



## 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:

<p><b>Title</b></p>	<p><b>4.18 – Housing Related Support.</b></p> <p>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 how service levels can best be delivered, competitive procurement and renegotiating contract values of existing supported housing provision to provide services more efficiently. This is the second year of this savings proposal and several of the actions to deliver the reduced spend where put in place previously.</p>
<p><b>What are you analysing?</b></p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>The activity covered by this EIA relates to the commissioning of supported housing services for rough sleepers and other vulnerable groups including young homeless people, people with mental health problems and learning disabilities.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• 24 hour hostels for rough sleepers,</li> <li>• women’s refuges,</li> <li>• offender services,</li> <li>• sheltered housing for older people</li> <li>• housing services for people with mental health problems and learning disabilities.</li> </ul> <p>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</p>

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 19 new supported housing services, including two extra care housing services, a working person's accommodation service and services for people with physical disabilities and young people
- Completed 20 tender exercises for services that have expanded capacity, brought in innovation, improved service quality and performance and value for money

As part of delivering a balanced housing commissioning budget in 2019/20, an additional £50k of savings will be delivered through reduced spending on supported housing services. Contracts for services have been 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' and increased focus on prevention of a street lifestyle. Westminster continues to support delivery of these targets and initiatives through being a key part of the 'No Nights Sleeping Rough Taskforce'.

This is set out in detail in the Council's Rough Sleeping Strategy which is included as an appendix to this EIA and was the product of extensive consultation and sets out how rough sleeping is prevented, the vulnerable supported in partnership with a wide variety of different statutory and voluntary agencies and rough sleepers assisted off the streets to find accommodation.

	<p>The approach taken in reaching decisions to re-commission services and renegotiate contract values includes the following activities:</p> <ul style="list-style-type: none"> <li>• Value for money: Westminster’s approach has developed over time and has focused on reducing highest costs of services, the building’s capacity for improvements, assessing levels of support provided and the strategic relevance of services.</li> <li>• The Strategic need for the service</li> <li>• 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.</li> </ul> <p>Outcomes Framework audit tool: Officers make use of the new quality assurance tool that has been developed in order to gauge a service’s effectiveness in a number of areas which include safety, support offered, reduction in need in key health metrics and value for money.</p>
<p>Details of the lead person completing the screening/EIA</p>	<p>(i) Full Name: Jenny Travassos</p> <p>(ii) Position: Head of Prevention</p> <p>(iii) Unit: Housing and Regeneration</p> <p>(iii) Contact Details: <a href="mailto:jtravassos@westminster.gov.uk">jtravassos@westminster.gov.uk</a></p>
<p>Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a></p>	
<p>Version number and date of update</p>	<p>Version 1: 6.9.18</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.

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"> <li><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></li> <li><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></li> </ul>																																				
	<p>The following section summarises the use of supported housing services by those in acute housing and support need, in particular rough sleepers, on the basis of age, support need, race etc.</p> <p>Westminster saw a total of 2767 rough sleepers in 2016/17. The number reflects a large range of demographics and ethnicities, with a 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).</p> <table border="1" data-bbox="408 1285 1513 2045"> <thead> <tr> <th><i>Ethnicity</i></th> <th><i>% of WCC's rough sleeping population</i></th> </tr> </thead> <tbody> <tr><td><i>White Other</i></td><td><i>35</i></td></tr> <tr><td><i>White Irish</i></td><td><i>3</i></td></tr> <tr><td><i>White British</i></td><td><i>30</i></td></tr> <tr><td><i>Gypsy/Romany/Irish Traveller</i></td><td><i>8</i></td></tr> <tr><td><i>Mixed: White &amp; Black Caribbean</i></td><td><i>1</i></td></tr> <tr><td><i>Mixed: White &amp; Black African</i></td><td><i>0</i></td></tr> <tr><td><i>Mixed: Other</i></td><td><i>2</i></td></tr> <tr><td><i>Black or Black British - other</i></td><td><i>2</i></td></tr> <tr><td><i>Black or Black British - Caribbean</i></td><td><i>1</i></td></tr> <tr><td><i>Black or Black British - African</i></td><td><i>5</i></td></tr> <tr><td><i>Asian or Asian British - Pakistani</i></td><td><i>0</i></td></tr> <tr><td><i>Asian or Asian British - other</i></td><td><i>1</i></td></tr> <tr><td><i>Asian or Asian British - Indian</i></td><td><i>0</i></td></tr> <tr><td><i>Asian or Asian British – Bangladeshi</i></td><td><i>0</i></td></tr> <tr><td><i>Arab</i></td><td><i>1</i></td></tr> <tr><td><i>Chinese</i></td><td><i>0</i></td></tr> <tr><td><i>Other</i></td><td><i>3</i></td></tr> </tbody> </table>	<i>Ethnicity</i>	<i>% of WCC's rough sleeping population</i>	<i>White Other</i>	<i>35</i>	<i>White Irish</i>	<i>3</i>	<i>White British</i>	<i>30</i>	<i>Gypsy/Romany/Irish Traveller</i>	<i>8</i>	<i>Mixed: White &amp; Black Caribbean</i>	<i>1</i>	<i>Mixed: White &amp; Black African</i>	<i>0</i>	<i>Mixed: Other</i>	<i>2</i>	<i>Black or Black British - other</i>	<i>2</i>	<i>Black or Black British - Caribbean</i>	<i>1</i>	<i>Black or Black British - African</i>	<i>5</i>	<i>Asian or Asian British - Pakistani</i>	<i>0</i>	<i>Asian or Asian British - other</i>	<i>1</i>	<i>Asian or Asian British - Indian</i>	<i>0</i>	<i>Asian or Asian British – Bangladeshi</i>	<i>0</i>	<i>Arab</i>	<i>1</i>	<i>Chinese</i>	<i>0</i>	<i>Other</i>	<i>3</i>
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<i>Refused</i>	6
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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

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<b>Support Need</b>	<b>% of people who identify area as their need</b>
<i>Alcohol</i>	37
<i>Drugs</i>	30
<i>Mental health</i>	47
<i>No alcohol, drugs or mental health support need identified</i>	25

*Over 74% of this population is transient and will move on or away from the streets after being contacted by a street outreach service.*

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.

<b>Primary Client Group</b>	<b>%</b>
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%
<b>Total</b>	<b>100%</b>

#### **Age**

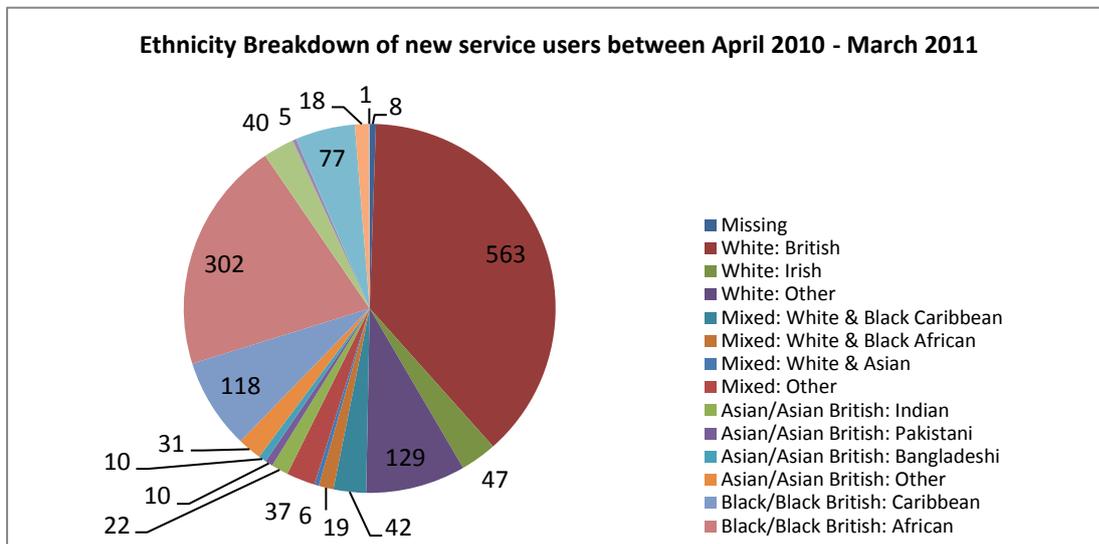
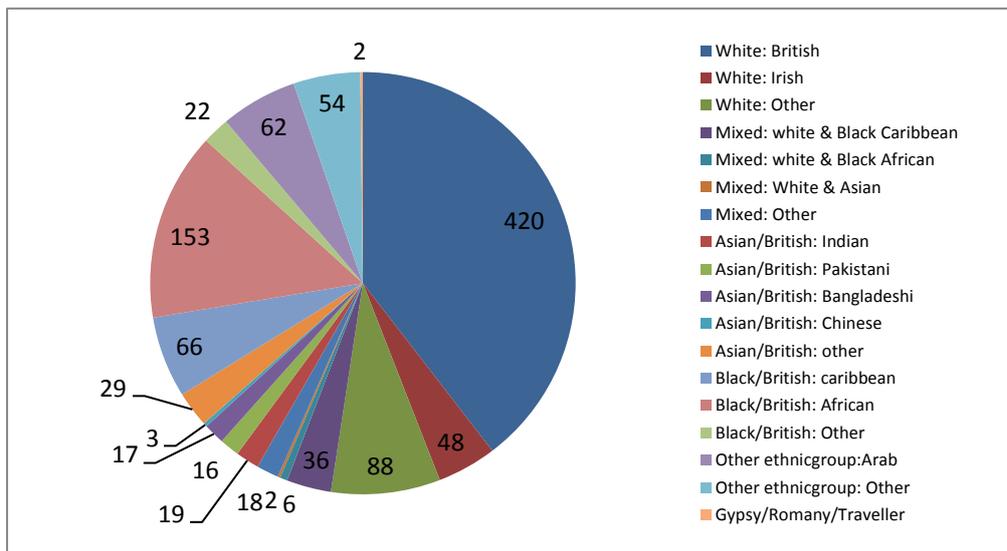
63% of residents were male, 19% were aged 16 to 24 years, 44% aged 25 to 45 years, and 31% aged 46 to 64 and 6% over aged 70.

#### **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.

<p><b>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></b></p>	<p>The breakdown above describes the groups that present with a need for rough sleeping and supported housing services and these services meet the needs of a broad range of vulnerable groups and will continue to be provided</p>				
<p><b>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></b></p>	<p>No, the data for Westminster is comparable to pan-London data (although the volumes are greater within Westminster.)</p>				
<p><b>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?</b></p>					
		<p><b>None</b></p>	<p><b>Positive</b></p>	<p><b>Negative</b></p>	<p><b>Not sure</b></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>	

Disabled <sup>1</sup> 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 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.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how have you come to this decision?</b>
	A wide range of housing related support services will continue to be available for all the range of protected groups, there will be no reduction in service availability for vulnerable groups and services will be provided more efficiently.

