

Equalities Impact Assessment (EIA)

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

EIAs 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 EIA 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 EIA must be completed before any decisions are made or policy agreed so that the EIA 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 EIA⁴.

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 EIA with your Equalities Champion and the final/updated version at the end of the project.
- Major EIAs should be reviewed by the relevant Head of Service.
- Examples of completed EIAs can be found on the Equalities Hub

1. Responsibility for the EIA

Title of proposal ⁵	Leisure Fees & Charges 2024
Name and job title of completing officer	Luana Tierney
Head of service area responsible	David Walton / Cassie Bridger
Equalities Champion supporting the EIA	
Performance Management rep	N/A
HR rep (for employment related issues)	N/A
Representative (s) from external stakeholders	GLL (leisure operator)

2. Description of proposal

Is this a: (Please tick all that apply)	
New policy /strategy / function / procedure / service <input type="checkbox"/>	Review of Policy /strategy / function / procedure / service <input checked="" type="checkbox"/>
Budget Saving <input type="checkbox"/>	Other <input type="checkbox"/>
If budget saving please specify value below:	If other, please specify below:
<p><i>Please outline in no more than 3 paragraphs⁶:</i></p> <ul style="list-style-type: none"> <i>The proposal which is being assessed</i> <p>This EqIA is being conducted on a proposed increase to leisure pay and play fees and charges (F&C) from January 2024. This is an exercise that is conducted annually in partnership with GLL (London Borough of Barnet's contracted leisure operator). This F&C review follows the format and process of previous years and has been based on a maximum percentage increase of up to 7% based on Bank of England modelling for expected rates through the remainder of 2023/24.</p>	

Establishing a maximum percentage increase provides flexibility for pricing points to be increased at one of two points (5% or 7%) within the appended F&C 2024 spreadsheet. It should be noted that in practice all prices will be rounded down to the nearest 5p in order to reduce the complexity of pricing structures for various activities.

The Fit & Active Barnet (FAB) Card provides discounts to leisure-based activities in the borough, and these are further enhanced for residents who meet the concessionary criteria e.g., older people (55+), full time students, those in receipt of benefits, disabled, carers (including foster), looked after children and young people, and those who are care experienced. This safeguards and supports continued access to leisure provision for residents, especially those from protected characteristic groups.

It is proposed that casual swimming is increased by 7%. The rationale for this is a result of increased energy prices and subsequent operational costs to operate pools across the boroughs leisure portfolio (with an estimated subsidy of c.£5.54 per head). It is further proposed that racket sports and hire of a sports hall, pitch and multi-use games area are also increased up to 7%. These facilities are typically used by two to 14 players (activity dependant), therefore an increase of up to 7% will subsequently result in a share of any price inflation, thus keeping access to leisure services affordable.

Any resulting negative impact in price increases will be alleviated by discounts related to the FAB Card (as detailed above).

To further mitigate any negative cost impact, monthly (direct debit) membership options are available across leisure facilities operated by GLL which offer value for money for regular leisure centre use. This is in addition to GLL delivering subsidised/free health and community-based activities that are accessible to Barnet residents.

