

## **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 EqlAs 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>	The Culture Strategy			
Name and job title of completing officer	Scott Milne – Strategy Officer			
Head of service area responsible	Hal Khanom			
Equalities Champion supporting the EqIA	Rosie Evangelou			
Performance Management rep	N/A			
HR rep (for employment related issues)	N/A			
Representative (s) from external stakeholders				

2. Description of proposal				
Is this a: (Please tick all that apply)				
New strategy				
Budget Saving	Other			
If budget saving please specify value below:	If other please specify below:			
Barnet's five-year culture strategy is dedicated to celebrating, supporting, and enhancing our borough's creative and cultural sector. Developed in collaboration with our local community, this strategy seeks to build on the cultural assets, opportunities and activities in the borough. It will create a step change in what is offered, strengthening the borough's identity as a cultural destination. Our aim is to further develop Barnet as a place with a diverse, accessible, and enriching cultural offer for residents and visitors to enjoy for many years to come.				
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The strategy has six key priorities:

Involvement	Increasing participation in Barnet's cultural sector			
Infrastructure	Developing placemaking and supporting Barnet's cultural infrastructure			
Interconnection	Promoting culture as a connector of people and places			
Identity	Accelerating Barnet's identity as a cultural destination			
Inspiration	Stimulating cultural education and engagement with young people			
Influence	Harnessing the power of culture to enrich other services and industries			

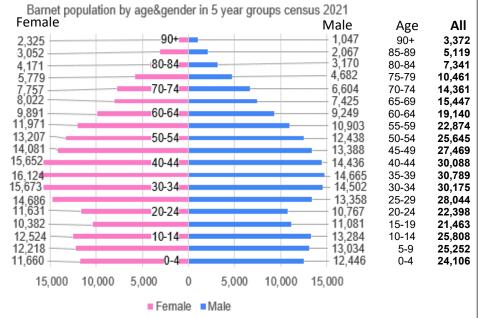
This strategy will empower local creatives and grow an environment where they can thrive. We want to embed creativity into our public spaces, helping to shape an ambitious cultural identity for our borough that will make it not just a great place to live, but a destination.

It's important in the context of this document to understand that a detailed action plan will follow the publication of this strategy – a separate EqIA will be completed for that.

This strategy has been co-produced at every step of its development by a steering group that features members of Barnet's local community. They played an important role in shaping the priorities in this strategy. The survey also played an important role in either challenging or supporting the points made by the steering group. We will produce a separate EqIA for the specific action plan that accompanies this strategy.

3. Supporting evidence	
What existing data informs your assessment of the impact of the proposal on protected Identify the main sources of evidence, both quantitative and qualitative, that supports you	•
What does the data tell you <sup>6</sup> ?	What do people tell you <sup>7</sup> ?
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Identify the m	ain sources of evidence, both quantitative and qualitative, that supports you	ır analysis		
Protected group	What does the data tell you <sup>6</sup> ?  Provide a summary of any relevant demographic data about the borough's population using the Barnet Ward Profile   Barnet Open Data. ). However, where possible you should provide more specific data about the demographics of service users /residents who may be impacted by the change. If the change impacts on staff provide data about the council's workforce	What do people tell Provide a summary engagement include with stakeholders, recorrespondence etc.	of relevant con ing surveys and newspaper artic	other research
	Data source: ONS mid-year estimates of the population or Census Maps 2021 ONS 30-44 year groups are the largest cohorts for both female and male residents. For children, whilst the 15-29 cohort is the smallest, the youngest three cohorts are successively smaller, with there being over 1,000 less 0-4 years than 5-9	Age of respondents of priorities.  The age distribution of strategy survey is as f	of respondents to	
Age <sup>8</sup>	years	16-17 18-24 25-34 35-44 45-54 55-64 65-74 75+ Prefer not to say  Below is the table illudifferent age groups to persons:	•	
		Answer Choice	s Re	esponses



### Implications for our strategy

It is clear from the makeup of the age demographics in Barnet that while we have 30-44 make up the largest age cohort in the borough. We have a significant young population and population over 60 years old. This clearly means that in the strategy we need to ensure that we cater for all ages. Ensuring that we don't exclude individuals from being able to engage with culture in Barent because of their age. The strategy does have priorities in it that will ensure everyone is included. For example we have an objective that looks to hold more intergenerational events, bringing together all ages.

