

Full Equality Impact Analysis Template – Introduction

This **Full EqIA Template** should be read in conjunction with the **EqIA Guidance Document** which supports completion of all EqIA related documentation.

A separate **EqIA Screening Template** is also available. This can be used to determine whether a full EqIA is necessary, as this may be unclear initially.

Conducting an Equality Impact Assessment (EqIA)

We use an Equality Impact Assessment (EqIA) to help us determine whether our plans and activities will affect equality outcomes for different groups of employees (where the activity is employment related) OR for different communities (where the activity is related to service delivery or the exercise of our functions). It helps assess whether the impacts will be positive, negative or unlikely to have a significant impact on each protected characteristic¹ group. The core purpose of carrying out an EqIA is therefore to:

- a) **analyse a proposed activity** i.e. policy/ strategy/ process/ function / service/ restructure/ programme etc (hereafter referred to as *proposed activity*) against the three specific requirements of the Duty (above), AND
- b) **use the outcomes of that analysis** to inform further decision/s and action aimed as mitigating potential adverse impacts, or else to provide clear justification for continuing with a proposed course of action.

The Public Sector Equality Duty (PSED) states that a public authority **must**, in the exercise of its functions, have due regard to the need to:

1. **Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under this Act;**
2. **Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;**
3. **Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.**

Using this Full EqIA Template (pp.3 – 6) to carry out a thorough and considered EqIA will ensure that the Council remains compliant with PSED requirements **and** help ensure we avoid or mitigate / minimise adverse impacts on certain groups.

¹ People who share one (or more) of 9 *protected characteristics* (PCs) are protected from unlawful discrimination, victimisation and harassment under the Equality Act (2010). These groups are referred to as 'protected characteristic groups' in this and related documentation. The 9 PCs are: Age; Disability; Ethnicity; Gender re-assignment; Marriage & Civil Partnership; Pregnancy& Maternity; Religion/ belief; Sex; Sexual orientation.

Governance

- Key Decision Reports (KDRs) MUST always have either an initial screening assessment OR a full EqlA, which must be signed off by Head of Service and Lead Member and be submitted alongside the KDR for approval and scrutiny. Any equalities issues should be fully addressed and cross referenced as appropriate in the Report
- Budget proposals MUST always have either an initial screening assessment OR a full EqlA, which must be signed off by Head of Service

General points

The following principles should be borne in mind when conducting an EqlA

- **Timeliness:** the duty to assess potential impacts **applies at the time of considering proposals** and **before** a final decision is taken.
- **Consideration:** the duty to assess and consider must be an integral and rigorous part of your decision-making and influence the process.
- **Initial Screening:** A full EqlA is not always necessary, but this may not be immediately obvious. Use the EqlA Screening Template [\(link\)](#) if you are unsure to help you determine what level of assessment is needed. The initial scoping must still be recorded as evidence of 'due regard'.
- **Sufficient Information:** we must evaluate what information we have and think about what more might be needed to give proper consideration.
- **Breadth:** Where dealing with obvious equalities issues e.g. changing services to specific groups such as disabled people or children for example, care must be taken not to lose sight of other less obvious issues for other protected characteristic groups.
- **Review:** the Equality Duty is a 'continuing duty'. This means it continues to apply **after** proposals are implemented/reviewed. Monitoring is key.
- **Record Keeping:** we must keep records of the EqlA process, any impacts identified and what we plan to do as a result.

Failure to fully consider the above when conducting an EqlA (and in any decision based on that), may leave the Council open to legal challenge, cause considerable delay and lead to financial and/or reputational damage

If you already know that your decision is likely to be of high relevance to equality and/or be of high public interest, you should contact the relevant ED&I Officer/ Lead for support and advice (see below).

If your EqlA does not require you to carry out additional consultation (with either employees or community groups), please omit section 04.

