made to remove or reduce barriers or negative impacts (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).												
<p><i>Enter additional rows if require</i></p>													
<p>4.2</p>	<p>Now that you have considered the potential or actual effect on equality, what action are you taking?</p>												

	<input type="checkbox"/>	<p>5. No major change (no impacts identified)</p>	<p>Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and you have taken all appropriate steps to advance equality & foster good relations between groups.</p>
	<input type="checkbox"/>	<p>6. Adjust the policy</p>	<p>You will take steps to remove barriers or to better advance equality.</p>
	<input type="checkbox"/>	<p>7. Continue the policy (impacts identified)</p>	<p>You will adopt your proposal, despite any adverse effect provided you are satisfied that it does not unlawfully discriminate and it is justified.</p>
	<input type="checkbox"/>	<p>8. Stop and remove the policy</p>	<p>There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.</p>
<p>4.3</p>	<p>Please document the reasons for your decision</p>		

SECTION 5: ACTION PLAN

This section is for actions related any of the 9 protected characteristic: Age, Disability, Gender, Gender reassignment; Pregnancy & maternity, Race, Sexual Orientation or Religion/Belief

5.1 Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.

NB. Add any additional rows, if required.

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG

	<i>Enter additional rows if required</i>							

THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER



SIGNATURE:

FULL NAME: ...Mike Clarke

UNIT:Libraries and Culture.....

EMAIL & TELEPHONE EXT: ...mclarke1@westminster.gov.uk.....2199...

DATE (DD/MM/YYYY):28/09/2016.....

WHAT NEXT?

It is the responsibility of the service to complete an EIA to the required standard and the quality and completeness of EIAs will be monitored by EMT.

All EIAs for proposed changes to levels of service arising from budget proposals must be completed by 2 September 2016.

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City of Westminster

EQUALITY IMPACT ASSESSMENT TOOL

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When you should undertake an EIA:

- You are making changes that will affect front-line services
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- You are making a decision that could have a different impact on different groups of people
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- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding).

Who should undertake the EIA:

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Guidance and tools for completing EIAs are available on the WIRE:

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An EIA e-learning module is available for all Westminster staff:

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All EIAs for proposed changes to levels of service arising from budget proposals must be completed by 2 September 2016.

Title
7.7 Registration Service Income Growth – Commercialisation
What are you analysing?
<ul style="list-style-type: none"> • What is the purpose of the policy/project/activity/strategy? • In what context will it operate? • Who is it intended to benefit? • What results are intended? • Why is it needed?
Details of the lead person completing the screening/EIA
<p>(i) Full Name: Christie Junor-Sheppard</p> <p>(ii) Position: Head of Registration Services</p> <p>(iii) Unit: Registration and Nationality Services</p> <p>(iii) Contact Details: 020 7641 1790 / cjsheppard@westminster.gov.uk</p>

Date sent to Equalities@westminster.gov.uk

Version number and date of update

Version 1

You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process.

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1	Does the project, policy or proposal have the potential to disproportionately impact on any of the following groups? If so, is the impact positive or negative?			
	None	Positive	Negative	Not sure
Disabled people	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Men or women (include impacts due to pregnancy/ maternity)	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
People or particular sexual orientation/s	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
People in particular age groups	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?		<input type="checkbox"/>	<input type="checkbox"/>	
If the answer is “negative” or “unclear” consider doing a full EIA				

1.2	What do you think that the overall NEGATIVE impact on groups and communities will be?						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">None/ Minimal</th> <th style="width: 50%; text-align: center;">Significant</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups.</td> <td>Significant impact would be where there is an impact is identified that has substantial impact on any groups.</td> </tr> </tbody> </table> <p style="text-align: center;">If the answer is “significant” consider doing a full EIA</p>	None/ Minimal	Significant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups.	Significant impact would be where there is an impact is identified that has substantial impact on any groups.
None/ Minimal	Significant						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups.	Significant impact would be where there is an impact is identified that has substantial impact on any groups.						
1.3	Using the screening information in questions 2.1 and 2.2, should a full EIA be carried out on the project, policy or proposal						
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
1.4	How have you come to this decision?						
	There is no change to the core services. Birth registration appointments will continue to be free of charge and delivered from Harrow Road. Other services such as marriages or nationality services are discretionary and customers have the choice of days, times and venues or using another local authority services, to suit their budget or location.						