14 years old or	_	
younger	50.20%	248
15-16 years old	21.26%	105
17-19 years old	8.91%	44
20-24 years old	0.40%	2
25-34 years old	4.05%	20
35-44 years old	3.44%	17
45-54 years old	3.64%	18
55-64 years old	4.25%	21
65-74 years old	0.61%	3
75 years or older	0.40%	2
Prefer not to say	2.83%	14

Both tables complement each other, demonstrating a comprehensive range of responses across all age groups.

Our external steering group also exhibits diverse group representation.

To address the lack of representation of individuals under 25 on the steering group, we have included two representatives from Middlesex University, one from Barnet and Southgate College, and an individual who is part of Barnet & Culture for Youth.

# What were the key differences in results among respondents of different ages?

The data indicates that younger individuals were more likely to agree that they have enough arts and culture-based activities to engage in within Barnet, with our young persons survey finding that roughly 46% of respondents agreed. Alternatively, only 17% of over 65s agreed they had enough opportunities to take part in arts and culture based activities (compared to 25% as an average score for the survey). For 45-64 year olds that percentage to the same question was 21% and 29% for 25-44 year olds. What was clear across the data was all ages want more cultural activities.

		Respondents to our young person survey were more likely to say they agree that they have enough information about things to do in Barnet (56%) compared to all other age groups where there was a clear drop off in their agreement to the same point, for those aged 65+ 28% agreed, for 45-64 25% agreed, and for 25-44 33% agreed.
		Respondents to our young persons survey were more likely to say they did not know a lot about the borough's history and heritage compared to other age groups (15% agreed they did know enough). compared to those aged 65+ (47%),45-64 (39%), and 25-44 (29.21%). This shows there was a significant difference between the knowledge of Barnet's history and heritage between the youngest respondents compared to the oldest.
	Census Maps Census 2021 – Health - Disability, ONS (age-standardised) 14.2% of people in Barnet are disabled under the equality act: of which 6.4% day-to-day activities limited a lot (2 <sup>nd</sup> lowest quintile) of which 7.8% day-to-day activities limited a little (lowest quintile)	Consultation and engagement respondent levels related to this protected characteristic  11.52% of respondents to our Adult Culture Strategy Survey identified as having a disability. With 8.25% individuals (not included in that figure) preferring not to say.
Disability <sup>9</sup>	The data illustrates the need for us to ensure that we make culture in Barnet accessible to all individuals. We have identified priorities and objectives that look to meet the needs of individuals with a disability. For example, one objective clearly states that cultural venues are accessible to all, and another objective states that we need to make cultural activities accessible to all.	To ensure we heard from individuals with a disability, our external steering group had representation. With 18.75% of members identified as having a disability. With an additional member preferring not to say (not included in the figure).  We also collaborated with our Equality, Diversity and
		Inclusion team through an internal workshop. They provided valuable input and ideas on incorporating disability needs into the strategy.  What the findings told us:
		Individuals with a disability were slightly less likely to agree that the borough is inclusive and celebrates diversity (43% of

