

SCHEDULE OF BUDGET PROPOSALS AND EIA REFERENCE NUMBERS - HOUSING, REGENERATION, BUSINESS & ECONOMIC

Proposal Reference Number	Proposal Description	Cabinet Portfolio	Full?
4.2	Review of Housing Options and Homeless Service costs	Housing, Regeneration, Business & Economic Development	FULL
4.7	Recharge all project management fees	Housing, Regeneration, Business & Economic Development	Part 1 only
4.8	Employment and skills recharge	Housing, Regeneration, Business & Economic Development	Part 1 only
4.9	Income from Regeneration Area decant units	Housing, Regeneration, Business & Economic Development	Part 1 only
4.10	Temporary Accommodation homes purchase	Housing, Regeneration, Business & Economic Development	Part 1 only
4.12	Street Trading Licensing Fees Income	Housing, Regeneration, Business & Economic Development	Part 1 only
4.13	Rough Sleeping and Supported Housing	Housing, Regeneration, Business & Economic Development	FULL
4.14	Westminster Adult Education Service	Housing, Regeneration, Business & Economic Development	Part 1 only



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

Assessment of proposals to reduce level of front-line service provision at Housing Options Service that are above the contract level late (reflecting the increase in homelessness since 2010) in 2016/17.

Lead Officer

(i) Rebecca Ireland

(ii) Senior Housing Needs Manager

(iii) Housing

(iv) rireland@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 No

Date of original EIA:

Version number and date of update

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.

Version 1: 4th November 2015

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?

The activity covered by this EIA relates to the provision of the Housing Options Service (HOS.) Since 2010 homelessness numbers have increased as the private rented sector market has become less affordable to households on benefits.

To respond to this uplift in demand, increased resources of c. £590K p.a. (following a successful bid to CLG via London Councils) are being put into HOS over and above the contract level in place when the contract was competitively tendered. This policy relates to the proposal to reduce this additional sum on the basis of a review of front-line service delivery.

This EIA does not focus on the work of HOS as a whole as this will be covered during future proposals to relet the contract.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
	Particular ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
	Men or women (include impacts due to pregnancy/ maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
	People or particular sexual orientation/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
	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"/>	X
	People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
	People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
	Groups with particular faiths and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
	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"/>	

The analysis of use of the Housing Options Service in meeting housing need (see section 2.1 below) highlights how the provision of services to meet housing need impacts across all groups.

The service positively impacts on these groups through meeting housing need with changes to the service being reviewed

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
		X	<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. Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.</u></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?

Yes

1.5 How have you come to this decision?

See section 2.1; the use of the HOS service is driven by the make-up of groups in housing need and in particular for the purposes of this EIA living in the private rented sector and in receipt of welfare benefits.

The analysis above highlights how the housing options service meets the needs of a wide range of diverse groups and changes to this should be fully audited

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 **Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal**

- 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.*

	How many people use the service currently? What is this as a % of Westminster's population?	See below
	Disabled people	See below
	Particular ethnic groups	See below
	Men or women (include impacts due to pregnancy/maternity)	See below
	People of particular sexual orientations	See below
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	See below
	People on low incomes	See below
	People in particular age groups	See below
	Groups with particular faiths and beliefs	See below
	Any other groups who may be affected by the proposal?	See below

The annual equalities analysis looks at demand for social housing so we understand our customers, and also at social housing lets, which help ensure our policies are not discriminatory.

Demand for housing in 2014

Only households with priority for housing under the Allocations Scheme are registered, so the profile of the housing register is driven by the eligibility criteria. Like previous years, certain ethnic groups (Black, Asian, Chinese and Other Middle Eastern) continued to have higher levels of housing need compared with their share of the population (see chart 1 below). White households continued to be under represented on the register in 2014 compared to their population share, making up 26% of need and 62% of the population

Chart 1: Housing need compared with the Westminster population

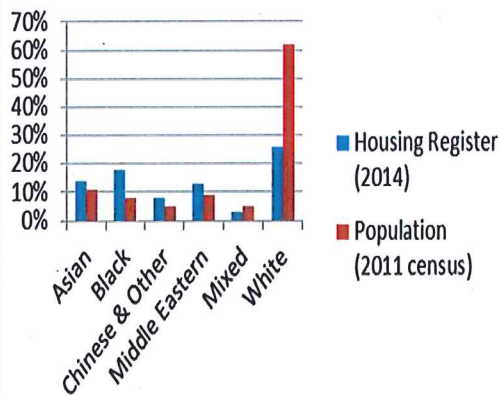
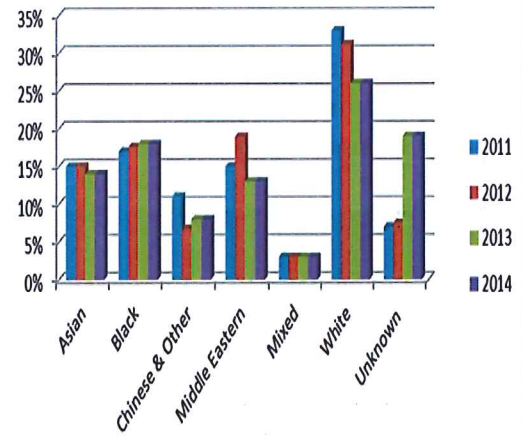


Chart 2: Make up of the register over time



The profile of the register has changed over time – most notably the proportion of White households has fallen. In 2011 they made up 33% of the register compared with 26% in 2014. The proportion of households with an Unknown ethnic origin rose in 2013 and this continued in 2014.

Thirty six per cent of applicants needed three or more bedrooms, and some ethnic groups continued to have an above average need for them i.e. 53% of Asian and 50% of Middle Eastern households needed larger homes.

A higher proportion of women (66%) were lead applicants on the housing register compared with their 49% share of the population.

The 25-44 age group continued to make up the biggest share (54%) of the housing register in 2014, albeit at a lower proportion than in 2013 when they made up 68%. They also make up the largest group in the Westminster population at 42%. Older people (65 and over) are slightly under represented making up 10% of the register and 11% of the population – although their proportion on the register has fluctuated over time as chart 4 shows.

