

RBKC Equality Impact Assessment (EqIA)

EqIAs evidence that you have considered the impact or potential impact on groups in our community who share protected characteristics. These are characteristics that are protected against discrimination by the Equality Act 2010. We are required by law under the Public Sector Equality duty (PSED) which is contained in Section 149 of the Equality Act and requires public authorities to have due regard to several equality considerations when exercising their functions.

When do I need to complete an EqIA? You need to complete an EqIA when:

- Planning or developing new services including business services, policies, strategies, practices and plans
- Reviewing, amending or substantially changing existing services, policies, strategies, practices and plans
- Considering a change management process or organisational review, particularly those that could involve relocating staff or rationalisation of posts
- Reviewing or introducing forms, leaflets, guidance, codes of practice such as changes to how residents access services
- When considering and developing a tender document for procurement of services

Who should complete an EqIA?

The person completing the EqIA should have detailed knowledge of the proposal or project. They should be able to identify the impact on those with protected characteristics be they residents, workforce, visitors or others. They should also have knowledge or access to any consultations and where relevant, have knowledge of the area of the Borough that is impacted. The ownership and responsibility for an EqIA lies at Head of Service level and above, however, managers and staff play a key role in the assessment process as they will be involved in implementing the necessary actions identified and integrating equalities into planning. As a rule, any work that needs a decision e.g. Lead Member decision or Leadership Team should be signed off by the Executive Director. Anything that is not going through a formal decision-making process can be signed off by Head of service.

At what point do I need to complete an EqIA?

You need to complete an EqIA at the very beginning when considering your proposal and therefore before a decision is taken.

Please note an EqIA is a live document which means it must be regularly reviewed and updated considering new evidence or information.

It is important to consider equalities issues at every stage of the process. You may not have all the data you need at the beginning, or you may not have finalised what your project will look like. However, an EqIA is there to help guide your thinking on how your work might affect different groups in our community and support your planning and consultation work.

Where can I get support to complete an EqIA?

There are resources available on the SharePoint site, including example EqIAs. You can also get support from the EqIA Champion in your Team/Directorate, see the SharePoint site for details. You can email any queries to the EqIA inbox eqia@rbkc.gov.uk. Finally further support is available for strategic and crosscutting EqIAs from Mandeep Kaur Bains (mandeep.kaurbains@rbkc.gov.uk) in the Corporate Strategy Team. If your EqIA focuses on workforce changes or development, then contact Charlene Nkum (Charlene.nkum@rbkc.gov.uk) or Lee Sykes (lee.sykes@rbkc.gov.uk) in HR.

SECTION 1: Programme details

Name of the policy, project, service, or strategy being assessed	Earl's Court shopfront design guide SPD
Give a brief overview of your works aims and objectives	A supplementary planning document to provide guidance to local businesses in the Earl's Court district centre about how to improve their shopfronts.
Name of person completing this EqIA	Nadia Robinson
Name of Director	Amanda Reid
Team	Growth and Delivery
Directorate	Planning and Place
Contact Email	Nadia.robinson@rbkc.gov.uk
Where is this EqIA stored. (This is to ensure colleagues can pick this up in your absence.)	Earl's Court shopfront design guide EqIA.docx
Is this EqIA accompanying a report that is going through a formal decision process? If so which meeting, is it going to for decision?	Yes, it is accompanying an Executive Decision report for the adopt of the document as a supplementary planning document. As an Executive Decision, it will not be decided at a meeting.

SECTION 2: EqIA Screening – Do you need to complete a full EqIA?

Please complete the checklist below, including impact to help determine if a full EqIA is necessary. Please see table in Section 3 for a breakdown of the protected characteristics

Question	Answer (Yes, No, Unclear)	Impact (Positive, Negative or Neutral)
Does your programme have the potential to disproportionately affect men, women or those who identify as non-binary?	No	Neutral
Does your programme have the potential to disproportionately affect people of a particular race or ethnicity? This includes refugees, asylum seekers, migrants and gypsies and travellers.	No	Neutral
Does your programme have the potential to disproportionately affect people with a disability? Consider physical and learning disabilities and mental health conditions.	Yes	Positive
Does your programme have the potential to disproportionately affect people of certain sexual orientations?	No	Neutral
Does your programme have the potential to disproportionately affect people of different age groups? Consider children and elderly populations.	No	Neutral
Does your programme have the potential to disproportionately affect those undergoing or intending to undergo the process of gender reassignment?	No	Neutral
Does your programme have the potential to disproportionately affect those due to pregnancy or maternity? The Equality Act protects women people from discrimination from when you become pregnant until your right to maternity leave ends and you return to work. If you do not have the right to maternity leave this is 2 weeks after the child is born.	No	Neutral
Does your programme have the potential to disproportionately affect those who are married or in a civil partnership?	No	Neutral
Does your programme have the potential to disproportionately affect people of different faiths and beliefs?	No	Neutral
Does your programme have the potential to disproportionately affect people on low incomes or living in poverty?	No	Neutral
Does your programme have the potential to disproportionately affect people living in the most deprived areas of RBKC? Think about North Kensington, in particular Golborne, Notting Dale, Dalgarno and those living on the Worlds End Estate. There is further detail in Section 3 below in the socioeconomic and geographical box.	No	Neutral

If you have assessed the impact to any of the above questions to be Negative, Neutral or Unclear, then you will need to complete Sections 3, 4 and 5. If you have assessed all the necessary impacts as Positive, explain the rational for this in the box below and then go to Section 5.