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 ⁷ ? <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 ⁸ ? <i>Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc.</i>										
Age ⁹	<p>The table below shows the percentage breakdown of the total population within Barnet (Census 2021)</p> <table border="1" data-bbox="416 523 1283 740"> <thead> <tr> <th>Age group</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>0-16 years</td> <td>21.8%</td> </tr> <tr> <td>17-64 years</td> <td>63.8%</td> </tr> <tr> <td>65 years and over</td> <td>14.4%</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </tbody> </table> <p>The Sport England Active Lives Survey (Nov 21/22) demonstrates. 63.7% of adults aged 16+ in Barnet are achieving at least 150 minutes of physical activity per week, up from 62.6% (Nov20/21) and 60.5% (Nov 19/20).</p> <p>Broken down by age groups...</p> <ul style="list-style-type: none"> - 16 – 34 years (65.6%) - 35 – 54 years (65.1%) - 55 – 74 years (73.6%) - 75+ years – no data due to sample size <p>43.5% of Barnet's children aged 5 – 16 years active for an average of 60+ minutes per day (academic year 2018/19 – latest data available from Active Lives)</p>	Age group	%	0-16 years	21.8%	17-64 years	63.8%	65 years and over	14.4%	Total	100%	<ul style="list-style-type: none"> • Research conducted into physical activity commonly reports that cost to lead an active lifestyle / access leisure service can be a barrier to participation. This pressure is particularly felt amongst younger people who are dependent on their parents/carers and older people who have limited income/pensioners. • These sentiments were echoed within the consultation conducted as part of the Fit & Active Barnet Framework (2022-26) refresh.
Age group	%											
0-16 years	21.8%											
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Disability ¹⁰	<p>New figures from Census 2021 show 14.2% of Barnet's population are disabled under the Equality Act (2010), with their day-to-day activities being limited a little (7.8%) or a lot (6.4%).</p> <p>The Sport England Active Lives Survey (Nov 21/22) demonstrates that 61.8% of adults with a disability and/or long-term health condition are active in Barnet for at least 150 minutes per week.</p>	<ul style="list-style-type: none"> • Research conducted into physical activity commonly reports that cost to lead an active lifestyle / access leisure service can be a barrier to participation. This pressure is particularly felt amongst people with a disability and/or long-term health condition – especially if they are on low income / in receipt of benefits. • These sentiments were not echoed during the consultation conducted to support the re-refresh of the Fit & Active Barnet Framework (2022-26), however the lack of funding to support physical activity initiatives which results in activities being free or low cost was highlighted.
Gender reassignment ¹¹	Active Lives Data Not Reportable	<ul style="list-style-type: none"> • There are no reported cost barriers to access physical activity/leisure services for individuals that fall within this category. • No issues were raised during the consultation conducted to support the re-refresh of the Fit & Active Barnet Framework (2022-26).

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Marriage and Civil Partnership ¹²	Active Lives Data Not Reportable	<ul style="list-style-type: none"> • There are no reported cost barriers to access physical activity/leisure services for individuals that fall within this category. • No issues were raised during the consultation conducted to support the re-refresh of the Fit & Active Barnet Framework (2022-26). 												
Pregnancy and Maternity ¹³	Active Lives Data Not Reportable	<ul style="list-style-type: none"> • Cost to access physical activity/leisure services may be a barrier to residents on maternity leave as they are likely to be in receipt of a lower income/salary during this period. • No issues were raised during the consultation conducted to support the re-refresh of the Fit & Active Barnet Framework (2022-26). 												
Race/Ethnicity ¹⁴	<p>Allowing for rounding, the table below show the percentage breakdown of people in Barnet by race/ethnicity (Census 2021):</p> <table border="1" data-bbox="405 1077 1296 1300"> <thead> <tr> <th>Race/ethnicity</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Asian</td> <td>19.3%</td> </tr> <tr> <td>Black</td> <td>7.9%</td> </tr> <tr> <td>Mixed/Other</td> <td>15.2%</td> </tr> <tr> <td>White</td> <td>57.7%</td> </tr> <tr> <td>Total</td> <td>100.1%</td> </tr> </tbody> </table>	Race/ethnicity	%	Asian	19.3%	Black	7.9%	Mixed/Other	15.2%	White	57.7%	Total	100.1%	<ul style="list-style-type: none"> • Research conducted into physical activity commonly reports individuals from BAME communities are less active than their white counterparts. There are series of related variables, one of which is cost, particularly from LSEG groups. • No issues were raised during the consultation conducted to support the re-refresh of the Fit & Active Barnet Framework (2022-26).
Race/ethnicity	%													
Asian	19.3%													
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Mixed/Other	15.2%													
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Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis

Protected group	What does the data tell you ⁷ ? <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>	What do people tell you ⁸ ? <i>Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc.</i>
	<p>The Sport England Active Lives Survey (Nov 21/22) demonstrates that 69.9% of residents that identify as White British, 66.4% White Other and 54.7% Asian (excluding Chinese) are active for at least 150 minutes per week.</p> <p>The Sport England Active Lives survey is unable to report participation levels amongst any other BAME groups due to the limited sample size recruited (500 random sample)</p>	
Religion or belief ¹⁵	<p>The Sport England Active Lives Survey (Nov 21/22) demonstrates that 75.6% No Religion, 60.5% Christian are active for at least 150 minutes per week.</p> <p>The Sport England Active Lives survey is unable to report participation levels amongst any Faith groups due to the limited sample size recruited (500 random sample).</p>	<ul style="list-style-type: none"> • There are no reported cost barriers to access physical activity/leisure services for individuals that fall within this category. • No issues were raised during the consultation conducted to support the re-fresh of the Fit & Active Barnet Framework (2022-26).
Sex ¹⁶	<p>The table below shows the percentage of the Population of Barnet by gender (Census 2021).</p>	<ul style="list-style-type: none"> • There are no reported cost barriers to access physical activity/leisure services for individuals that fall within this category.