EQUALITY IMPACT ASSESSMENT

SECTION 2: BUILDING AN EVIDENCE BASE

2.1	Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal
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- If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.
- A baseline of data is [available here](#)

How many people use the service currently? What is this as a % of Westminster’s population?	Over 25,000 people use Registration services in Westminster, which includes non- residents
Age	A high proportion of our users are between 25 and 40, due to the nature of services provided (eg. Births and ceremonies)
Disability	
Gender	A higher proportion of our users are women due to the nature of services provided (eg births)
Race	Over 180 different countries are represented in our Nationality services and Citizenship ceremonies, the highest proportion being USA (6%); India (4%); Australia (4%).
Religion or belief	
Sexual orientation	

2.2 Are there any equality groups that are overrepresented in the monitoring information relative to their size of the population? *If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service. Information about Westminster’s population is on the Equalities page on the WIRE.*

	<p>By the very nature of the service, pregnant women / women are disproportionately represented in the birth registration service.</p> <p>By the very nature of the service, non-British nationalities are disproportionately represented in the Nationality and Citizenship services, though no one nationality or region of nationalities dominates the figures.</p>
<p>2.3</p>	<p>Are there any equality groups that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i></p>
	<p>No, though income may be a barrier for some groups using Westminster ceremony services. However a wide range of options are and will continue to be, offered including ceremonies in the statutory register office for a minimum fee.</p>

SECTION 3: ASSESSING THE IMPACT

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

<p>3.1</p>	<p>Consultation Information</p> <p><i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i></p>
	<p><i>It is helpful to identify whether you have conducted any consultations for your proposal, in some cases a statutory consultation is required. If your proposal has not required a consultation, please highlight this here. Consultations will help you identify what the potential impact of your proposal might be.</i></p> <p>No external consultation has taken place yet, though informal consultation has taken place with stakeholders and providers such as GRO; Portland Hospital and staff. In addition the service conducts annual benchmarking of fees and charges against neighbouring local authorities, to assess what “market fees” are being charged, and how Westminster compares.</p>
<p>3.2</p>	<p>What might the potential impact on individuals or groups be?</p> <p><i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i></p>

SECTION 4: REDUCING & MITIGATING IMPACT

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1	Where you have identified an impact, what can be done to reduce or mitigate the impact? (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).	
	<p>Consider what actions can be put in place to remove or reduce your identified impact(s). Record all potential actions to show you have considered all options. Please note if no mitigating actions have been identified.</p>	
	Column A – Issues or barriers, things to take into account	Column B – what changes can be made to remove or reduce barriers or negative impacts (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).
	Increasing fees and charges may mean customers on low incomes cannot afford to use Westminster Registration Services	<p>The service could offer a resident discount such as 20% across key services such as Nationality Checking and ceremonies</p> <p>The service could offer discounted days for residents for example at the newly refurbished Old Marylebone Town Hall</p> <p>The service would continue to offer a choice in services so for example customers could continue to choose to go to our offices to register a birth, rather than register at bedside at Portland Hospital.</p> <p>Customers would also still have the choice to go to other local authorities for services including ceremonies and nationality services, as they do now.</p>
	<i>Enter additional rows if require</i>	

4.2 Now that you have considered the potential or actual effect on equality, what action are you taking?

<input type="checkbox"/>	9. No major change (no impacts identified)	Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and you have taken all appropriate steps to advance equality & foster good relations between groups.
<input checked="" type="checkbox"/>	10. Adjust the policy	You will take steps to remove barriers or to better advance equality.
<input type="checkbox"/>	11. Continue the policy (impacts identified)	You will adopt your proposal, despite any adverse effect provided you are satisfied that it does not unlawfully discriminate and it is justified.
<input type="checkbox"/>	12. Stop and remove the policy	There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.

4.3 Please document the reasons for your decision

Offering discounted services or days will mitigate the effect of the increase for people on low income, and encourage usage by local residents. The service will continue to maintain the range of choice across venues and services, allowing customers to select the location, day or time of their service that best meets their needs.