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

**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							
	Learning Difficulties							
	Learning Disabilities							
	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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

## SECTION 4: ACTION PLAN

4.1	<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><b>NB. Add any additional rows, if required.</b></p>					
Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
Ensure website information on availability of and access to supported housing service provision is up to date	All	Services are accessible	No additional resources	Jennifer Travassos Head of Prevention <a href="mailto:jtravassos@westminster.gov.uk">jtravassos@westminster.gov.uk</a>	complete	G
Housing Commissioning teams 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 are effectively met	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	Jennifer Travassos Head of Prevention <a href="mailto:jtravassos@westminster.gov.uk">jtravassos@westminster.gov.uk</a>	complete	G

**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](mailto:Equalities@westminster.gov.uk)**

<b>Title</b>
<b>4.19 - Growth Planning and Housing – 5% Vacancy Rate</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the purpose of the policy/project/activity/strategy?</li> <li>• In what context will it operate?</li> <li>• Who is it intended to benefit?</li> <li>• What results are intended?</li> <li>• Why is it needed?</li> </ul>
<p>This proposal seeks to utilise the financial saving created by the time it takes to recruit new staff to positions across the Department. In 2017/18, a total of 37 staff left the department a turnover of 16.3%. On average it takes 2-3 months to recruit officers to these roles will leads to a financial saving on the salaries budget.</p>
<b>Details of the lead person completing the screening/EIA</b>
<p>(ii) Full Name: Stuart Reilly</p> <p>(ii) Position: Head of Service Development</p> <p>(iii) Unit: GPH</p> <p>(iii) Contact Details: 020 7641 3168</p> <p>(iv)</p>
<b>Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a></b>
14 June 2018
<b>Version number and date of update</b>
<b>1</b>

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

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

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

<b>1.2</b>	<b>What do you think that the overall NEGATIVE impact on groups and communities will be?</b>					
	<table border="1"> <thead> <tr> <th data-bbox="285 327 847 371"><b>None/ Minimal</b></th> <th data-bbox="855 327 1426 371"><b>Significant</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="285 371 847 595"> <input checked="" type="checkbox"/>  None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups. </td> <td data-bbox="855 371 1426 595"> <input type="checkbox"/>  Significant impact would be where there is an impact is identified that has substantial impact on any groups. </td> </tr> </tbody> </table>	<b>None/ Minimal</b>	<b>Significant</b>	<input checked="" type="checkbox"/> None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups.	<input type="checkbox"/> Significant impact would be where there is an impact is identified that has substantial impact on any groups.	
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<b>If the answer is “significant” consider doing a full EIA</b>						
<b>1.3</b>	<b>Using the screening information in questions 2.1 and 2.2, should a full EIA be carried out on the project, policy or proposal</b>					
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
<b>1.4</b>	<b>How have you come to this decision?</b>					
	The proposal has no direct impact on the services provided across the Department. Instead the proposal aims to utilise the budget saved through the natural turnover of staff during the financial year.					

## **EQUALITY IMPACT ASSESSMENT**

### **SECTION 2: BUILDING AN EVIDENCE BASE**

<b>2.1</b>	<b>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b> <ul style="list-style-type: none"> <li>• <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></li> <li>• <i>A baseline of data is <a href="#">available here</a></i></li> </ul>	
	<p>How many people use the service currently? What is this as a % of Westminster's population?</p>	
	Age	
	Disability	
	Gender	
	Race	
	Religion or belief	
	Sexual orientation	
<b>2.2</b>	<b>Are there any equality groups that are overrepresented in the monitoring information relative to their size of the population?</b> <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service. Information about Westminster's population is on the Equalities page on the WIRE.</i>	

<b>2.3</b>	<b>Are there any equality groups that are underrepresented in the monitoring information relative to their size of the population?</b> <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>

### 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.

<b>3.1</b>	<b>Consultation Information</b> <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i>
<b>3.2</b>	<b>What might the potential impact on individuals or groups be?</b> <i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>

## SECTION 4: REDUCING & MITIGATING IMPACT

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

4.1	Where you have identified an impact, what can be done to reduce or mitigate the impact? (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).													
	<p>Consider what actions can be put in place to remove or reduce your identified impact(s). Record all potential actions to show you have considered all options. Please note if no mitigating actions have been identified.</p> <table border="1" data-bbox="284 757 1461 1115"> <thead> <tr> <th data-bbox="284 757 735 936">Column A – Issues or barriers, things to take into account</th> <th data-bbox="735 757 1461 936">Column B – what changes can be made to remove or reduce barriers or negative impacts (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 936 735 1025"></td> <td data-bbox="735 936 1461 1025"></td> </tr> <tr> <td data-bbox="284 1025 735 1115"></td> <td data-bbox="735 1025 1461 1115"></td> </tr> </tbody> </table>		Column A – Issues or barriers, things to take into account	Column B – what changes can be made to remove or reduce barriers or negative impacts (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).										
Column A – Issues or barriers, things to take into account	Column B – what changes can be made to remove or reduce barriers or negative impacts (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).													
4.2	Now that you have considered the potential or actual effect on equality, what action are you taking?													
	<table border="1" data-bbox="284 1249 1461 1720"> <tbody> <tr> <td data-bbox="284 1249 379 1406"><input type="checkbox"/></td> <td data-bbox="379 1249 703 1406">1. No major change (no impacts identified)</td> <td data-bbox="703 1249 1461 1406">Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and you have taken all appropriate steps to advance equality &amp; foster good relations between groups.</td> </tr> <tr> <td data-bbox="284 1406 379 1485"><input type="checkbox"/></td> <td data-bbox="379 1406 703 1485">2. Adjust the policy</td> <td data-bbox="703 1406 1461 1485">You will take steps to remove barriers or to better advance equality.</td> </tr> <tr> <td data-bbox="284 1485 379 1608"><input type="checkbox"/></td> <td data-bbox="379 1485 703 1608">3. Continue the policy (impacts identified)</td> <td data-bbox="703 1485 1461 1608">You will adopt your proposal, despite any adverse effect provided you are satisfied that it does not unlawfully discriminate and it is justified.</td> </tr> <tr> <td data-bbox="284 1608 379 1720"><input type="checkbox"/></td> <td data-bbox="379 1608 703 1720">4. Stop and remove the policy</td> <td data-bbox="703 1608 1461 1720">There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.</td> </tr> </tbody> </table>		<input type="checkbox"/>	1. No major change (no impacts identified)	Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and you have taken all appropriate steps to advance equality & foster good relations between groups.	<input type="checkbox"/>	2. Adjust the policy	You will take steps to remove barriers or to better advance equality.	<input type="checkbox"/>	3. Continue the policy (impacts identified)	You will adopt your proposal, despite any adverse effect provided you are satisfied that it does not unlawfully discriminate and it is justified.	<input type="checkbox"/>	4. Stop and remove the policy	There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.
<input type="checkbox"/>	1. No major change (no impacts identified)	Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and you have taken all appropriate steps to advance equality & foster good relations between groups.												
<input type="checkbox"/>	2. Adjust the policy	You will take steps to remove barriers or to better advance equality.												
<input type="checkbox"/>	3. Continue the policy (impacts identified)	You will adopt your proposal, despite any adverse effect provided you are satisfied that it does not unlawfully discriminate and it is justified.												
<input type="checkbox"/>	4. Stop and remove the policy	There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.												
4.3	Please document the reasons for your decision													

**SECTION 5: ACTION PLAN**

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

<p><b>5.1</b></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><b>NB. Add any additional rows, if required.</b></p>								
	<b>Action Required</b>	<b>Equality Groups Targeted</b>	<b>Intended outcome</b>	<b>Resources Needed</b>	<b>Name of Lead, Unit &amp; Contact Details</b>	<b>Completion Date (DD/MM/YY)</b>	<b>RAG</b>	

**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER**

**SIGNATURE:** Stuart Reilly

**FULL NAME:** Stuart Reilly

**UNIT:** GPH

**EMAIL & TELEPHONE EXT:** sreilly@westminster.gov.uk

**DATE (DD/MM/YYYY):** 15 June 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 2 September 2016.**

**All completed EIAs should be sent to: [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)**



## 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:

<b>Title</b>	<b>4.20 - City West Homes IT Efficiency Savings</b>
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	As part of the business transformation investment undertaken by CWH over the last few years efficiencies in their IT provision are expected for those services provided to Housing General Fund clients.
Details of the lead person completing the screening/EIA	(v) Full Name: <b>Stuart Reilly</b> (ii) Position: <b>Head of Service Development</b> (iii) Unit: <b>Growth, Planning and Housing</b> (iii) Contact Details: <b>020 7641 3168</b>
Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a>	<b>21 August 2018</b>
Version number and date of update	<b>Version 1</b>
<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><b>2.1</b></p>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><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></li> <li><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></li> </ul>								
	<table border="1"> <tr> <td data-bbox="507 819 938 958"> <p>How many people use the service currently? What is this as a % of Westminster’s population?</p> </td> <td data-bbox="946 819 1481 1518" rowspan="7"> <p>This proposal arises from adoption / utilisation of new IT systems over the past year within CWH. As a result, the current costs relating to the provision of this service have declined whilst the service provided will remain the same. As a consequence, there are no expected impacts upon key groups.</p> </td> </tr> <tr> <td data-bbox="507 965 938 1055"> <p>Gender</p> </td> </tr> <tr> <td data-bbox="507 1061 938 1151"> <p>Race</p> </td> </tr> <tr> <td data-bbox="507 1158 938 1247"> <p>Disability</p> </td> </tr> <tr> <td data-bbox="507 1254 938 1344"> <p>Sexual orientation</p> </td> </tr> <tr> <td data-bbox="507 1350 938 1440"> <p>Age</p> </td> </tr> <tr> <td data-bbox="507 1447 938 1518"> <p>Religion or belief</p> </td> </tr> </table>	<p>How many people use the service currently? What is this as a % of Westminster’s population?</p>	<p>This proposal arises from adoption / utilisation of new IT systems over the past year within CWH. As a result, the current costs relating to the provision of this service have declined whilst the service provided will remain the same. As a consequence, there are no expected impacts upon key groups.</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>This proposal arises from adoption / utilisation of new IT systems over the past year within CWH. As a result, the current costs relating to the provision of this service have declined whilst the service provided will remain the same. As a consequence, there are no expected impacts upon key groups.</p>								
<p>Gender</p>									
<p>Race</p>									
<p>Disability</p>									
<p>Sexual orientation</p>									
<p>Age</p>									
<p>Religion or belief</p>									
<p><b>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.</b></p>	<p>Not applicable. See above.</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.** Not applicable. See above.

**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 <sup>2</sup> 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 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.**

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

2.5	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	<b>Provide brief reasons on how have you come to this decision?</b>
	The nature of this proposals means that there is no impact on any key groups.

