

Schedule of Full Equalities Impact Assessments (EIAs) for 2019/20 Budget Proposals

The schedule below sets out which budget proposals are deemed to require a full EIA to be produced. The associated EIA is then attached to this document for review. All other proposals have been assessed and deemed not to require a full EIA.

A lever arch file with assessments for all budget proposals will be available for review at the relevant scrutiny meetings. Given the volume of pages this would entail, only those assessed to require a full EIA are attached herewith.

Reference Number	EIA Description	Directorate	Saving 2019/20 £000	Review Date
3.20	Review of contracts	Adult Services	250	26 Sep
8.23	Collaborative Commissioning	Children's Services	200	26 Sep
6.13	PPL Fee review and additional income	City Management & Communities	900	4 Oct
7.19	Libraries further service transformations	City Management & Communities	200	4 Oct



EQUALITY IMPACT ASSESSMENT TEMPLATE

PLEASE ENSURE YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS TEMPLATE

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

SECTION 1:

Title	3.20 – Review of Contracts
<p>What are you analysing?</p> <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	<p>The following analysis is based on savings proposals that form part of the broader “Adult Social Care Commissioning Programme”.</p> <p>This proposals is associated with commissioned longer term care and support services and therefore were brought together into one overarching programme.</p> <p>The core aim of the programme is to deliver improved processes, better outcomes that maximise independence, more choice and personalised services.</p> <p>This supports Adult Social Care’s statutory duties under the Care Act 2014, whereby ASC is required to meet eligible needs under the national eligibility criteria.</p> <p>The underpinning business case for this work is based on the aim that we can continue to improve the quality of life that customers with eligible needs have and make a moderate level of continued savings by taking this approach.</p> <p>The programme incorporates the following projects and work streams. The initial position on EIA considerations is set out for each, however this is a preliminary assessment and there is a need for further analysis to manage equality in provisions with the constraints of the budget pressures to minimise risks. Where applicable proposals will have a final Impact Assessment, with input from residents, service users, and carers, undertaken prior to mobilisation in order to eliminate the potential for unlawful discrimination.</p> <p>MTP Ref. Summary</p> <p>3.20 Review of Contracts</p>

	<p>Strategic review of contracts across Adult Social Care to identify opportunities as part of the recommissioning cycle to deliver savings, whilst ensuring that providers are delivering effective, efficient services that deliver good outcomes.</p> <p>The review will be finalised in March 2019 and will be making recommendations around streamlining of contracts to deliver efficiencies and opportunities over the next financial year where there maybe potential opportunities to merge contracts that will result in lower costs.</p> <p>This will form part of the BAU commissioning processes and governance structures.</p>
<p>Details of the lead person completing the screening/EIA</p>	<p>(i) Full Name: Chris Greenway</p> <p>(ii) Position: Director of Integrated Commissioning</p> <p>(iii) Unit: Adult Social Care</p> <p>(iii) Contact Details: cgreenway@westminster.gov.uk</p>
<p>Date sent to Equalities@westminster.gov.uk</p>	
<p>Version number and date of update</p>	<p>V04 16-SEP-18</p>
<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. However <u>only</u> the most updated version will be saved in the Equalities SharePoint folder.</i></p>	

SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

<p>2.1</p>	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i> <i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i>
------------	---

These proposals may impact individuals who currently access Adult Social Care. Further analysis and monitoring will be required to understand the extent of the impact of each proposal as the project is scoped. A final EIA will be completed in March 2019 as part of the Project, based on any recommendations that may have impacts on individuals.

At this stage it is not known what this impact will be and what particular contracts this may relate to as this will be part of the recommendations. Monitoring will continue throughout the lifecycle of the project.

It should be noted that access to services is determined by national guidance under the Care Act 2014. None of these proposals will change who is eligible for services from Adult Social Care.

The following is based on all people who have an adult social care package at 31 March 2018.

How many people use the service currently? What is this as a % of Westminster's population?	5,065 people access social care services representing 2.09% of the population <i>(based on the 2016 JSNA estimated Westminster resident population of 241,783)</i>
--	---

Gender	<table border="1"> <thead> <tr> <th>Gender</th> <th>Numbers</th> <th>%</th> <th>WCC Population</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>2,794</td> <td>55.16%</td> <td>116,721</td> <td>48.28%</td> </tr> <tr> <td>Male</td> <td>2,257</td> <td>44.56%</td> <td>125,062</td> <td>51.72%</td> </tr> <tr> <td>Unknown</td> <td>14</td> <td>0.28%</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>5,065</td> <td>100%</td> <td>241,783</td> <td>100.00%</td> </tr> </tbody> </table> <p>As per the JSNA, the gender split in Westminster is unusual, with more men than women. This is particularly the case in the 25-50 year old age groups, but there are more women in the 50+ groups. This is reflected in the breakdown of people with Adult Social Care packages, where the number of men with a package is 44.56% vs a population of 51.72%.</p> <p>As we do not currently collect data on gender identity/ reassignment on any of our social surveys, research and engagement (as part of additional EIA development and ongoing monitoring) will be undertaken to ensure there is no disproportionate impact on this protected characteristic.</p>	Gender	Numbers	%	WCC Population	%	Female	2,794	55.16%	116,721	48.28%	Male	2,257	44.56%	125,062	51.72%	Unknown	14	0.28%			TOTAL	5,065	100%	241,783	100.00%
Gender	Numbers	%	WCC Population	%																						
Female	2,794	55.16%	116,721	48.28%																						
Male	2,257	44.56%	125,062	51.72%																						
Unknown	14	0.28%																								
TOTAL	5,065	100%	241,783	100.00%																						

