

## 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 EqlA

Title of proposal <sup>5</sup>	Coppetts Road Development Project
Name and job title of completing officer	Susanna Morales, Development Manager / Philip Goldstone, Senior Project Manager, Barnet Homes
Head of service area responsible	Meera Bedi – Head of New Build, The Barnet Group
Equalities Champion supporting the EqlA	
Performance Management rep	
HR rep (for employment related issues)	N/A
Representative (s) from external stakeholders	Deborah Beckford, Senior Community Engagement Officer, Barnet Homes

## 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 type="checkbox"/>
Budget Saving <input checked="" type="checkbox"/>	Other <input checked="" type="checkbox"/>
If budget saving please specify value below: £98,406	If other please specify below: New build social housing project
<p><i>Please outline in no more than 3 paragraphs<sup>6</sup>:</i></p> <ul style="list-style-type: none"> <li><i>The proposal which is being assessed</i></li> </ul> <p>Barnet Homes has identified a potential residential development at Coppetts Road, N10 that will deliver up to 16 new affordable homes at London Affordable Rent. This site is located in an established suburban area, in north of the borough, in the Coppetts Ward and on the boundary with the London Borough of</p>	

Haringey. The site is adjacent to Coppetts Wood Primary School to the east, allotment land to the north, and low-density residential houses and flats, that make up the Coppetts Road Estate.

The site is formed by concrete hard standing, a temporary school car park and an area containing nineteen garages. The concrete hard standing was previously the site of a community centre used by the Somali Bravenese Welfare Association. This use ceased in June 2014 when the centre was razed as a result of an arson attack. A community centre has now been provided elsewhere in the borough.

The proposed development consists of demolishing the garage and utilising the remaining area to provide 16 new homes, over two blocks. Block A consists of two maisonettes for families, each with their own front doors at ground level, and eight additional flats, which are entered into through a shared central core. Block B is a row of six terraced houses for families. These are arranged to be primarily front-facing, towards the central green space. A small private courtyard garden is available to the rear. Each terrace will also have a piece of defensible space to provide a threshold between the public and private space. Two of these family homes will be built to M4(3) standards meaning they fully accommodate wheelchair users. Such homes are much needed in the borough.

The ability to construct new homes will help the Council to mitigate further pressures on the general fund in meeting increasing temporary accommodation costs and to maximise value of existing assets. The ability to construct new homes will also enable those who require housing within the borough to be housed in accommodation which is fit for purpose.

### 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

Protected group	What does the data tell you <sup>7</sup> ? <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>	What do people tell you <sup>8</sup> ? <i>Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc.</i>
Age <sup>9</sup>	Site logistics may affect elderly people and those with reduced mobility.	Residents were invited to comment on how the scheme would affect them. Generally, people are concerned about the disruptive impact on the area.  No individual concerns which cannot be mitigated against were identified.
Disability <sup>10</sup>	Site logistics may affect elderly people and those with reduced mobility.	Residents were invited to comment on how the scheme would affect them. Generally, people are concerned about the disruptive impact on the area.  No individual concerns which cannot be mitigated against were identified.
Gender reassignment <sup>11</sup>	No foreseen impacts	None identified at consultation. However, more to be surveyed by the RLO of contractor.
Marriage and Civil Partnership <sup>12</sup>	No foreseen impacts	None identified at consultation. However, more to be surveyed by the RLO of contractor.
Pregnancy and Maternity <sup>13</sup>	Site logistics may affect pregnant people and those with young children due to an impact on access around the estate.	None identified at consultation. However, more to be surveyed by the RLO of contractor.

<b>Race/ Ethnicity<sup>14</sup></b>	May have an impact on the effectiveness of communications and issues due to the language barrier.	None identified at consultation. However, more to be surveyed by the RLO of contractor.
<b>Religion or belief<sup>15</sup></b>	No foreseen impacts	None identified at consultation. However, more to be surveyed by the RLO of contractor.
<b>Sex<sup>16</sup></b>	No foreseen impacts	None identified at consultation. However, more to be surveyed by the RLO of contractor.
<b>Sexual Orientation<sup>17</sup></b>	No foreseen impacts	None identified at consultation. However, more to be surveyed by the RLO of contractor.
<b>Other relevant groups<sup>18</sup></b>	<p>Site logistics may affect access into homes.</p> <p>Site logistics may be noisy and cause distress for some vulnerable residents.</p> <p>This will be addressed in the contractor's risk assessment and health and safety plans. These are reviewed by health and safety consultants.</p>	None identified at consultation. However, more to be surveyed by the RLO of contractor.

#### 4. Assessing impact

What does the evidence tell you about the impact your proposal may have on groups with protected characteristics <sup>19</sup>?