**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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					x		
<b>Age</b>	Older people (50+)					x		
	Younger people (16 - 25)					x		
<b>Gender Reassignment</b>						x		
<b>Impact due to pregnancy/maternity</b>						x		
<b>Groups with particular faiths and beliefs</b>						x		
<b>People on low incomes</b>						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
<i>Enter additional rows if required</i>						

**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER**

**SIGNATURE:** Stuart Reilly

**FULL NAME:** Stuart Reilly

**UNIT:** Growth, Planning and Housing

**EMAIL & TELEPHONE EXT:** sreilly@westminster.gov.uk

**DATE (DD/MM/YYYY):** 21 August 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](mailto:Equalities@westminster.gov.uk)**

## 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:

<p><b>Title</b></p>	<p>1.3 Digital saving – validation hub</p>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p><b>Context</b></p> <p>City Management in collaboration with Growth, Planning and Housing directorate have embarked on a project aimed at aligning back office application validation processes using the same line of business system. The ultimate goal is to realise cost savings and provide enhanced, consistent services for its customers.</p> <p>Currently applications are managed differently across the Council based on the type of application submitted. Business processes also vary within the back office, some of which requiring manual effort.</p> <p>The digital programme has identified ways of reducing manual interventions by minimising the current administrative burden, reducing the level of customer contact and standardising service provision across these functions.</p> <p><b>Intended beneficiaries</b></p> <p>Financial benefits based on reduction of manual activity will be realised by Licensing. Initial estimated savings for licensing is £55,553.</p> <p><b>Rationale for Change</b></p> <p>Westminster approximately receives 9,000 Licensing Applications per year.</p> <p>Currently officers check submitted applications for errors, review supporting documents and send out emails where necessary requesting further information.</p> <p><b>What results are intended</b></p>

	<ul style="list-style-type: none"> <li>• Using technology and process re-engineering to reduce the manual effort required to carry out validation activities</li> <li>• Reduce the number of invalid applications.</li> <li>• Application status updates to reduce queries</li> <li>• Prevent demand on authority by reducing the number of contacts related to validation queries</li> <li>• Improve the customer journey</li> </ul>
<p>Details of the lead person completing the screening/EIA</p>	<p>(vi) Full Name: Saheda Parvin</p> <p>(ii) Position: Digital Service Model Owner</p> <p>(iii) Unit: City Management &amp; Communities</p> <p>(iii) Contact Details: 020 7641 2285</p>
<p>Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a></p>	<p>14/05/2018</p>
<p>Version number and date of update</p>	<p>0.1</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.

<b>2.1</b>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><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></li> <li><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></li> </ul>	
	<p>How many people use the service currently? What is this as a % of Westminster’s population?</p>	<p>Westminster population circa 225,000 Westminster currently receive, 9,000 Licensing Applications per year.</p>
	<p>Gender</p>	<p>This project does not adversely affect anyone in this particular group</p>
	<p>Race</p>	<p>This project does not adversely affect anyone in this particular group</p>
	<p>Disability</p>	<p>This project does not adversely affect anyone in this particular group</p>
	<p>Sexual orientation</p>	<p>This project does not adversely affect anyone in this particular group</p>
	<p>Age</p>	<p>This project does not adversely affect anyone in this particular group</p>
	<p>Religion or belief</p>	<p>This project does not adversely affect anyone in this particular group</p>

<p><b>2.2</b> 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>No</p>			
<p><b>2.3</b> 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>No</p>			
<p><b>2.4</b> 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><b>None</b></p>	<p><b>Positive</b></p>	<p><b>Negative</b></p>	<p><b>Not sure</b></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>Disabled<sup>3</sup> people (consider different types of physical, learning or mental disabilities)</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 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 checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input 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>

<sup>3</sup> 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.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how have you come to this decision?</b>
	<p>This project is to review the internal processes and reduce the manual effort to require validating applications. The customer should will have the option to send an application either as a paper format or submit via online forms. Therefore, the projects will not disproportionately impact on groups as per responses to 1.2 and 1.3. However, it is too early to understand the impact so there is a recommendation that this is kept under review by the Digital Programme Board. The EIA should be reviewed once the business case has been finalised and signed off by the service. As part of the EIA assessment will review the impact (if any) is made to customers for whom English is not a second language.</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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					x		
<b>Age</b>	Older people (50+)					x		
	Younger people (16 - 25)					x		
<b>Gender Reassignment</b>						x		
<b>Impact due to pregnancy/maternity</b>						x		
<b>Groups with particular faiths and beliefs</b>						x		
<b>People on low incomes</b>						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
<i>Enter additional rows if required</i>						

**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER**

**SIGNATURE:** .....

**FULL NAME:** .....K Fitsall.....

**UNIT:** .....Service Improvement and Transformation.....

**EMAIL & TELEPHONE EXT:** .....x1753.....

**DATE (DD/MM/YYYY):** .....14/05/2018.....

**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](mailto:Equalities@westminster.gov.uk)**



## 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:

<p><b>Title</b></p>	<p>6.09 Regulatory Support Services &amp; Pre-application Advice</p>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>To help those who wish to apply for a premises licence application (under the Licensing Act 2003) for activities such as selling alcohol and providing entertainment. The Licensing Service offer an advice service to assist with the process of making an application. The service offers pre-application advice in order to help applicants:</p> <ul style="list-style-type: none"> <li>• understand how council policies will be applied to the proposed application</li> <li>• identify the need for specialist input, layout design, acoustic measures, etc</li> <li>• make the application correctly and reduce unnecessary delays</li> <li>• reduce time spent applying</li> <li>• save time and money by understanding when an application is unacceptable</li> </ul> <p>This will benefit, the applicant (and their representative if they chose to employ one) and the City Council as the advice given will facilitate a process of applying for and being granted a licence.</p> <p>This service is needed as it can pre-empt potential problems with the licensing process. ‘Prevention is better than cure’. The service can also help small</p>

	businesses who don't have the resource to employ larger companies.
Details of the lead person completing the screening/EIA	<p>(vii) Full Name: Sally Fabbricatore</p> <p>(ii) Position: Senior Practitioner</p> <p>(iii) Unit: Public Protection and Licensing</p> <p>(iii) Contact Details: sfabbricatore@westminster.gov.uk</p>
Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a>	
Version number and date of update	Version 1 date 16.05.18
<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><b>2.1</b></p>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><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></li> <li><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></li> </ul>														
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<p><b>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.</b></p>	<p><i>If yes, provide details.</i></p> <p><i>Unknown</i></p>														

<b>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.</b>	<p><i>If yes, provide details.</i></p> <p><i>Unknown</i></p>
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<b>2.4</b>	<b>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?</b>
------------	---

	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 <sup>4</sup> 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 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.**

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

2.5	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	<b>Provide brief reasons on how have you come to this decision?</b>
	Pre-application advice is a discretionary service. There is no or minimal impact on the groups listed above.

**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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					x		
<b>Age</b>	Older people (50+)					x		
	Younger people (16 - 25)					x		
<b>Gender Reassignment</b>						x		
<b>Impact due to pregnancy/maternity</b>						x		
<b>Groups with particular faiths and beliefs</b>						x		
<b>People on low incomes</b>						x		

**SECTION 4: ACTION PLAN**

<p><b>4.1</b></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><b>NB. Add any additional rows, if required.</b></p>								
	<b>Action Required</b>	<b>Equality Groups Targeted</b>	<b>Intended outcome</b>	<b>Resources Needed</b>	<b>Name of Lead, Unit &amp; Contact Details</b>	<b>Completion Date (DD/MM/YY)</b>	<b>RAG</b>	
	<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](mailto:Equalities@westminster.gov.uk)**



## EQUALITY IMPACT ASSESSMENT TEMPLATE

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#### SECTION 1:

Title	6.13 – PPL Fee Review Additional Income
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>The Licensing Committee dated 4<sup>th</sup> 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 6<sup>th</sup> August and will continue until the 29<sup>th</sup> October.</p> <p>The consultation includes a number of options for cost recovery. Recommendations will be brought to the next Full Licensing Committee on 28<sup>th</sup> 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>(viii) Full Name: Annette Acik</p> <p>(ii) Position: Head of Licensing</p> <p>(iii) Unit: Public Protection and Licensing</p> <p>(iii) Contact Details: <a href="mailto:aacik@westminster.gov.uk">aacik@westminster.gov.uk</a></p>
<p>Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a></p>	

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><b>2.1</b></p>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><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></li> <li><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></li> </ul>															
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<p>Religion or belief</p>																
<p><b>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.</b></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 <sup>5</sup> 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.**

<sup>5</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

2.5	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.6	<b>Provide brief reasons on how have you come to this decision?</b>
	<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 29<sup>th</sup> 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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					x		
<b>Age</b>	Older people (50+)					x		
	Younger people (16 - 25)					x		
<b>Gender Reassignment</b>						x		
<b>Impact due to pregnancy/maternity</b>						x		
<b>Groups with particular faiths and beliefs</b>						x		
<b>People on low incomes</b>					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](mailto:Equalities@westminster.gov.uk)**



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### SECTION 1:

<p><b>Title</b></p>	<p>1.3 Digital saving – Parking Permits</p>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p><b>Project purpose/objectives:</b></p> <ul style="list-style-type: none"> <li>▪ Build on the success of the current digital self-service offering</li> <li>▪ Strategically, WCC will own their own permit solution geared to servicing its residents and permit holders across the City. The solution will extend beyond parking to allow any type of permit/license request to be purchased through the MyWestminster functionality of the Digital Platform.</li> </ul> <p><b>Context:</b></p> <p>We want to provide the best customer service to our residents, making it as easy as possible to access local services.</p> <p>Westminster City Council is looking to develop an Online Parking Permit solution that will enable customers to book, pay, amend and cancel a parking permit on-line without the need for back office intervention. The intended solution will be delivered through the Council’s Digital Transformation Programme as a component of the online web forms being delivered as part of the digital platform.</p>

**Intended beneficiary of changes :**

- Total Cost of Permit Solution is £1.5m over 4 years plus extensions (£2.2m).
- Reduce re-tender cycle costs of circa £300k.
- Recurring annual Cost is £370k
- One off Dev cost of £385k development and £77k on-going costs
- Total net year on year savings of £293k committed to MTP savings.

**Intended outcomes :**

There are two major objectives of the project:

1. For WCC to own their own Permit solution, therefore, reducing the reliance on 3rd party systems
2. Improve satisfaction for both citizens and colleagues and provide a more user-friendly and efficient permit processing system

The City of Westminster is looking to develop an Online Permit solution that will enable customers to book, pay, amend and cancel a parking permit, or other type of permit, on-line without the need for back office intervention.

The solution will be delivered through the Council's Digital Transformation Programme as a component of the online web forms being delivered as part of the platform.