		individual with a disability agreed that it was, compared to the average score of 51%)  The consultation and engagement did not show any other significant differences based on disability.
Gender reassignment <sup>10</sup>	Gender identity - Census Maps, ONS 0.82% of people aged 16 years and over in Barnet have a gender identity different from their sex registered at birth. Highest in North Finchley (2.16%), Brent Cross & Staples Corner (1.76%) & Mill Hill Broadway (1.41) all in 2 <sup>nd</sup> highest quintile. Lowest in Totteridge and Barnet Gate (0.25%), West Finchley (0.31%), Hampstead Garden Suburb (0.35), Oakleigh Park (0.38) Oak Hill(0.38%), Mill Hill East (0.39%) – all in the The implications for our strategy  Unlikely to have an adverse disproportionate effect.	Consultation and engagement respondent levels related to this protected characteristic  We received 0.97% of responses to our Culture Strategy Adult Survey from individuals who have a gender identity different from their sex registered at birth. With 9.51% preferring not to say.  What the findings told us  Individuals who have a different gender identity to their sex at registered birth were more likely to agree that they have enough opportunities to enjoy arts cultural activities in the borough (40% agreed compared to the average of 25%).  Individuals who have a different gender identity to their sex at registered birth were more likely to agree that they have enough information about things to do in the borough 40% agreed compared to the average of 29%.  Individuals who have a different gender identity to their sex at registered birth were slightly more likely to agree that Barnet is an inclusive borough that celebrates diversity (60% agreed compared to the average of 51%).
		Consultation and engagement respondent levels related to this protected characteristic
Sexual Orientation		In terms of sexual orientation, this is the breakdown with regard to the responses we received:

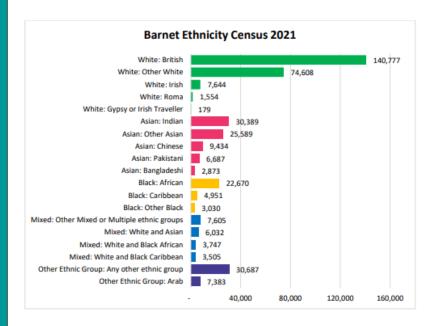
	Sexual orientation	All-Barnet	Highest MSOA	Lowest MSOA	Straight or Heterosexual – 76.12% - 392 Gay or Lesbian – 3.69% - 19 Bisexual – 3.69% - 19 Prefer not to say – 15.53% - 80 Other - 0.97% - 5
	Straight or Heterosexual	87.27% (middle quintile)	Totteridge&BG (90.81%) Mill Hill Oak (89.98% EdgwarePark(89.90%		What our findings told us  Individuals who identified as being gay or lesbian were significantly less likely to agree that they have enough
	Lesbian, Gay, Bisexual, or Other (LGB+)	2.79% (2 <sup>nd</sup> lowest quintile)	East Finchley (5.18% Golders G South (4.75%) Colindale W&S (4.59% Childs Hill (4.59%	I I	opportunities to enjoy arts and culture in Barnet, with 5% agreeing compared to an average of 24.56%. Individuals who identified as other were more likely to agree that they have enough opportunities to enjoy arts and culture in Barnet (40%), as was the case with individuals who identify as Bisexual.
	Not answered	quintile) (13.17%) Totteridge&BG(7.76% significantly less information about		Individuals who identified as being gay or lesbian were significantly less likely to agree that they have enough information about things to do in Barnet, with 5% agreeing compared to an average of 29%.	
	events and fest	that we nee tivals. This	d to celebrate and pr includes promoting	romote inclusive cultura festivals that celebrate s as part of the strategy	lot about the history and heritage of Barnet compared to the
Marriage and Civil Partnership <sup>11</sup>	47.2% of peop	le aged 16	ensus Maps, ONS years and over in Ba p, 52.8% have anoth	We did not obtain this data.	

	Unlikely to have an adverse disproportionate effect.	
	Conception and fertility rates - Office for National Statistics (ons.gov.uk)	Consultation and engagement respondent levels related to this protected characteristic
	Unlikely to have an adverse disproportionate effect. We need to ensure the strategy ensures everyone can access culture.	Are you pregnant?  I am pregnant – 1.03% - 4  Prefer not to say – 6.94% - 27  No – 92.03% - 358
		Are you on maternity leave?
		Yes - 3.08% - 11 Prefer not to say - 7.84% - 28 No - 89.08% - 318
Pregnancy and		What our findings told us:
Maternity <sup>12</sup>		Individuals on maternity leave, are more likely to agree (45% agreed) they have enough opportunities to enjoy arts and culture in Barnet compared to the average across all respondents (25% agreed average)
		Individuals who were pregnant at the time of responding to the survey were more likely to agree that they have enough information about things to do in Barnet (50% agreed) compared to the average across all respondents (28%).
		Individuals who were pregnant at the time of responding to the survey were less likely to agree that Barnet is an inclusive borough that celebrates diversity (25% agreed) compared to the average across all respondents (51%).
Race/ Ethnicity <sup>13</sup>	Ethnic group - Census Maps, ONS	The breakdown of the ethnicity data for our Culture Strategy Adult Survey was:
Ethilicity		Asian background – 10.65%

Barnet's population comprised of 57.7% from a white background, 19.3% from an Asian background, 7.9% from a black background, 5.4% from a mixed background and 9.8% from other ethnic groups in the 2021 Census.

