

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 staff¹. They analyse how all our work as a council might impact differently on different groups protected from discrimination by the Equality Act 2010². They help us make good decisions and evidence how we have reached them.³

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 EqIA⁴.

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 ⁵	Barnet Food Plan
Name and job title of completing officer	Katherine Carr, Health in all Policies Officer
Head of service area responsible	Janet Djomba
Equalities Champion supporting the EqIA	Janet Djomba
Performance Management rep	
HR rep (for employment related issues)	
Representative (s) from external stakeholders	

2. Description of proposal

Is this a: (Please tick all that apply)	
New policy /strategy / function / procedure / service <input checked="" type="checkbox"/>	Review of Policy /strategy / function / procedure / service <input type="checkbox"/>
Budget Saving <input type="checkbox"/>	Other <input type="checkbox"/>
If budget saving please specify value below:	If other please specify below:

Please outline in no more than 3 paragraphs⁶:

The proposal which is being assessed is the Barnet Food Plan 2022-2026. The Barnet Food Plan aims to coordinate and provide strategic direction for all work on food in the borough. The Barnet Food Plan builds on the previous Food Security Action Plan and is taking into account recent issues and changes such as cost of living crisis and focus on sustainability.

Many different service areas of Barnet Council implement the work that falls under this Food Plan: from Green Spaces, to Street Scene, to different teams within Public Health. The Food Plan will affect many people – as it aims to improve the food environment, this should impact anyone who lives, works or studies in Barnet. In addition, there are some areas of work which address particular groups specifically- school children, people living with or at risk of cardiovascular disease, community food growers, BAME groups in relation to culturally specific food access, financially vulnerable residents, etc. Most, but not all, of the actions in the strategy are part of existing workplans within the council.

The outcome we would like to achieve with this food plan is to strengthen coordination and partnership within the Barnet food system, and to establish a Sustainable Food Partnership in the borough involving relevant actors and incorporating people with lived experience of food poverty.

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	<p>What does the data tell you⁷? <i>Provide a summary of any relevant demographic data about the borough's population from the Joint Strategic Needs Assessment, or data about the council's workforce</i></p>	<p>What do people tell you⁸? <i>Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc.</i></p>
<p>Age⁹</p>	<p>Data from the 2021 Census indicates that the population of Barnet is 389,300.</p> <p>26,300 people are aged 75 and over. The 75 and over age groups has seen the largest increase in population in Barnet (11% or 2,700 people) compared to other age groups since the last census in 2011.</p> <p>The largest age groups in the borough are for men and women aged 30-34 and 35-39.</p> <p>There is nothing within the proposed Food Plan that will disadvantage any particular age group. Many aspects of the Food Plan aim to improve the overall food environment in the borough, while other parts of the food plan will address particular age groups such as school-aged children or older people.</p>	<p>The Draft Barnet Food Plan consultation began in June 2022 and concluded in October 2022. The consultation consisted of :</p> <ol style="list-style-type: none"> 1. Focus group meetings and presentations to stakeholders including Barnet MENCAP, Barnet Foodbank network, AgeUK Barnet, Barnet Youth Board, Barnet VCFSE Environment Network, Barnet VCS Forum and Benefits Advisors Network. 2. Written submissions from community groups and council teams, including Sustainability team, Start and Grow well team, Chipping Food Bank, Colindale Community Garden, Kate Brown (Chair East Finchley Town Team) and Roger Chapman (Chair Barnet Green Spaces Network) Emeritus Professor Pat Caplan (researcher on food insecurity in Barnet).
<p>Disability¹⁰</p>	<p>Data from the 2021 Census on people with disabilities has not yet been released. The 2011 census data indicates 14% of Barnet residents suffer from a long term health problem or disability that limits their day-to-day activity. This is a similar proportion to the rest of London and a little less than the proportion for England and Wales at 17.9%. Of those people of working age 10% are affected daily by a long term illness or disability.</p>	<ol style="list-style-type: none"> 3. An online questionnaire published on engage.barnet.gov.uk together. 56 responses were received.