Chart 3: Housing register 2014 compared with Westminster population (age)

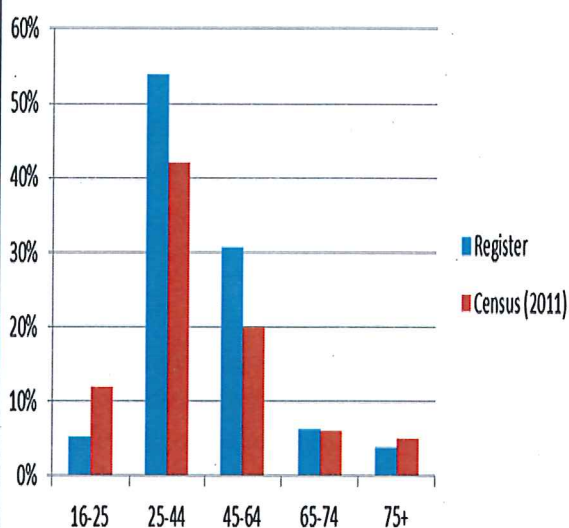
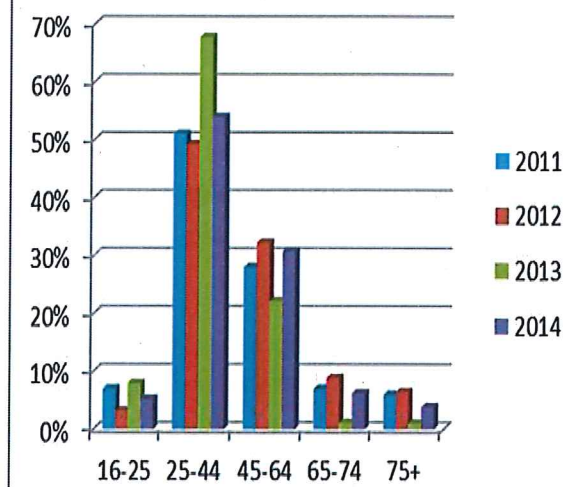


Chart 4: Make up of the register over time (age)



Less than 1% of households needed a fully wheelchair adapted property which is the same as the 2006 housing needs survey estimate for the overall Westminster's population.

Lets 2013/14

The proportion of lets to different groups during 2013/14 is unlikely to reflect the profile of the register as:

The make-up of the register changes over time and there is delay (often of many years) between registering for a property and a let due to supply shortages

There is a particular shortage of family sized units and studios and one bedrooms make up nearly 50% of the stock – so groups needing larger properties will inevitably wait longer

Households are prioritised for properties through a priority system and a quota of properties are let each year to each priority group

The majority of lets are through choice based lettings (CBL) so applicants can choose whether to bid for properties.

However comparing lets in 2013/14 with the profile of the register is still useful to ensure there are no major discrepancies.

As the following table shows, overall lets to most ethnic groups were lower than their share of the register. This is with the exception of White groups where they were higher which is likely to be due to White groups making up a larger proportion of demand in the past (see chart 2) and by them having a greater need for smaller units which are more readily available.

Lets and ethnicity

Ethnicity	% Register 2014	% Lets 2013/14 (including CBL and direct offers)	Bids per let
Asian	14%	11%	119
Black	18%	14%	139
Chinese & Other	8%	8%	122

Middle Eastern	13%	10%	218
Mixed	3%	3%	182
Unknown	19%	21%	126
White	26%	33%	78
Average			122

Most groups actively participated in CBL with Middle Eastern and Mixed groups making higher than average numbers of bids per let. White households made lower than average bids per let which is consistent with previous years' findings.

Age

The table below illustrates there was a higher proportion of lets to young people (16-24) compared with their proportion on the register in 2014 and a significantly lower proportion to the 25-44 age group which is likely to be due to the shortage of family sized units and a more readily available supply of studio/s and one bedroom properties. The proportion of lets to older people was higher than their proportion on the register which is due to the available supply of community supported housing.

There was a higher proportion of lets to young people (16-24) compared with their proportion on the register and a significantly lower proportion to the 25-44 age group. This is likely to be due to the greater availability of studios and one bedroom properties and a shortage of family sized units.

Lets compared with need by age

Age	% Register 2014	% All lets 2013/14	% CBL lets 2013/14	Lets per CBL let
16-24	5%	8%	6%	81
25-44	54%	43%	43%	183
45-64	31%	33%	37%	92
65-74	6%	9%	9%	33
75 plus	4%	8%	5%	32
Average				122

Previous reports have noted that younger and older age groups make below average bids per let and this continued in 2013/14 as the above table shows reflecting that there is greater availability of community supportive housing for older people. In addition support is available for anyone not bidding and people are contacted by the Housing Options Service if not participating and can be offered automated bidding.

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.

What is the workforce profile of the service? As a percentage, how does this compare to the profile of Westminster City Council workforce?

- Age
- Disability
- Gender
- Gender Reassignment
- Ethnicity
- Pregnancy and Maternity
- Religion/Belief
- Sex
- Sexual Orientation

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%
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

n/a does not impact on Council employed 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"/>	X
Particular ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
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"/>	X
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

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

This section should record the consultation activity undertaken in relation to this project, policy or proposal

The HOS conducts customer satisfaction surveys that consistently show satisfaction levels of above 90% (even during the recent increase in homelessness)

A service user improvement group made up of current and former users of HOS meets regularly to discuss the service and proposed policy changes.

3.2 What might the potential impact on individuals, groups or staff be?

Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups

Generic impact (across all groups)	See below
Men or women (include impacts due to pregnancy/maternity)	See below
People of particular sexual orientation	See below
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	See below
Disabled people	See below
Particular ethnic groups	See below
People on low incomes	See below
People in particular age groups	See below
Groups with particular faiths and beliefs	See below
Other excluded individuals and groups	See below

There will be no discrimination arising from the policy change as it relates to continuing to meet the Council's statutory housing obligations

HOS performs a statutory housing needs advice and assessment service for the Council and is thus accessible to all groups. This is underlined by the increase in numbers of homeless applications and acceptances since 2010 and illustrates the accessibility of the service. This is further supported by the fact that all individuals impacted by LHA caps were contacted directly and informed of the role of HOS and the support and assistance available.