Those that reside in Barnet and identified as white British made up 36.2% of the population and reduced by 21,340 vs the 2011 Census (45.5%).

Those that identified as "Other ethnic group: Any other ethnic group" increased by 153.5% from 2011 (12,105 (2011) vs 30,687 (2021).



We have specific aspects of this strategy that look to ensure all ethnic groups are able to take part in Barnet's cultural environment. We also have specific objectives that look to celebrate diversity and showcase the diverse backgrounds that reside in Barnet.

Black background – 3.88% Mixed background – 4.65% White background – 70.34%

Other -4.26%Prefer not to say -6.20%

The breakdown of the ethnicity representation data from our Culture Strategy Young Persons Survey was:

Asian background – 14.56% Black background – 6.58% Mixed background – 9.98% White background – 31.42% Other background – 29.30% Prefer not to say – 7.86%

The breakdown of the ethnicity representation data from our Culture Strategy External Steering Group:

Asian background – 12.5% Black background – 12.5% Mixed background – 6.25% White background -56.25% Prefer not to say – 6.25%

### What our findings tell us

### **Adults Survey**

Individuals who identified as being from a black background were less likely to agree that they have enough opportunities to enjoy arts and culture in Barnet (15%) then the average score (25%).

Individuals who identified as being from a black background were significantly less likely to agree that they have enough information about things to do in Barnet (5%) then the average score across all races (29%).

Individuals who identified as being from a black background (15%) and an Asian background (22%) were significantly less likely to agree that they know a lot about the history and

					heritage in Barnet then the average score across all races (36%%).
	Race/ Ethnicity	All-Barnet	Highest MSOA	Lowest MSOA	Individuals who identified as being from a black background (30%) and an Asian background (38%) were significantly
	Asian, Asian British	19.3% (middle quintile)	Colindale East (30.0%)	Hampstead GS (11.2%) Hadley Wood (11.2%) High B& Hadley (11.6%)	less likely to agree that Barnet is an inclusive borough that celebrates diversity then the average score across all races (51%%).
	Black, Black British, Caribbean or African	7.9% (middle quintile)	Burnt Oak& WP(16.2%	Hampstead GS (2.5%) Golders G North (2.9%) Golders G South (3.5%)	
	Mixed or Multiple ethnic groups	5.4% (2 <sup>nd</sup> highest quintile)		Golders G North (2.5%) Hendon Park (3.0%) Edgware Park (3.6%)	
	White	57.7% (2 <sup>nd</sup> lowest quintile)	Hadley Wood (70.3%)	Colindale W&S (36.1%) Grahame Park (36.3%) Colindale East (39.8%)	
	Other ethnic group	9.8% (highest quintile)	Brent Cross&SC (15.7%	High B& Hadley (4.6%) Handley Wood (5.2%) Ducks Is.&Un (6.1%)	
	Religion - Census Ma	aps, ONS			The breakdown of religion or belief representation data for our Culture Strategy Adult Survey was:
	Faith	All-Barnet	Highest MSOA	Lowest MSOA	Buddhist – 0.58% - 3
Religion or	No religion	20.2% (lowest quintile)	East Finchley (36.2%) High B& Hadley (32.6%) Hadley Wood (32.5%)		Christian – 23.94% - 124 Hindu – 3.67% - 19 Jewish – 14.86% - 77
belief <sup>14</sup>	Christian	36.6% (lowest quintile)		Golders G North(14.7%) Hampstead GS (19.6%) Edgware Park (21.9%)	Muslim – 4.05% - 21 Sikh – 0.39% - 2 No religion – 36.68% - 190 Prefer not to say – 12.93% - 67 Other – 2.90% - 15
					What our findings told us

