

Equality Analysis Form

An Equality analysis enables us to target our services, and our budgets, more effectively and understand how they affect all our communities. It also helps us comply with the Equalities Act 2010.

For more information about when you should carry out an equality analysis, who should do this and the support available, go to the equality analysis intranet page.

This form has four sections

- 1: decide whether a full equality analysis is needed. If not, you do not complete sections 2-4.
- 2: gathering evidence
- 3: determining actions
- 4: decision and next steps

Appendix One – Decision-making process

Appendix Two - data broken down by Protected Characteristics

Name of document				
Version	Date reviewed	Date of next review	Reviewed by	Changes made

1. Decide whether a full equality analysis is needed

1.1 What are you analysing?

Question	Guidance	Answer
What is the name of your change or review?	<p>The change or review may involve:</p> <ul style="list-style-type: none"> o policies, strategies and frameworks o budgets o plans, projects and programmes o staff structures (including outsourcing) o the use of buildings o commissioning (including re-commissioning and de-commissioning) o services (for example, how and where they are delivered) o processes (for example thresholds, eligibility, entitlements, and access criteria) 	Community Asset Transfer of Stanley Halls on a 35 year lease.
Why are you doing this?	For example, we are considering cutting a service.	The proposed occupier is better placed to manage and promote this valued local heritage asset, and the long lease will provide significant annual revenue savings for the Council.
What is likely to be different when you have finished?		The property will be more fully utilised by the local community.
What will be the main outcomes or benefits from making this change?		Revenue savings for the Council and more fully utilised halls and venue for the local community.

What stage is your change at now?	See appendix one for the main stages at which equality analyses need to be started or updated. In many instances, an equality assessment will be started when a report is being written for a committee. If that report recommends that a project or programme takes place, the same equality assessment can be updated to track equality impacts as it progresses. If the project or programme include commissioning or de-commissioning, the same equality assessment can be updated again.	A public consultation has been held and the proposed tenant, the Stanley People's Initiative, have been chosen. The long lease is in solicitors' hands and due to complete shortly. The paper to cabinet recommending the letting has just been
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An equality analysis must be completed before any decisions are made.

If you are not at the beginning stage of your decision making process, you must inform your Director that you have not yet completed an equality analysis.

1.2 Who could be affected and how?

Question	Guidance	Answer
Who are your internal stakeholders?	For example, groups of council staff, members	The property is overseen by the Asset Management Team.
Who are your external stakeholders?	For example, groups of service users, service providers, trade unions, community groups and the wider community?	Service users (although the building was closed for refurbishment until recently) and the wider community, including local
Does your proposed change relate to a service area where there are known or potential equalities issues?	Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response. If you don't know, you may be able to find out on the Croydon Observatory (http://www.croydonobservatory.org/)	Yes in that the halls are available for hire and it is essential that they are accessible to all communities including those from protected groups, and advertised as such.

<p>Does your proposed change relate to a service area where there are already local or national equality indicators?</p>	<p>You can find out from the Equality Strategy (http://intranet.croydon.net/corpdept/equalities-cohesion/equalities/docs/equalitiesstrategy12-16.pdf). Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response</p>	<p>Yes but only in the sense that the local area is classified as a deprived area, and this was emphasised by the Stanley People's Initiative in their submission for the management of the property. This related to Objective 2- "to build stronger communities by reducing deprivation".</p>
<p>Would your proposed change affect any protected groups more significantly than non-protected groups?</p>	<p>Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response. For a list of protected groups, see Appendix Two.</p>	<p>No. There should be equality of access t all groups.</p>
<p>Would your proposed change help or hinder the council in eliminating unlawful discrimination, harassment and victimisation in relation to any of the protected groups?</p>	<p>Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response</p>	<p>It should help in terms of opening up the halls to all potential groups, including protected groups.</p>
<p>Would your proposed change help or hinder the council in advancing equality of opportunity between people who belong to any protected groups and those who do not?</p>	<p>Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response</p>	<p>It should help in terms of opening up the halls to all potential groups, including protected groups.</p>
<p>Would your proposed change help or hinder the council in fostering good relations between people who belong to any protected groups and those who do not?</p>	<p>Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response</p>	<p>Don't know how these groups will interact under the proposed change.</p>

1.3 Decision

If you answer "yes" or "don't know" to ANY of the questions in section 1.2, you should undertake a full equality analysis. This is because either you already know that your change or review could have a different/significant impact on protected groups (compared to non-protected groups) or because you don't know whether it will (and it might).

