

Equalities Impact Assessment (EqIA)

WHITINGS ROAD & MOXON STREET OBC

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	Whitings Road & Moxon Street Development Project
Name and job title of completing officer	Philip Goldstone, Senior Project Manager, Barnet Homes
Head of service area responsible	Meera Bedi, Head of New Build Development, Barnet Homes
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	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: The estimated total revenue benefit inclusive of savings to Barnet Council is £247,000 per annum. This is due to temporary accommodation cost avoidance, council tax revenue and cost saving to providing fully wheelchair accessible homes.	If other please specify below: New Build development project on behalf of the London Borough of Barnet.

Please outline in no more than 3 paragraphs⁶:

Barnet Homes has identified two potential residential developments at Whitings Road and Moxon Street, in the High Barnet Ward, EN5, that will deliver up to 56 new homes affordable, of mixed tenure, including homes at London Affordable Rent.

The Whitings Road site is adjacent to Whitings Road Primary School, just inside the High Barnet ward boundary. The proposed scheme includes the construction of 35 new homes, mainly 3 and 4-bed houses including 4no. that are fully wheelchair accessible, around a communal garden. The Moxon Street site sits just off the High Road in High Barnet, a short walk from the Northern line tube. The proposed scheme includes 21 mews houses, set in an L-shape around the existing heritage cottages. The scheme will include 7no. 1-beds and 14no. 2-beds, including 2no. fully wheelchair accessible homes.

These two mixed tenure schemes, will, in part, 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?

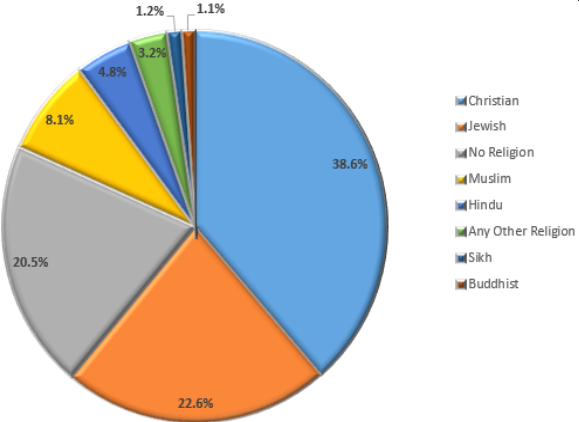
Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis

	What does the data tell you⁷? <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 you⁸? <i>Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc.</i>
Protected group		

<p style="text-align: center;">Age⁹</p>	<p>Site logistics may affect elderly people and those with reduced mobility.</p> <table border="1" data-bbox="586 236 1102 922"> <thead> <tr> <th>Age group</th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr><td>0-4</td><td>12,800</td><td>12,700</td></tr> <tr><td>5-9</td><td>13,800</td><td>13,500</td></tr> <tr><td>10-14</td><td>12,800</td><td>12,100</td></tr> <tr><td>15-19</td><td>10,900</td><td>10,200</td></tr> <tr><td>20-24</td><td>12,200</td><td>11,300</td></tr> <tr><td>25-29</td><td>15,600</td><td>14,700</td></tr> <tr><td>30-34</td><td>16,600</td><td>16,000</td></tr> <tr><td>35-39</td><td>16,200</td><td>15,900</td></tr> <tr><td>40-44</td><td>14,200</td><td>14,200</td></tr> <tr><td>45-49</td><td>13,500</td><td>13,800</td></tr> <tr><td>50-54</td><td>12,400</td><td>13,100</td></tr> <tr><td>55-59</td><td>10,500</td><td>11,200</td></tr> <tr><td>60-64</td><td>8,700</td><td>9,200</td></tr> <tr><td>65-69</td><td>7,400</td><td>8,300</td></tr> <tr><td>70-74</td><td>6,600</td><td>7,600</td></tr> <tr><td>75-79</td><td>4,300</td><td>5,500</td></tr> <tr><td>80-84</td><td>3,500</td><td>4,400</td></tr> <tr><td>85-89</td><td>2,100</td><td>3,200</td></tr> <tr><td>90+</td><td>1,200</td><td>2,300</td></tr> <tr><td>Total</td><td>195,300</td><td>199,100</td></tr> </tbody> </table>	Age group	Male	Female	0-4	12,800	12,700	5-9	13,800	13,500	10-14	12,800	12,100	15-19	10,900	10,200	20-24	12,200	11,300	25-29	15,600	14,700	30-34	16,600	16,000	35-39	16,200	15,900	40-44	14,200	14,200	45-49	13,500	13,800	50-54	12,400	13,100	55-59	10,500	11,200	60-64	8,700	9,200	65-69	7,400	8,300	70-74	6,600	7,600	75-79	4,300	5,500	80-84	3,500	4,400	85-89	2,100	3,200	90+	1,200	2,300	Total	195,300	199,100	<p>Consultation took place in December 2022 and February 2023. Residents were invited to comment on how the scheme would affect them.</p> <p>Generally, residents were concerned about the disruptive impact on the area during the construction period. We have identified mitigations to put in place as listed in Section 7 below. No individual concerns which cannot be mitigated against were identified.</p>
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<p style="text-align: center;">Disability¹⁰</p>	<p>Site logistics may affect elderly people and those with reduced mobility.</p> <p>There are a small number of residents with a learning disability (7,276 in 2018) and a significant number with a physical disability (23,735 in 2018).</p> <p>Whitings Hill Primary School sits adjacent to the Whitings Road development site, where the school makes provision for pupils and staff with disabilities.</p>	<p>Consultation took place in December 2022 and February 2023. Residents were invited to comment on how the scheme would affect them.</p> <p>Generally, residents were concerned about the disruptive impact on the area during the construction period. We have identified mitigations to put in place as listed in Section 7 below. No individual concerns which cannot be mitigated against were identified.</p>																																																															