	The proposed activities within the Food Plan should not adversely impact any people with disabilities.																																																			
Gender reassignment¹¹	<p>Census data for the number of gender variant people is not yet available at the time of writing. However, the ONS estimates that there are approximately 200,000-500,000 trans people in the UK.</p> <p>The proposed activities within the Food Plan should not adversely impact any people who propose to, have started or completed a process to change their gender.</p>	<p>The consultation invited views on:</p> <ul style="list-style-type: none"> • Our vision of the challenges and opportunities within the Barnet food system • The guiding principles of the plan • The key areas we would like to focus on for the next four years <p>Overall, respondents to the online questionnaire as well as the written submissions expressed support for the vision, guiding principles and key thematic areas of the plan. Respondents want the Food Plan to prioritise:</p> <ul style="list-style-type: none"> • supporting everyone to access to healthy, affordable food, • addressing climate and sustainability concerns, • creating more opportunities for community food growing • improving the food environment 																																																		
Marriage and Civil Partnership¹²	<table border="1" data-bbox="562 533 1411 916"> <thead> <tr> <th rowspan="2">Marital and civil partnership status</th> <th colspan="2">Barnet (2021)</th> <th rowspan="2">London (2021) %</th> </tr> <tr> <th>Number</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Never married and never registered a civil partnership</td> <td>118,816</td> <td>38.4%</td> <td>46.2%</td> </tr> <tr> <td>Married: Opposite sex</td> <td>144,666</td> <td>46.8%</td> <td>39.3%</td> </tr> <tr> <td>Married: Same sex</td> <td>649</td> <td>0.2%</td> <td>0.4%</td> </tr> <tr> <td>In a registered civil partnership: Opposite sex</td> <td>275</td> <td>0.1%</td> <td>0.1%</td> </tr> <tr> <td>In a registered civil partnership: Same sex</td> <td>407</td> <td>0.1%</td> <td>0.2%</td> </tr> <tr> <td>Separated, but still married</td> <td>6,770</td> <td>2.2%</td> <td>2.3%</td> </tr> <tr> <td>Separated, but still in a registered civil partnership</td> <td>38</td> <td>0.0%</td> <td>0.0%</td> </tr> <tr> <td>Divorced</td> <td>22,794</td> <td>7.4%</td> <td>7.2%</td> </tr> <tr> <td>Formerly in a civil partnership now legally dissolved</td> <td>54</td> <td>0.0%</td> <td>0.0%</td> </tr> <tr> <td>Widowed</td> <td>14,859</td> <td>4.8%</td> <td>4.2%</td> </tr> <tr> <td>Surviving partner from civil partnership</td> <td>25</td> <td>0.0%</td> <td>0.0%</td> </tr> </tbody> </table> <p>Data above comes from the 2021 Census data for Barnet. Residents in an opposite sex marriage has remained the same as Census 2011 at 46.8%. Those who have never been married and never registered a civil partnership is 38.4% which is an increase of 1.2% from the 2011 Census.</p> <p>The proposed activities within the Food Plan should not adversely impact people in relation to their marital or civil partnership status.</p>	Marital and civil partnership status	Barnet (2021)		London (2021) %	Number	%	Never married and never registered a civil partnership	118,816	38.4%	46.2%	Married: Opposite sex	144,666	46.8%	39.3%	Married: Same sex	649	0.2%	0.4%	In a registered civil partnership: Opposite sex	275	0.1%	0.1%	In a registered civil partnership: Same sex	407	0.1%	0.2%	Separated, but still married	6,770	2.2%	2.3%	Separated, but still in a registered civil partnership	38	0.0%	0.0%	Divorced	22,794	7.4%	7.2%	Formerly in a civil partnership now legally dissolved	54	0.0%	0.0%	Widowed	14,859	4.8%	4.2%	Surviving partner from civil partnership	25	0.0%	0.0%	
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Pregnancy and Maternity¹³	<p>In 2019 there were 4,618 babies born in Barnet.</p> <p>The proposed activities within the Food Plan should not adversely impact people who are pregnant or on parental leave.</p>																																																			

