

## APPENDIX 8



City of Westminster

# **EQUALITY IMPACT ASSESSMENT TOOL 2008 - 2011**



## SECTION 2: EVIDENCE

<b>2.1</b>	<p>(i) What evidence will you use to determine positive and negative impacts of your Policy, Strategy, Function, Project or Activity?</p> <p><i>Please list these in the box opposite.</i></p>		
	<p>(ii) Do you have any baseline data on any of the six equality strand groups relevant to your Policy, Strategy, Function, Project or Activity?</p> <p><i>If Yes, please specify what type of data this is in the box opposite.</i></p>		
	<p>(iii) Is there any evidence to suggest that your Policy, Strategy, Function, Project or Activity would increase or decrease take up of any Council services by any groups/communities?</p> <p><i>If Yes, please provide details of this evidence in the box opposite.</i></p>		

## SECTION 3: EQUALITY IMPACT ASSESSMENT

<b>3.1</b>	<p><b>PART A:</b> (i) What significant positive or negative impact could your Policy, Strategy, Function, Project or Activity have on people from any of the six equality strand groups (i.e. age, disability, gender race, religion or belief and sexual orientation) and their access to Westminster City Council services?</p> <p>For more information on the equality strand groups please refer to Section 3.1 (Part A) in the EIA guidance.</p>				
	<b>EQUALITY STRAND GROUP</b>	<b>GROUPS AFFECTED</b> <i>(List below the groups that are likely to be affected)</i>	<b>POSITIVE IMPACT</b> <i>(Describe in the box below what the impact is and which group it relates to)</i>	<b>NEGATIVE IMPACT</b> <i>(Describe in the box below what the impact is and which group it relates to)</i>	<b>N/A</b> <i>Mark with a 'X'</i>
	<b>AGE</b>				
	<b>DISABILITY</b>				
	<b>GENDER</b>				
	<b>RACE</b>				

	RELIGION OR BELIEF				
	SEXUAL ORIENTATION				

**PART B:** This section screens the impact of your Policy, Strategy, Function, Project or Activity on Community Cohesion, Deprivation, Health and Human Rights.

**COMMUNITY COHESION IMPACT ASSESSMENT (CCIA)**

(i) How does your policy or strategy or function or project or activity reflect Westminster City Partnership's (WCP) principles on community cohesion? (Describe in the space overleaf) (For more information on the WCP principles please refer to Section 3.1 (Part B) in the EIA guidance)

<i>For more information on how to answer the following questions please refer to Section 3.1 (Part B) in the EIA guidance.</i>	YES	NO	NOT SURE	N/A
(ii) Will your Policy, Strategy, Function, Project or Activity promote positive relationships between the groups/communities identified in 3.1 or any other groups/communities not stated in 3.1?				
(iii) Does your Policy, Strategy, Function, Project or Activity bring these groups/communities into increased contact with each other?				

If you answered 'Yes' in question (ii) and 'No' in question (iii) – you should consider undertaking a more detailed Community Cohesion Impact Assessment (CCIA), in which case please contact:

**Nazia Mirza, Policy Manager**  
X3047, Email: [nmirza@westminster.gov.uk](mailto:nmirza@westminster.gov.uk)  
Policy & Performance, 16<sup>th</sup> Floor (East), City Hall.

**Please Note:** The Policy Team is currently developing a full Westminster CCIA tool based on the Government's CCIA tool (link provided below) and other guidance. These will be available from **Aug 08**: <http://www.communities.gov.uk/publications/communities/communitycohesiontool>

**DEPRIVATION IMPACT ASSESSMENT (DIA)**

<i>For more information on how to answer the following questions please refer to Section 3.1 (Part B) in the EIA guidance for useful links.</i>					
	YES	NO	NOT SURE	N/A	
(i) Will your Project, Strategy, Function or Activity support the employability of out of work residents?					
(ii) Will your Project, Strategy, Function or Activity make a positive contribution to the local economy and in particular small or Black Minority Ethnic (BME) owned businesses or voluntary enterprises?					
(iii) Will your Project, Strategy, Function or Activity support the Local Area Renewal Programme (LARP) renewal plan delivery and in particular look to meet the needs of Westminster's most deprived communities?					
(iv) How does your project, strategy, function or activity support delivery of Westminster's City Plan Objectives and/or the Local Area Agreement (LAA) Improvement Priorities? (Describe in the space below):					
<hr/> <p><b>For any further information and assistance please contact:</b></p> <p><b>Nicola Howe, Policy Manager</b>  <b>x3384, Email: <a href="mailto:nhowe@westminster.gov.uk">nhowe@westminster.gov.uk</a></b>  <b>Policy &amp; Performance, 16<sup>th</sup> Floor (East), City Hall.</b>  <i>Please Note: Nicola Howe is the 'interim' contact person till September 2008.</i></p>					
HEALTH IMPACT ASSESSMENT (HIA)					
<i>For more information on how to answer the following questions please refer to Section 3.1 (Part B) in the EIA guidance.</i>					
	YES	NO	NOT SURE	N/A	
(i) If health improvement is not the primary objective of your Policy, Strategy, Function, Project or Activity, has this been considered as a possible impact?					
(ii) Will your Policy, Strategy, Function, Project or Activity have a negative impact on health inequalities by disadvantaging any vulnerable groups?					
(iii) Will your Policy, Strategy, Function, Project or Activity affect the local environment (e.g. air, noise, green space, antisocial behaviour, transport etc)?					