		Engagement with Whittings Hill Primary School has taken place to discuss the need for measures to mitigate and minimise the impact of the construction works on the school. Noise and vibration is a particular measure to address by the development team and main contractor.
Gender reassignment¹¹	No foreseen impacts.	No concerns raised by stakeholders
Marriage and Civil Partnership¹²	No foreseen impacts.	No concerns raised by stakeholders at consultation. However, more to be surveyed by the RLO of contractor.
Pregnancy and Maternity¹³	Site logistics may affect pregnant people and those with young children due to an impact on access around the estate.	<p>Consultation took place in December 2022 and February 2023. Residents were invited to comment on how the scheme would affect them.</p> <p>Generally, residents were concerned about the disruptive impact on the area during the construction period. We have identified mitigations to put in place as listed in Section 7 below. No individual concerns which cannot be mitigated against were identified.</p>
Race/ Ethnicity¹⁴	<p>May be affected in terms of communications and language barrier.</p> <p>The population is ethnically diverse and between 2018 and 2030, the population of Barnet is set to become more ethnically diverse. The table below shows that in 2018, the largest ethnic category in Barnet is White British, accounting for 40% of the borough population.</p>	None identified at consultation. However, this is to be surveyed once by the Resident Liaison Officer once the Contractor takes possession of the site.