In order to ensure that the service continues to remain accessible we will continue to emphasise the availability of appointments for housing advice and assessment at a convenient time for the household. We will emphasise the importance of making contact with the Housing Options Service at the earliest opportunity before any housing crisis occurs that would require attending the service on an emergency.

This will include promoting the use of e-mailing the Housing Options Service advisors directly and making contact through the website (which is currently increasing.)

We will promote the use of and access to the comprehensive WCC website which contains housing advice and information on the service and free access is available in libraries and one stop shops.

The emergency out of hours service for housing emergencies outside of the current opening hours will continue to be available.

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>	
If numbers of homeless applications and acceptances significantly increase then it will not be possible to reduce the level of service provision proposed and still meet the Council's statutory duties and continued commitment to work with Adults and Children's Services to support the most vulnerable.	Levels of homelessness will continue to be monitored closely monthly and this will inform future resource allocation
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 checked="" 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	
The implementation of the policy is dependent upon activity levels not significantly increasing. As a result the policy will be adjusted according to how numbers of homeless households change during the year and is monitored closely on a monthly basis.	
4.4 How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?	
Housing supply and needs data will continue to be monitored monthly against forecasts and reported across the Council; any significant increases in demand will be responded to accordingly	
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>	
As above there will be no discrimination arising from the policy change as it relates to continuing to meet the Council's statutory housing obligations	

SECTION 5: Next Steps

5.1 Front Line Service

Action Plan <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> <i>NB. Add any additional rows, if required.</i>						
Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
Continue to update the website and promote the use of direct e-mailing HOS officers and contact through the website	All	Households requiring housing advice do not need to 'drop-in' to HOS to receive this		Rebecca Ireland 020 7641 2029 rireland@westmins ter.gov.uk	30/03/2016	A
Continue to advise households contacting the Housing Options Service of the option to make appointments to see housing advisors.	All	Households who make use of the Housing Options Service are able to make appointments	Within existing resources	Rebecca Ireland 020 7641 2029 rireland@westmins ter.gov.uk	30/03/2016	A

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]





EQUALITY IMPACT ASSESSMENT TOOL

PLANNING TRANSFORMATION PROGRAMME

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 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)
- **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
Major Projects – Income Generation (Phase 1 and 2) – 4.3, 4.7 and 1.31
Lead Officer
<ul style="list-style-type: none"> i. Full Name – Tristan Samuels ii. Position – Head of Major Projects iii. Department – Growth Planning and Housing iv. Contact Details - x7349
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.
No
Date of original EIA: n/a
Version number and date of update

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?																									
	<p><i>This initiative proposes to charge a ‘monitoring fee’ to the major projects that are being overseen by the Major Projects Team. The monitoring fee will be charged to the developer or contractor delivering each project. The monitoring fee is a percentage of total scheme costs.</i></p> <p><i>The monitoring fee recharge will fund some limited increase in headcount over the existing establishment. These additional headcount resources are taken into account in the costs.</i></p> <p><i>It should not be assumed that the total above is not a recurring saving. Because income is dependent on projects occurring in the year concerned.</i></p>																									
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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	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"> 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. 	
	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	
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	Any other groups who may be affected by the proposal?	

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.						
	What is the workforce profile of the service? As a percentage, how does this compare to the profile of Westminster City Council workforce? <ul style="list-style-type: none"> Age Disability Gender 	Group		Council			
		Service		No		%	
		No	%	No	%		
		Age					
		16-24			35	2%	
		25-29			148	7%	
		30-44			893	43%	
		45-59			854	41%	
	60-64			115	5%		

	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

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. Who will you consult with?</p> <p>ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)</p>
3.2	What might the potential impact on individuals, groups or staff be?

	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>

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]





EQUALITY IMPACT ASSESSMENT TOOL

ACHIEVING A COST NEUTRAL POSITION – BUSINESS & ENTERPRISE AND EMPLOYMENT & SKILLS

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 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)
- **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
GPH Business and Enterprise & Employment & Skills – Achieving a cost neutral position through recharging staff costs to projects
Lead Officer
i. Full Name – Greg Ward ii. Position – Director of Economy iii. Department – Growth Planning and Housing iv. Contact Details – 07500 809620
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.
No
Date of original EIA: n/a
Version number and date of update

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?																				
	<p>The team oversees a range of programme funding to support City for All ambitions to reduce long term unemployment, encourage entrepreneurship and business growth. Existing funding managed by the team includes Civic Enterprise Fund, New Homes Bonus, Public Health Funding and miscellaneous externally granted funds for employment programmes including from Central London Forward.</p> <p>The total salary cost of the team is £380k. Our medium term aim is for the team to be cost neutral but this is dependent on the wider situation regarding discretionary funding and use of funding for programme management costs.</p> <p>Our proposal is to use a proportion of the income managed by the team to cover the core costs. There is a precedent for other local authorities using external and discretionary funding.</p>																				
1.2	From a service user and staff perspective, does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?																				
	<table border="1"> <thead> <tr> <th></th> <th>None</th> <th>Positive</th> <th>Negative</th> <th>Not sure</th> </tr> </thead> <tbody> <tr> <td>Disabled people</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Particular ethnic groups</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Men or women (include impacts due to pregnancy/</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		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/	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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/	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																	

	maternity)				
	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?	No	<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 checked="" 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. Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.</u></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?
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1.5	How have you come to this decision?
	These proposals have no direct impact on these groups within the community.

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 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"> 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. 	
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?	