Protected characteristic	For each 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>	<p>Site logistics may affect elderly people and those with reduced mobility.</p> <p>This will be addressed in the contractor’s risk assessment and health and safety plans. These are reviewed by health and safety consultants.</p> <p>The contractor will provide safe temporary paths and access ways to ensure access on the Coppetts Road estate where required.</p> <p>The contractor will be required to sign up to the Considerate Constructors Scheme which monitors and reports on their site practices.</p> <p>Additionally, the contractor will limit loud noise to restricted times, in compliance with planning conditions</p> <p>A Resident Liaison Officer (RLOs) will be provided by the contractor to keep open communication with local residents and stakeholders.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Disability</b></p>	<p>Site logistics may affect elderly people and those with reduced mobility.</p> <p>The adjacent Coppetts Wood Primary School has an autism resource provision.</p> <p>This will be addressed in the contractor’s risk assessment and health and safety plans. These are reviewed by health and safety consultants.</p> <p>The contractor will provide safe temporary paths and access ways to ensure access on the Coppetts Road estate where required.</p> <p>The contractor will be required to sign up to the Considerate Constructors Scheme which monitors and reports on their site practices.</p> <p>Additionally, the contractor will limit loud noise to restricted times, in compliance with planning conditions</p> <p>A Resident Liaison Officer (RLOs) will be provided by the contractor to keep open communication with local residents and stakeholders.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Gender reassignment</b>	No foreseen impacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Marriage and Civil Partnership</b>	No foreseen impacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Pregnancy and Maternity</b>	<p>Site logistics may affect mobility around the estate or to clear exit routes.</p> <p>This will be addressed in the contractor's risk assessment and health and safety plans. These are reviewed by health and safety consultants.</p> <p>The contractor will provide safe temporary paths and access ways to ensure access on the Coppetts Road estate where required.</p> <p>The contractor will be required to sign up to the Considerate Constructors Scheme which monitors and reports on their site practices.</p> <p>Additionally, the contractor will limit loud noise to restricted times, in compliance with planning conditions</p> <p>A Resident Liaison Officer (RLOs) will be provided by the contractor to keep open communication with local residents and stakeholders.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Race/ Ethnicity</b>	<p>May be affected in terms of communications and language barrier.</p> <p>Survey residents for language preferences at start of project to ensure translations are provided where necessary.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Religion or belief</b>	No foreseen impacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Sex</b>	No foreseen impacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Sexual Orientation	No foreseen impacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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<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	

<b>Key groups</b>	Carers				
	People with mental health issues				
	Site logistics may affect access into homes.				
	Site logistics may be noisy and cause distress for some vulnerable residents.				
	This will be addressed in the contractor's risk assessment and health and safety plans. These are reviewed by health and safety consultants.				
	The contractor will provide safe temporary paths and access ways to ensure access on the Coppetts Road estate where required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The contractor will be required to sign up to the Considerate Constructors Scheme which monitors and reports on their site practices.				
Additionally, the contractor will limit loud noise to restricted times, in compliance with planning conditions					
A Resident Liaison Officer (RLOs) will be provided by the contractor to keep open communication with local residents and stakeholders.					

## 6. Cumulative impact<sup>20</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

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## 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>21</sup>	Monitoring <sup>22</sup>	Deadline date	Lead Officer
		<i>If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.</i>	<i>How will you assess whether these measures are successfully mitigating the impact?</i>		

<p>Age, disability, pregnancy and maternity, race/ethnicity, and religion</p>	<p>Site logistics may affect access</p>	<p>This will be addressed in the contractor's risk assessment and health and safety plans. These are reviewed by health and safety consultants.</p> <p>The contractor will be required to sign up to the Considerate Constructors Scheme which monitors and reports on their site practices.</p> <p>Additionally, the contractor will limit loud noise to restricted times, in compliance with planning conditions</p> <p>A Resident Liaison Officer (RLOs) will be provided by the contractor to keep open communication with local residents and stakeholders.</p>	<p>Monthly progress meetings with fixed agenda items including resident matters and health and safety.</p>	<p>Ongoing during construction period</p>	<p>Project Manager</p>
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## 8. Outcome of the Equalities Impact Assessment (EqIA)<sup>23</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**

All items identified with short-term impacts, can be mitigated against by the measures put place.

All long-term impacts and benefits of the new build development are positive for all identified groups with protected characteristics.

## Sign-off

9. Sign off and approval by Head of Service / Strategic lead <sup>24</sup>	
Name Meera Bedi	Job title Head of New Build – The Barnet Group
<input checked="" type="checkbox"/> Tick this box to indicate that you have approved this EqIA	Date of approval: 01/02/22
<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

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<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

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- 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> **Focus of EqIA:** A member of the public should have a good understanding of the proposals being assessed by the EqIA after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EqIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the proposed change?
- Who implements, carries out or delivers the service or function in the proposal? Please state where this is more than one person or group, and where other organisations deliver it under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the service, or by how it is delivered? Who are the external and internal service-users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? E.g.: what do you want to provide, what changes or improvements, and what should the benefits be?
- What do existing or previous inspections of the service tell you?
- What is the reason for the proposed change (financial, service, legal etc)? The Act requires us to make these clear.

<sup>7</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?

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**<sup>8</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>9</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>10</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>11</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>12</sup> Marriage and Civil Partnership:** consider married people and civil partners.

**<sup>13</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>14</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>15</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>16</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>17</sup> Sexual Orientation:** The Act protects bisexual, heterosexual, gay and lesbian people.

**<sup>18</sup> Other relevant groups:** You should consider the impact on our service users in other related areas.

**<sup>19</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.

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- 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>20</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>21</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>22</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>23</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>24</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.