Race	<table border="1"> <thead> <tr> <th>Ethnicity</th> <th>WCC</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>White</td> <td>2,838</td> <td>56.03%</td> </tr> <tr> <td>Asian / Asian British / Chinese</td> <td>343</td> <td>6.77%</td> </tr> <tr> <td>Black / African / Caribbean / Black British</td> <td>788</td> <td>15.56%</td> </tr> </tbody> </table>	Ethnicity	WCC	Percentage	White	2,838	56.03%	Asian / Asian British / Chinese	343	6.77%	Black / African / Caribbean / Black British	788	15.56%
Ethnicity	WCC	Percentage											
White	2,838	56.03%											
Asian / Asian British / Chinese	343	6.77%											
Black / African / Caribbean / Black British	788	15.56%											

		<table border="1"> <tr> <td>Mixed / Multiple Ethnic Groups</td> <td>138</td> <td>2.72</td> </tr> <tr> <td>Other Ethnic Groups</td> <td>667</td> <td>13.17%</td> </tr> <tr> <td>Refused/not recorded</td> <td>291</td> <td>5.75%</td> </tr> <tr> <td>Total</td> <td>5,065</td> <td>100%</td> </tr> </table> <p>The percentage of BME's with an Adult Social Care package is 31% with the BME population making up 38% of the overall population (based on the 2011 Census). However it should be noted that there is 5.75% of people with a package who do not have Ethnicity recorded.</p>	Mixed / Multiple Ethnic Groups	138	2.72	Other Ethnic Groups	667	13.17%	Refused/not recorded	291	5.75%	Total	5,065	100%						
Mixed / Multiple Ethnic Groups	138	2.72																		
Other Ethnic Groups	667	13.17%																		
Refused/not recorded	291	5.75%																		
Total	5,065	100%																		
	<p>Disability</p>	<p>Support Reason</p> <table border="1"> <thead> <tr> <th>Primary Support reason</th> <th>WCC</th> </tr> </thead> <tbody> <tr> <td>Physical support</td> <td>2,643</td> </tr> <tr> <td>Sensory support</td> <td>63</td> </tr> <tr> <td>Learning Disability Support</td> <td>442</td> </tr> <tr> <td>Mental Health Support</td> <td>1,625</td> </tr> <tr> <td>Support with Memory and Cognition</td> <td>146</td> </tr> <tr> <td>Social Support</td> <td>124</td> </tr> <tr> <td>Not recorded</td> <td>22</td> </tr> <tr> <td>Total</td> <td>5,065</td> </tr> </tbody> </table> <p>Adult Social Care has statutory duties under the Care Act 2014 and is required to meet eligible needs under the national framework and criteria.</p>	Primary Support reason	WCC	Physical support	2,643	Sensory support	63	Learning Disability Support	442	Mental Health Support	1,625	Support with Memory and Cognition	146	Social Support	124	Not recorded	22	Total	5,065
Primary Support reason	WCC																			
Physical support	2,643																			
Sensory support	63																			
Learning Disability Support	442																			
Mental Health Support	1,625																			
Support with Memory and Cognition	146																			
Social Support	124																			
Not recorded	22																			
Total	5,065																			
	<p>Sexual orientation</p>	<p>It is not possible to know how many LGBT+ people live in the City of Westminster or indeed in the UK as no baseline data exists on this issue. In the absence of this data, it is generally estimated that between five and ten percent of the population identify as lesbian, gay or bisexual. This would mean that there were between 9,064 and 18,128 LGBT+ people living in the City of Westminster seven years ago, based on the most recent census data from Galop.</p>																		
	<p>Age</p>	<table border="1"> <thead> <tr> <th>Age band</th> <th>WCC</th> </tr> </thead> <tbody> <tr> <td>Age 18-64</td> <td>2,282</td> </tr> <tr> <td>Age 65-74</td> <td>663</td> </tr> <tr> <td>Age 75-84</td> <td>952</td> </tr> <tr> <td>Age 85 and over</td> <td>1,168</td> </tr> <tr> <td>Total</td> <td>5,065</td> </tr> </tbody> </table>	Age band	WCC	Age 18-64	2,282	Age 65-74	663	Age 75-84	952	Age 85 and over	1,168	Total	5,065						
Age band	WCC																			
Age 18-64	2,282																			
Age 65-74	663																			
Age 75-84	952																			
Age 85 and over	1,168																			
Total	5,065																			