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.																																								
What is the workforce profile of the service? As a percentage, how does this compare to the profile of Westminster City Council workforce? <ul style="list-style-type: none"> Age Disability Gender 	<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> </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%
	Group		Service		Council																																			
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	45-59			854	41%																																			
60-64			115	5%																																				

<ul style="list-style-type: none"> • Gender Reassignment • Ethnicity • Pregnancy and Maternity • Religion/Belief • Sex • Sexual Orientation 	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%
	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)					
	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?	None	Positive	Negative	Not sure
	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

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. Who will you consult with?</p> <p>ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)</p>
3.2 What might the potential impact on individuals, groups or staff 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>	
Generic impact (across all groups)	
Men or women (include impacts due to pregnancy/maternity)	
People of particular sexual orientation	
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
Disabled people	
Particular ethnic groups	
People on low incomes	
People in particular age groups	
Groups with particular faiths and beliefs	
Other excluded individuals and groups	

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>

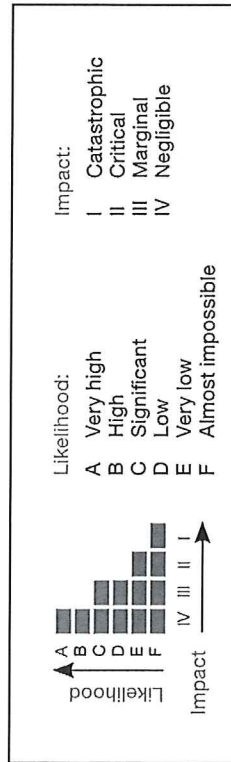
SECTION 5: Next Steps

4.8 Employment and skills recharge

5.1	Action Plan <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> 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	

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]



THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

Signature: *G.P. Ward*
Full Name: *Garry Ward*
Unit: *Community Planning & Housing*
Email & Telephone Ext: *gward@westminster.gov.uk*
Date of Completion (DD/MM/YY):
07500
809620

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

PLANNING TRANSFORMATION PROGRAMME

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
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Who should undertake the EIA?

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Further Guidance

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- 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

Assessment of Temporary accommodation Cost & HRA budget Mitigation Project

Lead Officer

- i. Full Name: Fergus Coleman
- ii. Position Head of Affordable and Private Sector Housing
- iii. Department: Housing
- iv. Contact Details: fcoleman@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.

No

Date of original EIA:

Version number and date of update

Version 1.0 - Date: 18/11/15

Version 2 – 13/01/2016 – update on to latest proforma

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?

The activity covered by this EIA relates to the transfer of a pool of Housing Revenue Account (HRA) voids to a housing association for use as TA where these homes might otherwise be disposed on the open market .

The purpose of these proposals is to provide Temporary Accommodation to provide homes for homeless households at affordable levels. As the below table shows, homelessness acceptances have risen significantly since 2009/10.

It is intended that those in housing need will benefit from being provided with

Table 1: Homelessness Acceptances

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16 (estimated)
Homeless acceptances	378	430	539	813	705	617	597

affordable housing within the Government's Housing benefit cap.

This proposal will result in the retention of housing for ongoing affordable housing use that would otherwise be lost to the private sector

As the below tables show, certain protected groups are more likely to become homeless and therefore are more likely to benefit from an increase in temporary accommodation available to the Council (**homeless households are more likely to have protected characteristics compared with the Westminster population**). The tables below also show the profile of all households in housing need.

Table 1 – ethnicity

2013 Ethnicity of lead applicant	Homeless households	All households In housing need	Share of Westminster Population (2011 Census)
White	17%	26%	62%
Black	19%	18%	8%
Middle Eastern	17%	13%	9%
Asian	13%	14%	11%
Mixed	3%	3%	5%
Other	10%	7%	5%

Table 2 - age

2013 Age of lead applicant	Homeless households	All households In housing need	Share of Westminster Population (2011 Census)
16-24	8%	8%	12%
25-44	69%	68%	25%
45-64	22%	22%	41%
65-74	1%	1%	15%
75+	1%	1%	17%

Table 3 - gender/households with children

Gender of lead applicant Households with children Lone parents 2013	Homeless households	All households in Housing need	Share of Westminster Population (2011 Census)
Women lead applicants	72%	66%	49%
Men as lead applicants	28%	34%	51%
Households with children (2012)	89%	66%	19%
Lone parents (2012)	46%	29%	5.7%

Table 4– income

Homeless households in the main have low incomes compared to the City average - 87% of those in temporary accommodation currently receive housing benefit. The annual gross median pay from full time employment in Westminster in 2012 was £42,924 and the 25th percentile was £29,417 according to the Annual Survey of Household Earnings (ASHE)¹.

In summary the following groups are more likely to impacted as they are more likely to be homeless compared with the overall Westminster population:

- Black, Middle Eastern, Asian and Other ethnic groups (note these groups all

¹ <http://www.ons.gov.uk/ons/datasets>

	<p>have high levels of housing needs but Middle Eastern groups are more affected by homelessness)</p> <ul style="list-style-type: none"> • 25-44 age group – this group is more likely to have children (note this group has a high level of housing need generally) • Women as lead applicants (note woman as lead applicants have higher levels of housing needs generally but there are higher levels amongst homeless households) • People with children (note people with children have high levels of housing needs generally but there are higher levels amongst homeless households) • Lone parents (note lone parents have high levels of housing needs generally but there are higher proportions of homeless lone parents) • Low income households. <p>Information is not kept on the sexual orientation, faith and belief, or gender reassignment plans of applicants.</p>
--	---

1.2 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy/ maternity)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People or particular sexual orientation/s	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
People in particular age groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Groups with particular faiths and beliefs	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
		Send and Receive	

<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>		<p>Date Electronically</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?

Yes No

1.5 How have you come to this decision?

The scheme will have a positive impact on homeless households as it provides additional affordable temporary accommodation supply for homeless households.

SECTION 3: Assessing 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. Who have you consulted with?</p> <p>ii. How did you consult? (inc meeting dates, activity undertaken & groups consulted)</p>	
3.2	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>	
	Generic impact (across all groups)	
	Men or women (include impacts due to pregnancy/maternity)	
	People of particular sexual orientation	
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	Disabled people	
	Particular ethnic groups	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Other excluded individuals and groups	

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).	
	Impact 1: <u>People on Low Income</u> may not have access to a personal computer, therefore not be able to receive notifications nor respond	
	Impact 2: <u>People in particular age groups</u> may not have the	

	experience with computers or know how to access planning application data on-line	
	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)	
	Adjust the policy	<input type="checkbox"/>
	Continue the policy (impacts identified)	<input type="checkbox"/>
	Stop and remove the policy	<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

E-1	Action Plan <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> <i>NB. Add any additional rows, if required.</i>						
	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		Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
Ref	Risk				
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]



THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

Signature: [Handwritten Signature]

Full Name: B. B. [Handwritten Name]

Unit: SPH

Email & Telephone Ext:

Date of Completion (DD/MM/YY):

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: 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
Street Trading Licensing Fees Income
Lead Officer
i. Full Name David Hine ii. Position Acting Head of Service – Licensing iii. Department – Public Protection and Licensing iv. Contact Details – dhine@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:
Version number and date of update
<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>

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?										
	<ul style="list-style-type: none"> • What is the project, policy or proposal? Review of fees for Street Trading Licences • What is the purpose of the policy/project/activity/strategy? To ensure full cost recovery • In what context will it operate? It will apply to all relevant Street Trading Licence fees • What results are intended? To recover full costs of service provision • Why is it needed? To recover full costs of service provision • Who is it intended to benefit and how? WCC – cost neutral service • Who, potentially, could this project, policy or proposal have a detrimental effect on, and how? No detrimental effect as the purpose is to recover costs of service provision <p><i>A member of the public should have a good grasp of the proposal after reading this section.</i></p>										
1.2	From a service user and staff perspective, does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?										
	<table border="1"> <thead> <tr> <th></th> <th>None</th> <th>Positive</th> <th>Negative</th> <th>Not sure</th> </tr> </thead> <tbody> <tr> <td>Disabled people</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		None	Positive	Negative	Not sure	Disabled people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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 checked="" 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. Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.</u></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?
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1.5	How have you come to this decision?

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	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"> 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. 	
	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?	

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.																																								
	What is the workforce profile of the service? As a percentage, how does this compare to the profile of Westminster City Council workforce?																																								
	<ul style="list-style-type: none"> Age Disability Gender 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="padding: 5px;">Group</th> <th colspan="2" style="padding: 5px;">Service</th> <th colspan="2" style="padding: 5px;">Council</th> </tr> <tr> <th style="padding: 5px;">No</th> <th style="padding: 5px;">%</th> <th style="padding: 5px;">No</th> <th style="padding: 5px;">%</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="padding: 5px;">Age</td> </tr> <tr> <td style="padding: 5px;">16-24</td> <td></td> <td></td> <td style="padding: 5px;">35</td> <td style="padding: 5px;">2%</td> </tr> <tr> <td style="padding: 5px;">25-29</td> <td></td> <td></td> <td style="padding: 5px;">148</td> <td style="padding: 5px;">7%</td> </tr> <tr> <td style="padding: 5px;">30-44</td> <td></td> <td></td> <td style="padding: 5px;">893</td> <td style="padding: 5px;">43%</td> </tr> <tr> <td style="padding: 5px;">45-59</td> <td></td> <td></td> <td style="padding: 5px;">854</td> <td style="padding: 5px;">41%</td> </tr> <tr> <td style="padding: 5px;">60-64</td> <td></td> <td></td> <td style="padding: 5px;">115</td> <td style="padding: 5px;">5%</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%
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60-64			115	5%																																					

<ul style="list-style-type: none"> • Gender Reassignment • Ethnicity • Pregnancy and Maternity • Religion/Belief • Sex • Sexual Orientation 	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%
	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

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. Who will you consult with?</p> <p>ii. How will you consult? <i>(inc meeting dates, activity undertaken & groups consulted)</i></p>
3.2	What might the potential impact on individuals, groups or staff 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>	
Generic impact (across all groups)	
Men or women (include impacts due to pregnancy/maternity)	
People of particular sexual orientation	
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
Disabled people	
Particular ethnic groups	
People on low incomes	
People in particular age groups	
Groups with particular faiths and beliefs	
Other excluded individuals and groups	

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	

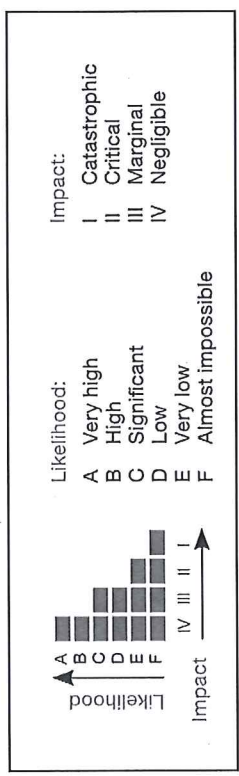
	to reduce the impact be monitored?
4.5	Conclusion <i>This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact</i>

SECTION 5: Next Steps

4.12 Street Trading Licensing Fees Income

51 Action Plan	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. 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	

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]



THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

Signature: *D. J. Hine*

Full Name: David Hine.....

Unit: Public Protection & Licencing.....

Email & Telephone Ext: dhine@westminster.gov.uk x2972.....

Date of Completion (DD/MM/YY): 11.11.15.....

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: 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.

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When should you undertake an EIA?

- You are making changes that will affect front-line services
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Further Guidance

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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

The activity covered by this EIA relates to the assessment of the impact of reducing funding for housing related support services for rough sleepers and single homeless people through reviewing service levels and renegotiating contract values of existing supported housing provision to provide services more efficiently.

Lead Officer

- i. Full Name Greg Roberts
- ii. Position Supporting People and Temporary Accommodation Manager
- iii. Department: Housing
- iv. Contact Details grobert2@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 No

Date of original EIA:

Version number and date of update

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 What are you analysing?

The activity covered by this EIA relates to the commissioning of supported housing services.

Supported housing services commissioned by the Council are generally those that provide 'housing related support' linked to enabling vulnerable people to maintain their independence in the community. This includes:

- 24 hour hostels for rough sleepers,
- women's refuges,
- offender services,
- sheltered housing for older people
- housing services for people with mental health problems and learning disabilities.