Further advice and guidance **should** be accessed from the separate EqlA Guidance document [\(link\)](#), as well as from your service or borough lead:

RBKC

For external facing EqlAs: Corporate Equalities Officer: angela.chaudhry@rbkc.gov.uk Tel: 020 7361 2654

For internal facing EqlAs: Strategic ED&I Lead (HR): amanda.rice@rbkc.gov.uk Tel: xxxxxxxxxxxxxxxx

Equality Impact Analysis Template

Section 01: Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2021 Q2
Name & details of proposed activity (i.e. the policy/ strategy/ process/ function / service/ restructure/ programme etc) to be assessed - hereafter referred to as ' <i>proposed activity</i> '	Units 1-14 Latimer Road Design Code Supplementary Planning Document (SPD).
Lead Officers (i.e. those responsible for /managing the proposed activity)	Name: Daniel Massey Position: Growth and Delivery Team Leader Email: daniel.massey@rbkc.gov.uk Telephone No: 07739 313 776
Single or BI-Borough	Single borough.
Date of completion of final Full EqIA	20/08/21

Section 02	Scoping of Full EqIA
Plan for completion	Timing: Resources:
Analyse the impact of the proposed activity	<p>The Units 1-14 Latimer Road Design Code SPD provides site specific design guidance on the redevelopment of the 14 industrial units, to avoid piecemeal development. Section 3.1 (Inclusive design, access and movement) of the draft SPD will have a positive impact on inequalities through design codes that promote inclusiveness. These codes include the prescription of step free access and level landings to all entrances, the support of natural surveillance and wayfinding to entrances and the promotion of sustainable methods of transport (walking/cycling), which is positive for equality for those who cannot drive or do not have access to a care for any reason.</p> <p>Section 4.3.20 also notes that “residential units should have adequately sized rooms and convenient and efficient room layouts</p>

which are functional, fit for purpose and take into account the diverse needs of its potential users”. This also promotes equality.

An overall appraisal of the positive, negative or neutral impact of the SPD is set out below.

Protected characteristic	Borough Analysis	Impact: Positive, Negative, Neutral
Age	RBKC	Neutral
Disability	RBKC	Neutral
Gender reassignment	RBKC	Neutral
Marriage and Civil Partnership	RBKC	Neutral
Pregnancy and maternity	RBKC	Neutral
Race	RBKC	Neutral
Religion/belief (including non-belief)	RBKC	Neutral
Sex	RBKC	Neutral
Sexual Orientation	RBKC	Neutral
<p>The following groups are not specifically protected by the Equality Act, but RBKC considers them as part of our broader approach to supporting equal outcomes for communities that may be disadvantaged, marginalised or excluded. Please consider whether they may be impacted.</p>		
Socio-economic	RBKC i.e. those from socially and economically disadvantaged backgrounds	Neutral
Geographical	RBKC i.e. those from more disadvantaged parts of the borough	Neutral
Carers	RBKC i.e. those who act as primary carer for an adult or for a disabled child	Neutral
Other relevant	RBKC	N/A

	groups:	Please stipulate which group/s and why	
	Human Rights & Children's Rights		
	Does your proposal impact on Human Rights as defined by the Human Rights Act 1998? (See guidance for more information on this)		
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Does your proposal impact on the rights of children as defined by the UN Convention on the Rights of the Child?			
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If your decision has the potential to affect Human Rights or Children's Rights, please contact your Borough Lead for advice.			

Section 03	Analysis of relevant data Examples of data include census data; customer satisfaction surveys; customer complaints data workforce demographic data. Data should involve specialist data and information and, where possible, should be disaggregated by different protected characteristics.
Documents and data reviewed	N/A
New research	If new research is required, please complete this section

Section 04	Consultation
	Complete this section if you have decided to supplement existing data by carrying out additional consultation with a) employees b) local communities
Consultation	This proposal was subject to preparatory consultation and full public consultation.
Analysis of consultation outcomes	The majority of those who responded to the consultation were in supportive of the change.

Section 05	Analysis of impact and outcomes
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Analysis	The proposed extension is not likely to have an impact on people with protected characteristics.
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Outcome of Analysis	
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Action Plan	Action Plan					
	Note: You will only need to use this section if you have identified actions as a result of your analysis					
	Issue identified	Action (s) to be taken	When	Lead officer and borough	Expected outcome	Date added to business/service plan

Section 08	
Director/ Head of Service sign-off	Name: Amanda Reid Position: Director of Planning and Place Email: Amanda.reid@rbkc.gov.uk Telephone No: 07790363868
Key Decision Report (if relevant)	Name of Lead/ Cabinet Member: Councillor Thalassites Date of report to Lead/Cabinet Member: XX / XX / XX Key equalities issues have been included and the EqlA presented alongside the KDR: Yes
Lead ED&I Officer (where involved)	Name: Position: Date advice / guidance given: Email: Telephone No:

Review Date/s Recommended at: 3 months; 6 months and	1st Review: 2 nd Review: 3rd Review:
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