

## Equalities Impact Assessment (EqIA)

**EqIAs make services better for everyone and support value for money by getting services right first time.**

EqIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then create an action plan to get the best outcomes for service users and staff<sup>1</sup>. They analyse how all our work as a council might impact differently on different groups protected from discrimination by the Equality Act 2010<sup>2</sup>. They help us make good decisions and evidence how we have reached them.<sup>3</sup>

An EqIA needs to be started as a project starts to identify and consider possible differential impacts on people and their lives, inform project planning and, where appropriate, identify mitigating actions. A full EqIA must be completed before any decisions are made or policy agreed so that the EqIA informs that decision or policy. It is also a live document; you should review and update it along with your project plan throughout.

You should first consider whether you need to complete this full EqIA<sup>4</sup>.

### **Other key points to note:**

- Full guidance notes to help you are embedded in this form – see the End Notes or hover the mouse over the numbered notes.
- Please share your EqIA with your Equalities Champion and the final/updated version at the end of the project.
- Major EqIAs should be reviewed by the relevant Head of Service.
- Examples of completed EqIAs can be found on the Equalities Hub

## 1. Responsibility for the EqIA

Title of proposal <sup>5</sup>	Homelessness and Rough Sleeping Strategy Review
Name and job title of completing officer	Laura Giles, Head of Strategy and Compliance (The Barnet Group)
Head of service area responsible	Susan Curran, Head of Housing and Regeneration
Equalities Champion supporting the EqIA	Rosie Evangelou, Consultation and Engagement Manager
Performance Management rep	n/a
HR rep (for employment related issues)	n/a
Representative (s) from external stakeholders	n/a

## 2. Description of proposal

Is this a: (Please tick all that apply)	
New policy /strategy / function / procedure / service <input type="checkbox"/>	Review of Policy /strategy / function / procedure / service <input checked="" type="checkbox"/>
Budget Saving <input type="checkbox"/>	Other <input type="checkbox"/>
If budget saving please specify value below:	If other please specify below:
<p>The proposal being assessed is the review of the council's Homelessness and Rough Sleeping Strategy</p> <p>The Homelessness and Rough Sleeping Strategy has been revised to address the challenges and opportunities identified in the review of the current context and performance. It focuses on three main themes in line with the national code of guidance on homelessness:</p> <ul style="list-style-type: none"> <li>Prevent homelessness.</li> </ul>	

- Ensure a sufficient supply of accommodation (also supported by the Housing Strategy).
- Provide support for people who are or have been homeless.

### 3. Supporting evidence

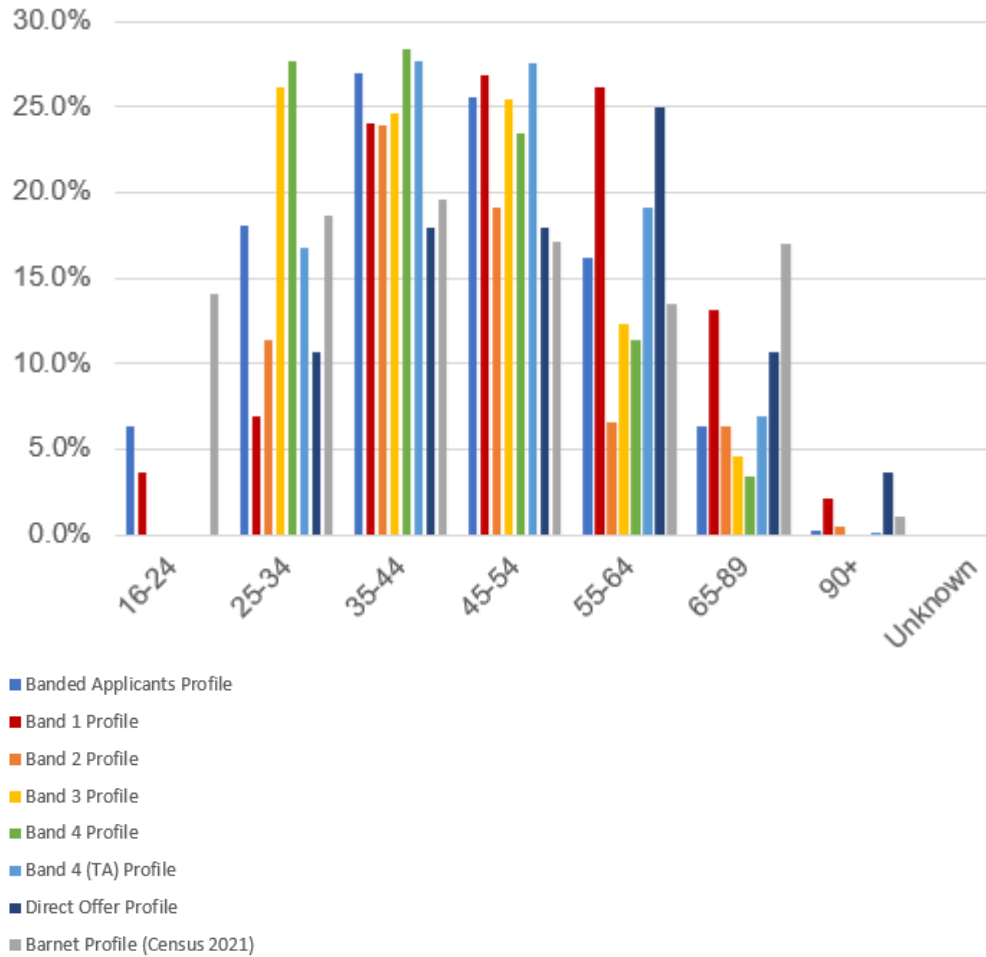
What existing data informs your assessment of the impact of the proposal on protected groups of service users and/or staff?

*Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis*

<b>Protected group</b>	<b>What does the data tell you<sup>6</sup>?</b> <i>Provide a summary of any relevant demographic data about the borough's population from the <u>Joint Strategic Needs Assessment</u>, or data about the council's workforce</i>	<b>What do people tell you<sup>7</sup>?</b> <i>Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles, correspondence etc.</i>
------------------------	---	---

Age<sup>8</sup>

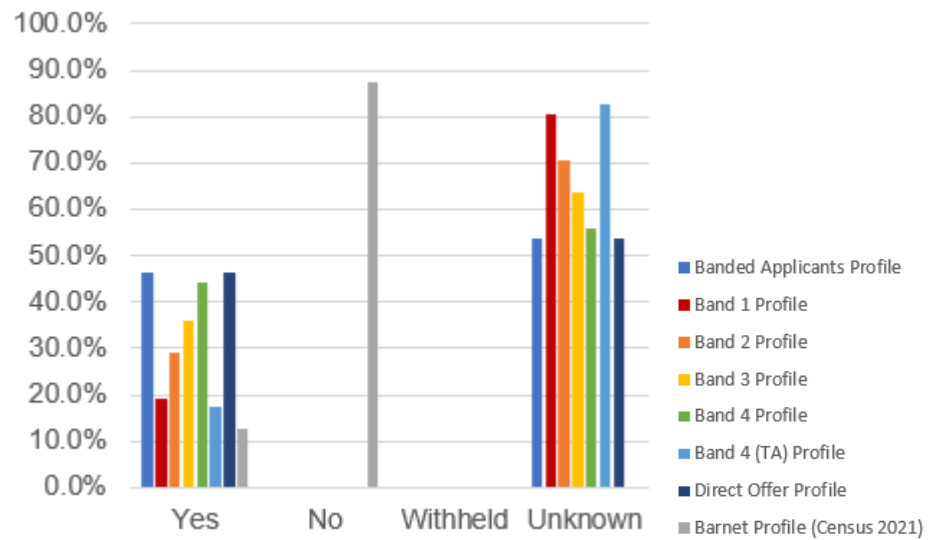
Key profiles:



Compared to the overall borough profile:

- Within the group of those on the Housing Needs Register, there is higher representation of those who are aged 35-54; this group is therefore likely to be more impacted by relevant outcomes due to prevalence in the population.

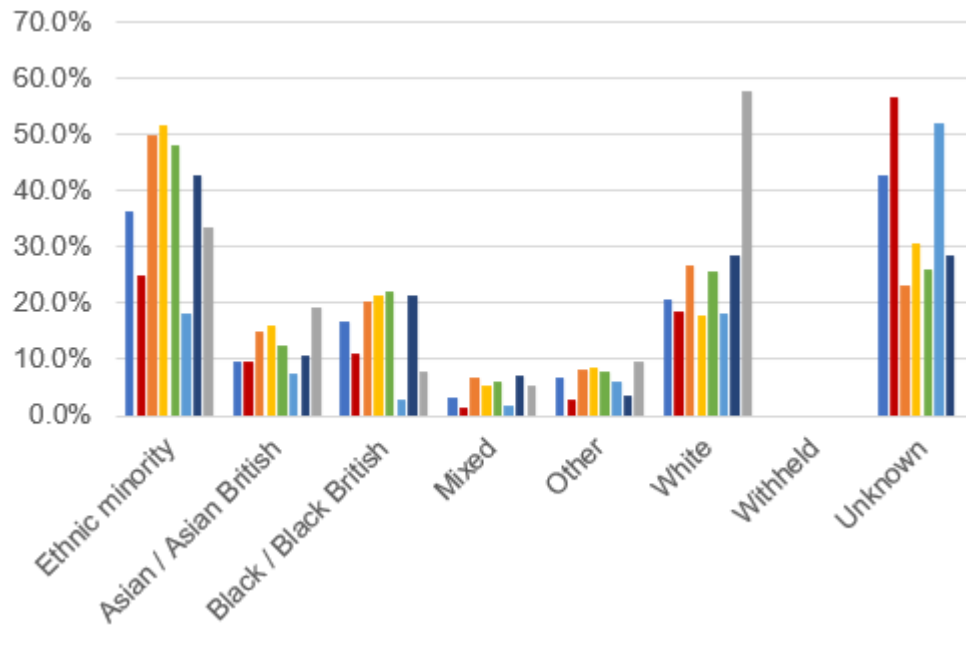
The outcomes of the consultation are included in the Homelessness and Rough Sleeping Strategy consultation summary; due to the number of respondents, analysis by protected characteristic is not considered to be statistically valid and has not been completed. There was strong support for the proposed changes from all respondents.