	<p>There is a disproportionate number of older people with Adult Social Care packages of care compared with the general population. This can be attributed to older people having greater needs for care and support.</p>																																																		
	<p>Religion or belief</p> <table border="1" data-bbox="718 414 1492 862"> <thead> <tr> <th>Religion</th> <th>WCC Total</th> <th>Percent</th> <th>Greater London</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Christian</td> <td>97,300</td> <td>40.9</td> <td>4,057,000</td> <td>47.0</td> </tr> <tr> <td>Buddhist</td> <td>2,600</td> <td>1.1</td> <td>99,100</td> <td>1.0</td> </tr> <tr> <td>Hindu</td> <td>5,800</td> <td>2.4</td> <td>446,000</td> <td>5.0</td> </tr> <tr> <td>Jewish</td> <td>4,700</td> <td>2.0</td> <td>178,300</td> <td>2.0</td> </tr> <tr> <td>Muslim</td> <td>52,500</td> <td>22.0</td> <td>1,246,300</td> <td>14.0</td> </tr> <tr> <td>Sikh</td> <td></td> <td></td> <td>127,400</td> <td>2.0</td> </tr> <tr> <td>Other religion</td> <td>5,100</td> <td>2.1</td> <td>189,000</td> <td>2.0</td> </tr> <tr> <td>No religion</td> <td>70,200</td> <td>29.5</td> <td>2,328,700</td> <td>27.0</td> </tr> <tr> <td>Total</td> <td>238,100</td> <td>100</td> <td>8,671,700</td> <td>100</td> </tr> </tbody> </table> <p>The above numbers are 2016 estimates presented by the London Dataset, and indicate that in Westminster there is a lower percentage of individuals who list themselves as Christian, and a higher percentage of individuals who list themselves as Muslim as benchmarked against the rest of London.</p>	Religion	WCC Total	Percent	Greater London	%	Christian	97,300	40.9	4,057,000	47.0	Buddhist	2,600	1.1	99,100	1.0	Hindu	5,800	2.4	446,000	5.0	Jewish	4,700	2.0	178,300	2.0	Muslim	52,500	22.0	1,246,300	14.0	Sikh			127,400	2.0	Other religion	5,100	2.1	189,000	2.0	No religion	70,200	29.5	2,328,700	27.0	Total	238,100	100	8,671,700	100
Religion	WCC Total	Percent	Greater London	%																																															
Christian	97,300	40.9	4,057,000	47.0																																															
Buddhist	2,600	1.1	99,100	1.0																																															
Hindu	5,800	2.4	446,000	5.0																																															
Jewish	4,700	2.0	178,300	2.0																																															
Muslim	52,500	22.0	1,246,300	14.0																																															
Sikh			127,400	2.0																																															
Other religion	5,100	2.1	189,000	2.0																																															
No religion	70,200	29.5	2,328,700	27.0																																															
Total	238,100	100	8,671,700	100																																															
<p>2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</p>	<p>There is a disproportionate number of older people with Adult Social Care packages of care as compared with the general population, which is consistent with national trends, and can be attributed to older people having greater needs for care and support and aligns with national trends.</p> <p>Further work is required to gauge the impact of this work on Older People, and any other groups with protected characteristics, and will be included in project-specific Equality Impact Assessments, and updated/monitored through the commissioning, mobilisation and implementation phases.</p>																																																		
<p>2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring</p>	<p>Initial demographics for Westminster indicate that the percentage of BME’s with an Adult Social Care package is 31% with the BME population making up 38% of the overall population (based on the 2011 Census). However it should be noted that there is 5.75% of people with a package who do not have Ethnicity recorded.</p> <p>A detailed analysis will be performed when recommendations are made to fully understand what, if any, impacts this work will have on BMEs or any other group impacted by this work.</p>																																																		

<p>information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</p>	<p>This analysis will be included in a project-specific EIA and will be monitored/updated throughout the services' lifecycles.</p>																																																					
<p>2.4</p>	<p>Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</p>																																																					
	<table border="1"> <thead> <tr> <th data-bbox="379 779 754 813"></th> <th data-bbox="754 779 919 813">None</th> <th data-bbox="919 779 1115 813">Positive</th> <th data-bbox="1115 779 1326 813">Negative</th> <th data-bbox="1326 779 1506 813">Not sure</th> </tr> </thead> <tbody> <tr> <td data-bbox="379 813 754 853">Men or women</td> <td data-bbox="754 813 919 853"><input checked="" type="checkbox"/></td> <td data-bbox="919 813 1115 853"><input type="checkbox"/></td> <td data-bbox="1115 813 1326 853"><input type="checkbox"/></td> <td data-bbox="1326 813 1506 853"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="379 853 754 1032">People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)</td> <td data-bbox="754 853 919 1032"><input checked="" type="checkbox"/></td> <td data-bbox="919 853 1115 1032"><input type="checkbox"/></td> <td data-bbox="1115 853 1326 1032"><input type="checkbox"/></td> <td data-bbox="1326 853 1506 1032"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="379 1032 754 1173">Disabled¹ people (consider different types of physical, learning or mental disabilities)</td> <td data-bbox="754 1032 919 1173"><input type="checkbox"/></td> <td data-bbox="919 1032 1115 1173"><input type="checkbox"/></td> <td data-bbox="1115 1032 1326 1173"><input checked="" type="checkbox"/></td> <td data-bbox="1326 1032 1506 1173"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="379 1173 754 1247">People of particular sexual orientation/s</td> <td data-bbox="754 1173 919 1247"><input checked="" type="checkbox"/></td> <td data-bbox="919 1173 1115 1247"><input type="checkbox"/></td> <td data-bbox="1115 1173 1326 1247"><input type="checkbox"/></td> <td data-bbox="1326 1173 1506 1247"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="379 1247 754 1391">People in particular age groups (consider in particular children, under 21s and over 65s)</td> <td data-bbox="754 1247 919 1391"><input type="checkbox"/></td> <td data-bbox="919 1247 1115 1391"><input type="checkbox"/></td> <td data-bbox="1115 1247 1326 1391"><input checked="" type="checkbox"/></td> <td data-bbox="1326 1247 1506 1391"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="379 1391 754 1570">People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment</td> <td data-bbox="754 1391 919 1570"><input checked="" type="checkbox"/></td> <td data-bbox="919 1391 1115 1570"><input type="checkbox"/></td> <td data-bbox="1115 1391 1326 1570"><input type="checkbox"/></td> <td data-bbox="1326 1391 1506 1570"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="379 1570 754 1644">Impact due to pregnancy/ maternity</td> <td data-bbox="754 1570 919 1644"><input checked="" type="checkbox"/></td> <td data-bbox="919 1570 1115 1644"><input type="checkbox"/></td> <td data-bbox="1115 1570 1326 1644"><input type="checkbox"/></td> <td data-bbox="1326 1570 1506 1644"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="379 1644 754 1718">People of particular faiths and beliefs</td> <td data-bbox="754 1644 919 1718"><input checked="" type="checkbox"/></td> <td data-bbox="919 1644 1115 1718"><input type="checkbox"/></td> <td data-bbox="1115 1644 1326 1718"><input type="checkbox"/></td> <td data-bbox="1326 1644 1506 1718"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="379 1718 754 1758">People on low incomes</td> <td data-bbox="754 1718 919 1758"><input checked="" type="checkbox"/></td> <td data-bbox="919 1718 1115 1758"><input type="checkbox"/></td> <td data-bbox="1115 1718 1326 1758"><input type="checkbox"/></td> <td data-bbox="1326 1718 1506 1758"><input type="checkbox"/></td> </tr> </tbody> </table> <p data-bbox="379 1794 1506 1861">This is a preliminary assessment, further analysis will be required when the recommendations are made from the reviews.</p>					None	Positive	Negative	Not sure	Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled ¹ people (consider different types of physical, learning or mental disabilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	People in particular age groups (consider in particular children, under 21s and over 65s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	People who are intending 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"/>	Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	People of particular faiths and beliefs	<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"/>
	None	Positive	Negative	Not sure																																																		
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																		
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																		
Disabled ¹ people (consider different types of physical, learning or mental disabilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																																		
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																		
People in particular age groups (consider in particular children, under 21s and over 65s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																																		
People who are intending 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"/>																																																		
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																		
People of particular faiths and beliefs	<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"/>																																																		