	Buddhist	1.1% (middle quintile)	Burnt Oak& WP (2.6%) West Finchley (2.2%) Golders G South (1.8%)	Hendon Park (0.5%)	Individuals who identified as being Buddhist or Sikh and answered our survey did not agree that they had enough information about things to do in Barnet, or know a lot about
	Hindu	5.7% (2 <sup>nd</sup> lowest quintile)		Golders G North (2.9%) Hampstead GS (2.9%) Childs Hill (3.1%)	the history or heritage of Barnet, or think that Barnet was an inclusive borough that celebrates diversity, both religions had 0% of respondents agree with those statements It must be noted that we only had 5 respondents who identified as being
	Jewish	14.5% (2 <sup>nd</sup> after Hertsmere)	2 <sup>nd</sup> after Broughton Park	Burnt Oak& WP (0.9%) Colindale W&S (1.0%) Grahame Park (1.4%)	from one of these religious groups.  The results also show that individuals who identified as being of Muslim faith were less likely to agree that they know a lot
	Muslim	12.2% (2 <sup>nd</sup> lowest quintile)	Grahame Park (26.8%)	Handley Wood (5.5%) High B& Hadley (5.6%) Golders G North(5.9%)	about the boroughs history and heritage (14%) compared to the average score for this question (36%).  Generally individuals who identified as being from a
	Sikh	0.4% (lowest quintile)		Edgware Crl. (0.1%) Brent Cross&SC (0.1%) Temple Fortune (0.1%) Ducks Is.&Un (0.1%)	Christian (54%), Hindu (58%), Jewish (57%), Muslim (43%), Other (40%) and non-religious background(55%) were not significantly different in whether they would accept that Barnet is an inclusive borough that celebrates diversity when compared to the average score received (51%).
	Other religion	1.3% (middle quintile)	West Finchley (3.2%) Edgware Park (2.9%) North Finchley (2.6%) Woodside Park (2.6%)	Hendon Park (0.6%) Golders G North (0.6%)	
	Implications for or	ır strategy			
		access to cu	gions are recognised lture and specific cult hs are available.		
Sex <sup>15</sup>	Sex	All-Barnet	Highest MSOA	Lowest MSOA	The breakdown of gender representation from the individuals who responded to our Culture Strategy Adult Survey:
- Jex	Sex	All-Daillet	Highest IVISOA	LOWEST IVISOA	Female – 69.50% - 360 Male – 22.97% - 119

	Female		Hampstead GS (53.1%)	Golders G North (49.7% Colindale W&S (50.1%) Hendon Park (50.5%) N. Hendon& SH (50.5%)	Own term $-0.39\%$ - 2
	Male		Colindale W&S (49.9%	Temple Fortune (46.8%) Hampstead GS (46.9%) Oakleigh Park (47.5%)	What our findings told us  The consultation data does not show any significant findings based on Gender.
	Implications for o	e disproportion	nate effect.		
			age - Census Maps, ON		We did not collect these findings.
	Proficiency in English Language	All-Barnet	Highest MSOA	Lowest MSOA	
	Main languag is English	e 77.1% (2 <sup>nd</sup> lowest quintile)			
Other relevant groups <sup>16</sup>	Main languag is English – can speak English well o very well	(highest quintile)			
	Main languag is English – cannot speak English or cannot speak English well	(2 <sup>nd</sup> highest quintile)	Colindale East (7.8%) West Hendon (7.0%) Brent Cross&SC(6.9%)		