Thus there is a direct link between housing related support services and delivery of mainstream Adults, Children's and Housing budgets e.g. delivering targets to reduce the use of residential care placements for people with mental health problems,

learning disabilities and care leavers are dependent upon high quality supported housing services that are the subject of this report

Delivery of outcomes

The level of acute housing related support need presented in particular by rough sleepers is unique in the country. This demand for such supported housing services in an area of acute housing shortage has required a dynamic approach to service commissioning and this is reflected in the achievements since 2003:

- Expanded choice by opening 16 new supported housing services, including two extra care housing service and services for people with physical disabilities and young people
- Completed 9 tender exercises for services that have expanded capacity, improved service quality and performance and value for money
- Improved move-on performance against national performance Indicators from 60% positive move-on in 2004/05 to over 77.5% in 2014/15 with over 700 people moving on positively from services last year

As part of delivering a balanced housing commissioning budget in 2016/17 c. £750K of savings will be delivered through reduced commissioning of housing related supported services. Contracts for services will be renegotiated following reviews of service provision to provide existing provision more efficiently without impacting upon front-line service delivery in terms of the vulnerability of individuals supported or the level of service provided.

The commissioning strategy is designed to continue the approach of investing in services whilst increasing the efficiency and performance of the sector whilst meeting Council's strategic goals. For example Westminster's commitment to ending rough sleeping remains and is key to delivering the government and Mayor's target to end rough sleeping through initiatives such as 'no second night out'. Westminster continues to support delivery of these targets and initiatives.

The approach taken in reaching decisions to decommission services and renegotiate contract values includes the following activities:

- Value for money. Westminster's approach has developed over time and has focused on reducing higher cost services, assessing levels of support provided and the strategic relevance of services.
- Information about presenting needs on each service area is gathered from a variety of primary and secondary, local and national sources, children and adult services and other official statistics. Based on this data any gaps or changes in presenting needs can be identified and these findings are used to inform future service development work in order to ensure that housing related support needs are met effectively across all the service areas.
- Quality Assessment Framework (QAF). Self assessments are completed by all service providers across five objectives which covers, assessment and support planning, health & safety, Equality & fair access, Safeguarding and protection from abuse and client involvement and empowerment. QAF scores are validated and these should be at least level 'B' with action plans for each service to attain 'A'.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
	Particular ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
	Men or women (include impacts due to pregnancy/ maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
	People or particular sexual orientation/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
	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"/>	X
	People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
	People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
	Groups with particular faiths and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?	X	<input type="checkbox"/>	<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
		X	<input type="checkbox"/>
	<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. Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.</u>		

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?
	Yes - the changes proposed affect the groups above.
1.5	How have you come to this decision?
	The decision was based on service reviews, contract negotiations and direct consultation with services users.

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 **Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal**

- 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.*

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?	

Westminster saw a total of 2570 rough sleepers in 2014/15. The number reflects a large range of demographics and ethnicities, with a large proportion being from specific countries in Central and Eastern Europe. The figures below reflect demographic data from 2014/15 and are derived from GLA commissioned figure from the CHAIN database (rough sleeper database).

<i>Ethnicity</i>	<i>% of WCC's rough sleeping population</i>
<i>White Other</i>	38
<i>White Irish</i>	3
<i>White British</i>	29
<i>Gypsy/Romany/Irish Traveller</i>	14
<i>Mixed: White & Black Caribbean</i>	0
<i>Mixed: White & Black African</i>	0
<i>Mixed: Other</i>	2

<i>Black or Black British - other</i>	2
<i>Black or Black British - Caribbean</i>	1
<i>Black or Black British - African</i>	5
<i>Asian or Asian British - Pakistani</i>	0
<i>Asian or Asian British - other</i>	1
<i>Asian or Asian British - Indian</i>	1
<i>Asian or Asian British – Bangladeshi</i>	0
<i>Chinese</i>	0
<i>Other</i>	2
<i>Refused</i>	1

Of the total people contacted on the streets, their support needs are categorised into three of the most prominent sets: drugs, alcohol and mental health.

*please note people may identify with more than support need

Support Need	% of people who identify area as their need
<i>Alcohol</i>	34
<i>Drugs</i>	27
<i>Mental health</i>	44
<i>No alcohol, drugs or mental health support need identified</i>	32

Over 60% of this population is transient and will move on or away from the streets after being contacted by a street outreach service. In 14/15, Westminster housed just over 450 individuals in our commissioned supported accommodation, supported 399 to access No Second Night Out hubs and confirmed reconnections for 183 people to their home area.

1074 people moved into supported housing services between January 2014 and January 2015. The table below provides a breakdown of the primary client groups of new referrals into services.

Primary Client Group	%
Older people with support needs	5%
Older people mental health	2%
Mental health problems	21%
Learning disabilities	1%
Physical or sensory disability	1%
Single homeless with support needs	20%
Alcohol misuse problems	2%
Drug misuse problems	3%
Offenders/at risk of offending	3%
Young people at risk	7%
Young people leaving care	2%
Teenage parents	1%
Rough Sleeper	13%
People at risk of domestic violence	7%
Generic/Complex needs	12%
Total	100%