¹ Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

	<p>An updated EIA will be produced based on the recommendations of the review that will document any impacts and mitigation in further details.</p> <p>Impact Assessment, with input from residents, service users, and carers will be undertaken prior to mobilisation of any recommendations in order to eliminate the potential for unlawful discrimination.</p> <p>If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.</p>
--	---

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
2.6	Provide brief reasons on how have you come to this decision?
	<ul style="list-style-type: none"> • Adult Social Care has statutory duties under the Care Act 2014 and is required to meet eligible needs under the national framework and criteria. • The proposals do not impact on individual’s eligibility for services and are designed to improved processes, provide more choice and personalised services that provide better outcomes that maximise independence. • The need to ensure that the actions that result from these proposals do not disproportionately impact users within any protected characteristics. • Central to these proposals is working with the wider care and support market to ensure we maximise value for money while providing services that deliver better outcomes. • As each of the projects preliminarily covered in this EIA progresses, EIAs will then be co-produced with residents, service users and carers.

SECTION 3: ASSESSING THE IMPACT

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men					✓		
	Women					✓		
Race	White					✓		
	Mixed/Multiple ethnic groups					✓		
	Asian/Asian British					✓		
	Black/African/Caribbean/Black British					✓		
	Gypsies / travellers					✓		
	Other ethnic group					✓		
Disability	Physical				✓		Further work is required to gauge the impact of this work on disability groups. An updated EIA will be produced based on the recommendations of the review that will document	
	Sensory				✓			
	Learning Difficulties				✓			
	Learning Disabilities				✓			
	Mental Health				✓			

Adult Social Care – Review of Contracts (3.20)

							any impacts and mitigation in further details.	
--	--	--	--	--	--	--	---	--

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
Sexual Orientation	Lesbian, gay men, bisexual					✓		
Age	Older people (50+)				✓		Further work is required to gauge the impact of this work on older people. An updated EIA will be produced based on the recommendations of the review that will document any impacts and mitigation in further details	
	Younger people (16 - 25)					✓		
Gender Reassignment						✓		
Impact due to pregnancy/maternity						✓		
Groups with particular faiths and beliefs						✓		
People on low incomes						✓		

SECTION 4: ACTION PLAN

<p>4.1</p> <p>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p>NB. Add any additional rows, if required.</p>								
	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	
	Produce an updated EIA as part of the review project based on the recommendations.	All	A better understanding of potential impacts, which can then be managed to ensure that no protected group is unfairly discriminated against.	To be confirmed	Paul Rackham, Head of Commissioning	31-MAR-18	Amber	
	<i>Enter additional rows if required</i>							

THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

SIGNATURE:

FULL NAME:

UNIT:

EMAIL & TELEPHONE EXT:

DATE (DD/MM/YYYY):

WHAT NEXT?

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

All EIAs for proposed changes to levels of service arising from budget proposals must be completed by (insert date).

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



City of Westminster

EQUALITY IMPACT ASSESSMENT TEMPLATE

PLEASE ENSURE YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS TEMPLATE

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

SECTION 1:

Title	8.23 – Collaborative Commissioning
<p>What are you analysing?</p> <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	<p>Collaborative Commissioning - This work is focused on two key areas. The first is the Emotional Wellbeing and Mental Health and CAMHS offer to schools, and is seeking to work with schools on the development of a whole school model of mental health and wellbeing support for children and young people. By collaborating with schools through a whole school, shared commissioning model the expectation is that value for money will be achieved and that provision will be made more accessible. In addition, adopting a strategic approach to shared commissioning and delivery will help to improve the consistency of the mental health and wellbeing offer available to children and young people. It is expected that school age children accessing tier 1 and 2 emotional wellbeing and mental health services will benefit from these changes.</p> <p>The second area will look at addressing contractual inefficiencies from existing related contracts. This includes a block contract arrangements and the deployment of seconded posts into Council teams. This will not adversely impact on front line delivery and will be delivered through contractual efficiencies.</p> <p>This EIA is draft and will be updated following consultation with schools in December 2018.</p>
<p>Details of the lead person completing the screening/EIA</p>	<p>(ii) Full Name: Annabel Saunders</p> <p>(ii) Position: Assistant Director of Commissioning</p> <p>(iii) Unit: Children's Services</p> <p>(iii) Contact Details: Annabel.Saunders@rbkc.gov.uk</p>