#### 4. Assessing impact What does the evidence tell you about the impact your proposal may have on groups with protected characteristics <sup>17</sup>? For **each** protected characteristic, explain in detail what the evidence is **Negative Protected** Positive impact suggesting and the impact of your proposal (if any). Is there an impact on service impact characteristic impact deliver? Is there an impact on customer satisfaction? Click the appropriate box on the right to indicate the outcome of your analysis. Minor Major We anticipate only positive impacts as a result of this strategy. It's a strategy that targets all ages and looks to promote the cultural landscape in Barnet for all. We have a specific section dedicated to young people, to ensure their needs are being met. This was identified by our external steering group as being essential. We think this strategy will bring about more opportunities for young people to engage with cultural activities in Barnet and give them more opportunities to lead cultural sessions., This will allow them to $\boxtimes$ П Age they will learn new skills and have more opportunities to have a career path in the cultural sector. This strategy will bring about positive benefits for all ages – We have a specific objective to hold intergenerational events, bringing together different ages. We anticipate only positive impacts as a result of this strategy. We have a specific objective that looks to ensure our cultural activities are accessible to all. $\boxtimes$ П Disability We also want to ensure that individuals with a disability are able to access our cultural venues, but also guarantee that within our cultural building, considerations for the needs of individuals with a disability are met. We anticipate only positive impacts as a result of this strategy. Gender $\boxtimes$ П One of the key aspects of this strategy is shining a spotlight on all communities within reassignment Barnet, through holding festivals and events. We want to make sure everyone feels comfortable and represented in Barnet. We anticipate only positive impacts as a result of this strategy. $\boxtimes$ **Marriage and Civil** $\boxtimes$ П **Partnership** We anticipate only positive impacts as a result of this strategy. **Pregnancy and** $\boxtimes$ П $\boxtimes$ **Maternity**

Race/ Ethnicity	We have a specific objective that looks to ensure we put on events and activities that all residents are interested in, with a specific focus on ensuring our diverse communities can find enjoyment within the borough. For example, holding food festivals that showcase an individual's background.  Our priority 3 Interconnection, is about ensuring we bring individuals from different backgrounds together, through cultural activities and education.			
Religion or belief	We anticipate only positive impacts as a result of this strategy.  Our priority 3 Interconnection, is about ensuring we bring individuals from different backgrounds together, through cultural activities and education.  We have specific objectives to bring to conduct more interfaith work and support networks that promote interfaith and community cohesion.	⊠		
Sex	We anticipate only positive impacts as a result of this strategy.  All sexes will benefit from this strategy. Sub-group analysis of consultation data does not indicate an adverse disproportionate effect on respondents based on gender.	$\boxtimes$		
Sexual Orientation	We anticipate only positive impacts as a result of this strategy.  Our priority 3 Interconnection, is about ensuring we bring individuals from different people together, through cultural activities and education.	×		

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

Key groups	We have a specific objective that looks to make sure cultural activities are available for all individuals regardless of your financial income.				
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6. Cumulative impact <sup>18</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						
This is a cross-cutting strategy that also looks to ensure we utilise the power culture has to bring about social, health and economic benefits to wider society. Considering we have objectives that look to promote equity, we would expect protected characteristic groups to benefit from these wider benefits too.						
The strategy has linkage with the sustainability, economic and health teams. This strategy where possible, will look to be implemented into their work going forward.						

## 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>19</sup> If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	Monitoring <sup>20</sup> How will you assess whether these measures are successfully mitigating the impact?	Deadline date	Lead Officer

8. Outcome of the Equalities Impact Assessment (EqIA) <sup>21</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

# Sign-off

9.Sign off and approval by Head of Service / Strategic lead <sup>22</sup>						
Name Job title						
Will Cooper	nd Engagement					
Tick this box to indicate that you have approved this EqIA	Date of approval: 22 March 2024					
Tick this box to indicate if EqIA has been published						
Date EqIA was published:	Date of next review:					
Embed link to published EqIA:						

### 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 <u>not</u> 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 <u>Consultation and Engagement toolkit</u> for full advice or contact the Consultation and Research Manager, <u>rosie.evangelou@barnet.gov.uk</u> for further advise

<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

<sup>&</sup>lt;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.

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> Other relevant groups: You should consider the impact on our service users in other related areas.
- <sup>17</sup> **Impact:** Your EqIA 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 <u>Barnet 2024 Plan</u> and our <u>Strategic Equality Objective?</u>

### 18 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.

### 19 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>20</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>21</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>&</sup>lt;sup>22</sup> **Sign off:** Your 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.