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	<table border="1" data-bbox="416 539 1003 687"> <thead> <tr> <th>Gender</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>51.6%</td> </tr> <tr> <td>Male</td> <td>48.4%</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </tbody> </table> <p>The Sport England Active Lives Survey (Nov 21/22) demonstrates that 63.5% of Males and 63.9% of Females are active for at least 150 minutes per week.</p>	Gender	%	Female	51.6%	Male	48.4%	Total	100%	<ul style="list-style-type: none"> No issues were raised during the consultation conducted to support the re-refresh of the Fit & Active Barnet Framework (2022-26).
Gender	%									
Female	51.6%									
Male	48.4%									
Total	100%									
Sexual Orientation ¹⁷	Active Lives Data Not Reportable	<ul style="list-style-type: none"> There are no reported cost barriers to access physical activity/leisure services for individuals that fall within this category. No issues were raised during the consultation conducted to support the re-refresh of the Fit & Active Barnet Framework (2022-26). 								
Other relevant groups ¹⁸	Active Lives Data Not Reportable	None								

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>An increase in F&C may have a minor impact to age groups, specifically dependents (children and young people) and older people with limited income/pensioners.</p> <p>Applying a variable increase to pricing points provides the flexibility to reduce the negative impact to age groups where cost may be a barrier to participation.</p> <p>The FAB Card is a free membership available to all residents that provides discounts on base prices for adults, juniors, and concessions.</p> <p>Free swimming is available for U8's and £1 swimming for 8 – 15-year-olds (Mon – Sat during public swim sessions). U5's swim for free. Carers (including foster carers), children and young people that are looked after, and those that are care experienced always have access to free swimming during public swim sessions.</p> <p>F&C have been benchmarked across neighbouring authorities and other providers in borough and GLL pricing is in alignment, and with the FAB Card becomes competitive/significantly cheaper on many pricing points.</p> <p>Monthly (direct debit) memberships are available across the borough's leisure centres which offer value for money for repeated visits / participation. A variety of membership options are available including concessionary and inclusive memberships.</p> <p>GLL also offer a range of subsidised and free health (referral) based interventions for residents to access, including Adult and Child Weight Management, Cancer Rehabilitation, Diabetes, Falls Prevention. This is in addition to delivery of physical activity sessions within community-based settings such as children's centres, schools, faith hubs and care homes.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Disability	<p>An increase in F&C may have a minor impact to people with a disability and/or long-term health conditions, especially those on low income/in receipt of benefits.</p> <p>Applying a variable increase to pricing points provides the flexibility to reduce the negative impact to people with a disability and/or long-term health condition where cost may be a barrier to participation.</p> <p>The FAB Card is a free membership available to all residents that provides discounts on base prices for adults, juniors, and concessions.</p> <p>Free swimming is available for U8's and £1 swimming for 8 – 15-year-olds (Mon – Sat during public swim sessions). U5's swim for free. Carers (including foster carers), children and young people that are looked after, and those that are care experienced always have access to free swimming during public swim sessions.</p> <p>F&C have been benchmarked across neighbouring authorities and other providers in borough and it appears that GLL pricing is in alignment, and with the FAB Card becomes competitive/significantly cheaper on many pricing points.</p> <p>Monthly (direct debit) memberships are available across the borough's leisure centres which offer value for money for repeated visits / participation. A variety of membership options are available including concessionary and inclusive memberships.</p> <p>GLL also offer a range of subsidised and free health (referral) based interventions for residents to access including Adult and Child Weight Management, Cancer Rehabilitation, Diabetes, Falls Prevention. This is in addition to delivery of inclusive physical activity sessions within leisure centres and community-based settings such as day centres and schools.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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	
Gender reassignment	No reported impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	No reported impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and Maternity	<p>The FAB Card is a free membership available to all residents that provides discounts on base prices for adults, juniors, and concessions.</p> <p>Free swimming is available for U8's and £1 swimming for 8 – 15-year-olds (Mon – Sat during public swim sessions). U5's swim for free. Carers (including foster carers), children and young people that are looked after, and those that are care experienced always have access to free swimming during public swim sessions.</p> <p>F&C have been benchmarked across neighbouring authorities and other providers in borough and it appears that GLL pricing is in alignment, and with the FAB Card becomes competitive/significantly cheaper on many pricing points.</p> <p>Monthly (direct debit) memberships are available across the borough's leisure centres which offer value for money for repeated visits / participation. A variety of membership options are available including concessionary and inclusive memberships.</p> <p>GLL also offer a range of subsidised and free health (referral) based interventions for residents to access including Adult and Child Weight Management, Cancer</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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
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	Rehabilitation, Diabetes, Falls Prevention. This is in addition to delivery of physical activity sessions within community-based settings such as children's and community centres.				