**Rational for a change:**

The WCC Parking Service is keen to avoid the cycle of changing providers each time the Parking Services contract is let and therefore, the inevitable disruption this causes to Residents and other Permit holders. By owning its own solution, WCC, will be able to prevent

	this from happening and creating a stable permit solution fully integrated with the Digital Platform.
Details of the lead person completing the screening/EIA	(ix) Full Name: Saheda Parvin (ii) Position: Digital Service Model Owner (iii) Unit: Digital Transformation Programme (iii) Contact Details: sparvin@westminster.gov.uk
Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a>	14/05/2018
Version number and date of update	Version 1 – 14/08/2017 Version 2 – Version 3 - Version 4 –
<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.

<b>2.1</b>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <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></li> </ul>																																			
	<p>How many people use the service currently? What is this as a % of Westminster’s population?</p>	<p>The number of permits issued per year provided by the City Council for the main parking types is as per the table below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">Issued/year</th> </tr> </thead> <tbody> <tr><td>Resident Motorcycle</td><td style="text-align: right;">660</td></tr> <tr><td>Resident Permit</td><td style="text-align: right;">33,296</td></tr> <tr><td>Westminster Disabled Badge (Resident) Permit</td><td style="text-align: right;">1,462</td></tr> <tr><td>Westminster Disabled Badge (Non-Resident) Permit</td><td style="text-align: right;">192</td></tr> <tr><td>Trades</td><td style="text-align: right;">29,334</td></tr> <tr><td>Westminster Disabled Badge (Organisation) Permit</td><td style="text-align: right;">110</td></tr> <tr><td>Dedicated Bay - Disabled</td><td style="text-align: right;">50</td></tr> <tr><td>Dedicated Bay - Diplomat</td><td style="text-align: right;">0</td></tr> <tr><td>Resident Security</td><td style="text-align: right;">9</td></tr> <tr><td>Business Permit</td><td style="text-align: right;">12</td></tr> <tr><td>Doctor</td><td style="text-align: right;">62</td></tr> <tr><td>Hospital Staff</td><td style="text-align: right;">98</td></tr> <tr><td>*Parking Indicator Board</td><td style="text-align: right;">929</td></tr> <tr><td>Teacher</td><td style="text-align: right;">13</td></tr> <tr><td>Councillor Permit</td><td style="text-align: right;">47</td></tr> <tr><td>Resident Low Emission</td><td style="text-align: right;">1,675</td></tr> </tbody> </table>		Issued/year	Resident Motorcycle	660	Resident Permit	33,296	Westminster Disabled Badge (Resident) Permit	1,462	Westminster Disabled Badge (Non-Resident) Permit	192	Trades	29,334	Westminster Disabled Badge (Organisation) Permit	110	Dedicated Bay - Disabled	50	Dedicated Bay - Diplomat	0	Resident Security	9	Business Permit	12	Doctor	62	Hospital Staff	98	*Parking Indicator Board	929	Teacher	13	Councillor Permit	47	Resident Low Emission	1,675
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	Gender	This project does not affect anyone in this particular group.																																		
	Race	This project does not affect anyone in this particular group.																																		
	Disability	Please see table above. These are the number of Disabled badges issued by Parking services.																																		

	Sexual orientation	This project does not affect anyone in this particular group.			
	Age	Only adults or qualified motorcyclists over the age of 16 can apply for a permit.			
	Religion or belief	This project does not affect anyone in this particular group.			
<b>2.2</b>	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>				
	No				
<b>2.3</b>	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>				
	No				
<b>2.4</b>	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?				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	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 <sup>6</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>6</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

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 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.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how have you come to this decision?</b>
	The current parking permit solution is already on line. However, it is provided through an outsourced service model. Currently, all groups can purchase online or over the phone or through postal applications. These channels will not change through this process and there will be no loss of service to all those currently serviced by our processes.

**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		<ul style="list-style-type: none"> <li>The Council already provides online permits</li> <li>There is Council-wide support for people with disabilities to access services and information.</li> </ul>	None/Minimal

							<ul style="list-style-type: none"> <li>• Use libraries as hubs to provide support and receive guidance and support from library staff to access internet and parking service</li> </ul>	
	Sensory				x		<ul style="list-style-type: none"> <li>• There is Council-wide support for people with disabilities to access services and information.</li> <li>• Use libraries as hubs to provide support and receive guidance and support from library staff to access internet and parking service</li> </ul>	None/Minimal
	Learning Difficulties				x		<ul style="list-style-type: none"> <li>• There is Council-wide support for people with disabilities to access services and information.</li> </ul>	None/Minimal

							<ul style="list-style-type: none"> <li>• Use libraries as hubs to provide support and receive guidance and support from library staff to access internet and parking service</li> </ul>	
	Learning Disabilities				x		<ul style="list-style-type: none"> <li>• There is Council-wide support for people with disabilities to access services and information.</li> <li>• Use libraries as hubs to provide support and receive guidance and support from library staff to access internet and parking service</li> </ul>	None/Minimal
	Mental Health				x		<ul style="list-style-type: none"> <li>• There is Council-wide support for people with disabilities to access services and information.</li> </ul>	None/Minimal

							<ul style="list-style-type: none"><li>• Use libraries as hubs to provide support and receive guidance and support from library staff to access internet and parking service</li></ul>	
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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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					x		
<b>Age</b>	Older people (50+)					x	<ul style="list-style-type: none"> <li>Use Library as hubs to allow residents with no access to internet to make use of Library computers and receive guidance and support from library staff where appropriate.</li> <li>Skilled Contact centre agents helping customers with signing up process and purchasing online.</li> </ul>	None/Minimal
	Younger people (16 - 25)					x		
<b>Gender Reassignment</b>						x		
<b>Impact due to pregnancy/maternity</b>						x		
<b>Groups with particular faiths and beliefs</b>						x		

<p><b>People on low incomes</b></p>				<p>x</p>		<ul style="list-style-type: none"> <li>• Use Library as hubs to allow residents with no access to internet to make use of Library computers and receive guidance and support from library staff where appropriate.</li> <li>• Skilled Contact centre agents helping customers with signing up process and purchasing online.</li> </ul>	<p>None/Minimal</p>
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**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
Marketing strategy and plan to promote new ways of purchasing permits online	All groups	Raise awareness and encourage residents to sign up to MyWestminster to self-serve and administer their own permits	Comms support	Saheda Parvin DTP sparvin@westminster.gov.uk	To be scheduled in before known Go-live date	Green
Training for Contact centre agents and staff in libraries	Age	Skilled WCC workforce that can assist residents with online purchases from the new system	SIT team	Rhoda Phillips SIT/CMC rphillips@westminster.gov.uk	To be scheduled in before known Go-live date	Green
<i>Enter additional rows if required</i>						

**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER**

**SIGNATURE:** .....  
**Kieran Fitsall**  
**FULL NAME:** .....  
**UNIT:** .....Service Improvement and Transformation...  
**EMAIL & TELEPHONE EXT:** .....  
**DATE (DD/MM/YYYY):** .....2/5/2018.....

**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](mailto:Equalities@westminster.gov.uk)**

## 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:

<b>Title</b>	5.16 Westminster Car Club (Parking)
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>To support residents and businesses in the City who may occasionally need to use a car, Westminster Council operates the Westminster Car Club. This single operator, 'fixed point' car club, which is provided by Zipcar, currently has c.11,500 members who can use 185 dedicated car club bays throughout Westminster, 44 of which are equipped with electric vehicle (EV) charge points. The car club contract expires on 31 May 2018 and a procurement exercise to relet the contract has recently taken place.</p> <p>As the car sharing market has developed beyond the 'fixed point' car sharing model, this procurement involves two lots: one for a single supplier to provide the on-going provision of the fixed point service already in place; and the other for two suppliers to provide a new 'flexible' car sharing service. This will ensure that there is continued service provision for the existing membership of the car club and will develop and grow the car club through the introduction of the flexible service, which now operates in a number of London boroughs.</p> <p>The flexible model does not rely on dedicated bays but allows vehicles to park in a number of different types of publicly available parking bays. This means that members end their hire at their intended destination rather having to return the vehicle to the bay from which the journey started. The flexible model therefore operates across all participating boroughs who run the service without there being a fixed number of vehicles confined to Westminster.</p> <p>This procurement complements the recommendations of the Westminster Car Club Strategy, provided by Steer Davies Gleave, to expand the current volume of available car club vehicles in the City, to improve customer choice through competition in the City and to improve the extent to which Ultra Low Emission Vehicles make up the fleet. These aims, alongside the promotion of walking and cycling strategies, should provide a reduction in private vehicle ownership in Westminster. The service may also allow certain residents to give up their vehicles, potentially freeing up valuable kerbside</p>

	<p>space, lowering potential volumes of congestion and reducing harmful emissions</p> <p>The contract term is comparably short, set at two years with two years' extension provision. This is because the car sharing market has been subject to significant change since the last procurement in 2013 and the expectation is that this will continue, with the emergence of new models of car sharing and the extent to which EVs are represented and accommodated.</p> <p>The scheme obviously applies only to those who are legally able to drive.</p>
<p>Details of the lead person completing the screening/EIA</p>	<p>(i) Full Name: Darren Montague</p> <p>(ii) Position: Implementation Manager</p> <p>(iii) Unit: Parking Services</p> <p>(iii) Contact Details: <a href="mailto:dmontague@westminster.gov.uk">dmontague@westminster.gov.uk</a> / x2293</p>
<p>Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a></p>	<p>23 April 2018</p>
<p>Version number and date of update</p>	<p>v1.0 17/08/2018 v2.0 23/04/2018</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.