Date sent to Equalities@westminster.gov.uk	04/09/2018
Version number and date of update	3 – 02/09/2018
<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. However <u>only</u> the most updated version will be saved in the Equalities SharePoint folder.</i></p>	

SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

<p>2.1</p>	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i> <i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i> 	
	<p>How many people use the service currently? What is this as a % of Westminster’s population?</p>	<p>4,466 aged 0 to 18 years are estimated to have a mental health condition, this represent 19% of the overall population.</p> <p>Of these c. 37% will require interventions at tiers 2 and 3 and 60% will be met via universal settings (such as primary care, school nursing, health visiting and schools).</p> <p>ONS 2016</p>
	<p>Gender</p>	<p>49% female, 51% male</p>
	<p>Race</p>	<p>Based on 2011 Census total population, the main ethnic group in Westminster was White: British which make up 35% of the City population. This lower than the London proportion of 45%.</p> <p>38% of Westminster residents are from non-white ethnic groups.</p> <p>The majority of residents were born outside of the UK (53%).</p> <p>The 3 main places outside of the UK where residents were born are:</p> <ul style="list-style-type: none"> • EU countries (14%) • Middle East (7%) • North America (4%) <p>Other than English (which is spoken by 69%of the Westminster population aged 3 and over), the other main languages are:</p> <ul style="list-style-type: none"> • Arabic • French • Spanish • Italian

		<ul style="list-style-type: none"> • Portuguese <p>Across Westminster households, 64% have English as a main language used by all residents aged 16 plus. 22% have no people in the household who have English as a first language (Census, 2011).</p>												
	Disability	No information gathered in the 2011 Census												
	Sexual orientation	No information gathered in the 2011 Census												
	Age	<table border="1"> <tr> <td>0 to 4 years inclusive</td> <td>12,934</td> <td>27%</td> </tr> <tr> <td>5 to 10 years inclusive</td> <td>16,467</td> <td>35%</td> </tr> <tr> <td>11 to 15 years inclusive</td> <td>11,173</td> <td>24%</td> </tr> <tr> <td>16 to 18 inclusive</td> <td>6,785</td> <td>14%</td> </tr> </table>	0 to 4 years inclusive	12,934	27%	5 to 10 years inclusive	16,467	35%	11 to 15 years inclusive	11,173	24%	16 to 18 inclusive	6,785	14%
0 to 4 years inclusive	12,934	27%												
5 to 10 years inclusive	16,467	35%												
11 to 15 years inclusive	11,173	24%												
16 to 18 inclusive	6,785	14%												
	Religion or belief	<p>45% of residents specified their religion as Christian (Census, 2011)</p> <p>Islam was the 2nd highest religion recorded. 18% of Westminster residents specified their religion as Islam. (Census, 2011)</p> <p>20% of residents have no religion specified.</p>												
<p>2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i></p>	<p><i>As this proposal is aimed at services in Children's Services, it will over-represent children and young people aged 0-25.</i></p> <p><i>A CAMHS need may represent a disability, this group will be over-represented.</i></p>													
<p>2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form</i></p>	<p><i>If yes, provide details.</i></p> <p><i>As this proposal is aimed at services in Children's Services, it will under-represent people aged 26 and over.</i></p>													

<i>of direct or indirect discrimination occurring.</i>					
2.4	Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?				
		None	Positive	Negative	Not sure
	Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disabled ² people (consider different types of physical, learning or mental disabilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People in particular age groups (consider in particular children, under 21s and over 65s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	People who are intending 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"/>
	Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of particular faiths and beliefs	<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"/>
If any of the answers to the questions above is, "negative" or "unclear" you will need to undertake a detailed impact assessment.					

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal	
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2.6	Provide brief reasons on how have you come to this decision?	

² Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

	<p>The proposals are subject to further engagement and consultation. Once these have been concluded in December 2018 there will be greater clarity about the potential impact or benefit from the related transformation work with schools. Prior to this there is some uncertainty around the impacts that it may have on the people with the protected characteristics which is marked as “unclear”. Following consultation and further development of the corresponding action plans this will either be re-assessed or a full EIA will be carried out.</p>
--	--

SECTION 3: ASSESSING THE IMPACT

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men					X		
	Women					X		
Race	White					X		
	Mixed/Multiple ethnic groups					X		
	Asian/Asian British					X		
	Black/African/Caribbean/Black British					X		
	Gypsies / travellers					X		
	Other ethnic group					X		
Disability	Physical					X		
	Sensory					X		
	Learning Difficulties					X		
	Learning Disabilities					X		
	Mental Health	TBD	TBD	TBD	TBD		The proposal will address early intervention in the	

							MH and wellbeing offer to children and young people	
--	--	--	--	--	--	--	---	--

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
Sexual Orientation	Lesbian, gay men, bisexual					X		
Age	Older people (50+)					X		
	Younger people (16 - 25)	TBD	TBD	TBD	TBD	TBD	Improved services and more effective referrals through better partnership working and reducing demand for statutory interventions.	
Gender Reassignment						X		
Impact due to pregnancy/maternity						X		
Groups with particular faiths and beliefs						X		
People on low incomes						X		

SECTION 4: ACTION PLAN

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

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

NB. Add any additional rows, if required.