Age

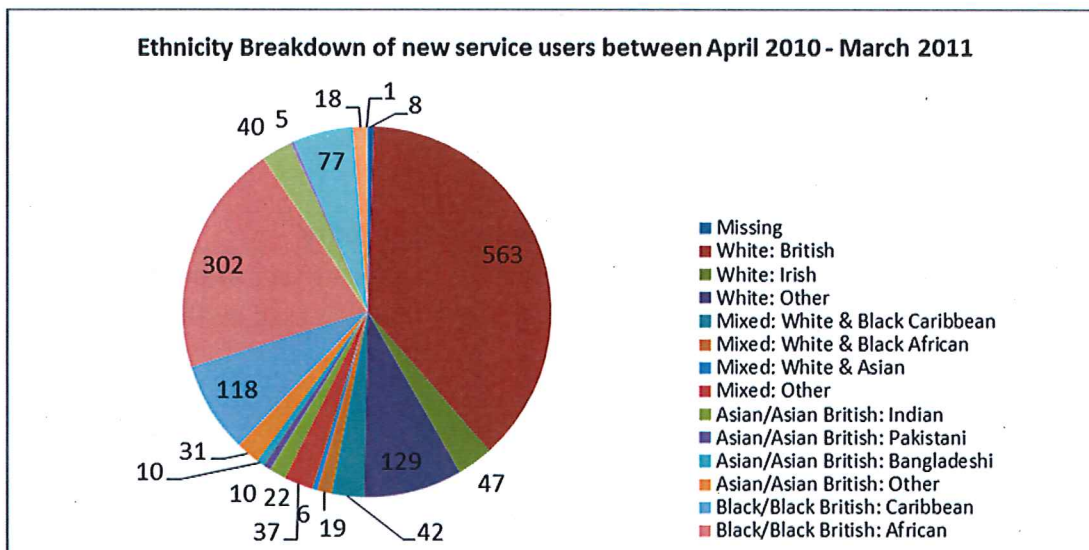
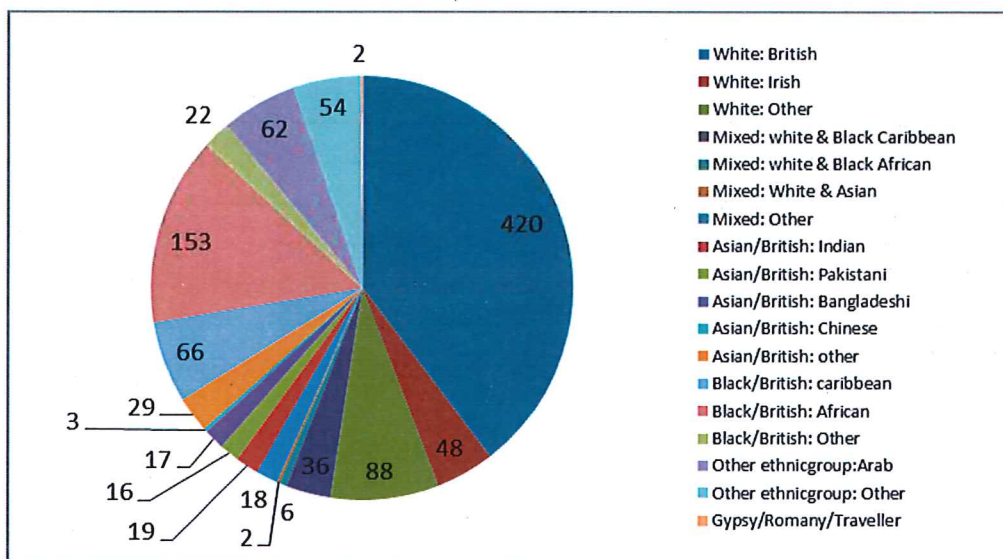
63% of residents were male, 19% were aged 16 to 24 years, 44% aged 25 to 45 years, and 31% aged 46 to 64 and 6% over aged 70.

Disability

30 % of residents moving into services recorded having a disability.

Ethnicity

The proportion of residents from a white ethnic background is just over 50% which is comparable to Westminster’s proportion of residents. The table below provides the ethnicity breakdown of new services users moving into supported housing schemes between January 2014 and January 2015.



Income

Of the 1074 clients, 487 are actively seeking employment.

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> <ul style="list-style-type: none"> • Age • Disability • Gender • Gender Reassignment • Ethnicity • Pregnancy and Maternity • Religion/Belief • Sex • Sexual Orientation 	<table border="1" style="width: 100%; border-collapse: collapse;"> <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> <tr> <td>Unknown</td> <td></td> <td></td> <td>83</td> <td>4%</td> </tr> <tr> <td colspan="5">Gender</td> </tr> <tr> <td>Female</td> <td></td> <td></td> <td>1192</td> <td>57%</td> </tr> <tr> <td>Male</td> <td></td> <td></td> <td>886</td> <td>43%</td> </tr> <tr> <td colspan="5">Pregnancy and Maternity</td> </tr> <tr> <td colspan="5"> <ul style="list-style-type: none"> • Are any staff pregnant or on maternity • How are they affected by this change </td> </tr> <tr> <td colspan="5">Religion & Belief</td> </tr> <tr> <td colspan="5">There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included</td> </tr> <tr> <td colspan="5">Sexual Orientation</td> </tr> <tr> <td colspan="5">There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included</td> </tr> <tr> <td colspan="5">Gender Reassignment</td> </tr> <tr> <td colspan="5">Data on Gender Reassignment is currently not available but it is unlikely that this proposal will impact either positively or negatively on the</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%	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				
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		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?	n/a does not impact on Council employed staff
	Does TUPE apply to this proposal?	N/A
	Will the reorganisation/restructure result in an increase or decrease in staff numbers? If so, approximately how many?	N/A
	Will the reorganisation/restructure result in changes in job roles or terms and conditions for staff? If so, what changes are proposed?	N/A

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"/>	X
Particular ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Men or women (include impacts due to pregnancy/maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
People of particular sexual orientations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
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"/>	X
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Groups with particular faiths and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Are there any other groups that you think this proposal may affect negatively or positively?	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 3: Assessing 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>There is a wide range of service user engagement processes and quality assurance systems in place that drive the commissioning of services. For example the use of the Quality Assurance Framework (QAF.) As highlighted above QAF Self assessments are completed by all service providers across five objectives which covers, assessment and support planning, health & safety, Equality & fair access, Safeguarding and protection from abuse and client involvement and empowerment.</p> <p>Part of the validation of QAF assessments involves commissioners visiting services to assess the quality of front-line service delivery. This includes speaking directly with service users and their experience of support planning, knowledge of safeguarding practice, review of complaints etc.</p> <p>In particular recent reviews of young persons and mental health services have involved panels of current and former service users visiting services and talking directly to users to obtain feedback. The outcome of these visits is available on request but generally this practice has seen the average QAF score increase over the past 8 years and has informed commissioning decisions.</p>	
3.2	What might the potential impact on individuals, groups or staff 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>	
	Generic impact (across all groups)	
	Men or women (include impacts due to pregnancy/maternity)	
	People of particular sexual orientation	
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	Disabled people	
	Particular ethnic groups	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Other excluded individuals and groups	
<p>There will be no unlawful discrimination arising from the changes as it relates to proposals to reduce the total amount of spending on housing related support services in a planned way and the City Council remains committed to commissioning housing related support services for the vulnerable and</p>		

as set out above has a strong track record in developing new more efficient services (and is planning to open a new supported housing services in the next year and with partners has completed the refurbishment of 2 services for people with mental health problems and learning disabilities).