2.1	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><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></li> <li><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></li> </ul>	
	<p>How many people use the service currently? What is this as a % of Westminster's population?</p>	<p>11,500 members 5% of Westminster's population</p>
	<p>Gender</p>	<p>Exact Westminster split unknown although London-wide, 69% of Car Club members are male (compared to 54% of licence holders). However the service is designed to be as inclusive as possible and will not have a disproportionate impact on the basis of gender.</p>
	<p>Race</p>	<p>Membership data not collected. However the service will not have a disproportionate impact on the basis of race.</p>
	<p>Disability</p>	<p>Membership data unknown. However the service is designed to be as inclusive as possible and where at all practicable will not have a disproportionate impact on the basis of disability.</p>
	<p>Sexual orientation</p>	<p>Membership data not collected. However the service will not have a disproportionate impact on the basis of sexual orientation.</p>
	<p>Age</p>	<p>Exact Westminster figures unknown although London-wide, 77% of London car club members are younger than 45 (compared to 43% of UK driving licence holders). The key age range for car clubs membership is predominantly amongst the 25-44 age group. However for those who are legally able to drive, the service</p>



		<b>legally able to drive</b>			
	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"/> * <b>*Of those who are of legal driving age</b>	<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 checked="" 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.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how have you come to this decision?</b>
	<p>The current service and the proposed service are designed to be as inclusive as possible and are open to all individuals who are legally able to drive, regardless of the above listed characteristics and thus do not disproportionately impact on any in a negative way.</p> <p>The scheme is open to disabled people and affords extra parking concessions to anyone displaying a valid disabled badge. Depending on the nature of the disability itself, the service could theoretically potentially negatively impact upon someone with a physical disability. However, should a disabled driver suffer from a particular physical disability which may require use of an adapted vehicle, this may be able to be accommodated (depending on the actual nature of the physical disability) if notice of the adapted vehicle’s use is given.</p> <p>The scheme should have a positive impact on those on low incomes as it is designed to appeal to and be utilised as an alternative to ownership of a vehicle and the potentially prohibitive inherent running costs that this incurs such as tax, insurance, MOT, maintenance, fuel, parking/permits etc.</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		Adapted vehicles are available on request	None
	Sensory					X		
	Learning Difficulties					X		
	Learning Disabilities					X		

	Mental Health					X		
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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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)					X		
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>			X				Gives greater access to vehicle use as & when needed	

**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
None						
<i>Enter additional rows if required</i>						

**SIGNATURE:** Adam Warnes

**FULL NAME:** Adam Warnes

**UNIT:** Parking Services

**EMAIL & TELEPHONE EXT:** awarnes@westminster.gov.uk / x4074.

**DATE (DD/MM/YYYY):** 23/04/2018

#### 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](mailto:Equalities@westminster.gov.uk)

## 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:

<p><b>Title</b></p>	<p>6.11 Integrated neighbourhood service (phase 3)</p>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/stategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This next phase of effective neighbourhood working is a continuation of a council-wide neighbourhood approach, where services are delivered locally and tailored to the needs of the community.</p> <p>The ENW working principles (below) will remain core to developing wider integrated neighbourhood services, but more specifically savings will be realised through integration of service improvement resources and by ensuring more effective coordination and delivery across City Management &amp; Communities, Growth Planning and Housing and Public Health services.</p> <ul style="list-style-type: none"> <li>• Integrated view</li> <li>• Excellent staff</li> <li>• Intelligence led</li> <li>• Customer and Community</li> <li>• Effective and efficient</li> </ul> <p>This phase will focus on great service efficiencies, considered as ‘back-office’ functions and therefore represent no impact to service users nor Westminster residents. The two main work streams that will realise further MTP savings are:</p> <ol style="list-style-type: none"> <li>1. A review and integration of directorate service improvement and transformation resource between GPH and CM&amp;C</li> <li>2. Integration of Public Health funding and consolidation of commissioned services (e.g. Physical Activity Hubs and the Greener City activity) to increase impact and maximise efficiencies</li> </ol> <p>As a result, the departments involved will benefit from greater integration of resources and skills that will ultimately provide more integrated neighbourhood services rather than isolated support and delivery that occurs in part through the current working models.</p>

<p>Details of the lead person completing the screening/EIA</p>	<p>(x) Full Name: Richard Barker</p> <p>(ii) Position: Director for City Management and Communities</p> <p>(iii) Unit: City Management and Communities</p> <p>(iii) Contact Details:</p>
<p>Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a></p>	<p>9<sup>th</sup> August 2018</p>
<p>Version number and date of update</p>	<p>V.1</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><b>2.1</b></p>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><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></li> <li><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></li> </ul>									
	<table border="1"> <tr> <td data-bbox="507 824 938 965"> <p>How many people use the service currently? What is this as a % of Westminster’s population?</p> </td> <td data-bbox="938 824 1481 965"></td> </tr> <tr> <td data-bbox="507 965 938 1055"> <p>Gender</p> </td> <td data-bbox="938 965 1481 1518" rowspan="6"> <p>This project does not affect anyone within these particular groups or have a considered negative impact to existing services.</p> </td> </tr> <tr> <td data-bbox="507 1055 938 1144"> <p>Race</p> </td> </tr> <tr> <td data-bbox="507 1144 938 1234"> <p>Disability</p> </td> </tr> <tr> <td data-bbox="507 1234 938 1323"> <p>Sexual orientation</p> </td> </tr> <tr> <td data-bbox="507 1323 938 1413"> <p>Age</p> </td> </tr> <tr> <td data-bbox="507 1413 938 1518"> <p>Religion or belief</p> </td> </tr> </table>	<p>How many people use the service currently? What is this as a % of Westminster’s population?</p>		<p>Gender</p>	<p>This project does not affect anyone within these particular groups or have a considered negative impact to existing services.</p>	<p>Race</p>	<p>Disability</p>	<p>Sexual orientation</p>	<p>Age</p>	<p>Religion or belief</p>
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<p>Race</p>										
<p>Disability</p>										
<p>Sexual orientation</p>										
<p>Age</p>										
<p>Religion or belief</p>										
<p><b>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.</b></p>	<p><i>If yes, provide details.</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.*

**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 <sup>8</sup> 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 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.**

<sup>8</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

2.5	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	<b>Provide brief reasons on how have you come to this decision?</b>
	As detailed in summary the phase of ENW will not disproportionately impact on groups as per responses to 1.2 and 1.3.

**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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)					X		
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>						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
<i>Enter additional rows if required</i>						

**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER**

**SIGNATURE:** A. Durrant .....

**FULL NAME:** Andrew Durrant.....

**UNIT:** CMC .....

**EMAIL & TELEPHONE EXT:** 5885.....

**DATE (DD/MM/YYYY):** 09/08/2018.....

**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](mailto:Equalities@westminster.gov.uk)**



## 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:

<b>Title</b>	7.20 Waste Contract Savings
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	This project is to reduce expenditure on the waste and street cleansing contract by £1m p.a. from 1 <sup>st</sup> April 2019.  The intention will be to reduce expenditure with the minimum possible impact on residents and visitors.
Details of the lead person completing the screening/EIA	(xi) Full Name: Mark Banks  (ii) Position: Head of Waste & Parks  (iii) Unit: City Management & Communities (Waste & Parks)  (iii) Contact Details: mbanks@westminster.gov.uk
Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a>	24 <sup>th</sup> July 2018
Version number and date of update	1.1
<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><b>2.1</b></p>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><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></li> <li><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></li> </ul>														
	<table border="1"> <tr> <td data-bbox="507 819 938 965">How many people use the service currently? What is this as a % of Westminster’s population?</td> <td data-bbox="946 819 1481 965">Waste and street cleansing services are provided to 100% of Westminster’s population.</td> </tr> <tr> <td data-bbox="507 965 938 1055">Gender</td> <td data-bbox="946 965 1481 1055">N/A</td> </tr> <tr> <td data-bbox="507 1055 938 1144">Race</td> <td data-bbox="946 1055 1481 1144">N/A</td> </tr> <tr> <td data-bbox="507 1144 938 1234">Disability</td> <td data-bbox="946 1144 1481 1234">N/A</td> </tr> <tr> <td data-bbox="507 1234 938 1323">Sexual orientation</td> <td data-bbox="946 1234 1481 1323">N/A</td> </tr> <tr> <td data-bbox="507 1323 938 1413">Age</td> <td data-bbox="946 1323 1481 1413">N/A</td> </tr> <tr> <td data-bbox="507 1413 938 1503">Religion or belief</td> <td data-bbox="946 1413 1481 1503">N/A</td> </tr> </table>	How many people use the service currently? What is this as a % of Westminster’s population?	Waste and street cleansing services are provided to 100% of Westminster’s population.	Gender	N/A	Race	N/A	Disability	N/A	Sexual orientation	N/A	Age	N/A	Religion or belief	N/A
How many people use the service currently? What is this as a % of Westminster’s population?	Waste and street cleansing services are provided to 100% of Westminster’s population.														
Gender	N/A														
Race	N/A														
Disability	N/A														
Sexual orientation	N/A														
Age	N/A														
Religion or belief	N/A														
<p><b>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></b></p>	<p>N/A</p>														

<b>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></b>	N/A
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<b>2.4</b>	<b>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?</b>
------------	---

	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 <sup>9</sup> 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 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.**

<sup>9</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

2.5	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	<b>Provide brief reasons on how have you come to this decision?</b>
	Reducing expenditure on waste and cleansing services by £1m p.a. will principally be achieved through changing the frequencies and methods of street cleaning. Street cleansing is a 'universal' service that is based on littering patterns in geographic areas rather than the characteristics of any particular group. Street cleaning is unobtrusive and does not impact on day to day activities in the street, including religious services.

**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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)					X		
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>						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
N/A						
<i>Enter additional rows if required</i>						

**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER**

**SIGNATURE:** .....

**FULL NAME:** Mark Banks.....

**UNIT:** CMC Waste & Parks.....

**EMAIL & TELEPHONE EXT:** [mbanks@westminster.gov.uk](mailto:mbanks@westminster.gov.uk) x3369

**DATE (DD/MM/YYYY):** 30<sup>th</sup> April 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](mailto:Equalities@westminster.gov.uk)**



## EQUALITY IMPACT ASSESSMENT TEMPLATE

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### SECTION 1:

<b>Title</b>	7.22 - Advertising on Waste Collection Vehicles
<b>What are you analysing?</b> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This project is to generate additional income of £350K p.a. by providing digital advertising panels on waste collection vehicles from 1<sup>st</sup> April 2019.</p> <p>The intention will be to increase council income with no adverse impact on residents or visitors.</p>
<b>Details of the lead person completing the screening/EIA</b>	<p>(xii) Full Name: Mark Banks</p> <p>(ii) Position: Head of Waste &amp; Parks</p> <p>(iii) Unit: City Management &amp; Communities (Waste &amp; Parks)</p> <p>(iii) Contact Details: mbanks@westminster.gov.uk</p>
<b>Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a></b>	16 <sup>th</sup> July 2018
<b>Version number and date of update</b>	1.1
<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><b>2.1</b></p>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><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></li> <li><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></li> </ul>														
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How many people use the service currently? What is this as a % of Westminster’s population?	Waste collection services are provided to 100% of Westminster’s population.														
Gender	N/A														
Race	N/A														
Disability	N/A														
Sexual orientation	N/A														
Age	N/A														
Religion or belief	N/A														
<p><b>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.</b></p>	<p>N/A</p>														

<b>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></b>	N/A
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<b>2.4</b>	<b>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?</b>
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	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 <sup>10</sup> 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 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.**

<sup>10</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

2.5	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	<b>Provide brief reasons on how have you come to this decision?</b>
	Waste collection is a 'universal' service that is delivered irrespective of the characteristics of any particular groups. There are no planned changes to waste collection services and the proposal is just to install digital advertising panels on vehicles. Adverts will be vetted by the Waste and Recycling Manager to ensure compliance with council policy.