	<p>(iv) Will your Policy, Strategy, Function, Project or Activity impact on residents' access to local services?</p>					
<p>If you have answered 'Yes' or 'Unsure' to any of the questions in the Health Impact Assessment – you may need to undertake a more detailed Health Impact Assessment (HIA) in which case please contact:</p> <p><b>Hayley Sullivan, Public Health Coordinator,</b>  <b>Email: <a href="mailto:hsullivan@westminster.gov.uk">hsullivan@westminster.gov.uk</a> or <a href="mailto:hayley.sullivan@westminster-pct.nhs.uk">hayley.sullivan@westminster-pct.nhs.uk</a></b>  <b>Community Protection, 4<sup>th</sup> Floor, City Hall.</b></p>						
<p><b>HUMAN RIGHTS IMPACT ASSESSMENT (HRIA)</b></p>						
	<p><i>For more information on how to answer the following questions please refer to Section 3.1 (Part B) in the EIA guidance.</i></p>	<p><b>YES</b></p>	<p><b>NO</b></p>	<p><b>NOT SURE</b></p>	<p><b>N/A</b></p>	
	<p>(i) Does your Policy, Strategy, Function, Project or Activity protect and promote human rights as defined in the Human Rights Act 1998?</p>					
	<p>(ii) Are there any aspects of your Policy, Strategy, Function, Project or Activity including how it is delivered or accessed that could have a negative impact on human rights?</p> <p>If yes, please specify what they are in the space below:</p>					
<p><b>For any further information or assistance please contact:</b></p> <p><b>Samira Imam, Policy Manager (Equalities)</b>  <b>X3987, Email: <a href="mailto:simam@westminster.gov.uk">simam@westminster.gov.uk</a></b>  <b>Policy and Performance, 16<sup>th</sup> Floor, City Hall.</b></p>						
<p><b>3.2</b></p>	<p>Is more information or evidence required to make a reasonable assessment of negative impacts?  <i>(Insert 'cross' in the appropriate box)</i></p>					
	<p><input type="checkbox"/> <b>Yes</b> (If yes, go to 3.3)  <input type="checkbox"/> <b>No</b> (If no, go to 3.4)</p>					
<p><b>3.3</b></p>	<p>If 'yes' to 3.2, can the Policy, Strategy, Function, Project or Activity be delayed to allow time to collect the necessary information or evidence to assess negative impacts?  <i>(Insert 'cross' in the appropriate box)</i></p>					
	<p><input type="checkbox"/> <b>Yes</b> (If yes, contact your DDC to discuss. No need to continue completing this EIA)</p>					

	<input type="checkbox"/> <b>No</b> (If no, go to 3.4)
<b>3.4</b>	If you identified any negative impact in 3.1 (Part A and/or Part B), can changes be made to the Policy, Strategy, Function, Project or Activity to reduce or remove the likelihood of negative impact? <i>(Insert 'cross' in the appropriate box)</i>
	<input type="checkbox"/> <b>Yes</b> (If yes, go to 3.5 and continue completing Sections 4, 5 & 6) <input type="checkbox"/> <b>No</b> (Complete Sections 5 & 6) <input type="checkbox"/> <b>No negative impact was specified in 3.1 (Part A and/or Part B)</b> (Complete Sections 5 & 6)
<b>3.5</b>	Will the changes planned ensure that your Policy, Strategy, Function, Project or Activity remains legal (i.e. not discriminatory or under anti-discriminatory legislation)?
	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> (If no, contact your DDC to discuss. No need to continue completing this EIA)

## SECTION 4: ACTION PLAN

<b>4.1</b>	<p>List the type of actions required to reduce or remove the negative impacts you specified in 3.1 (Part A and/or Part B) or alternatively, if you did not identify any significant negative impacts but during the EIA process identified areas that could help improve service delivery via our Policy, Strategy, Function, Project or Activity, you can use the action plan to help set out any future actions that you may need to undertake to help you work towards these goals.</p> <p><i>Please include the action required by your team/department, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the departmental action plan that the action could be fed into, the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p><b>NB. Add any additional rows, if required.</b></p>								
<b>Part A</b> <i>This section is for actions related any of the 6 equality strand groups: Age, Disability, Gender, Race, Sexual Orientation, , Religion/Belief</i>	Action Required	Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Department & Contact Details	Departmental Action Plan	Completion Date (DD/MM/YY)	RAG	
<b>Part B</b> <i>This section is for actions related to Community Cohesion, Deprivation, Health and Human Rights</i>	Action Required	Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Department & Contact Details	Departmental Action Plan	Completion Date (DD/MM/YY)	RAG	

**SECTION 5: CONSULTATION & ENGAGEMENT**

<b>5.1</b>	Describe who you engaged with in relation to your Policy, Strategy, Function, Project or Activity and how you consulted with them <i>(e.g. other service departments, voluntary/community groups etc.)</i>

**SECTION 6: REVIEW AND MONITORING**

<b>6.1</b>	Please describe how you plan to monitor or review the actual impact of the Policy, Strategy, Function, Project or Activity. <i>(Include any actions, timescales, the full name and contact details of the lead person responsible for carrying them out)</i>

<b>THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER</b>
SIGNATURE: .....
FULL NAME: .....
DEPARTMENT: .....
EMAIL & TELEPHONE EXT: .....
DATE (DD/MM/YYYY): .....
<b>THIS SECTION TO BE COMPLETED BY THE CONTRACTOR (IF RELEVANT)</b>
SIGNATURE: .....
FULL NAME: .....
POSITION: .....
CONTRACTOR: .....
CONTACT DETAILS: .....
DATE (DD/MM/YYYY): .....

**WHAT NEXT?**

**Please email your completed EIA to your Service Manager and DDC. For more information please refer to the section 'The Next Steps After Sign Off?' on page 9 of the EIA guidance.**