<p>Race/ Ethnicity¹⁴</p>	<p>The borough of Barnet is racially and ethnically diverse. Although data from the 2021 Census is not yet available, data from the 2011 census indicates that Barnet is growing more diverse as time passes. The JSNA data shows that BAME communities make up 47.2% of Barnet’s population, white British communities make up 30.4% of Barnet, and 22.4% of Barnet’s population report that they are from other white ethnic groups.</p> <p>Current data from the Public Health team indicates that there are 1129 refugees living in Barnet.</p> <p>The proposed activities within the Food Plan should not adversely impact people in relation to their race or ethnicity. The Food Plan has specific actions to support BAME residents to have equitable access to healthy, affordable and culturally appropriate food.</p>																																			
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	<p>are Judaism (14.5%), Islam (12.2%) and Hinduism (5.7%). Barnet continues to have the largest Jewish population in the country. 20.2% of the population said that they have no religion.</p> <p>The proposed activities within the Food Plan should not adversely impact people in relation to their religion or belief. On the contrary, the Food Plan aims to support different population group with access to culturally and religiously appropriate food.</p>	
<p>Sex¹⁶</p>	<p>The 2021 Census data indicates that there are 188,400 males living in Barnet (48.4% of the population). There are 200,900 females living in the borough (51.6% of the population).</p> <p>For the first time, the 2021 Census asked a question about gender identity: Is the gender you identify with the same as your sex registered at birth? However the results from this part of the census have not yet been made available at this time.</p> <p>There is nothing in the Food Plan that should adversely impact anyone because of their sex or gender.</p>	
<p>Sexual Orientation¹⁷</p>	<p>2021 Census data is not yet available for sexual orientation within Barnet. However, ONS data from 2019 indicates the following:</p> <ul style="list-style-type: none"> • The proportion of the UK population aged 16 years and over identifying as heterosexual or straight was 93.7% in 2019. • An estimated 2.7% of the UK population aged 16 years and over identified as lesbian, gay or bisexual (LGB) in 2019 • Younger people (aged 16 to 24 years) were most likely to identify as LGB in 2019 (6.6% of all 16 to 24 year olds) <p>There is nothing in the Food Plan that should adversely impact anyone because of their sexual orientation.</p>	
<p>Other relevant groups¹⁸</p>		

4. Assessing impact

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

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	
	The Barnet Food Plan is a plan which aims to identify and pull together all existing work in the borough relating to food, including access to food, opportunities to grow food, to improve the food environment, to provide food advice and/or education for specific groups. The primary function of the Food Plan is to coordinate actions around food by forming a Sustainable Food Partnership and by convening a Food Steering Group in order to provide strategic guidance and focus to existing work on food. It is important to note that the Barnet Food Plan does not bring additional funding or new initiatives, therefore there are few <i>new</i> adverse or positive impacts arising from this Food Plan.				
Age	The Food Plan contains some specific actions around improving the quality of school food, so this will impact primary and secondary school children positively.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	The Food Plan contains some specific actions targeting people learning disabilities, so this will impact them positively.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	The Food Plan should not have any impact on people who propose to, have started or completed a process to change their gender.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	The Food Plan should not have any impact on people related to their marital or civil partnership status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Pregnancy and Maternity	The Food Plan aims to have a positive impact on people who are pregnant, are breastfeeding or having children, as per the actions described above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race/ Ethnicity	The Food Plan aims to have a positive impact on people related to their race or ethnicity. The Food Plan has specific actions to support BAME residents to have equitable access to healthy, affordable and culturally appropriate food. The Food Plan also has specific actions to address the particular needs of the refugee population in Barnet, by hiring a refugee health champion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	The Food Plan aims to have a positive impact on people with different religions or belief as per the actions described above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	The Food Plan should not have any impact on people in relation to their sex or gender.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	The Food Plan should not have any impact on people in relation to their sexual orientation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. Other key groups 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	

Key groups	A group that is a key focus of this Food Plan is people living in food poverty. Although the Food Plan does not provide any new funding or additional financial support for people who are food insecure, the actions within the Food Plan aim to increase promotion and awareness of all financial support available in the borough. The Food Plan also aims to enhance data collection across food banks in Barnet, and continue to provide some funding to support food aid organisations in the borough.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6. Cumulative impact²⁰

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

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 ²¹ <i>If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.</i>	Monitoring ²² <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)²³

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 Barnet Food plan doesn't pose risk for disproportionate impact.

Sign-off

9. Sign off and approval by Head of Service / Strategic lead ²⁴	
Name Janet Djomba	Job title: Deputy director of public health
<input checked="" type="checkbox"/> Tick this box to indicate that you have approved this EqIA	Date of approval: 3.1.2023
<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: after 2 years of implementation

Footnotes: guidance for completing the EqIA template

¹ 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.

² 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.

³ 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.

⁴ 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.

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

⁶ **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.

⁷ **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?

⁸ 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 for further advice

⁹ **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.

¹⁰ **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.

¹¹ **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.

¹² **Marriage and Civil Partnership:** consider married people and civil partners.

¹³ **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.

¹⁴ **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.

¹⁵ **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.

¹⁶ **Sex/Gender:** Consider girls and women, boys and men, married people, civil partners, part-time workers, carers (both of children with disabilities and older carers), parents (mothers and fathers), in particular lone parents and parents on low incomes.

¹⁷ **Sexual Orientation:** The Act protects bisexual, heterosexual, gay and lesbian people.

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

¹⁹ **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 [Barnet 2024 Plan](#) and our [Strategic Equality Objective](#)?

²⁰ **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.

²¹ **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.

²² **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.

²³ **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.

²⁴ **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.