Decision	Guidance	Response
No, further equality analysis is not required	Please state why not and outline the information that you used to make this decision. Statements such as 'no relevance to equality' (without any supporting information) or 'no information is available', could leave the council vulnerable to legal challenge. You must include this statement in any report used in decision making, such as a Cabinet report	
Yes, further equality analysis is required	Please state why and outline the information that you used to make this decision. Also indicate - when you expect to start your full equality analysis - the deadline by which it needs to be completed (for example, the date of submission to Cabinet). - where and when you expect to publish this analysis (for example, on the council website). You must include this statement in any report used in decision making, such as a Cabinet report.	Fully equality analysis will completed by the date of submission of this report to cabinet. The analysis will be published on the Council's website.
Officers that must approve this decision	Name and position	Date
Report author	Robert Lines	4 March 2015
Director	Richard Simpson	4 March 2015
Please email this completed form to data.equalities@croydon.gov.uk, together with an email trail showing that the your director has approved it.		

2. Evidence Considered

List the documents and information that have been considered as part of this review to enable reasonable judgments to be made on the assessment of impact.

This section needs to include consultation data and desktop research (local and national data).

Quantitative Data

Qualitative Data

2.1 Analysing Impact

Use the table below plot and identify where there is a potential impact on any of the staff and customers/service users by protected characteristic arising from the change.

The cells of the matrix should be filled in as below:

Key

O	Indicates where the impact is unknown on Service Users/Staff, This is due to evidence not being available to indicate otherwise (neither positive nor negative impact).
P	Indicates the change may have a potential Positive Impact on Service Users/Staff
N	Indicates the change may have a potential Negative Impact on Service Users/Staff
P/N	Indicates the change may have both Positive and Negative Impacts on Service Users/Staff

An example of the chart filled in below:

Services			Protected Characteristics								
			Age	Disability	Gender Reassignment	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation	Marriage and Civil Partnership
Service	Service	Capacity	P	P	P	P	P	P	P	P	P

Services		Protected Characteristics									
		Age	Disability	Gender Reassignment	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation	Marriage and Civil Partnership	
Provision	Design	Availability	P	P	P	P	P	P	P	P	P
		Continuity	P	P	P	P	P	P	P	P	P
		Security	O	O	O	O	O	O	O	O	O
		Supplier Management	O	O	O	O	O	O	O	O	O
		Service Level Availability	O	O	O	O	O	O	O	O	O
		Service Catalogue Management	0	0	O	O	O	O	O	O	O

Description of Impact – Service User Related				
Service Area	Protected Group	Description of Potential Positive Impact	Description of Potential Negative Impact	Evidence Source
Capacity	All	The letting should help in terms of opening up the halls to all potential community groups, including protected groups.		Current usage of the halls, which is minimal, and projected availability by the SPI once the lease completes.
Availability	All	The letting should help in terms of opening up the halls to all potential community groups, including protected groups.		Current usage of the halls, which is minimal, and projected availability by the SPI once the lease completes.
Continuity	All	The letting should help in terms of opening up the halls on a full time basis to all potential		Current usage of the halls, which is minimal, and projected

Description of Impact – Service User Related

		groups, including protected groups.		availability by the SPI once the lease completes.
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Description of Impact – Employment Related

Service Area	Protected Group	Description of Potential Positive Impact	Description of Potential Negative Impact	Evidence Source

2.2 Is there any evidence missing? If so, how will you gather this missing evidence?

If you do not have all the evidence you need to make an informed decision, talk to your departmental equality lead about practical ways to gather it. For example, if you do not have time to conduct a survey, is there a way can increase your understanding before undertaking more robust research at a later date? Perhaps by meeting with stakeholders. The depth and degree of any consultation or research will be determined by the relevance of the change or review to different groups. Those who are likely to be directly affected should be consulted. Read the corporate public consultation guidelines before you begin (http://intranet.croydon.net/finance/customerservices/public_consultation/default.asp).

If you really cannot gather any useful information in time, then note its absence as a potential negative impact and describe the action you will take to gather it in section 3. Insert new rows as required.

Do not continue onto stage 3 until your departmental equality lead is satisfied that you have gathered all the evidence you need.

Protected Group	Evidence missing	Description of potential negative impact

3. Determining Actions

The overall potential impact is the likelihood of the impact multiplied by the strength of that impact. The higher the score, the more significant the impact. The tables below identify actions to be taken to minimise negative impacts or maximise positive impacts within the programme.