	<table border="1"> <thead> <tr> <th data-bbox="584 140 781 197">Ethnic Group</th> <th data-bbox="781 140 958 197">No. of persons (2018)</th> <th data-bbox="958 140 1144 197">% of population (2018)</th> </tr> </thead> <tbody> <tr><td data-bbox="584 197 781 220">White British</td><td data-bbox="781 197 958 220">158,900</td><td data-bbox="958 197 1144 220">40.0%</td></tr> <tr><td data-bbox="584 220 781 242">Other White</td><td data-bbox="781 220 958 242">72,300</td><td data-bbox="958 220 1144 242">18.2%</td></tr> <tr><td data-bbox="584 242 781 264">Other Asian</td><td data-bbox="781 242 958 264">30,500</td><td data-bbox="958 242 1144 264">7.7%</td></tr> <tr><td data-bbox="584 264 781 287">Indian</td><td data-bbox="781 264 958 287">30,200</td><td data-bbox="958 264 1144 287">7.6%</td></tr> <tr><td data-bbox="584 287 781 309">Black African</td><td data-bbox="781 287 958 309">23,200</td><td data-bbox="958 287 1144 309">5.9%</td></tr> <tr><td data-bbox="584 309 781 331">Other Ethnic Group</td><td data-bbox="781 309 958 331">16,100</td><td data-bbox="958 309 1144 331">4.1%</td></tr> <tr><td data-bbox="584 331 781 354">Chinese</td><td data-bbox="781 331 958 354">10,500</td><td data-bbox="958 331 1144 354">2.6%</td></tr> <tr><td data-bbox="584 354 781 376">White Irish</td><td data-bbox="781 354 958 376">8,900</td><td data-bbox="958 354 1144 376">2.2%</td></tr> <tr><td data-bbox="584 376 781 399">White & Asian</td><td data-bbox="781 376 958 399">7,100</td><td data-bbox="958 376 1144 399">1.8%</td></tr> <tr><td data-bbox="584 399 781 421">Arab</td><td data-bbox="781 399 958 421">7,000</td><td data-bbox="958 399 1144 421">1.8%</td></tr> <tr><td data-bbox="584 421 781 443">Other Mixed</td><td data-bbox="781 421 958 443">6,700</td><td data-bbox="958 421 1144 443">1.7%</td></tr> <tr><td data-bbox="584 443 781 466">Pakistani</td><td data-bbox="781 443 958 466">6,400</td><td data-bbox="958 443 1144 466">1.6%</td></tr> <tr><td data-bbox="584 466 781 488">Black Caribbean</td><td data-bbox="781 466 958 488">4,900</td><td data-bbox="958 466 1144 488">1.2%</td></tr> <tr><td data-bbox="584 488 781 510">Other Black</td><td data-bbox="781 488 958 510">4,500</td><td data-bbox="958 488 1144 510">1.1%</td></tr> <tr><td data-bbox="584 510 781 533">White & Black African</td><td data-bbox="781 510 958 533">3,900</td><td data-bbox="958 510 1144 533">1.0%</td></tr> <tr><td data-bbox="584 533 781 555">White & Black Caribbean</td><td data-bbox="781 533 958 555">3,500</td><td data-bbox="958 533 1144 555">0.9%</td></tr> <tr><td data-bbox="584 555 781 577">Bangladeshi</td><td data-bbox="781 555 958 577">2,500</td><td data-bbox="958 555 1144 577">0.6%</td></tr> </tbody> </table>	Ethnic Group	No. of persons (2018)	% of population (2018)	White British	158,900	40.0%	Other White	72,300	18.2%	Other Asian	30,500	7.7%	Indian	30,200	7.6%	Black African	23,200	5.9%	Other Ethnic Group	16,100	4.1%	Chinese	10,500	2.6%	White Irish	8,900	2.2%	White & Asian	7,100	1.8%	Arab	7,000	1.8%	Other Mixed	6,700	1.7%	Pakistani	6,400	1.6%	Black Caribbean	4,900	1.2%	Other Black	4,500	1.1%	White & Black African	3,900	1.0%	White & Black Caribbean	3,500	0.9%	Bangladeshi	2,500	0.6%	
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Religion or belief¹⁵	<p>No foreseen impacts.</p> <p>There is a range of beliefs among the population, with the largest groups being Christian (38.6%), Jewish (22.6%) and No Religion (20.5%). The chart below shows the different beliefs in Barnet by percentage in 2017.</p>	<p>No concerns raised by stakeholders at consultation. However, more to be surveyed by the RLO of contractor.</p>																																																						

	 <p>A pie chart illustrating the religious distribution of respondents. The largest group is Christian at 38.6%, followed by Buddhist at 22.6%, Sikh at 20.5%, Any Other Religion at 8.1%, Hindu at 4.8%, Muslim at 3.2%, No Religion at 1.2%, and Jewish at 1.1%.</p>	
<p>Sex¹⁶</p>	<p>No foreseen impacts.</p> <p>There is a marginally higher female population (50.5%) than male population (49.5%).</p>	<p>No concerns raised by stakeholders at consultation. However, more to be surveyed by the RLO of contractor.</p>
<p>Sexual Orientation¹⁷</p>	<p>No foreseen impacts.</p> <p><u>Ward respondent lives in:</u></p> <p>The table below shows the estimated ward populations in Barnet for 2018. The wards are ranked according to population size, with Colindale (27,000) accounting for 6.8% of the total borough population. In contrast, High Barnet with an estimated population of 15,900 represents only 4.0% of the Barnet population, in 2018.</p>	<p>No concerns raised by stakeholders at consultation. However, more to be surveyed by the RLO of contractor.</p>

Other relevant groups¹⁸

Ward name	Ward population	% of borough population
Colindale	27000	6.8%
Childs Hill	22200	5.6%
Mill Hill	21200	5.4%
Golders Green	20600	5.2%
Edgware	20400	5.2%
Burnt Oak	20000	5.1%
West Hendon	20000	5.1%
Hendon	20000	5.1%
Woodhouse	18800	4.8%
Hale	18400	4.7%
Coppetts	17900	4.5%
West Finchley	17600	4.5%
East Finchley	17200	4.4%
Finchley Church End	17100	4.3%
East Barnet	16900	4.3%
Oakleigh	16900	4.3%
Brunswick Park	16800	4.3%
Garden Suburb	16700	4.2%
Totteridge	16500	4.2%
Underhill	16400	4.2%
High Barnet	15900	4.0%