SECTION 5: ACTION PLAN

This section is for actions related any of the 9 protected characteristic: Age, Disability, Gender, Gender reassignment; Pregnancy & maternity, Race, Sexual Orientation or Religion/Belief

5.1	Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps. Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete. NB. Add any additional rows, if required.						
	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
	Agree fee structure which reflects resident discount / discounted days	People on low income	Reduce the impact of increased fees and charges		Christie Junor-Sheppard, Head of Registration Services 020 7641 1790 cjsheppard@westminster	01/01/2017	

					.gov.uk		
	<i>Enter additional rows if required</i>						

THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

SIGNATURE: Mike Clarke, Director of Libraries & Culture

FULL NAME:

UNIT: Registration Service

EMAIL & TELEPHONE EXT: mclarke1@westminster.gov.uk

DATE (DD/MM/YYYY): 22/09/2016.

WHAT NEXT?

It is the responsibility of the service to complete an EIA to the required standard and the quality and completeness of EIAs will be monitored by EMT.

All EIAs for proposed changes to levels of service arising from budget proposals must be completed by 2 September 2016.

All completed EIAs should be sent to: Equalities@westminster.gov.uk

EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) is the **simplest way** to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- **Section 1 of the EIA Tool: Initial Screening**, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

- The person who is making the decision or advising the decision-maker

Further Guidance

- [Step-by-Step Guidance to the questions](#)
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal	
7.14 Libraries supplies & services efficiencies	
Lead Officer	
i.	Full Name Mike Clarke
ii.	Postion: Director of Libraries and Culture
iii.	Department Libraries and Culture
iv.	Contact Details mclarke1@westminster.gov.uk
Has this project, policy or proposal had an EIA carried out on it previously? If yes, please state date of original and append to this document for information.	
Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>
Date of original EIA: 14 December2016	
Version number and date of update	
<p><i>You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process.</i></p>	

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1	What are you analysing?
	Further efficiencies in supplies and services within Libraries. This is a placeholder to cover a saving elsewhere in the service which has now proved undeliverable. The service will identify savings in-year

or these will be mitigated in CMC.

It is envisaged that any savings will be in supplies and services and will not have a detrimental impact on any group of people.

This EIA will be reviewed as proposals are worked up.

1.2 From a service user and staff perspective, does the project, policy or proposal have the potential to disproportionately impact on any of the following groups? If so, is the impact positive or negative?

		None	Positive	Negative	Not sure
	Disabled people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Men or women (include impacts due to pregnancy/ maternity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People or particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?		<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

If the answer is “negative” or “unclear” consider doing a full EIA

1.3	What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
		<input type="checkbox"/>	<input type="checkbox"/>
	<p><u>None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups.</u> Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.</p>		

1.4	Using the screening and information in questions 1.2 and 1.3, should a full assessment be carried out on the project, policy or proposal?
	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
1.5	How have you come to this decision?
	<p>At this stage there is no reason to believe the savings would have a negative impact.</p>

SECTION 2: EQUALITY IMPACT ASSESSMENT

Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	<i>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</i> <ul style="list-style-type: none"> <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i> 	
	How many people use the service currently? What is this as a % of Westminster's population?	
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due to pregnancy/maternity)	
	People of particular sexual orientations	
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	

	Any other groups who may be affected by the proposal?	
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This section should be completed for all proposals that will impact on staff.