Key

Likelihood score

5	Most certain	In more than 80% of the circumstances
4	Most likely	In 51-80% of circumstances
3	Possible	In 21-50% of circumstances
2	Unlikely	In 6-20% of circumstances
1	Rare	In 5% of circumstances or less

Strength score	Degree of impact	Proportion of protected groups affected
5	Very great impact	Several protected groups in more than one category (e.g. religion and gender) would be differently affected (compared to non-protected groups).
4	Great impact	Several protected groups in one category (e.g. religion) would be differently affected (compared to non-protected groups)
3	Some impact	All of one protected group would be differently affected (compared to non-protected groups)
2	Little impact	The majority of one protected group would be differently affected (compared to non-protected groups)
1	Minimal impact	A minority of one protected group would be differently affected (compared to non-protected groups).

3.1 Minimising Potential Negative Impacts

Ref	Protected Group	Potential Negative Impact	Likelihood Score	Strength Score	Overall Impact Score	Action	Action Owner	Date Action will be completed

3.1 Maximising Positive Impacts

Ref	Protected Group	Potential Positive Impact	Likelihood Score	Strength Score	Overall Impact Score	Action	Action Owner	Date Action will be completed
	All	Capacity	5	4	20	Monitor usage of the halls once the SPI have taken the lease. This will enable the Council to ensure that the hall is accessible to and used by community groups, including those that share a protected characteristic.	Rob Lines	6 months after lease completion.
	All	Availability	5	4	20	Monitor usage of the halls once the SPI have taken the lease. This will enable the Council to ensure that the hall is accessible to and used by community groups, including those that share a protected characteristic	Rob Lines	6 months after lease completion
	All	Continuity	5	4	20	Monitor usage of the halls once the SPI have taken the lease. This will enable the Council to ensure that the hall is accessible to and used by community groups, including those that	Rob Lines	6 months after lease completion

3.1 Maximising Positive Impacts

						share a protected characteristic		

4. Decisions

4.1 Based on the information in sections 1-3, what are you going to do?

Decision	Definition	Yes/no
We will not make any major change to our project because it already includes all appropriate actions	Our assessment shows that there is no potential for discrimination, harassment or victimisation and that our project already includes all appropriate actions to advance equality and foster good relations between groups.	Yes
We will adjust our project	We have identified opportunities to lessen the impact of discrimination, harassment or victimisation and better advance equality and foster good relations between groups through our project. We are going to take action to change our project to make sure these opportunities are realised.	No
We will continue our project as planned because it will be within the law	We have identified opportunities to lessen the impact of discrimination, harassment or victimisation and better advance equality and foster good relations between groups through your project. However, we are not planning to implement them as we are satisfied that our project will not lead to unlawful discrimination and there are justifiable reasons to continue as planned.	Yes
We will stop our project	Our project would have adverse effects on one or more protected groups that are not justified and cannot be lessened. It would lead to unlawful discrimination and must not go ahead.	No

4.2 Next steps

You may find it useful to consult Appendix One before completing this section.

Does this analysis have to be considered at a scheduled meeting?	If so, please give the name and date of the meeting.	Cabinet, 16 th March 2015.
When and where will this equality analysis be published?	An equality analysis should be published alongside the policy or decision it is part of. As well as this, the equality assessment could be made available externally at various points of policy development. This will often mean	The Council's website, following cabinet decision.

	publishing your analysis before the policy is finalised, thereby enabling people to engage with you on your findings.	
When will you update this analysis?	Please state at what stage of your project you will do this and when you expect this update to take place. If you are not planning to update this analysis, say why not.	6 months after the lease to the SPI completes.
4.3 I confirm that the information in sections 1 - 4 is accurate, comprehensive and up-to-date		
Officers that must approve this decision	Name and position	Date
Report author	Robert Lines, Estates Manager	11 March 2015
Director of Corporate Services	Richard Simpson	11 March 2015
<i>Email this completed form to data.equalities@croydon.gov.uk, together with an email trail showing that the director is satisfied with it.</i>		
4.4 Feedback from the corporate equalities team		
Name of equalities officer	Yvonne Okiyo	11 March 2015
Date received by equalities team		11 March 2015
Feedback on decision	EQIA approved and advice given that monitoring will enable the Council to ensure that the hall is accessible to / used by community groups – including those that share a protected characteristic.	11 March 2015
<i>Please send this to the report author and democratic services, corporate programme office and procurement team as appropriate</i>		