**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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)					X		
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>						X		

**SECTION 4: ACTION PLAN**

<p><b>4.1</b></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><b>NB. Add any additional rows, if required.</b></p>								
	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	
	N/A							
	<i>Enter additional rows if required</i>							

**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER**

**SIGNATURE:** .....

**FULL NAME:** Mark Banks.....

**UNIT:** CMC Waste & Parks.....

**EMAIL & TELEPHONE EXT:** [mbanks@westminster.gov.uk](mailto:mbanks@westminster.gov.uk) x3369

**DATE (DD/MM/YYYY):** 30<sup>th</sup> April 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](mailto:Equalities@westminster.gov.uk)**



## 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:

<b>Title</b>	7.24 – Commercial Waste Income
<b>What are you analysing?</b> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This project is to generate additional income of £130K p.a. from commercial waste collection services.</p> <p>The intention will be to increase council income with no adverse impact on residents or visitors.</p>
<b>Details of the lead person completing the screening/EIA</b>	<p>(xiii) Full Name: Mark Banks</p> <p>(ii) Position: Head of Waste &amp; Parks</p> <p>(iii) Unit: City Management &amp; Communities (Waste &amp; Parks)</p> <p>(iii) Contact Details: mbanks@westminster.gov.uk</p>
<b>Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a></b>	11 <sup>th</sup> June 2018
<b>Version number and date of update</b>	1.0
<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><b>2.1</b></p>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><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></li> <li><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></li> </ul>														
	<table border="1"> <tr> <td data-bbox="497 819 938 1037"> <p>How many people use the service currently? What is this as a % of Westminster’s population?</p> </td> <td data-bbox="941 819 1481 1037"> <p>This service is not provided to Westminster residents. Approximately 40% of Westminster businesses use the council’s commercial waste service with the remaining 60% using private companies.</p> </td> </tr> <tr> <td data-bbox="497 1041 938 1128"> <p>Gender</p> </td> <td data-bbox="941 1041 1481 1128"> <p>N/A</p> </td> </tr> <tr> <td data-bbox="497 1133 938 1220"> <p>Race</p> </td> <td data-bbox="941 1133 1481 1220"> <p>N/A</p> </td> </tr> <tr> <td data-bbox="497 1225 938 1312"> <p>Disability</p> </td> <td data-bbox="941 1225 1481 1312"> <p>N/A</p> </td> </tr> <tr> <td data-bbox="497 1317 938 1404"> <p>Sexual orientation</p> </td> <td data-bbox="941 1317 1481 1404"> <p>N/A</p> </td> </tr> <tr> <td data-bbox="497 1408 938 1496"> <p>Age</p> </td> <td data-bbox="941 1408 1481 1496"> <p>N/A</p> </td> </tr> <tr> <td data-bbox="497 1500 938 1610"> <p>Religion or belief</p> </td> <td data-bbox="941 1500 1481 1610"> <p>N/A</p> </td> </tr> </table>	<p>How many people use the service currently? What is this as a % of Westminster’s population?</p>	<p>This service is not provided to Westminster residents. Approximately 40% of Westminster businesses use the council’s commercial waste service with the remaining 60% using private companies.</p>	<p>Gender</p>	<p>N/A</p>	<p>Race</p>	<p>N/A</p>	<p>Disability</p>	<p>N/A</p>	<p>Sexual orientation</p>	<p>N/A</p>	<p>Age</p>	<p>N/A</p>	<p>Religion or belief</p>	<p>N/A</p>
<p>How many people use the service currently? What is this as a % of Westminster’s population?</p>	<p>This service is not provided to Westminster residents. Approximately 40% of Westminster businesses use the council’s commercial waste service with the remaining 60% using private companies.</p>														
<p>Gender</p>	<p>N/A</p>														
<p>Race</p>	<p>N/A</p>														
<p>Disability</p>	<p>N/A</p>														
<p>Sexual orientation</p>	<p>N/A</p>														
<p>Age</p>	<p>N/A</p>														
<p>Religion or belief</p>	<p>N/A</p>														
<p><b>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</b></p>	<p>N/A</p>														

<i>on this group even if it is a universal service.</i>				
<b>2.3</b> 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>	N/A			
<b>2.4</b>	<b>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?</b>			
	<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
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 <sup>11</sup> 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"/>

<sup>11</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.</b></p>				

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how have you come to this decision?
	Commercial waste charges are applied equally (per bag, bin etc.) to all businesses choosing to use the council’s services; whether large or small, local or multinational and irrespective of any protected characteristics. Businesses can opt to use other waste collection companies and are not required to use the council service.

**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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)					X		
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>						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
N/A						
<i>Enter additional rows if required</i>						

**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER**

**SIGNATURE:** .....

**FULL NAME:** Mark Banks.....

**UNIT:** CMC Waste & Parks.....

**EMAIL & TELEPHONE EXT:** [mbanks@westminster.gov.uk](mailto:mbanks@westminster.gov.uk) x3369

**DATE (DD/MM/YYYY):** 11<sup>th</sup> June 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](mailto:Equalities@westminster.gov.uk)



## EQUALITY IMPACT ASSESSMENT TEMPLATE

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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	7.26 – Parking Debt Management Services Contract
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>All Local Authorities have statutory powers to recover outstanding debt in relation to Penalty Charge Notices (PCNs).</p> <p>The basic statutory process is such that if the PCN remains unpaid for sixty days after the issue of a Charge certificate, the Council can apply for the debt to be registered with the Traffic Enforcement Centre (TEC) at Northampton County Court, enabling it to ultimately be collectable by a Certificated Enforcement Agent (CEA, formerly called bailiffs) through the issue of a warrant.</p> <p>Since 2006, Westminster Parking Services has required the Parking Debt Management Contract provider to deliver additional services beyond traditional post-warrant enforcement. These initially focused on the provider making additional attempts to contact the debtor prior to registration of the debt at the TEC, with the aim of reducing the extent to which cases unnecessarily progress through to debt registration, for which the Council is charged a fee, and also to reduce the extent to which post-warrant enforcement activity occurs.</p> <p>Subsequently the service has developed to include additional supporting debt recovery services aimed at improving recovery and reducing the amount of debt that is written-off as uncollectable.</p> <p>Consequently the current service, in addition to the traditional post-warrant recovery, includes the following additional supporting functions:</p>

	<ul style="list-style-type: none"> <li>• Pre County Court/TEC Recovery - through pro-active attempts at contact by the provider this process seeks to recover the debt, or at least prompt engagement with the debtor, in order to prevent escalation through to Court registration at the TEC.</li> <li>• Expired Warrant Recovery - the warrant has a life span of 12 months and this process provides an additional and alternative further tier of debt recovery following the expiry of the warrant.</li> <li>• Tracing – provides a valuable supporting function across each part of the recovery process that tests the quality of the data obtained from the DVLA in order to validate continued recovery action, as well as identifying new address so that cases can be appropriately actioned.</li> <li>• Foreign Debt Recovery – provides a process dedicated to focusing recovery on the approximate 16,000 PCNs issued annually in Westminster to vehicles bearing a foreign registration.</li> <li>• Scottish Debt Recovery – provides a process for Scottish debt recovery, as the parking legislation that governs the process for PCN issue and progression is not applicable in/to Scotland.</li> </ul> <p>In order to further develop the service the procurement aimed to see how the market could deliver improvement in these service areas, as well as provide the following additional services as part of the contract:</p> <ul style="list-style-type: none"> <li>• Pre-Write Off Recovery Process – a further recovery process, independent of those already employed, to provide a final attempt at recovery of the debt and to provide assurance that the debt was uncollectable before consigning to write off, as well as providing a test of the quality of the process the provider uses.</li> <li>• DVLA “No Trace” Recovery Process - a proposal for providing a solution to identifying the keepers of vehicles where the DVLA has no record on file.</li> <li>• Alternative prosecution routes – to provide alternative prosecution routes that sit outside of the traditional route for parking debt escalation to address the problem of persistent evaders. In addition, this will include options to prosecute the drivers of both foreign and Scottish registered vehicles.</li> <li>• Abandoned and Untaxed Vehicle Removal – to provide the facility to remove, store and dispose of both abandoned or untaxed vehicles parked either on publically accessible private land or on the public highway.</li> </ul>
<p>Details of the lead person completing the screening/EIA</p>	<p>(xiv) Full Name: Darren Montague</p> <p>(ii) Position: Service Implementation Manager</p>

	(iii) Unit: Parking Services  (iii) Contact Details: <a href="mailto:dmontague@westminster.gov.uk/x2293">dmontague@westminster.gov.uk/x2293</a>
Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a>	10 May 2018
Version number and date of update	V1.0 10 May 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.

<b>2.1</b>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <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></li> </ul>	
	<p>How many people use the service currently?</p> <p>What is this as a % of Westminster’s population?</p>	<p>Difficult to answer as what does ‘use the service’ mean in this context? Does a debtor with an outstanding Parking-related debt necessarily ‘use the service’? Taking into account those who go through the Parking debt recovery process and foreign debtors, an estimate is 60,000 p/a.</p> <p>Taking this figure as a % of Westminster’s 226,841 population = 26%. However, it should be noted that the majority of debtors reside outside of Westminster.</p>
	Gender	The gender split of Westminster’s Parking-related debtors is estimated to be 48% male vs 52% female. According to the DVLA, in 2010 the gender split of UK motorists was 54% male vs 46% female. However, as a statutory function it applies regardless of gender.
	Race	This data is not collected. As a statutory function, it applies regardless of race.
	Disability	Again, hard to ascertain but Motability users account for approx. 2% of Westminster’s debtors. As a statutory function, it applies regardless of disability.
	Sexual orientation	Data not collected. As a statutory function, it applies regardless of sexual orientation.
	Age	Data not collected but it is expected it would be in line with UK licence holders: <29 is 15%, 30-39 is 17%, 40-49 is 21%, 50-59 is 20%, 60-69 is 17% and 70+ is 11%. Statutory function so applies regardless of age.