Please use this box to outline how residents are positively impacted. Include the following information:

- Data on services users or people potential impacted
- Consultation information with service users and how this has evidenced a positive impact
- Explain if your proposal takes steps to meet the needs of people from protected groups, where these are different from the needs of other people; and encourages people from protected groups to participate in public life or in other activities where their participation is disproportionately low

The design guide aims to bring a unified design identity to Earl's Court Road District Centre's characterful shops and businesses. The guidance includes information about creating level access to shops and businesses to maximise the number of people who are able to access commercial and community facilities on the high street.

This should improve the experience for people with mobility impairments, visual impairments, wheelchair or pushchair users, anyone with mobility issues such as those who are pregnant.

SECTION 3: Assessing the Impact

Please use this section to assess the impact of the programme on those with protected characteristics. Please answer the following questions in your assessment for each characteristic.

- 1. How many people currently use the service? Or who and how many people will be affected by the policy or strategy?** We have provided data from the latest census on the population of RBKC for each protected characteristic. Additional Census data can also be accessed from the RBKC Census Dashboard. Please add data about your service users/populations in the relevant boxes.
- 2. What consultation have you completed to gather feedback from service users? Or what other relevant data have you gathered to support your work?** Include the findings in each relevant group.
For more information on consultation please refer to the [12 principles of good governance and consultation in the Constitution](#). You can also speak with the Consultations Team for further advice.
- 3. How will you ensure that the policy, project, service, or strategy will be accessible to all groups? and how will you address or breakdown any barriers to achieving this.** Explain if your proposal takes steps to meet the needs of people from protected groups, where these are different from the needs of other people; and encourages people from protected groups to participate in public life or in other activities where their participation is disproportionately low?
- 4. How is this group impacted and determine whether the proposed activity will have a positive, neutral or negative impact.**
- 5. If the impact is negative, what mitigations will you put in place to reduce the impact?**
- 6. If the impact is positive, what actions have you taken to achieve a positive impact?**

Protected characteristic	Analysis	Impact (Positive, Negative or Neutral)
Age		Neutral
Disability	<p>2021 census: 12.8% of residents in the borough said they had a long-term condition or disability that limited their life in some way.</p> <p>LGA Data from the academic year 21/22 highlights:</p> <ul style="list-style-type: none"> • 2,379 young people have Special Educational Needs in RBKC. • 746 have a statement of Special Educational Need or an Education and Health Plan. • 62 children in the Borough have a disability in schools. <p>1. Data on service users/those affected: The street is used by the general population and there is no specific data or differentiation relevant to Earl's Court Road regarding disability.</p> <p>2. Consultation outcomes for this group: A disability action group was consulted on the wider Earl's Court Road Local Action Plan, within which the shopfront design guide sits.</p> <p>3. Accessibility and Inclusion: The guide includes specific guidance on level access to shops and businesses.</p> <p>4. Analysis of impact: Through engagement and inclusion of this specific guidance, we intend to prevent a negative impact for this protected characteristic and ensure a positive impact.</p> <p>The guide may also have positive accessibility impacts for people with visual impairments by encouraging clearer, more legible signage and discouraging excessive or overly bright lighting, helping to create a more comfortable and readable streetscape.</p> <p>5/6. Mitigations for negative impact/actions taken for positive impact: We will follow industry best practice in the design guide regarding level access, with reference to Building Regulations Part M.</p>	Positive
Gender reassignment		Neutral

Marriage and Civil Partnership		Neutral
Pregnancy and maternity		Neutral
Race		
Religion/belief		Neutral
Sex		Neutral
Sexual Orientation		Neutral
In addition to the nine protected characteristics, where relevant we ask that you also think about the socio-economic and geographical considerations of our residents. Some data has been included below for your reference.		
Socio-economic and Geographical		Neutral
Other Groups		Neutral

SECTION 4: Action Plan

Have you identified the need to reduce or remove any negative impacts, conduct work with those from protected groups to participate where their participation is disproportionately low, or fill any data gaps? If so, complete the Action Plan below to show the work that is planned.

None identified

Issue identified	Planned Action	Lead Officer and Timeframe
Level access into a shop	Included in guidance	Nadia Robinson

SECTION 5: Sign-off

Director/ Head of Service Name	Jonathan Wade
Contact Email	jonathan.wade@rbkc.gov.uk
Date of sign off	
<p>Review It is important to consider equalities issues at every stage of the process. Remember an EqIA is a live document which means it must be regularly reviewed and updated considering new evidence or information, for example, have you now completed your consultation or has there been news on funding. Please ask your Director or Head of Service to sign-off at every review stage. You can have as many reviews as are appropriate for your work.</p>	
Date of 1 st Review	
Name of Reviewer	
Director signature	
Date of 2 nd Review	
Name of Reviewer	
Director signature	
Date of 3 rd Review	
Name of Reviewer	
Director signature	