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
TBD						
TBD						
<i>Enter additional rows if required</i>						

THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

SIGNATURE:

FULL NAME: Annabel Saunders

UNIT: Children's Services

EMAIL & TELEPHONE EXT: Annabel.Saunders@rbkc.gov.uk

DATE (DD/MM/YYYY): 16/07/2018

WHAT NEXT?

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

All EIAs for proposed changes to levels of service arising from budget proposals must be completed by (insert date).

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



City of Westminster

EQUALITY IMPACT ASSESSMENT TEMPLATE

PLEASE ENSURE YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS TEMPLATE

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

SECTION 1:

Title	6.13 – PPL Fee Review Additional Income
<p>What are you analysing?</p> <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	<p>The Licensing Committee dated 4th July 2018 approved the process to undertake statutory consultation on a revised set of fees and charges for street trading on a pitch in Westminster's markets. The proposed fees and charges will enable the Council to introduce a charging structure to recover costs associated with licensed street trading as set out in section 22 of the City of Westminster Act 1999 (The Act). The last full fee review was undertaken in 2006.</p> <p>An extensive consultation amongst street traders and other stakeholders, aligned to a wider market strategy consultation, commenced on 6th August and will continue until the 29th October.</p> <p>The consultation includes a number of options for cost recovery. Recommendations will be brought to the next Full Licensing Committee on 28th November. Cost recovery will mean that the council does not operate at a deficit across this function.</p>
<p>Details of the lead person completing the screening/EIA</p>	<p>(iii) Full Name: Annette Acik</p> <p>(ii) Position: Head of Licensing</p> <p>(iii) Unit: Public Protection and Licensing</p> <p>(iii) Contact Details: aacik@westminster.gov.uk</p>

Date sent to Equalities@westminster.gov.uk	
Version number and date of update	Version 2 date 10.08.18
<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. However <u>only</u> the most updated version will be saved in the Equalities SharePoint folder.</i></p>	

SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

<p>2.1</p>	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i> <i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i> 															
	<table border="1"> <tr> <td data-bbox="497 819 938 965"> <p>How many people use the service currently? What is this as a % of Westminster’s population?</p> </td> <td data-bbox="941 819 1485 965"> <p>We do not collect data on who uses the service.</p> </td> </tr> <tr> <td data-bbox="497 969 938 1055"> <p>Gender</p> </td> <td data-bbox="941 969 1485 1055"></td> </tr> <tr> <td data-bbox="497 1059 938 1144"> <p>Race</p> </td> <td data-bbox="941 1059 1485 1144"></td> </tr> <tr> <td data-bbox="497 1149 938 1234"> <p>Disability</p> </td> <td data-bbox="941 1149 1485 1234"></td> </tr> <tr> <td data-bbox="497 1238 938 1346"> <p>Sexual orientation</p> </td> <td data-bbox="941 1238 1485 1346"></td> </tr> <tr> <td data-bbox="497 1350 938 1435"> <p>Age</p> </td> <td data-bbox="941 1350 1485 1435"></td> </tr> <tr> <td data-bbox="497 1440 938 1525"> <p>Religion or belief</p> </td> <td data-bbox="941 1440 1485 1525"></td> </tr> </table>		<p>How many people use the service currently? What is this as a % of Westminster’s population?</p>	<p>We do not collect data on who uses the service.</p>	<p>Gender</p>		<p>Race</p>		<p>Disability</p>		<p>Sexual orientation</p>		<p>Age</p>		<p>Religion or belief</p>	
<p>How many people use the service currently? What is this as a % of Westminster’s population?</p>	<p>We do not collect data on who uses the service.</p>															
<p>Gender</p>																
<p>Race</p>																
<p>Disability</p>																
<p>Sexual orientation</p>																
<p>Age</p>																
<p>Religion or belief</p>																
<p>2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</p>	<p><i>If yes, provide details.</i></p> <p><i>Unknown</i></p>															

2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring. *If yes, provide details.*
Unknown

2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled ³ people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending 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"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" 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 checked="" type="checkbox"/>

If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.

³ Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.6	Provide brief reasons on how have you come to this decision?
	<p>The proposals set out a number of options for market fees and charges, based on principles of fairness, cost recovery, support for local enterprise and sustainability and transparency. The options also include consideration for start-up businesses, individual concessions based on affordability, a tapered approach over two years, and concessions for WCC residents.</p> <p>These options form part of the consultation process, which encourages traders and stakeholders to comment on their most preferred two options and give comment on other discretionary services that they would like to see provided. Consultation is being undertaken through on line survey, workshops, focus groups, drop in sessions and walkabouts. Responses received by the completion of the consultation on 29th October will be considered and outcomes/ proposals recommended to Full Licensing Committee in November. A further EIA will be required once the consultation has been completed.</p>

SECTION 3: ASSESSING THE IMPACT

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men					x		
	Women					x		
Race	White					x		
	Mixed/Multiple ethnic groups					x		
	Asian/Asian British					x		
	Black/African/Caribbean/Black British					x		
	Gypsies / travellers					x		
	Other ethnic group					x		
Disability	Physical					x		
	Sensory					x		
	Learning Difficulties					x		
	Learning Disabilities					x		
	Mental Health					x		

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
Sexual Orientation	Lesbian, gay men, bisexual					x		
Age	Older people (50+)					x		
	Younger people (16 - 25)					x		
Gender Reassignment						x		
Impact due to pregnancy/maternity						x		
Groups with particular faiths and beliefs						x		
People on low incomes					x		Mitigated via concessionary approaches but dependant on the outcome of consultation with those impacted and stakeholders, when further actions required will be considered.	