4. Assessing impact

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Race/ Ethnicity	<p>An increase in F&C may have a minor impact to BAME residents, specifically if from LESG.</p> <p>Applying a variable increase to pricing points provides the flexibility to reduce the negative impact to BAME groups where cost may be a barrier to participation.</p> <p>The FAB Card is a free membership available to all residents that provides discounts on base prices for adults, juniors, and concessions.</p> <p>Free swimming is available for U8's and £1 swimming for 8 – 15-year-olds (Mon – Sat during public swim sessions). U5's swim for free. Carers (including foster carers), children and young people that are looked after, and those that are care experienced always have access to free swimming during public swim sessions.</p> <p>F&C have been benchmarked across neighbouring authorities and other providers in borough and it appears that GLL pricing is in alignment, and with the FAB Card becomes competitive/significantly cheaper on many pricing points.</p> <p>Monthly (direct debit) memberships are available across the borough's leisure centres which offer value for money for repeated visits / participation. A variety of membership options are available including concessionary and inclusive memberships.</p> <p>GLL also offer a range of subsidised and free health (referral) based interventions for residents to access, including Adult and Child Weight Management, Cancer Rehabilitation, Diabetes, Falls Prevention. This is in addition to delivery of physical activity sessions within community-based settings such as children centres, schools, faith hubs and care homes.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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			Minor	Major	
Religion or belief	No reported impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	No reported impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	No reported impact	<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?

These could include carers, people in receipt of care, lone parents, people with low incomes or unemployed

Positive impact	Negative impact		No impact
	Minor	Major	

Key groups	None known	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

There may be cumulative impact in the ability to access/pay for physical activity opportunities/leisure services in the borough if there are reductions in benefit payments – primarily amongst LSEG and residents with a disability.

The cost-of-living crisis may also have a cumulative impact, however applying a maximum increase of up to 7% and the presence of the FAB Card supports residents to continue to lead active and healthy lifestyles, whilst supporting continued operation and delivery of leisure services in the borough. This is further mitigated by monthly (direct debit) membership options available across the borough leisure centres (including concessionary and inclusive) that offer value for money for repeated visits/participation, and subsidised/free health and community-based interventions that GLL deliver in Barnet.

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	Monitoring ²²	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>		

All	Residents may cease to use leisure services in the borough due to cost	<p>GLL will monitor usage of leisure facilities and activities closely to track trends and identify where cost may present a barrier to participation.</p> <p>GLL seek feedback from members/service users via e-survey and meet the manager sessions, therefore will gauge whether cost is a barrier to participation</p>	<p>Monthly monitoring meetings are held with GLL to review performance across a suit of contractual requirements.</p> <p>Participation in relation to the cost of living will be monitored closely, along with utilising benchmarking data such as the Moving Communities platform and discussions with other London LA's via the Chief Leisure Officers Forum.</p>	Ongoing – reviewed monthly	
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8. Outcome of the Equalities Impact Assessment (EIA) ²³

Please select one of the following four outcomes

Proceed with no changes

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

Reasons for decision

Sign-off

9. Sign off and approval by Head of Service / Strategic lead²⁴

Name David WALTON

Job title Service Manager Sports and Physical Activity:

Tick this box to indicate that you have approved this EIA

Date of approval:

Tick this box to indicate if EIA is to be published **IF REQUIRED**

Date of next review:

Footnotes: guidance for completing the EIA 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 EIA (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 EIAs 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 – EIAs are public documents. They are published with Cabinet papers, Panel papers and public consultations. They are available on request.

⁴ When to complete an EIA:

- When developing a new policy, strategy, or service

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

Wherever possible, build the EIA 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 EIA you should document your reasons why.

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

⁶ **Focus of EIA:** A member of the public should have a good understanding of the proposals being assessed by the EIA after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

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 EIA 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 EIA?, 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.

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- 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 EIA must consider fully and properly actual and potential impacts against each protected characteristic:

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- 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 EIA is signed off by your Head of Service, agree whether the EIA will be published, and agree when the next review date for the EIA will be.