	Religion or belief	Data not collected. Statutory function so applies regardless of religion or belief.			
<p><b>2.2</b> 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>No.</p>				
<p><b>2.3</b> 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>No.</p>				
<p><b>2.4</b> 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>					
		None	Positive	Negative	Not sure
	Men or women	X	<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)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disabled <sup>12</sup> people (consider different types of physical, learning or mental disabilities)	<input type="checkbox"/>	X	X	<input type="checkbox"/>
	People of particular sexual orientation/s	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>12</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People in particular age groups (consider in particular children, under 21s and over 65s)	X	X	X	<input type="checkbox"/>
People who are intending 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"/>
Impact due to pregnancy/ maternity	<input type="checkbox"/>	X	X	<input type="checkbox"/>
People of particular faiths and beliefs	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	X	X	<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.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <b>X</b>
<b>2.6</b>	<b>Provide brief reasons on how have you come to this decision?</b>
	<p>Section 2.4 marks four groups as potentially being subjected to negative impacts as a result of this statutory function: disabled people, pregnant women, the aged and people on low incomes. Whilst the service does not discriminate against these groups in any way, they may each find it comparatively harder to cope with debt and may suffer more anxiety as a result. Because of this, the contract specifically contains vulnerability policies and caters for debtors identified as ‘vulnerable’. The contract doesn’t define ‘vulnerability’ upon a predictive list, particularly as the triggers that can cause it may be temporary in nature, but instead applies a tailored approach based on individual circumstances. This may include any of the above protected characteristics and more. All staff are trained to recognise and identify vulnerable customers and policies are set to deal with them sensitively and supportively. The provider also specifically employs a Welfare Support Team, whose remit is to deal with vulnerable customers and provide individual support, incorporating the help of national debt advice organisations such as National Debtline, The Samaritans, Citizens’ Advice Bureau, Money Advice Service etc. Accordingly, the service has the potential to also disproportionately impact on these groups in a positive way, so I have marked section 2.4 as such.</p> <p>The contract encourages and rewards the provider to proactively trace, pursue and settle debt prior to debt registration as this is beneficial for both the Council and the debtor. In doing this, the debt is more likely to be settled or written-off at an early stage meaning that the Council and the provider do not waste resources tracing and pursuing the debt and the debtor does not experience the anxiety and spiralling cost of the debt working its way through the statutory process.</p> <p>In terms of people on low incomes, social value is now a standard addition to the Quality scoring criteria of all procurements, in order to ensure that providers help the Council realise its City for All aspirations.</p>

	<p>In this regard, our provider has committed to dedicate resource to support each of the Council's stated priority areas, one of which is to help Westminster's unemployed back to work, which could include some people within this group.</p>
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**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			X		Vulnerability policies	
	Sensory	X			X		Vulnerability policies	
	Learning Difficulties	X			X		Vulnerability policies	
	Learning Disabilities	X			X		Vulnerability policies	
	Mental Health	X			X		Vulnerability policies	

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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)	X			X		Vulnerability policies	
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>		X			X		Vulnerability policies	
<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>		X			X		Vulnerability policies	

**SECTION 4: ACTION PLAN**

<p><b>4.1</b></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><b>NB. Add any additional rows, if required.</b></p>								
	<b>Action Required</b>	<b>Equality Groups Targeted</b>	<b>Intended outcome</b>	<b>Resources Needed</b>	<b>Name of Lead, Unit &amp; Contact Details</b>	<b>Completion Date (DD/MM/YY)</b>	<b>RAG</b>	
	None.							
	<i>Enter additional rows if required</i>							

**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER**

**SIGNATURE:** Adam Warnes

**FULL NAME:** Adam Warnes

**UNIT:** Parking Services

**EMAIL & TELEPHONE EXT:** [awarnes@westminster.gov.uk](mailto:awarnes@westminster.gov.uk) / x4074

**DATE (DD/MM/YYYY):** 10/05/2018

**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](mailto:Equalities@westminster.gov.uk)**



## EQUALITY IMPACT ASSESSMENT 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	7.27 - Road Management: Road Reclassification
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>The review of the classification of the City of Westminster’s road network against the relevant Department for Transport categories.</p> <p>This review ensures that the right statutory powers are available to be applied to streets where additional control is available for “higher category” streets. This helps the Council protect the public by better control of works on the highway.</p>
Details of the lead person completing the screening/EIA	<p>(xv) Full Name: Jonathan Rowing</p> <p>(ii) Position: Head of Road Management</p> <p>(iii) Unit: City Highways/City Management</p> <p>(iii) Contact Details: <a href="mailto:jrowing@westminster.gov.uk">jrowing@westminster.gov.uk</a>- x3147</p>
Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a>	11/5/18
Version number and date of update	1.0
<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.

<b>2.1</b>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <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></li> </ul>	
	<p>How many people use the service currently? What is this as a % of Westminster’s population?</p>	<p>This reclassification impacts powers related to various highways regulatory services. Applications are made on behalf of a range of companies or individuals across 5 related services:</p> <ul style="list-style-type: none"> <li>• Crane Licences</li> <li>• Temporary Structure Licences</li> <li>• Temporary Road Closures</li> <li>• The London Permit Scheme for Roadworks and Streetworks (Westminster)</li> <li>• Licences under S50 of the New Roads and Streetworks Act</li> </ul> <p>Applicants are not Westminster residents and are mainly professional representatives of companies undertaking works in the highway.</p>
	<p>Gender</p>	<p>Unknown. We do not capture this data as applicants are mainly professional operatives for utilities or building companies etc. The gender of the applicant is therefore not applicable and the gender of any end-user of the works being undertaken is not visible to the Council.</p>
	<p>Race</p>	<p>Unknown. We do not capture this data as applicants are mainly professional operatives for utilities or building companies etc. The race of the applicant is therefore not applicable and the race of any end-user of the works being undertaken is not visible to the Council.</p>
	<p>Disability</p>	<p>Unknown. We do not capture this data as applicants are mainly professional operatives for utilities or building companies etc. Any disability of the applicant is therefore not applicable and</p>

		any disability of any end-user of the works being undertaken is not visible to the Council.
	Sexual orientation	Unknown. We do not capture this data as applicants are mainly professional operatives for utilities or building companies etc. The sexual orientation of the applicant is therefore not applicable and the sexual orientation of any end-user of the works being undertaken is not visible to the Council.
	Age	Unknown. We do not capture this data as applicants are mainly professional operatives for utilities or building companies etc. The age of the applicant is therefore not applicable and the age of any end-user of the works being undertaken is not visible to the Council.
	Religion or belief	Unknown. We do not capture this data as applicants are mainly professional operatives for utilities or building companies etc. The religion of the applicant is therefore not applicable and the religion of any end-user of the works being undertaken is not visible to the Council.
<p><b>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></b></p>	No	
<p><b>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></b></p>	No	

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 <sup>13</sup> people (consider different types of physical, learning or mental disabilities)	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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"/>
<p><b>If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.</b></p>				
2.5 Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal				
<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>				
2.6 Provide brief reasons on how have you come to this decision?				
<p>Any change of classification of the streets is a technical assessment. It provides additional powers to control certain works which makes the highway safer for certain vulnerable groups. Applicants are mainly not Westminster residents and are mainly operatives for developers, utilities or contractors. Streets that move into a higher category may attract a higher charge for some services (not all changes will have this effect) but it is judged there is no negative effect on person on low incomes as less than 1% of the related applications would be directly associated with an individual resident. No data is held as to income of those residents but given this is mainly related to large building or development work it is not likely that they are low income persons.</p>				

<sup>13</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

**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							
	Learning Difficulties							
	Learning Disabilities							
	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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**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](mailto:Equalities@westminster.gov.uk)**



## 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:

<p><b>Title</b></p>	<p><b>2.09 - Libraries and Registrars commercial and business opportunities</b></p>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<ul style="list-style-type: none"> <li>- 'Big ticket' income generation in libraries including rooms for hire, filming, advertising, Post Office mini model and events</li> </ul> <p>The initiative is intended to benefit all library users, residents, the wider council and staff by ensuring the service becomes cost neutral and self-sufficient, reducing the need for funding from other council revenue and grants. The overall benefit of the initiative will ensure the ongoing provision of core library services free of charge to all residents, at a time when the council is facing increasing financial pressures.</p> <p>The decision will target staff, who will need to help facilitate the income generation and commercial targets. Consideration for people from low-income or disadvantaged background should be noted where charges are to be introduced, however the intended outcome is to ensure the continuation of core services free of charge.</p> <p>The intended results are to generate savings of £300k in 2019/20.</p>
<p>Details of the lead person completing the screening/EIA</p>	<p>(xvi) Full Name: Mike Clarke</p> <p>(ii) Position: Director, Libraries &amp; Registrars Service</p> <p>(iii) Unit: City Management</p> <p>(iii) Contact Details: 020 7641 2199</p>

Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a>	
Version number and date of update	Version 2
<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** Please provide an overview 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.
- 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

<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>																																														
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Religion or belief	Data not collected																				
<p><b>2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their</b></p>	<p><i>If yes, provide details.</i></p>																				

<p><b>size of the population?</b> <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><b>2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population?</b> <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>			
<b>2.4</b>	<b>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?</b>			
	<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
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 <sup>14</sup> 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"/>

<sup>14</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

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.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how have you come to this decision?</b>
	Due to the nature of the initiative, there is no overall impact on any one group with protected characteristics. The intended outcome of the activities will increase income and provide savings, but with the overall intention to continue providing core library services free of charge to all residents.

**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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)					X		
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>					X		The introduction of paid for services e.g. some events, may exclude people from low incomes. The continued provision of similar/alternative free events across all libraries should mitigate this impact	

**SECTION 4: ACTION PLAN**

<p><b>4.1</b></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><b>NB. Add any additional rows, if required.</b></p>								
	<b>Action Required</b>	<b>Equality Groups Targeted</b>	<b>Intended outcome</b>	<b>Resources Needed</b>	<b>Name of Lead, Unit &amp; Contact Details</b>	<b>Completion Date (DD/MM/YY)</b>	<b>RAG</b>	
	<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](mailto:Equalities@westminster.gov.uk)**



## EQUALITY IMPACT ASSESSMENT TEMPLATE

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### SECTION 1:

<p><b>Title</b></p>	<p>2.10 - Community Services: Controllable Spending Review 2019/2020</p>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>Community Services has identified an outline MTP saving of £119k for 2019/20, as part of a controllable expenditure review. The review is based on previous year (2017/18) financial performance and future efficiencies that will be realised through minor restructuring across the directorate.</p> <p>The following key elements that will support this MTP saving and an outline budget allocation is shown in the table beneath:</p> <ul style="list-style-type: none"> <li>• Controllable spend through leisure contract delivery of PALS (Physical and Leisure Services)</li> <li>• Utilisation of capitalization of salaries on major projects</li> </ul> <p>NB – the majority of cost reduction is expected to come from capitalisation of salary.</p> <p><b>Due to the nature of the identified savings (ie its within controllable spending) it is not felt that there are any impacts on people who share a protected characteristic under the Equality Act 2010.</b></p> <p>It is not felt that either of the activities above will impact on any group more than others or that the opportunity to access services will change.</p>

Details of the lead person completing the screening/EIA	(i) Full Name: Andrew Durrant (ii) Position: Interim Director of Community Services (iii) Unit: Community Services (City Management and Communities) (iii) Contact Details: (e) <a href="mailto:adurrant@westminster.gov.uk">adurrant@westminster.gov.uk</a> (t) 020 7641 5885
Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a>	14.05.2018
Version number and date of update	V1
<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.