SECTION 4: ACTION PLAN

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

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

NB. Add any additional rows, if required.

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

SIGNATURE:

FULL NAME:

UNIT:

EMAIL & TELEPHONE EXT:

DATE (DD/MM/YYYY):

WHAT NEXT?

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

All EIAs for proposed changes to levels of service arising from budget proposals must be completed by (insert date).

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



City of Westminster

EQUALITY IMPACT ASSESSMENT TEMPLATE

PLEASE ENSURE YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS TEMPLATE

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

SECTION 1:

Title	7.19 – Libraries further service transformations
<p>What are you analysing?</p> <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	<ul style="list-style-type: none"> • Introduction of Smart Open at 3-5 sites and streamlining of self-service offer, with reduction of employee costs The initiative will potentially benefit all current and future users by: <ol style="list-style-type: none"> 1. Improve our self-service offer by providing an increase opportunity for use of our library service at alternative times. 2. Improve performance of self-service technology, reliability and the customer experience. 3. Increased potential for extending library opening hours <ul style="list-style-type: none"> ○ Maximising the use of our spaces for <ul style="list-style-type: none"> - income generating - community activities 4. Improved use of staff time for more focused activities and an improved enquiry service • Seek further efficiencies in overheads, contract costs and supplies and services, particularly through more efficient stock procurement <p>The intended results are to generate savings of £200k in 2019/20.</p>
<p>Details of the lead person completing the screening/EIA</p>	<p>(iv) Full Name: Mike Clarke</p> <p>(ii) Position: Director, Libraries & Registrars Service</p> <p>(iii) Unit: City Management</p> <p>(iii) Contact Details: 020 7641 2199</p>

Date sent to Equalities@westminster.gov.uk	
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. However <u>only</u> the most updated version will be saved in the Equalities SharePoint folder.</i></p>	

SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> • <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i> • <i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i> 																																			
	<p>How many people use the service currently? What is this as a % of Westminster's population?</p>	<p>WCC Visits 2017/18: 1973062 WCC Active Members: 57990 WCC population: 226841 (Based on 2013 mid-year estimates*)</p> <p>The visits are the number of customers that come through the door. It includes residents and non-residents. The active members are, members who have used their library card at least once within the last year.</p>																																		
	<p>Gender</p>	<p>Female: 24375 Male: 19256 No Reply: 2241</p>																																		
	<p>Race</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Ethnicity</th> <th style="text-align: center;">No of Members</th> </tr> </thead> <tbody> <tr><td>Arab Moroccan</td><td style="text-align: right;">14</td></tr> <tr><td>Arab/Arab British</td><td style="text-align: right;">1121</td></tr> <tr><td>Asian: Bangladeshi</td><td style="text-align: right;">622</td></tr> <tr><td>Asian: Indian</td><td style="text-align: right;">638</td></tr> <tr><td>Asian: Other Asian</td><td style="text-align: right;">963</td></tr> <tr><td>Asian: Pakistani</td><td style="text-align: right;">222</td></tr> <tr><td>Black: African</td><td style="text-align: right;">1489</td></tr> <tr><td>Black: Caribbean</td><td style="text-align: right;">499</td></tr> <tr><td>Black: Other Black</td><td style="text-align: right;">247</td></tr> <tr><td>Chinese</td><td style="text-align: right;">1922</td></tr> <tr><td>Filipino</td><td style="text-align: right;">20</td></tr> <tr><td>Mixed : Asian African Indian</td><td style="text-align: right;">9</td></tr> <tr><td>Mixed : White and BC</td><td style="text-align: right;">132</td></tr> <tr><td>Mixed :Other mixed</td><td style="text-align: right;">249</td></tr> <tr><td>Mixed :White and Asian</td><td style="text-align: right;">220</td></tr> <tr><td>Mixed :White and BA</td><td style="text-align: right;">208</td></tr> </tbody> </table>	Ethnicity	No of Members	Arab Moroccan	14	Arab/Arab British	1121	Asian: Bangladeshi	622	Asian: Indian	638	Asian: Other Asian	963	Asian: Pakistani	222	Black: African	1489	Black: Caribbean	499	Black: Other Black	247	Chinese	1922	Filipino	20	Mixed : Asian African Indian	9	Mixed : White and BC	132	Mixed :Other mixed	249	Mixed :White and Asian	220	Mixed :White and BA	208
Ethnicity	No of Members																																			
Arab Moroccan	14																																			
Arab/Arab British	1121																																			
Asian: Bangladeshi	622																																			
Asian: Indian	638																																			
Asian: Other Asian	963																																			
Asian: Pakistani	222																																			
Black: African	1489																																			
Black: Caribbean	499																																			
Black: Other Black	247																																			
Chinese	1922																																			
Filipino	20																																			
Mixed : Asian African Indian	9																																			
Mixed : White and BC	132																																			
Mixed :Other mixed	249																																			
Mixed :White and Asian	220																																			
Mixed :White and BA	208																																			