Housing tenure:

The high cost of home ownership in Barnet has led to a tenure shift away from owning a property and towards privately rented accommodation. Over a quarter of households in the borough now rent from a private landlord. Between 2001 and 2016, the use of privately rented accommodation in Barnet rose from 17% to 26% of households.

Receipt of benefits:

No data available. Expected to have an adverse disproportionate effect.

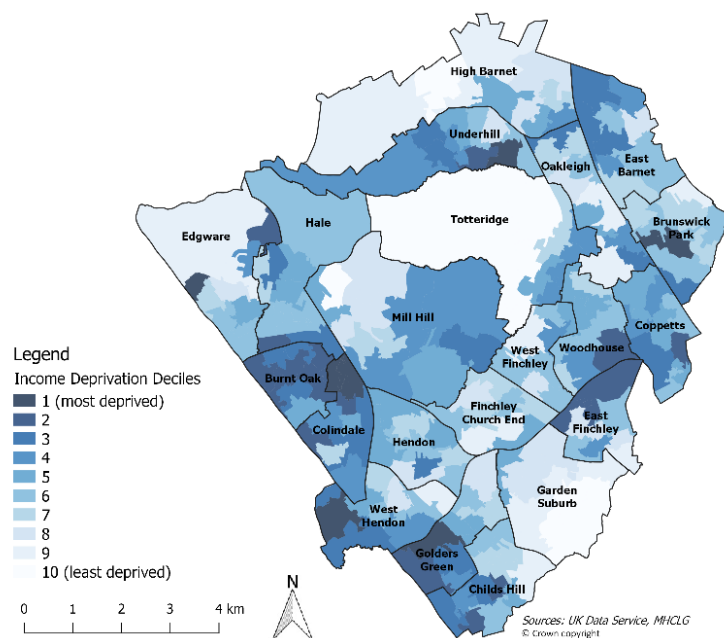
Consultation took place in December 2022 and February 2023. Residents were invited to comment on how the scheme would affect them.

Generally, residents were concerned about the disruptive impact on the area during the construction period. We have identified mitigations to put in place as listed in Section 7 below. No individual concerns which cannot be mitigated against were identified..

Employment status:

For the year to June 2018, the employment rate for working age people in Barnet (aged 16-64 years) was 71.4%, which was the 10th lowest of the London boroughs, but similar to both London (74.2%) and England (75.2%).

The figure below shows the wards localized in the west and south of the borough with a greater overall deprivation have this mirrored by increased levels of income deprivation (shown on the map as darker patches). However, wards such as Brunswick Park, with less deprivation overall, also have small areas within them where income deprivation is pronounced.



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	
Age	<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, 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"/>
Disability	<p>Site logistics may affect elderly people and those with reduced mobility.</p> <p>The adjacent Whittings Hill Primary School provides for pupils and staff with disabilities.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<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 to Whittings Hill Primary School is maintained, 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>				
Gender reassignment	No foreseen impacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	No foreseen impacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and Maternity	<p>Site logistics may affect mobility around highways and paths.</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 Whittings Hill Primary School 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>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	A Resident Liaison Officer (RLOs) will be provided by the contractor to keep open communication with local residents and stakeholders.				
Race/ Ethnicity	May be affected in terms of communications and language barrier. Survey residents for language preferences at start of project to ensure translations are provided where necessary.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	No foreseen impacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	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"/>

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	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 to and from Whitings Hill Primary School, 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 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

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 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
Age, disability, race	<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> <p>The contractor will provide safe temporary paths and access ways to ensure ingress and egress for pedestrians 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</p>	<p>Monthly progress meetings with fixed agenda items including Health and Safety and resident’s matters.</p>	<p>Ongoing during construction</p>	<p>Project Manager</p>

		open communication with local residents and stakeholders.			
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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

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 ²⁴	
Name Meera Bedi	Job title Head of New Build – The Barnet Group
<input type="checkbox"/> Tick this box to indicate that you have approved this EqIA	Date of approval:
<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

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 cares), 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.

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- 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.