	<ul style="list-style-type: none"> <li>Within the group of those on the Housing Needs Register, there is lower representation of those who are younger (aged 16-24) and older (aged 65+); this group is therefore likely to be less impacted by relevant outcomes due to prevalence in the population.</li> </ul>																																														
<p><b>Disability<sup>9</sup></b></p>	<p>Key profiles:</p>  <table border="1"> <caption>Estimated data from Disability bar chart</caption> <thead> <tr> <th>Category</th> <th>Banded Applicants Profile</th> <th>Band 1 Profile</th> <th>Band 2 Profile</th> <th>Band 3 Profile</th> <th>Band 4 Profile</th> <th>Band 4 (TA) Profile</th> <th>Direct Offer Profile</th> <th>Barnet Profile (Census 2021)</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>45%</td> <td>18%</td> <td>28%</td> <td>35%</td> <td>42%</td> <td>15%</td> <td>45%</td> <td>12%</td> </tr> <tr> <td>No</td> <td>0%</td> <td>0%</td> <td>0%</td> <td>0%</td> <td>0%</td> <td>0%</td> <td>0%</td> <td>85%</td> </tr> <tr> <td>Withheld</td> <td>0%</td> <td>0%</td> <td>0%</td> <td>0%</td> <td>0%</td> <td>0%</td> <td>0%</td> <td>0%</td> </tr> <tr> <td>Unknown</td> <td>52%</td> <td>78%</td> <td>68%</td> <td>62%</td> <td>55%</td> <td>82%</td> <td>52%</td> <td>0%</td> </tr> </tbody> </table> <p>Compared to the overall borough profile:</p> <ul style="list-style-type: none"> <li>Within the populations of those on the Housing Needs Register there is higher representation of those who are disabled; this group is therefore likely to be more impacted by relevant outcomes due to prevalence in the population.</li> </ul>	Category	Banded Applicants Profile	Band 1 Profile	Band 2 Profile	Band 3 Profile	Band 4 Profile	Band 4 (TA) Profile	Direct Offer Profile	Barnet Profile (Census 2021)	Yes	45%	18%	28%	35%	42%	15%	45%	12%	No	0%	0%	0%	0%	0%	0%	0%	85%	Withheld	0%	0%	0%	0%	0%	0%	0%	0%	Unknown	52%	78%	68%	62%	55%	82%	52%	0%	<p>The outcomes of the consultation are included in the Homelessness and Rough Sleeping Strategy consultation summary; due to the number of respondents, analysis by protected characteristic is not considered to be statistically valid and has not been completed. There was strong support for the proposed changes from all respondents.</p>
Category	Banded Applicants Profile	Band 1 Profile	Band 2 Profile	Band 3 Profile	Band 4 Profile	Band 4 (TA) Profile	Direct Offer Profile	Barnet Profile (Census 2021)																																							
Yes	45%	18%	28%	35%	42%	15%	45%	12%																																							
No	0%	0%	0%	0%	0%	0%	0%	85%																																							
Withheld	0%	0%	0%	0%	0%	0%	0%	0%																																							
Unknown	52%	78%	68%	62%	55%	82%	52%	0%																																							
<p><b>Gender reassignment<sup>10</sup></b></p>	<p>Information currently not captured</p>	<p>The outcomes of the consultation are included in the Homelessness and Rough Sleeping Strategy consultation summary; due to the number of respondents, analysis by protected characteristic is</p>																																													

		not considered to be statistically valid and has not been completed. There was strong support for the proposed changes from all respondents.
Marriage and Civil Partnership <sup>11</sup>	Protected characteristic only relevant regarding employment matters	The outcomes of the consultation are included in the Homelessness and Rough Sleeping Strategy consultation summary; due to the number of respondents, analysis by protected characteristic is not considered to be statistically valid and has not been completed. There was strong support for the proposed changes from all respondents.
Pregnancy and Maternity <sup>12</sup>	Information currently not captured	The outcomes of the consultation are included in the Homelessness and Rough Sleeping Strategy consultation summary; due to the number of respondents, analysis by protected characteristic is not considered to be statistically valid and has not been completed. There was strong support for the

Race/  
Ethnicity<sup>13</sup>

Key profiles:



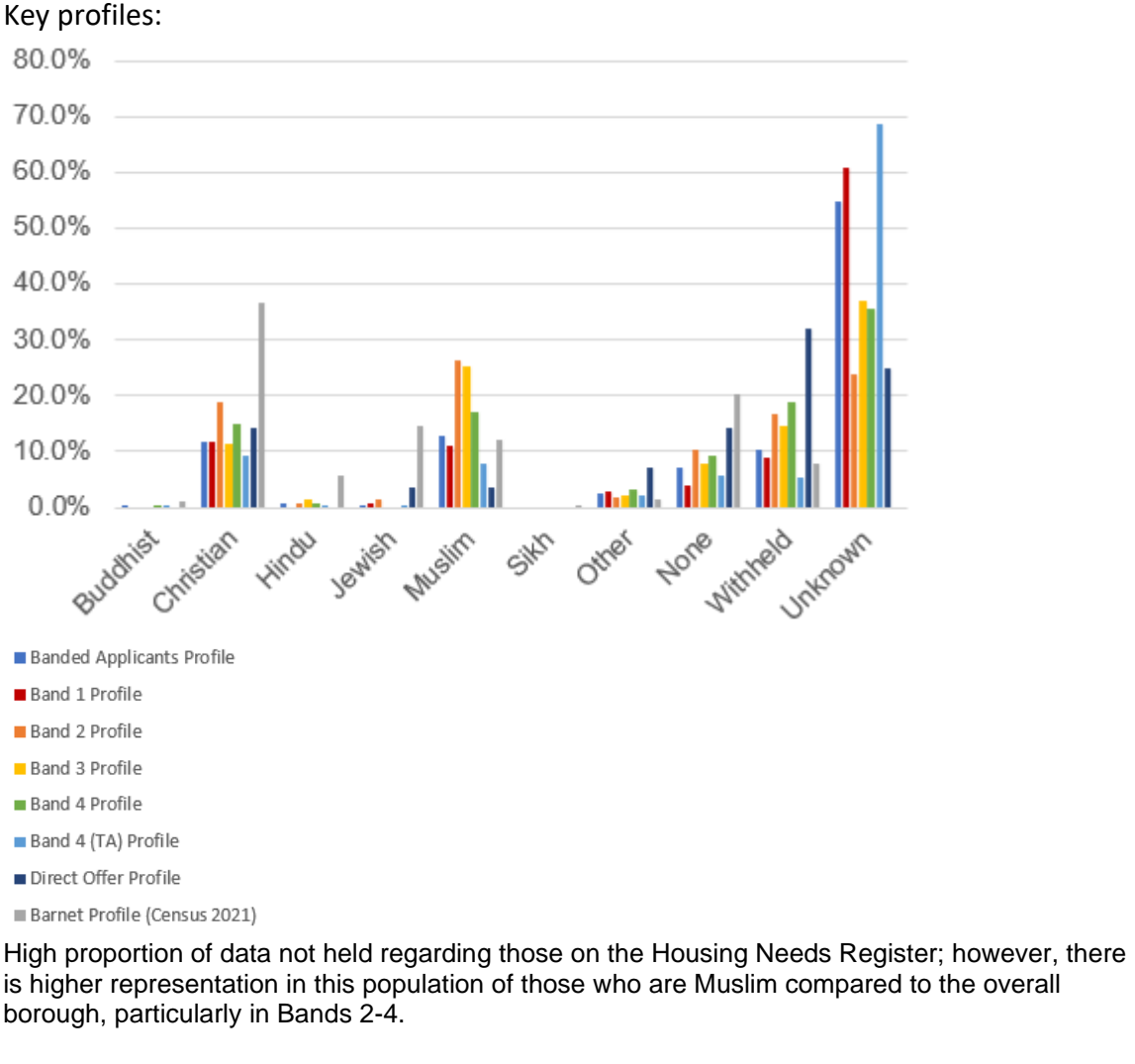
High proportion of data not held regarding those on the Housing Needs Register; however, there is higher representation in this population of those from a Black or Black British background compared to the overall borough.

proposed changes from all respondents.

The outcomes of the consultation are included in the Homelessness and Rough Sleeping Strategy consultation summary; due to the number of respondents, analysis by protected characteristic is not considered to be statistically valid and has not been completed. There was strong support for the proposed changes from all respondents.



Religion or belief<sup>14</sup>

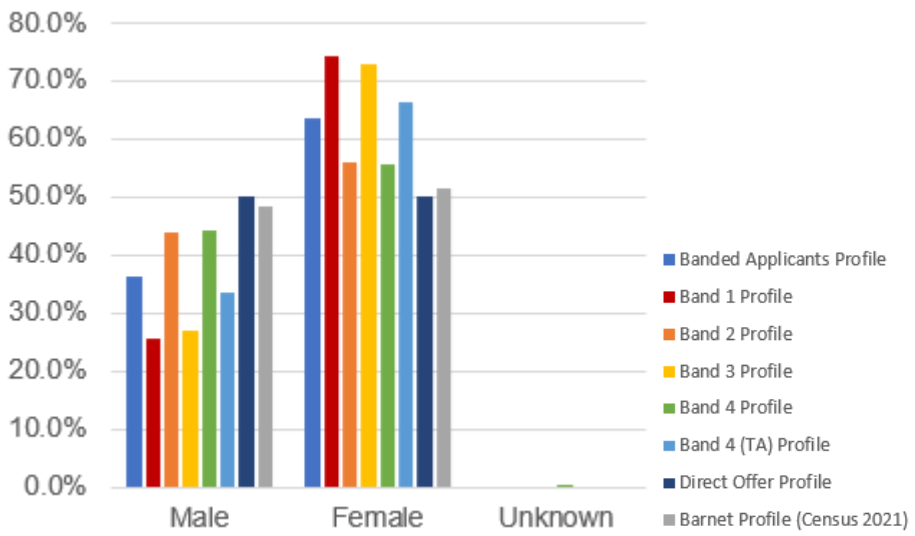


The outcomes of the consultation are included in the Homelessness and Rough Sleeping Strategy consultation summary; due to the number of respondents, analysis by protected characteristic is not considered to be statistically valid and has not been completed. There was strong support for the proposed changes from all respondents.