2.2 Build up a picture of the makeup of the workforce profile in the service affected.																																																																																															
<p>What is the workforce profile of the service? As a percentage, how does this compare to the profile of Westminster City Council workforce?</p> <p>Age Disability Gender Gender Reassignment Ethnicity Pregnancy and Maternity Religion/Belief Sex Sexual Orientation</p>	<table border="1"> <thead> <tr> <th rowspan="2">Group</th> <th colspan="2">Service</th> <th colspan="2">Council</th> </tr> <tr> <th>No</th> <th>%</th> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td colspan="5">Age</td> </tr> <tr> <td>16-24</td> <td></td> <td></td> <td>35</td> <td>2%</td> </tr> <tr> <td>25-29</td> <td></td> <td></td> <td>148</td> <td>7%</td> </tr> <tr> <td>30-44</td> <td></td> <td></td> <td>893</td> <td>43%</td> </tr> <tr> <td>45-59</td> <td></td> <td></td> <td>854</td> <td>41%</td> </tr> <tr> <td>60-64</td> <td></td> <td></td> <td>115</td> <td>5%</td> </tr> <tr> <td>65 +</td> <td></td> <td></td> <td>33</td> <td>2%</td> </tr> <tr> <td colspan="5">Disability</td> </tr> <tr> <td>Yes</td> <td></td> <td></td> <td>66</td> <td>3%</td> </tr> <tr> <td>No</td> <td></td> <td></td> <td>897</td> <td>43%</td> </tr> <tr> <td>Not Known</td> <td></td> <td></td> <td>1115</td> <td>54%</td> </tr> <tr> <td colspan="5">Ethnicity</td> </tr> <tr> <td>Asian/Asian British</td> <td></td> <td></td> <td>145</td> <td>7%</td> </tr> <tr> <td>Black/Black British</td> <td></td> <td></td> <td>416</td> <td>20%</td> </tr> <tr> <td>Mixed</td> <td></td> <td></td> <td>62</td> <td>3%</td> </tr> <tr> <td>White</td> <td></td> <td></td> <td>1371</td> <td>66%</td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td>42</td> <td>2%</td> </tr> </tbody> </table>	Group	Service		Council		No	%	No	%	Age					16-24			35	2%	25-29			148	7%	30-44			893	43%	45-59			854	41%	60-64			115	5%	65 +			33	2%	Disability					Yes			66	3%	No			897	43%	Not Known			1115	54%	Ethnicity					Asian/Asian British			145	7%	Black/Black British			416	20%	Mixed			62	3%	White			1371	66%	Other			42	2%
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		Unknown			83	4%
		Gender				
		Female			1192	57%
		Male			886	43%
		Pregnancy and Maternity				
		<ul style="list-style-type: none"> • Are any staff pregnant or on maternity • How are they affected by this change 				
		Religion & Belief				
		There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included				
		Sexual Orientation				
		There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included				
		Gender Reassignment				
		Data on Gender Reassignment is currently not available but it is unlikely that this proposal will impact either positively or negatively on the protected characteristic of gender reassignment. The consultation process should identify any issues that need to be considered with regards to this protected characteristic.				
	Using the information above, are any groups of staff disproportionately represented compared to the Council workforce?					
	Does TUPE apply to this proposal?					
	Will the reorganisation/restructure result in an increase or decrease in staff numbers? If so, approximately how many?					

	Will the reorganisation/restructure result in changes in job roles or terms and conditions for staff? If so, what changes are proposed?	

2.3 Summary (to be completed following analysis of the evidence above)					
		None	Positive	Negative	Not sure
	Does the project, policy or proposal have the potential to have a <u>disproportionate</u> impact on any of the following groups? If so, is the impact positive or negative?				
	Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Particular ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Men or women (include impacts due to pregnancy/maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of particular sexual orientations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Groups with particular faiths and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there any other groups that you think this proposal may affect negatively or positively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 3: Assessing Impact

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1	Where you have identified an impact, what can be done to reduce or mitigate the impact? <i>(Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).</i>	
	Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact
	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
	Impact 4: [Insert impact here]	
	Impact 5: [Insert impact here]	

4.2	Now that you have considered the potential or actual effect on equality, what action are you taking?	
	No major change (no impacts identified)	<input type="checkbox"/>
	Adjust the policy/proposal	<input type="checkbox"/>
	Continue the policy/proposal (impacts identified)	<input type="checkbox"/>
	Stop and remove the policy/proposal	<input type="checkbox"/>

4.3	Please document the reasons for your decision	

4.4	How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?	

4.5	Conclusion <i>This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact</i>

SECTION 5: Next Steps

5.1	Action Plan						
	<p><i>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</i></p> <p><i>NB. Add any additional rows, if required.</i></p>						
	Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG

5.2 Risk Table

Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
R1.1	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]