				<table border="1"> <tr><td>No reply</td><td>23741</td></tr> <tr><td>Other Ethnic Group</td><td>835</td></tr> <tr><td>Other White</td><td>1864</td></tr> <tr><td>Somalian</td><td>18</td></tr> <tr><td>Undefined</td><td>13667</td></tr> <tr><td>Unknown</td><td>35</td></tr> <tr><td>White: East European</td><td>1016</td></tr> <tr><td>White: English</td><td>5219</td></tr> <tr><td>White: Gypsy, Romany, Irish Traveller</td><td>30</td></tr> <tr><td>White: Other British</td><td>849</td></tr> <tr><td>White: Other European</td><td>43</td></tr> <tr><td>White: Western European</td><td>1674</td></tr> <tr><td>White: British</td><td>424</td></tr> <tr><td></td><td></td></tr> </table>	No reply	23741	Other Ethnic Group	835	Other White	1864	Somalian	18	Undefined	13667	Unknown	35	White: East European	1016	White: English	5219	White: Gypsy, Romany, Irish Traveller	30	White: Other British	849	White: Other European	43	White: Western European	1674	White: British	424		
No reply	23741																															
Other Ethnic Group	835																															
Other White	1864																															
Somalian	18																															
Undefined	13667																															
Unknown	35																															
White: East European	1016																															
White: English	5219																															
White: Gypsy, Romany, Irish Traveller	30																															
White: Other British	849																															
White: Other European	43																															
White: Western European	1674																															
White: British	424																															
	Disability	<table border="1"> <thead> <tr> <th>Considers to have a disability</th> <th>No of Members</th> </tr> </thead> <tbody> <tr> <td>Yes DIS</td> <td>801</td> </tr> <tr> <td>No DIS</td> <td>51349</td> </tr> <tr> <td>No Reply</td> <td>5840</td> </tr> </tbody> </table>	Considers to have a disability	No of Members	Yes DIS	801	No DIS	51349	No Reply	5840																						
Considers to have a disability	No of Members																															
Yes DIS	801																															
No DIS	51349																															
No Reply	5840																															
	Sexual orientation	Data not collected																														
	Age	<table border="1"> <thead> <tr> <th>Age Group</th> <th>No of Members</th> </tr> </thead> <tbody> <tr><td>0 to 4</td><td>1421</td></tr> <tr><td>10 to 14</td><td>4368</td></tr> <tr><td>15 to 19</td><td>2517</td></tr> <tr><td>20 to 59</td><td>24967</td></tr> <tr><td>5 to 9</td><td>3786</td></tr> <tr><td>60 to 64</td><td>1539</td></tr> <tr><td>65 to 79</td><td>3034</td></tr> <tr><td>80+</td><td>579</td></tr> <tr><td>No Reply</td><td>15779</td></tr> </tbody> </table>	Age Group	No of Members	0 to 4	1421	10 to 14	4368	15 to 19	2517	20 to 59	24967	5 to 9	3786	60 to 64	1539	65 to 79	3034	80+	579	No Reply	15779										
Age Group	No of Members																															
0 to 4	1421																															
10 to 14	4368																															
15 to 19	2517																															
20 to 59	24967																															
5 to 9	3786																															
60 to 64	1539																															
65 to 79	3034																															
80+	579																															
No Reply	15779																															
	Religion or belief	Data not collected																														

<p>2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i></p>	<p><i>If yes, provide details.</i></p>			
<p>2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i></p>	<p><i>If yes, provide details.</i></p>			
<p>2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</p>				
	<p>None</p>	<p>Positive</p>	<p>Negative</p>	<p>Not sure</p>
<p>Men or women</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Disabled⁴ people (consider different types of physical, learning or mental disabilities)</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>People of particular sexual orientation/s</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>People in particular age groups (consider in particular children, under 21s and over 65s)</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Impact due to pregnancy/ maternity</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

⁴ Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People of particular faiths and beliefs	<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"/>

If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.6	Provide brief reasons on how have you come to this decision?
	A full EIA needs to be carried out in regard to the use of the library by children under the age of 15 whilst Smart Open in in operation, so that full mitigating actions can be explored.

SECTION 3: ASSESSING THE IMPACT

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory				Yes		Ensure our library layout mitigate all physical disabilities.	Further reduction of access to face to face frontline services.
	Learning Difficulties							

CMC – Libraries further service transformations (7.19)

	Learning Disabilities				Yes		Information regarding staff assisted opening hours clearly displayed and advertised. Telephone assistance provided.	
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)				Yes		Smart Open: Older people who may be reluctant to use the self-access technology. Regular induction sessions provided during implementation stage and thereafter.	Social isolation and social exclusion.
	Younger people (16 - 25)				Yes		Smart Open: Children under the age of 16 – safeguarding advice to be sought. Due to health and safety, and safeguarding unaccompanied children may not be able to gain access to the library in self-access mode. However, they would be able to visit the library if accompanied by a registered user aged over 16 during this time.	Social and learning deprivation.
Gender Reassignment								
Impact due to pregnancy/maternity								
Groups with particular faiths and beliefs								
People on low incomes								

SECTION 4: ACTION PLAN

<p>4.1</p> <p>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p>NB. Add any additional rows, if required.</p>								
	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	
	Smart Open: WCC safeguarding teams to advise on use of the library by unaccompanied children during Smart Opening hours.	Children under 16	Reduce any negative impact; provide an alternative solution; ensure health and safety.		Anabel Lopez, head of Service Delivery, 3rd Floor, 35 St Martin's Street, London WC2H 7HP, 020 7641 1033	31/07/18		
	<i>Enter additional rows if required</i>							

THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

SIGNATURE:

FULL NAME:

UNIT:

EMAIL & TELEPHONE EXT:

DATE (DD/MM/YYYY):

WHAT NEXT?

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

All EIAs for proposed changes to levels of service arising from budget proposals must be completed by (insert date).

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