Sex<sup>15</sup>

Key profiles:

The outcomes of the consultation are included in the Homelessness and Rough Sleeping Strategy

	 <p>Compared to the overall borough profile, within the population of those on the Housing Needs Register, there is higher representation of those who are female; this group is therefore likely to be more impacted by relevant outcomes due to prevalence in the population.</p>	<p>consultation summary; due to the number of respondents, analysis by protected characteristic is not considered to be statistically valid and has not been completed. There was strong support for the proposed changes from all respondents.</p>
<p><b>Sexual Orientation<sup>16</sup></b></p>	<p>Key profiles:</p>	<p>The outcomes of the consultation are included in the Homelessness and Rough Sleeping Strategy consultation summary; due to the number of respondents, analysis by protected characteristic is not considered to be statistically valid and has not been completed. There was strong support for the</p>

	<p>100.0% 90.0% 80.0% 70.0% 60.0% 50.0% 40.0% 30.0% 20.0% 10.0% 0.0%</p> <p>LGB Heterosexual Other Withheld Unknown</p> <p>Legend:      ■ Banded Applicants Profile      ■ Band 1 Profile      ■ Band 2 Profile      ■ Band 3 Profile      ■ Band 4 Profile      ■ Band 4 (TA) Profile      ■ Direct Offer Profile      ■ Barnet Profile (Census 2021)</p>	proposed changes from all respondents.
Other relevant groups <sup>17</sup>		

### 4. Assessing impact

What does the evidence tell you about the impact your proposal may have on groups with protected characteristics <sup>18</sup>?

Protected characteristic	For <b>each</b> protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Is there an impact on service deliver? Is there an impact on customer satisfaction? Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	

<p><b>Age</b></p>	<ul style="list-style-type: none"> <li>• The council has corporate parenting duties to young people leaving care.</li> <li>• Due to higher or lower representation in the Housing Needs Register population, some groups will be more / less commonly affected by both the risk of homelessness and/or higher levels of housing need, and the outcomes of the strategy. People aged 35-64 are generally more likely to have registered a housing need.</li> </ul> <p>Positive impact expected as a result of the strategy, with a focus on:</p> <ul style="list-style-type: none"> <li>• Delivering earlier intervention and homelessness prevention with partner agencies.</li> <li>• Improving provision of advice and information to help residents prevent homelessness.</li> <li>• Improved use of data to understand how homelessness is affecting particular groups, including care leavers.</li> <li>• Delivering new council housing and working to provide a range of suitable accommodation for different needs, including care leavers, veterans, and those leaving hospital.</li> <li>• Working in partnership to provide support to people who are, or may be at risk of becoming homeless and those who have been homeless and need support to prevent them becoming homeless.</li> <li>• Providing appropriate housing-related support and personal support to prevent or reduce homelessness, including for rough sleepers and those who are at particular risk such as care leavers, veterans, and people leaving hospital.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Disability</b></p>	<ul style="list-style-type: none"> <li>• People who are disabled often require accessible housing and, in some cases, additional support.</li> <li>• Due to higher representation in the Housing Needs Register population, those who are disabled are likely to be more commonly affected by both the risk of homelessness and/or higher levels of housing need, and the outcomes of the strategy.</li> <li>• As the number of older people increases there could be increasing age related disability in the population as a whole in the future.</li> </ul> <p>Positive impact expected as a result of the strategy, with a focus on:</p> <ul style="list-style-type: none"> <li>• Delivering earlier intervention and homelessness prevention with partner agencies.</li> <li>• Improving provision of advice and information to help residents prevent homelessness.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>Improved use of data to understand how homelessness is affecting particular groups, including those with mental ill health, those with disabilities, and those leaving hospital.</li> <li>Delivering new council housing and working to provide a range of suitable accommodation for different needs, including people with social care support needs.</li> <li>Seeking funding to meet diverse housing needs within the borough.</li> <li>Working in partnership to provide support to people who are, or may be at risk of becoming homeless and those who have been homeless and need support to prevent them becoming homeless.</li> <li>Providing appropriate housing-related support and personal support to prevent or reduce homelessness, including for rough sleepers and those who are at particular risk such as people with mental ill health, and people leaving hospital.</li> </ul>				
<b>Gender reassignment</b>	<p>No impact identified as information not captured.</p> <p>We may reasonably expect a positive impact on this group in line with the overall positive impact on all protected characteristics.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Marriage and Civil Partnership</b>	<p>No impact identified as information not captured as the protected characteristic is only relevant regarding employment matters; however, we may reasonably expect a positive impact on this group in line with the overall positive impact on all protected characteristics.</p> <p>We may reasonably expect single people to be more likely to live in a House of Multiple Occupancy in the private rented sector than those who are married.</p> <p>Positive impact expected due to priorities within the private rented sector theme, including improving renting conditions.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pregnancy and Maternity</b>	<p>No impact identified as information not captured, however affected individuals may be more likely to require family-sized / larger homes rather than single bedroom homes.</p> <p>We may reasonably expect a positive impact on this group in line with the overall positive impact on all protected characteristics.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>Race/ Ethnicity</b></p>	<ul style="list-style-type: none"> <li>• Overall, the Census shows that Barnet is becoming more diverse.</li> <li>• Due to higher representation in the Housing Needs Register population, those from a Black or Black British background will be more commonly affected by both the risk of homelessness and/or higher levels of housing need, and the outcomes of the strategy.</li> </ul> <p>Positive impact expected as a result of the strategy, with a focus on:</p> <ul style="list-style-type: none"> <li>• Delivering earlier intervention and homelessness prevention with partner agencies.</li> <li>• Improving provision of advice and information to help residents prevent homelessness.</li> <li>• Improved use of data to understand how homelessness is affecting particular groups, including groups disproportionately affected such as those from ethnic minority backgrounds.</li> <li>• Delivering new council housing and working to provide a range of suitable accommodation for different needs.</li> <li>• Working in partnership to provide support to people who are, or may be at risk of becoming homeless and those who have been homeless and need support to prevent them becoming homeless.</li> <li>• Providing appropriate housing-related support and personal support to prevent or reduce homelessness.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Religion or belief</b></p>	<ul style="list-style-type: none"> <li>• The Housing Needs Register population tends to see larger family sizes for those from a Muslim background, resulting in more need for larger properties.</li> </ul> <p>Positive impact expected as a result of the strategy, with a focus on:</p> <ul style="list-style-type: none"> <li>• Delivering earlier intervention and homelessness prevention with partner agencies.</li> <li>• Improving provision of advice and information to help residents prevent homelessness.</li> <li>• Improved use of data to understand how homelessness is affecting particular groups.</li> <li>• Delivering new council housing, including larger properties, and working to provide a range of suitable accommodation for different needs.</li> <li>• Working in partnership to provide support to people who are, or may be at risk of becoming homeless and those who have been homeless and need support to prevent them becoming homeless.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• Providing appropriate housing-related support and personal support to prevent or reduce homelessness.</li> </ul>				
<b>Sex</b>	<ul style="list-style-type: none"> <li>• Women are more likely to be affected by homelessness as the survivors of domestic abuse.</li> <li>• Women also tend to have higher housing needs due to circumstances including higher likelihood of being in a single parent household.</li> </ul> <p>Positive impact expected as a result of the strategy, with a focus on:</p> <ul style="list-style-type: none"> <li>• Delivering earlier intervention and homelessness prevention with partner agencies.</li> <li>• Improving provision of advice and information to help residents prevent homelessness.</li> <li>• Improved use of data to understand how homelessness is affecting particular groups.</li> <li>• Delivering new council housing and working to provide a range of suitable accommodation for different needs, including survivors of domestic abuse.</li> <li>• Working in partnership to provide support to people who are, or may be at risk of becoming homeless and those who have been homeless and need support to prevent them becoming homeless.</li> <li>• Providing appropriate housing-related support and personal support to prevent or reduce homelessness, including for rough sleepers and those who are at particular risk such as survivors of domestic abuse.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sexual Orientation</b>	<ul style="list-style-type: none"> <li>• No particular housing impact anticipated, however we may reasonably expect a general positive impact on this group in line with the overall positive impact on all protected characteristics.</li> </ul> <p>Positive impact expected as a result of the strategy, with a focus on:</p> <ul style="list-style-type: none"> <li>• Delivering earlier intervention and homelessness prevention with partner agencies.</li> <li>• Improving provision of advice and information to help residents prevent homelessness.</li> <li>• Improved use of data to understand how homelessness is affecting particular groups.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• Delivering new council housing and working to provide a range of suitable accommodation for different needs.</li> <li>• Working in partnership to provide support to people who are, or may be at risk of becoming homeless and those who have been homeless and need support to prevent them becoming homeless.</li> <li>• Providing appropriate housing-related support and personal support to prevent or reduce homelessness.</li> </ul>				
--	---	--	--	--	--

<b>5. Other key groups</b> Are there any other vulnerable groups that might be affected by the proposal? <i>These could include carers, people in receipt of care, lone parents, people with low incomes or unemployed</i>	Positive impact	Negative impact		No impact
		Minor	Major	



<p><b>Key groups</b></p>	<p>Families and lone parents, people with a low income, people not in employment, education, or training, carers.</p> <ul style="list-style-type: none"> <li>• All of these groups may come into contact with housing and homelessness services in Barnet.</li> <li>• Due to higher or lower representation in the Housing Needs Register population, some groups will be more / less commonly affected by both the risk of homelessness and/or higher levels of housing need, and the outcomes of the strategy.</li> <li>• Affordability challenges, with average property prices 15 times the average income, and median monthly rents £1,365; compared to Outer London's median of £1,300</li> <li>• In 2022, Barnet's unemployment rate was 5.3%; unemployment can increase the risk of homelessness.</li> <li>• Young people who are not in employment, education, or training are at more risk of becoming homeless.</li> </ul> <p>Positive impact expected as a result of the strategy, with a focus on:</p> <ul style="list-style-type: none"> <li>• Delivering earlier intervention and homelessness prevention with partner agencies.</li> <li>• Improving provision of advice and information to help residents prevent homelessness.</li> <li>• Improved use of data to understand how homelessness is affecting particular groups.</li> <li>• Delivering new council housing and working to provide a range of suitable accommodation for different needs.</li> <li>• Working in partnership to provide support to people who are, or may be at risk of becoming homeless and those who have been homeless and need support to prevent them becoming homeless.</li> <li>• Providing appropriate housing-related support and personal support to prevent or reduce homelessness.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	---	-------------------------------------	--------------------------	--------------------------	--------------------------

## 6. Cumulative impact<sup>19</sup>

Considering what else is happening within the council and Barnet could your proposal contribute to a cumulative impact on groups with protected characteristics?

Yes
  No

If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below

**7. Actions to mitigate or remove negative impact**

Only complete this section if your proposals may have a negative impact on groups with protected characteristics. These need to be included in the relevant service plan for mainstreaming and performance management purposes.

Group affected	Potential negative impact	Mitigation measures <sup>20</sup> <i>If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.</i>	Monitoring <sup>21</sup> <i>How will you assess whether these measures are successfully mitigating the impact?</i>	Deadline date	Lead Officer

## 8. Outcome of the Equalities Impact Assessment (EqIA)<sup>22</sup>

Please select one of the following four outcomes

**Proceed with no changes**

The EqIA has not identified any potential for a disproportionate impact and all opportunities to advance equality of opportunity are being addressed

**Proceed with adjustments**

Adjustments are required to remove/mitigate negative impacts identified by the assessment

**Negative impact but proceed anyway**

This EqIA has identified negative impacts that are not possible to mitigate. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below

**Do not proceed**

This EqIA has identified negative impacts that cannot be mitigated and it is not possible to continue. Outline the reasons for this and the information used to reach this decision in the space below

**Reasons for decision**

The Homelessness and Rough Sleeping Strategy has been revised to address the challenges and opportunities identified in the review of the current context and performance. It focuses on three main themes and is principally supported by the Housing Strategy:

- Prevent homelessness.
- Ensure a sufficient supply of accommodation (also supported by the Housing Strategy).
- Provide support for people who are or have been homeless.

Consideration has been given to the overall profile of residents in the borough; those who are registered on the Housing Needs Register are also expected to be significantly affected, and the profile of this group is included for comparison purposes.

**The overall impact of the Homelessness and Rough Sleeping Strategy on the protected groups under the Equality Act 2010 is expected to be positive.** This is based on the evidence above and the supporting evidence base for the strategy.

There are a number of significant challenges relating to housing and homelessness in Barnet, some of which disproportionately affect the protected groups due to their tendency to be homeless or at risk of homelessness. The strategy is expected to improve this, which gives it a positive impact as a result. The overall impact is expected to be minimal as the strategy will benefit all residents, rather than being targeted at the protected groups unless otherwise stated.

## Sign-off

### 9. Sign off and approval by Head of Service / Strategic lead<sup>23</sup>

Name Susan Curran	Job title Head of Housing and Regeneration
<input checked="" type="checkbox"/> Tick this box to indicate that you have approved this EqIA	Date of approval: 03/07/23
<input type="checkbox"/> Tick this box to indicate if EqIA has been published Date EqIA was published: ..... Embed link to published EqIA:	Date of next review:

## Footnotes: guidance for completing the EqIA template

---

<sup>1</sup> The following principles explain what we must do to fulfil our duties under the Equality Act when considering any new policy or change to services. They must all be met or the EqIA (and any decision based on it) may be open to challenge:

- **Knowledge:** everyone working for the council must be aware of our equality duties and apply them appropriately
- **Timeliness:** the duty applies at the time of considering proposals and before a final decision is taken
- **Real Consideration:** the duty must be an integral and rigorous part of your decision-making and must influence the process.
- **Sufficient Information:** you must assess what information you have and what is needed to give proper consideration.
- **No delegation:** the council is responsible for ensuring that anyone who provides services on our behalf complies with the equality duty.
- **Review:** the equality duty is a continuing duty – it continues after proposals are implemented/reviewed.
- **Proper Record Keeping:** we must keep records of the process and the impacts identified.

### <sup>2</sup> Our duties under the Equality Act 2010

The council has a legal duty under this Act to show that we have identified and considered the impact and potential impact of our activities on all people with ‘protected characteristics’ (see end notes 9-19 for details of the nine protected characteristics). This applies to policies, services (including commissioned services), and our employees.

We use this template to do this and evidence our consideration. You must give ‘due regard’ (pay conscious attention) to the need to:

- **Avoid, reduce or minimise negative impact:** if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately.
- **Promote equality of opportunity:** by
  - Removing or minimising disadvantages suffered by people with a protected characteristic
  - Taking steps to meet the needs of these groups
  - Encouraging people with protected characteristics to participate in public life or any other activity where participation is disproportionately low
  - Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- **Foster good relations between people who share a protected characteristic and those who don’t:** e.g. by promoting understanding.

### <sup>3</sup> EqIAs should always be proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The size of the likely impact – e.g. the numbers of people affected and their vulnerability

The greater the potential adverse impact of the proposal on a protected group (e.g. disabled people) and the more vulnerable the group is, the more thorough and demanding the process required by the Act will be. Unless they contain sensitive data – EqIAs are public documents. They are published with Cabinet papers, Panel papers and public consultations. They are available on request.

### <sup>4</sup> When to complete an EqIA:

- When developing a new policy, strategy, or service
- When reviewing an existing service, policy or strategy

- 
- When making changes that will affect front-line services
  - When amending budgets which may affect front-line services
  - When changing the way services are funded and this may impact the quality of the service and who can access it
  - When making a decision that could have a different impact on different groups of people
  - When making staff redundant or changing their roles

Wherever possible, build the EqIA into your usual planning and review processes.

**Also consider:**

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people who will be affected?

If there are potential impacts on people but you decide not to complete an EqIA you should document your reasons why.

<sup>5</sup> **Title of EqIA:** This should clearly explain what service / policy / strategy / change you are assessing.

<sup>6</sup> **Data & Information:** Your EqIA needs to be informed by data. You should consider the following:

- What data is relevant to the impact on protected groups is available? (is there an existing EqIA?, local service data, national data, community data, similar proposal in another local authority).
- What further evidence is needed and how can you get it? (e.g. further research or engagement with the affected groups).
- What do you know from service/local data about needs, access and outcomes? Focus on each characteristic in turn.
- What might any local demographic changes or trends mean for the service or function? Also consider national data if appropriate.
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any group(s)?
- Is the service having a positive or negative effect on particular people or groups in the community?

<sup>7</sup> **What have people told you about the service, function, area?**

- Use service user feedback, complaints, audits
- Conduct specific consultation or engagement and use the results
- Are there patterns or differences in what people from different groups tell you?
- Remember, you must consult appropriately and in an inclusive way with those likely to be affected to fulfil the equality duty.
- You can read LBB [Consultation and Engagement toolkit](#) for full advice or contact the Consultation and Research Manager, [rosie.evangelou@barnet.gov.uk](mailto:rosie.evangelou@barnet.gov.uk) for further advice

<sup>8</sup> **Age:** People of all ages, but consider in particular children and young people, older people and carers, looked after children and young people leaving care. Also consider working age people.

<sup>9</sup> **Disability:** When looking at disability, consideration should be given to people with different types of impairments: physical (including mobility), learning, aural or sensory (including hearing and vision impairment), visible and non-visible impairment. Consideration should also be given to: people with HIV, people with mental health needs and people with drug and alcohol problems. People with conditions such as diabetes and cancer and some other health conditions also have protection under the Equality Act 2010.

---

<sup>10</sup> **Gender Reassignment:** In the Act, a transgender person is someone who proposes to, starts or has completed a process to change their gender. A person does not need to be under medical supervision to be protected. Consider transgender people, transsexual people and transvestites.

<sup>11</sup> **Marriage and Civil Partnership:** consider married people and civil partners.

<sup>12</sup> **Pregnancy and Maternity:** When looking at pregnancy and maternity, give consideration to pregnant women, breastfeeding mothers, part-time workers, women with caring responsibilities, women who are lone parents and parents on low incomes, women on maternity leave and 'keeping in touch' days.

<sup>13</sup> **Race/Ethnicity:** Apart from the common ethnic groups, consideration should also be given to Traveller communities, people of other nationalities outside Britain who reside here, refugees and asylum seekers and speakers of other languages.

<sup>14</sup> **Religion and Belief:** Religion includes any religion with a clear structure and belief system. As a minimum you should consider the most common religious groups (Christian, Muslim, Hindu, Jews, Sikh, Buddhist) and people with no religion or philosophical beliefs.

<sup>15</sup> **Sex/Gender:** Consider girls and women, boys and men, married people, civil partners, part-time workers, carers (both of children with disabilities and older cares), parents (mothers and fathers), in particular lone parents and parents on low incomes.

<sup>16</sup> **Sexual Orientation:** The Act protects bisexual, heterosexual, gay and lesbian people.

<sup>17</sup> **Other relevant groups:** You should consider the impact on our service users in other related areas.

<sup>18</sup> **Impact:** Your EqlA must consider fully and properly actual and potential impacts against each protected characteristic:

- The equality duty does not stop changes, but means we must fully consider and address the anticipated impacts on people.
- Be accurate and transparent, but also realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific where you can so decision-makers have a concrete sense of potential effects.
- Questions to ask when assessing whether and how the proposals impact on service users, staff and the wider community:
  - Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent?
  - Is there evidence of higher/lower uptake of a service among different groups? Which, and to what extent?
  - Does the project relate to an area with known inequalities (where national evidence or previous research is available)?
  - If there are likely to be different impacts on different groups, is that consistent with the overall objective?
  - If there is negative differential impact, how can you minimise that while taking into account your overall aims?
- Do the effects amount to unlawful discrimination? If so the plan **must** be modified.
- Does it relate to an area where equality objectives have been set by LBB in our [Barnet 2024 Plan](#) and our [Strategic Equality Objective](#)?

<sup>19</sup> **Cumulative Impact**

You will need to look at whether a single decision or series of decisions might have a greater negative impact on a specific group and at ways in which negative impacts across the council might be minimised or avoided.

<sup>20</sup> **Mitigating actions**

- 
- Consider mitigating actions that specifically address the impacts you've identified and show how they will remove, reduce or avoid any negative impacts
  - Explain clearly what any mitigating measures are, and the extent to which you think they will reduce or remove the adverse effect
  - Will you need to communicate or provide services in different ways for different groups in order to create a 'level playing field'?
  - State how you can maximise any positive impacts or advance equality of opportunity.
  - If you do not have sufficient equality information, state how you can fill the gaps.

<sup>21</sup> **Monitoring:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further monitoring, equality assessment, and consultation are needed.

<sup>22</sup> **Outcome:**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Also explain what positive impacts will result from the actions and how you can make the most of these.
- Make it clear if a change is needed to the proposal itself. Is further engagement, research or monitoring needed?
- Make it clear if, as a result of the analysis, the policy/proposal should be stopped.

<sup>23</sup> **Sign off:** You will need to ensure the EqIA is signed off by your Head of Service, agree whether the EqIA will be published, and agree when the next review date for the EqIA will be.