

Appendix 4 – Equality Impact Assessment

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:

<p>Title</p>	<p>Organisational Change in Policy, Performance & Communications</p>
<p>What are you analysing?</p> <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	<p>This EIA has been completed with staff being the users of the service and the recipients of the intended change.</p> <p>Reorganisation of the Policy, Performance & Communications department I to provide the Chief Executive, Executive Management Team and Cabinet with the resource and capability needed to drive the delivery of the council’s priorities functions across PPC are being re-organised. The objectives for the new functions are to drive grip and pace through:</p> <ul style="list-style-type: none"> • Providing a single source of truth for all corporate change projects within the Council, creating corporate visibility of projects and the associated benefits through robust and transparent monitoring and reporting practices. • Enhancing the support provided to Cabinet Members and Executive Directors to ensure all activity within their portfolio delivers to the council’s City for All priorities. • A firmer grip of message discipline, ensuring all communications activity makes a strategic contribution towards achieving our City for All goals. • Putting insight and evaluation at the heart of what we do, making sure our policies and communications are evidence based and impactful. <p>This reorganisation will enhance our organisational capability to deliver City for All with pace</p> <ul style="list-style-type: none"> • More specifically, the proposed structure and underpinning new service culture, will deliver: • New posts creating development opportunities and progression across the department • Drive a culture of organisational grip and delivery



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	<ul style="list-style-type: none">• Build our capabilities around insight and intelligence, making sure evidence drives communications and decision making• Deliver efficiency saving of £180k through the deletion of two Band 5 roles: Head of Evaluation & Performance and City Adviser, City Promotions, Events & Filming
Details of the lead person completing the screening/EIA	(i) Full Name: Ian Farrow (ii) Position: WestCo Manager (iii) Unit: Policy, Performance & Communications (iii) Contact Details: ifarrow@westminster.gov.uk
Date sent to Equalities@westminster.gov.uk	
Version number and date of update	v.3 7 June 2019
<p><i>You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process. However <u>only</u> the most updated version will be saved in the Equalities SharePoint folder.</i></p>	



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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i> <i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i> 																																
	<p>How many people use the service currently? What is this as a % of Westminster's population?</p>	215																															
	<p>Gender</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 15%;">Count</th> <th style="width: 15%;">%</th> </tr> </thead> <tbody> <tr> <td>Gender</td> <td></td> <td style="text-align: center;">%</td> </tr> <tr> <td>Female</td> <td style="text-align: center;">125</td> <td style="text-align: center;">58.14</td> </tr> <tr> <td>Male</td> <td style="text-align: center;">90</td> <td style="text-align: center;">41.86</td> </tr> <tr style="background-color: yellow;"> <td>Overall Result</td> <td style="text-align: center;">215</td> <td style="text-align: center;">100</td> </tr> </tbody> </table>			Count	%	Gender		%	Female	125	58.14	Male	90	41.86	Overall Result	215	100															
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	Religion or belief	Unknown																														



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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>	<i>If yes, provide details.</i> No.				
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>	<i>If yes, provide details.</i> 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"/>



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Disabled ¹ 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.

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?

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



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	<p>The proposed organisational change does not have potential to disproportionately impact on people with a protected characteristic. All proposed changes are based on organisational requirements using roles, not people.</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		



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



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



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	<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