<b>2.1</b>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <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></li> </ul>	
	<p>How many people use the service currently? What is this as a % of Westminster’s population?</p>	<p>Westminster’s sport and leisure facilities attract over 3 million visits per year. The centres are fully inclusive and open to all sectors of the community, with concessionary rates available to specific groups that may require additional support and also to those that fall within priority groups.</p>
	<p>Gender</p>	<p>N/A</p>
	<p>Race</p>	<p>N/A</p>
	<p>Disability</p>	<p>N/A</p>
	<p>Sexual orientation</p>	<p>N/A</p>
	<p>Age</p>	<p>N/A</p>
	<p>Religion or belief</p>	<p>N/A</p>

<p><b>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.</b></p>	<p>Generally, participation levels in Westminster are higher than the London and national average figures and participation by some equality groups (e.g. women and those from Black and Minority Ethnic backgrounds) is higher than the London average.</p>			
<p><b>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.</b></p>	<p>Overall, and recognising the limitations of the data available, there is a reasonable representation relative to the size of the population and relative to the London wide and national comparators.</p>			
<p><b>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?</b></p>				
	<p><b>None</b></p>	<p><b>Positive</b></p>	<p><b>Negative</b></p>	<p><b>Not sure</b></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>Disabled<sup>15</sup> people (consider different types of physical, learning or mental disabilities)</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 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 checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input 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>

<sup>15</sup> 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.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how have you come to this decision?</b>
	<p>The Council’s leisure management contract has a detailed and clear specification for this service and was designed to ensure an increase in opportunities rather than any reductions. This has created opportunity for the re-shaping of service delivery as some existing services are now delivered within the leisure contract.</p> <p>This controllable spending review sets out to realign existing budgets to better reflect service delivery and the fact that officer resource is spent on large-scale capital development projects rather than coordinating revenue programmes.</p> <p>It is not anticipated that there will be a change in the quality or breadth of services provided (both directly and under a specification and contract for services) by an external partner.</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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)					X		
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>						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
N/A						
<i>Enter additional rows if required</i>						

**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER**

**SIGNATURE:** .....

**FULL NAME:** Andrew Durrant

**UNIT:** City Management and Community Services

**EMAIL & TELEPHONE EXT:** [adurrant@westminster.gov.uk](mailto:adurrant@westminster.gov.uk) #5885

**DATE (DD/MM/YYYY):** 14/05/2018

**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](mailto:Equalities@westminster.gov.uk)**

## 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:

<p><b>Title</b></p>	<p>6.11 Integrated neighbourhood service (phase 3)</p>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/stategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This next phase of effective neighbourhood working is a continuation of a council-wide neighbourhood approach, where services are delivered locally and tailored to the needs of the community.</p> <p>The ENW working principles (below) will remain core to developing wider integrated neighbourhood services, but more specifically savings will be realised through integration of service improvement resources and by ensuring more effective coordination and delivery across City Management &amp; Communities, Growth Planning and Housing and Public Health services.</p> <ul style="list-style-type: none"> <li>• Integrated view</li> <li>• Excellent staff</li> <li>• Intelligence led</li> <li>• Customer and Community</li> <li>• Effective and efficient</li> </ul> <p>This phase will focus on great service efficiencies, considered as ‘back-office’ functions and therefore represent no impact to service users nor Westminster residents. The two main work streams that will realise further MTP savings are:</p> <ol style="list-style-type: none"> <li>3. A review and integration of directorate service improvement and transformation resource between GPH and CM&amp;C</li> <li>4. Integration of Public Health funding and consolidation of commissioned services (e.g. Physical Activity Hubs and the Greener City activity) to increase impact and maximise efficiencies</li> </ol> <p>As a result, the departments involved will benefit from greater integration of resources and skills that will ultimately provide more integrated neighbourhood services rather than isolated support and delivery that occurs in part through the current working models.</p>

<p>Details of the lead person completing the screening/EIA</p>	<p>(xvii) Full Name: Richard Barker</p> <p>(ii) Position: Director for City Management and Communities</p> <p>(iii) Unit: City Management and Communities</p> <p>(iii) Contact Details:</p>
<p>Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a></p>	<p>9<sup>th</sup> August 2018</p>
<p>Version number and date of update</p>	<p>V.1</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><b>2.1</b></p>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><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></li> <li><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></li> </ul>									
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2.5	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	<b>Provide brief reasons on how have you come to this decision?</b>
	As detailed in summary the phase of ENW will not disproportionately impact on groups as per responses to 1.2 and 1.3.

**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
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Gender	Men					X		
	Women					X		
Race	White					X		
	Mixed/Multiple ethnic groups					X		
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Disability	Physical					X		
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	Learning Difficulties					X		
	Learning Disabilities					X		
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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
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<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)					X		
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
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<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>						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
<i>Enter additional rows if required</i>						

**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER**

**SIGNATURE: A. Durrant** .....

**FULL NAME: Andrew Durrant**.....

**UNIT: CMC** .....

**EMAIL & TELEPHONE EXT: 5885**.....

**DATE (DD/MM/YYYY): 09/08/2018**.....

**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](mailto:Equalities@westminster.gov.uk)**

## 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:

<p><b>Title</b></p>	<p><b>7.12 Sport &amp; Leisure – Phase II</b></p>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This EIA seeks to assess the equality impacts concerning proposals for additional income from the Council’s leisure services, which forms part of the Council’s Medium Term Plan savings for 19/20.</p> <p>A new Leisure contract was awarded in July 2016 for a period of 10 (+5) years, the contract specifies a range of financial targets that include profit generation through capital investment and service development.</p> <p>A differentiated and market driven approach is already in place for fees and charges for sports and leisure services and the proposal will expand opportunities to further increase charges for key high demand/ commercial activities (e.g. commercial events and commercial activities within the Outdoor Learning Unit).</p> <p>Savings will be delivered through an increase in income for direct delivered services and some contractual savings through the leisure contract. It is not anticipated that the proposal will include any FTE reductions.</p> <p>Given the universal nature of the services being delivered (i.e. they are open to the whole community), given the fees and charges structures for the service seek to promote participation for the whole community (i.e. discounts are offered for residents and concessionary groups) and as many of the services will continue to be delivered to at least the same standard (both directly and under a specification and contract for services) by an external partner, <b>it is not felt that there are any impacts on people who share a protected characteristic under the Equality Act 2010.</b></p>

	<p>It is not felt that either of the activities above will impact on any group more than others or that the opportunity to access services will change.</p>
<p>Details of the lead person completing the screening/EIA</p>	<p>(i) Full Name: Andrew Durrant</p> <p>(ii) Position: Interim Director of Community Services</p> <p>(iii) Unit: Community Services (City Management and Communities)</p> <p>(iii) Contact Details: (e) <a href="mailto:adurrant@westminster.gov.uk">adurrant@westminster.gov.uk</a> (t) 020 7641 5885</p>
<p>Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a></p>	<p>14.05.2018</p>
<p>Version number and date of update</p>	<p>V1</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.

<b>2.1</b>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <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></li> </ul>	
	<p>How many people use the service currently? What is this as a % of Westminster’s population?</p>	<p>Westminster’s sport and leisure facilities attract over 3 million visits per year. The centres are fully inclusive and open to all sectors of the community, with concessionary rates available to specific groups that may require additional support and also to those that fall within priority groups.</p>
	<p>Gender</p>	<p>N/A</p>
	<p>Race</p>	<p>N/A</p>
	<p>Disability</p>	<p>N/A</p>
	<p>Sexual orientation</p>	<p>N/A</p>
	<p>Age</p>	<p>N/A</p>
	<p>Religion or belief</p>	<p>N/A</p>

<p><b>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.</b></p>	<p>Generally participation levels in Westminster are higher than the London and national average figures and participation by some equality groups (e.g. women and those from Black and Minority Ethnic backgrounds) is higher than the London average.</p>			
<p><b>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.</b></p>	<p>Overall, and recognising the limitations of the data available, there is a reasonable representation relative to the size of the population and relative to the London wide and national comparators.</p>			
<p><b>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?</b></p>				
	<p><b>None</b></p>	<p><b>Positive</b></p>	<p><b>Negative</b></p>	<p><b>Not sure</b></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>Disabled<sup>17</sup> people (consider different types of physical, learning or mental disabilities)</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 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 checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input 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>

<sup>17</sup> 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.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how have you come to this decision?</b>
	<p>The Council’s leisure management contract has a detailed and clear specification for this service and was designed to ensure an increase in opportunities rather than any reductions.</p> <p>The services concerned are of a universal nature delivered (i.e. they are open to the whole community) and fees and charges structures for the service seek to promote participation for the whole community (i.e. discounts are offered for residents and concessionary groups).</p> <p>It is not anticipated that there will be a change in the quality or breadth of services provided (both directly and under a specification and contract for services) by an external partner.</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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)					X		
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>						X		

**SECTION 4: ACTION PLAN**

<p><b>4.1</b></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><b>NB. Add any additional rows, if required.</b></p>						
Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
To ensure the detailed design of new facilities or enhancing existing sites (including the new community facilities on the Jubilee site) promote universal opportunities including groups with protected characteristics.	All groups	New facilities encourage access for the whole community and promote the requirements of the Equality Act 2010	N/A	Andrew Durrant Director of Community Services	2020/21	<b>Green</b>
To develop a programme of activities for users with disabilities at the community sports facility at Jubilee (in addition to those at all sites) to mitigate any impact of the closure of Jubilee Sports Centre	Residents with disabilities/ older people	That people in this grouping are engaged and assisted in accessing and participating in sport and leisure activities in Queen’s Park	N/A	Andrew Durrant Director of Sports, Leisure and Wellbeing	2020/21	<b>Green</b>

**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER**

**SIGNATURE:** .....

**FULL NAME:** Andrew Durrant

**UNIT:** City Management and Community Services

**EMAIL & TELEPHONE EXT:** [adurrant@westminster.gov.uk](mailto:adurrant@westminster.gov.uk) #5885

**DATE (DD/MM/YYYY):** 14/05/2018

**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](mailto:Equalities@westminster.gov.uk)**



## 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"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<ul style="list-style-type: none"> <li>• 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"> <li>1. Improve our self-service offer by providing an increase opportunity for use of our library service at alternative times.</li> <li>2. Improve performance of self-service technology, reliability and the customer experience.</li> <li>3. Increased potential for extending library opening hours                                     <ul style="list-style-type: none"> <li>○ Maximising the use of our spaces for   <ul style="list-style-type: none"> <li>- income generating</li> <li>- community activities</li> </ul> </li> </ul> </li> <li>4. Improved use of staff time for more focused activities and an improved enquiry service</li> </ol> </li> <li>• Seek further efficiencies in overheads, contract costs and supplies and services, particularly through more efficient stock procurement</li> </ul> <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>(xviii) Full Name: Mike Clarke</p> <p>(ii) Position: Director, Libraries &amp; Registrars Service</p> <p>(iii) Unit: City Management</p> <p>(iii) Contact Details: 020 7641 2199</p>

Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a>	
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)?**

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	<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>																																			
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<b>2.2</b> 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>	<i>If yes, provide details.</i>			
<b>2.3</b> 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>	<i>If yes, provide details.</i>			
<b>2.4</b>	<b>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?</b>			
	<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
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"/>
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People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how have you come to this decision?</b>
	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
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	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				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	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.
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

<p><b>4.1</b></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><b>NB. Add any additional rows, if required.</b></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](mailto:Equalities@westminster.gov.uk)**