Gender:

- Alongside the rough sleeping pathway, there is a single homeless pathway model in place for vulnerable clients to access further supported accommodation within borough.
- There is adequate supported provision enabling access for both genders
- Appropriate advice and assistance can also being offered by the Housing Options Service regarding entitlement to housing and the options available

Ethnicity:

- The City Council closely monitors access to supported housing services to ensure that systems do not discriminate on the groups of ethnicity.
- The analysis of the CHAIN database and contract monitoring of each service shows that people from a range of different ethnic groups are accessing supported housing and this will continued to be monitored to ensure this continues

Disability:

Generally the support needs of the residents accessing services is high but through on-going scheme monitoring we have determined that there are other schemes which are fully able to meet the needs of those who have disabilities

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>	
	Changes to housing related support services for the vulnerable do impact on a wide range of different vulnerable people across all protected groups. Changes to services will impact on the wider housing pathway for each group.	On-going assessment of the impact of changes to the vulnerable housing pathways is required through the existing commissioning and user involvement structures across each area.
	Ensure that the equalities data used is the most up to date available.	Ensure the 2014/15 full year client record data is used to inform commissioning decisions (and to compare to previous year's take-up of services).

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 checked="" type="checkbox"/>
	Stop and remove the policy/proposal	<input type="checkbox"/>
4.3	Please document the reasons for your decision	
	There is no unlawful discrimination, there is a commitment to improving the range and quality of service provision and the impact will be in relation to improving the efficiency of services. The City Council has a strong track record in reducing levels of resources in this area whilst maintain and improving service outcomes and delivering housing pathways for the vulnerable.	
4.4	How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?	
	On-going assessment and monitoring of services and needs data using existing commissioning and user involvement structures across each area. Equalities and needs data will also be reviewed to inform commissioning decisions.	
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>	
	As above there will be no unlawful discrimination arising from the commissioning decisions and the City Council will continue to maintain and improve service outcomes for vulnerable homeless clients.	

SECTION 5: Next Steps

51

Rough Sleeping and Supported Housing

<p>Action Plan <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> <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
<p>Ensure website information on availability of and access to supported housing service provision is up to date</p>	All	Services are accessible	No additional resources	<p>Gregory Roberts; 0207 641 2834 Grobert2@westminster.gov.uk</p>	30/03/2016	A
<p>Housing Commissioning/SP Team will take into account and mitigate the possible negative impacts listed in 4.1 through the management of the different vulnerable housing pathways to ensure the needs of the vulnerable</p>	All	<p>Has no negative impacts on equality groups</p> <p>Has no negative impact on the numbers of rough sleepers presenting in Westminster</p> <p>Has no impact on the number of homeless vulnerable people</p>	No additional resources	<p>Gregory Roberts; 0207 641 2834 Grobert2@westminster.gov.uk</p>	30/03/2016	A

	are effectively met								

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]



THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

Signature: *[Handwritten Signature]*

Full Name: *Gregory Robert*

Unit: *GPH*

Email & Telephone Ext: *groberty2@westminster.gov.uk 020 7641 2834*

Date of Completion (DD/MM/YY): *02/02/16*

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: 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	
WAES is formulating plans to absorb likely funding cuts for the academic year 2016/17	
Lead Officer	
i.	Full Name Barbara Holm
ii.	Position Head of Service/Principal
iii.	Department Westminster Adult Education Service
iv.	Contact Details bholm@waes.ac.uk tel. Ext 8168
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	x <input type="checkbox"/>
Date of original EIA:	
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?
	<ul style="list-style-type: none"> • What is the project, policy or proposal? • What is the purpose of the policy/project/activity/strategy? • In what context will it operate? • What results are intended? • Why is it needed? • Who is it intended to benefit and how? • Who, potentially, could this project, policy or proposal have a detrimental effect on, and how? <p>. WAES is anticipating reductions to its funding from the Skills Funding Agency for the 2016/17 academic year starting in August 2016. The specific reduction will not be known until it receives the indicative funding statement which is expected at the end of January at the earliest but it could be later. Modelling is being undertaken on an assumed 2.2% reduction in the non-priority areas of the Adult Education Budget. Such a reduction will result in a budget cut of approximately £350,000. Additional savings of £300,000 will be required in 2016/17 academic year.</p>
1.2	From a service user and staff perspective, does the project, policy or proposal

have the potential to <u>disproportionately</u> 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?		<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
		x <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. Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.</u></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?
	Yes <input type="checkbox"/> No x <input type="checkbox"/>
1.5	How have you come to this decision?
	The changes introduced as result of funding cuts will be a reduction/cessation in the

	<p>provision of courses that have poor levels of enrolments and therefore will impact on a relatively low number of potential service users. In terms of the impact on staff, there are no particular equality groups identified as being disadvantaged through this process.</p>
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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?	Over 10,000 learners use WAES annually. 50% of the learners are not Westminster residents.
	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?	

This section should be completed for all proposals that will impact on staff.

2.2		<i>Build up a picture of the makeup of the workforce profile in the service affected.</i>			
	What is the workforce profile of the service? As a percentage, how does this compare to the profile of Westminster City Council workforce?				
	<ul style="list-style-type: none"> Age Disability Gender 				
		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%

<ul style="list-style-type: none"> • Gender Reassignment • Ethnicity • Pregnancy and Maternity • Religion/Belief • Sex • Sexual Orientation 	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%
	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

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. Who will you consult with?</p> <p>ii. How will you consult? <i>(inc meeting dates, activity undertaken & groups consulted)</i></p>
3.2 What might the potential impact on individuals, groups or staff 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>	
Generic impact (across all groups)	
Men or women (include impacts due to pregnancy/maternity)	
People of particular sexual orientation	
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
Disabled people	
Particular ethnic groups	
People on low incomes	
People in particular age groups	
Groups with particular faiths and beliefs	
Other excluded individuals and groups	

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 <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> <i>NB. Add any additional rows, if required.</i>						
	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]



THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

Signature: 

Full Name:Barbara Holm.....

Unit: Westminster Adult Education Service.....

Email & Telephone Ext: ...bholm@waes.ac.uk tel. ext. 8168.....

Date of Completion (DD/MM/YY):18.1.16.....

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk