

# Equality & Health Impact Assessment (EqHIA)

## Document control

<b>Title of activity:</b>	The London Collaboration (MSTAR4)
<b>Lead officer:</b>	Mark Porter, Head of HR, HR and OD
<b>Approved by:</b>	Julie Harris, Director of HR and OD
<b>Date completed:</b>	5 <sup>th</sup> September 2023
<b>Scheduled date for review:</b>	5 <sup>th</sup> September 2026

Please note that the Corporate Policy & Diversity and Public Health teams require at least **5 working days** to provide advice on EqHIAs.

<b>Did you seek advice from the Corporate Policy &amp; Diversity team?</b>	Yes / No
<b>Did you seek advice from the Public Health team?</b>	Yes / No
<b>Does the EqHIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?</b>	Yes / No

Please note that EqHIAs are **public** documents and must be made available on the Council's [EqHIA webpage](#).

**Please submit the completed form via e-mail to [EqHIA@havering.gov.uk](mailto:EqHIA@havering.gov.uk) thank you.**

# 1. Equality & Health Impact Assessment Checklist

Please complete the following checklist to determine whether or not you will need to complete an EqHIA and ensure you keep this section for your audit trail. If you have any questions, please contact [EqHIA@havering.gov.uk](mailto:EqHIA@havering.gov.uk) for advice from either the Corporate Diversity or Public Health teams. Please refer to the Guidance in Appendix 1 on how to complete this form.

## About your activity

1	<b>Title of activity</b>	The London Collaboration (MSTAR4)		
2	<b>Type of activity</b>	The London Collaboration (LC) is a group of London and other local government authorities that work together on a collaborative basis to procure a managed service provision of temporary workers underneath the MSTAR4 national framework.		
3	<b>Scope of activity</b>	<p>The objective of the London Collaboration customers is to ensure the contract delivers the strategic and local goals of London Boroughs. The London Collaboration's strategic goals are to procure and deliver an MSP contract which delivers:</p> <ul style="list-style-type: none"> <li>• Innovation</li> <li>• Significant cost savings</li> <li>• Enhanced attraction and utilisation of direct Workers</li> <li>• Reduced reliance on Agencies</li> <li>• Increased social mobility through work programmes in boroughs</li> <li>• Social value</li> </ul>		
4a	<b>Are you changing, introducing a new, or removing a service, policy, strategy or function?</b>	Yes / No	If the answer to <u>any</u> of these questions is 'YES', please continue to question 5.	If the answer to <u>all</u> of the questions (4a, 4b & 4c) is 'NO', please go to question 6.
4b	<b>Does this activity have the potential to impact (either positively or negatively) upon people (9 protected characteristics)?</b>	Yes / No		
4c	<b>Does the activity have the potential to impact (either positively or negatively) upon any factors which determine people's health and wellbeing?</b>	Yes / No		
5	<b>If you answered YES:</b>	<b>Please complete the EqHIA in Section 2 of this document.</b> Please see Appendix 1 for Guidance.		

6	If you answered NO:	Not applicable
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Completed by:	Mark Porter, Head of HR
Date:	5 <sup>th</sup> September 2023

## 2. The EqHIA – How will the strategy, policy, plan, procedure and/or service impact on people?

<b>Background/context:</b>
<p>The London Collaboration (LC) is a group of London and other local government authorities that worked together on a collaborative basis to procure a managed service provision of temporary workers underneath the MSTAR3 national framework.</p> <p>(Please see the Key Executive Decision published at the link below for full details)</p> <p><a href="#">Click here to access the previous Key Executive Decision</a></p> <p>The London Borough of Havering acts as the lead authority in this collaborative procurement. The London Collaboration working party consisted of representatives from Barking &amp; Dagenham, Kingston, Sutton, Richmond, Wandsworth, Barnet, Haringey, Newham, Havering and Tower Hamlets.</p> <p>The objective of the London Collaboration customers is to ensure the contract delivers the strategic and local goals. The London Collaboration’s strategic goals are to procure and deliver an MSP contract which delivers:</p> <ul style="list-style-type: none"> <li>• Innovation</li> <li>• Significant cost savings</li> <li>• Enhanced attraction and utilisation of direct Workers</li> <li>• Reduced reliance on Agencies</li> <li>• Social value</li> </ul> <p>This was the 3rd Generation of the London Collaboration contact, with the contract first being procured in 2011 then again in 2015. At the time of going to tender 13 London Boroughs utilised the contract with a combined contract value of £251m per annum.</p> <p>Since then the number of participating boroughs has increased to 20.</p>

The Eastern Shires Purchasing Organisation (ESPO) have let the next iteration of the framework MSTAR4 which has been available from 11 April 2023.

Havering are leading the next iteration of the London Collaboration using the MSTAR4 framework to procure another contract which can then be used by London boroughs for the next 4 years.

This EQIA will assess the potential impact of the MSTAR4 framework on the residents of London.

*\*Expand box as required*

### Who will be affected by the activity?

Residents in London in particular those furthest from the labour market i.e. care leavers, long term unemployed, those not in education or training, refugees and asylum seekers, homeless people, ex-offenders and people who have left the armed forces by opening up additional work opportunities (currently 11.9% of households in London are workless).

Source : Office for National Statistics (ONS) Workless households 01/01/2004 to 31/12/2022

[Workless Households, Borough - London Datastore](#)

*\*Expand box as required*

### Protected Characteristic - Age: Consider the full range of age groups

Please tick (✓) the relevant box:

**Positive**     

**Neutral**       

**Negative**     

**Overall impact:**

By focusing on employment within boroughs this will naturally impact on the borough's target to reflect the characteristic make up of its workforce to reflect the diversity of its local community.

The government has a stated aim of increasing the numbers of economically active people into work (particularly those over 50), the MSTAR4 contract and its focus on helping people into roles will support this aim.

*\*Expand box as required*

**Evidence:**

The Greater London Authority records that the population of London in 2021 was 8.8m.

Source : [London's Population - London Datastore](#)

The numbers of residents in London in the age bands below are :

Age Band	Percentage
16-24	11
25-34	19
35-49	23
50-64	16

Source : Greater London Authority - Estimates of London's population, broken down by individual characteristics including age, ethnicity and socio-economic position.

[London's diverse population - London Datastore](#)

Section 2.7 of the MSTAR4 London Collaboration specification will explicitly require Managed Services Providers (MSPs) to deliver against specific requirements to support those furthest from employment into jobs. This will form 15% of the overall score available as part of the assessment and evaluation process when awarding the contract.

Councils in London support thousands of residents into securing work and apprenticeships; working hard to cement their reputations as business-friendly boroughs. Despite this on-going success, councils face significant challenges and must continue to find and implement innovative ways and partnerships to support their local communities.

Each of the councils in London set out strategies and targets including helping residents deal with the range of issues that affects their ability to gain and sustain employment and learning opportunities.

It will be a key requirement for the successful MSP to partner with the councils and fully embrace and support the delivery of strategies including ensuring a broad range of accessible opportunities are on offer to all residents within the councils and beyond.

Annual (placement) targets will be defined and set out in the service level agreement during implementation and will be measured and monitored on a formal quarterly basis both at a local borough level and at the overarching quarterly London Collaboration meetings.

*\*Expand box as required*

#### **Sources used:**

1. MSTAR4 specification
2. Case studies from the London Boroughs of Camden, Haringey and Hackney
3. Greater London Authority – London dataset

*\*Expand box as required*

**Protected Characteristic - Disability:** Consider the full range of disabilities; including physical mental, sensory and progressive conditions

<i>Please tick (✓) the relevant box:</i>		<p><b>Overall impact:</b></p> <p>In London 1.3 million residents reported having a disability in 2021, 19% of the population.</p> <p>Having a disability doesn't necessarily mean residents cannot access work opportunities, however the contract will ensure improved access to job roles are available to all be it online, via the telephone or face to face with interventions in place where needed to support the channel for those in need. for example, text relay service.</p> <p style="text-align: right;"><i>*Expand box as required</i></p>
<b>Positive</b>	<b>X</b>	
<b>Neutral</b>		
<b>Negative</b>		

**Evidence:**

The Greater London Authority records that the population of London in 2021 was 8.8m. 19% of the population reported themselves as having a disability.

Source : [London's Population - London Datastore](#)

The initiatives within the contract are inclusive of the whole population of London including people with disabilities and long term conditions.

Each of the London councils set out strategies and targets including helping residents deal with the range of issues that affects their ability to gain and sustain employment and learning opportunities.

It will be a key requirement for the MSP to partner with the councils and fully embrace and support the delivery of strategies including ensuring a broad range of accessible opportunities are on offer to all residents within the councils and beyond.

Annual (placement) targets will be defined and set out in the service level agreement during implementation and will be measured and monitored on a formal quarterly basis both at a local borough level and at the overarching London Collaboration meetings.

It is expected that the contract will have a positive impact on individuals with a disability and/or long term health condition.

*\*Expand box as required*

**Sources used:**

1. MSTAR4 specification
2. Greater London Authority – London dataset

*\*Expand box as required*

**Protected Characteristic - Sex/gender: Consider both men and women**

<i>Please tick (✓) the relevant box:</i>		<p><b>Overall impact:</b></p> <p>In London the population is split evenly between men and women..</p> <p>68% of men are in the economically active age group of 16 to 64 years old, 65% of women.</p> <p>57% of men classify themselves as White, 43% from a minority ethnic group.</p> <p>56% of women classify themselves as White, 44% from a minority ethnic group.</p> <p style="text-align: right;"><i>*Expand box as required</i></p>
<b>Positive</b>	<input checked="" type="checkbox"/>	
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	

**Evidence:**

Nationally half a million more working women are paid below the national living wage than their male counterparts, according to data from the Living Wage Foundation.

More than 2 million women are paid below the real living wage, the foundation stated, representing 14% of all working women, compared with 1.4 million (9%) men. Overall, 60% of all jobs that pay below the real living wage are held by women.

Source : *The Guardian*

<https://www.theguardian.com/society/2023/mar/03/uk-women-low-pay-more-likely-than-men-struggling-wage>

This contract will ensure that all agency workers are paid at the London Living Wage or above which is above the national living wage and will ensure equity of pay between men and women.

*\*Expand box as required*

**Sources used:**

1. MSTAR4 specification
2. Greater London Authority – London dataset
3. Living Wage Foundation

*\*Expand box as required*

**Protected Characteristic - Ethnicity/race:** Consider the impact on different ethnic groups and nationalities

<i>Please tick (✓) the relevant box:</i>		<p><b>Overall impact:</b></p> <p>The 2021 Census reported that in 2021, London’s population of 8.8m comprised people who classified themselves as White 4.73 million, Asian 1.82 million, Black 1.19 million, Mixed or multiple ethnicities 0.51 million and Other ethnic groups 0.56 million.</p> <p>People identifying themselves as White made up 54% of London’s population in 2021. Of the remaining 46%, residents identifying themselves as Asian made up 21%, Black 14%, Mixed 6% and Other ethnic groups 6%.</p> <p>3.24 million people, 37% of the total identified as White British. The largest individual groups other than White British were Black African, 697,000 and Indian 656,000. These two groups combined were almost matched by the 1.29 million, 15% of London’s population identifying with Other White groups.</p> <p><i>Source : GLA Census reporting</i></p> <p><a href="https://www.london.gov.uk/press-releases/major/census-2021">Census 2021 Reports (london.gov.uk)</a></p>
<b>Positive</b>	<input checked="" type="checkbox"/>	
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	

*\*Expand box as required*

**Evidence:**

Those in Black and minority ethnic groups will experience higher unemployment rates compared to white residents in the same geographies. These entrenched and persistent trends of reduced labour market accessibility for Black and minority ethnic groups remain a priority for councils to address in the aftermath of COVID-19.

*Source : London Councils –*

[A detailed study of unemployment in London](#)

The focus on supporting those furthest from the workplace in this contract will support this aim.

*\*Expand box as required*

**Sources used:**

1. MSTAR4 specification
2. Greater London Authority – London dataset
3. London Councils unemployment data

*\*Expand box as required*



**Protected Characteristic - Religion/faith:** Consider people from different religions or beliefs including those with no religion or belief

<i>Please tick (✓) the relevant box:</i>		<p><b>Overall impact:</b></p> <p>The 2021 Census reports that Londoners were more likely to report having a religion than people living in the rest of England. More than 38% of people living outside London said they had no religion, compared to 27% of London residents.</p> <p>Christianity was the largest religion in London, with more than 3.5 million (two in five) Londoners responding that this was their religion. However, this was a smaller proportion than in any other region of England and lower than in London in 2011.</p> <p>One in seven (15%) of Londoners said they were Muslim, up slightly from the last Census in 2011, and nearly three times the proportion across the rest of England. Four in ten residents in Tower Hamlets were Muslim, and more than three in ten of those living in Newham and Redbridge.</p> <p>There were more Jews living in London than in the whole of the rest of England, but this was still a relatively small group, making up less than two per cent of London’s population overall. However, people of this religion were particularly concentrated in Barnet, so that one in seven of all the borough’s residents reported that they were Jews.</p> <p>Harrow stands out as having a particularly high proportion of Hindus, accounting for one in four of the borough’s population, compared to just one in twenty overall in London, while Sikhs were most numerous in Hillingdon, Ealing and Hounslow.</p> <p>More than 40% of residents in the City and Islington reported that they had no religion, making this the largest category reported in those two local authority areas, along with the neighbouring boroughs of Camden and Hackney.</p> <p>The most diverse wards in London, in terms of religion, were Canons and Stanmore in Harrow. Other wards in west London, from Barnet to Hounslow also showed great religious diversity, as did several wards in Redbridge and Cazenove ward in Hackney.</p>
<b>Positive</b>	X	
<b>Neutral</b>		
<b>Negative</b>		<p style="text-align: right;"><i>*Expand box as required</i></p>

**Evidence:**

In the 2021 Census, people identifying as Muslim had the lowest percentage of people aged 16 to 64 years in employment, 51.4%, compared with 70.9% of the overall population. The next lowest percentage, 64.2%, was among people who reported Other religion.

These differences were shaped by higher percentages of economically inactive people within these religious groups. Those who identified as Muslim had the highest percentage

of economically inactive people, 41.9%, followed by 30.3% for those who reported Other religion (17.2 and 5.6 percentage points higher than the overall population, respectively).

Source : Office for National Statistics

[Religion by housing, health, employment, and education, England and Wales - Office for National Statistics \(ons.gov.uk\)](#)

This contract and the provisions within it will improve opportunities for social mobility for all, so it is not considered likely that there will be a disproportionate negative impact on this protected characteristic group.

*\*Expand box as required*

**Sources used:**

1. MSTAR4 specification
2. Greater London Authority – London dataset
3. Office for National Statistics – Census 2021

*\*Expand box as required*

**Protected Characteristic - Sexual orientation:** Consider people who are heterosexual, lesbian, gay or bisexual

Please tick (✓) the relevant box:

<b>Positive</b>	<b>X</b>
<b>Neutral</b>	
<b>Negative</b>	

**Overall impact:**

In the 2021 Census, London was the region with the highest proportion of people who identified with a LGB+ orientation (gay or lesbian, bisexual, or other sexual orientation) at 4.3%.

In London, 2.2% described their sexual orientation as gay or lesbian, 1.5% described their sexual orientation as bisexual, and 0.5% selected a different orientation.

*\*Expand box as required*

**Evidence:**

Data is limited with regard to the impact on employment prospects for people in this protected characteristic group.

This contract and the provisions within it will improve opportunities for social mobility for all, so it is not considered likely that there will be a disproportionate negative impact on this protected characteristic group.

*\*Expand box as required*

**Sources used:**

1. MSTAR4 specification
2. Greater London Authority – London dataset
3. Office for National Statistics – Census 2021

*\*Expand box as required*

<b>Protected Characteristic - Gender reassignment:</b> Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth	
<i>Please tick (✓) the relevant box:</i>	
<b>Positive</b>	<b>X</b>
<b>Neutral</b>	
<b>Negative</b>	
<p><b>Overall impact:</b></p> <p>In the Census 2021, 91% of Londoners aged 16 or over (and 99% of those who answered the question) stated that their gender identity was the same as registered at birth.</p> <p>After those answering that their gender identity was the same as registered at birth, the most frequent category was those answering that their gender identity was different to that assigned at birth, but who gave no specific identity. This included 33,000 Londoners (0.46%).</p> <p>Trans man and Trans woman were the next most frequent categories across London. These two categories showed similar numbers overall – 11,500 (0.16%) and 11,300 (0.16%) respectively.</p> <p style="text-align: right;"><i>*Expand box as required</i></p>	
<p><b>Evidence:</b></p> <p>Data is limited with regard to the impact on employment prospects for people in this protected characteristic group.</p> <p>This contract and the provisions within it will improve opportunities for social mobility for all, so it is not considered likely that there will be a disproportionate negative impact on this protected characteristic group.</p> <p style="text-align: right;"><i>*Expand box as required</i></p>	
<p><b>Sources used:</b></p> <p>1. Office for National Statistics – Census 2021</p> <p style="text-align: right;"><i>*Expand box as required</i></p>	

<b>Protected Characteristic - Marriage/civil partnership:</b> Consider people in a marriage or civil partnership		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>
<b>Positive</b>	<input checked="" type="checkbox"/>	Data is limited with regard to the impact on employment prospects for people in this protected characteristic group.
<b>Neutral</b>	<input type="checkbox"/>	This contract and the provisions within it will improve opportunities for social mobility for all, so it is not considered likely that there will be a disproportionate negative impact on this protected characteristic group.  <i>*Expand box as required</i>
<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b>		
<i>*Expand box as required</i>		
<b>Sources used:</b>		
<i>*Expand box as required</i>		

<b>Protected Characteristic - Pregnancy, maternity and paternity:</b> Consider those who are pregnant and those who are undertaking maternity or paternity leave		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>
<b>Positive</b>	<input checked="" type="checkbox"/>	Data is limited with regard to the impact on employment prospects for people in this protected characteristic group.
<b>Neutral</b>	<input type="checkbox"/>	This contract and the provisions within it will improve opportunities for social mobility for all, so it is not considered likely that there will be a disproportionate negative impact on this protected characteristic group.  <i>*Expand box as required</i>
<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b>		
<i>*Expand box as required</i>		
<b>Sources used:</b>		
<i>*Expand box as required</i>		

**Socio-economic status:** Consider those who are from low income or financially excluded backgrounds

<i>Please tick (✓) the relevant box:</i>		<p><b>Overall impact:</b></p> <p>Section 2.7 of the MSTAR4 London Collaboration specification will explicitly require Managed Services Providers (MSPs) to deliver against specific requirements to support those furthest from employment into jobs. This will form 15% of the overall score available as part of the assessment and evaluation process when awarding the contract.</p> <p>Councils in London support thousands of residents into securing work and apprenticeships; working hard to cement their reputations as business-friendly boroughs. Despite this on-going success, the councils face significant challenges and must continue to find and implement innovative ways and partnerships to support their local communities.</p> <p>Each of the councils in London set out strategies and targets including helping residents deal with the range of issues that affects their ability to gain and sustain employment and learning opportunities.</p> <p>It will be a key requirement for the MSP to partner with the councils and fully embrace and support the delivery of strategies including ensuring a broad range of accessible opportunities are on offer to all residents within the councils and beyond.</p> <p>Annual (placement) targets will be defined and set out in the service level agreement during implementation and will be measured and monitored on a formal quarterly basis both at a local borough level and at the overarching London Collaboration meetings.</p> <p style="text-align: right;"><i>*Expand box as required</i></p>
<b>Positive</b>	<input checked="" type="checkbox"/>	
<b>Neutral</b>	<input type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	

**Evidence:**

Residents in London in particular those furthest from the labour market i.e. care leavers, long term unemployed, those not in education or training, refugees and asylum seekers, homeless people, ex-offenders and people who have left the armed forces by opening up additional work opportunities (currently 11.9% of households in London are workless).

*Source : Office for National Statistics (ONS) Workless households 01/01/2004 to 31/12/2022*

[Workless Households, Borough - London Datastore](#)

*\*Expand box as required*

**Sources used:**

1. MSTAR4 specification
2. Case studies from the London Boroughs of Camden, Haringey and Hackney
3. Greater London Authority – London dataset

*\*Expand box as required*




**Health & Wellbeing Impact:** Consider both short and long-term impacts of the activity on a person's physical and mental health, particularly for disadvantaged, vulnerable or at-risk groups. Can health and wellbeing be positively promoted through this activity? Please use the Health and Wellbeing Impact Tool in Appendix 2 to help you answer this question.

<i>Please tick (✓) all the relevant boxes that apply:</i>		<b>Overall impact:</b>
<b>Positive</b>		It is too early to assess impact from a health perspective. The initiatives delivered will have a long term positive effect on physical and mental health through improved social mobility.  *Expand box as required
<b>Neutral</b>	X	
<b>Negative</b>		
		<b>Do you consider that a more in-depth HIA is required as a result of this brief assessment?</b> Please tick (✓) the relevant box Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Evidence:</b>		
Not applicable.		
*Expand box as required		
<b>Sources used:</b>		
Not applicable.		
*Expand box as required		

### 3. Outcome of the Assessment

The EqHIA assessment is intended to be used as an improvement tool to make sure the activity maximises the positive impacts and eliminates or minimises the negative impacts. The possible outcomes of the assessment are listed below and what the next steps to take are:

Please tick (✓) what the overall outcome of your assessment was:

	1. The EqHIA identified <u>no significant concerns</u> OR the identified <u>negative concerns</u> have already been <u>addressed</u>		<b>Proceed with implementation</b> of your activity
	2. The EqHIA identified some <u>negative impact</u> which still needs to be <u>addressed</u>		<b>COMPLETE SECTION 4:</b> <b>Complete action plan</b> and finalise the EqHIA
	3. The EqHIA identified some <u>major concerns</u> and showed that it is <u>impossible to diminish negative impacts</u> from the activity to an acceptable or even lawful level		<b>Stop and remove</b> the activity or <b>revise</b> the activity <b>thoroughly</b> . <b>Complete an EqHIA on the revised proposal.</b>

## 4. Action Plan

The real value of completing an EqHIA comes from the identifying the actions that can be taken to eliminate/minimise negative impacts and enhance/optimize positive impacts. In this section you should list the specific actions that set out how you will address any negative equality and health & wellbeing impacts you have identified in this assessment. Please ensure that your action plan is: more than just a list of proposals and good intentions; sets ambitious yet achievable outcomes and timescales; and is clear about resource implications.

Protected characteristic / health & wellbeing impact	Identified Negative or Positive impact	Recommended actions to mitigate Negative impact* or further promote Positive impact	Outcomes and monitoring**	Timescale	Lead officer
All protected characteristics	Positive	Increased work opportunities	Targets set by each borough and monitored via quarterly business reviews at a local and pan London level	Quarterly and over the lifetime of the contract	Relevant contract monitoring officers in each borough

### Add further rows as necessary

\* You should include details of any future consultations and any actions to be undertaken to mitigate negative impacts

\*\* Monitoring: You should state how the impact (positive or negative) will be monitored; what outcome measures will be used; the known (or likely) data source for outcome measurements; how regularly it will be monitored; and who will be monitoring it (if this is different from the lead officer).



## 5. Review

In this section you should identify how frequently the EqHIA will be reviewed; the date for next review; and who will be reviewing it.

**Review:**

This EQHIA will be monitored in three years prior to the reprocurement of the contract.

**Scheduled date of review:** 1<sup>st</sup> September 2026

**Lead Officer conducting the review:** To be determined

*\*Expand box as required*

**Please submit the completed form via e-mail to [EqHIA@havering.gov.uk](mailto:EqHIA@havering.gov.uk) thank you.**

# Appendix 1. Guidance on Undertaking an EqHIA

**This Guidance can be deleted prior to publication.**

## What is it?

The Equality & Health Impact Assessment (EqHIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service, whilst at the same time ensuring a person's chance of leading a healthy life is the same wherever they live and whoever they are. We want to ensure that the activities of the Council are 'fit for purpose' and meet the needs of Havering's increasingly diverse communities and employees. This robust and systematic EqHIA process ensures that any potential detrimental effects or discrimination is identified, removed, or mitigated and positive impacts are enhanced.

## When to Assess:

An EqHIA should be carried out when you are changing, removing or introducing a new service, policy, strategy or function; for simplicity, these are referred to as an "activity" throughout this document. It is best to conduct the assessment as early as possible in the decision-making process.

### Guidance: Equality & Health Impact Assessment Checklist

The Checklist in Section 1 asks the key questions,

**4a) Are you changing, introducing a new, or removing a service, policy, strategy or function?**

**4b) Does this activity (policy/strategy/service/decision) have the potential to impact (either positively or negatively) upon people (9 protected characteristics)?**

**4c) Does this activity (policy/strategy/service/decision) have the potential to impact (either positively or negatively) upon any factors which determine people's health and wellbeing?**

- If the answer to ANY of the questions 4a, 4b or 4c of the Checklist is 'YES' then you must carry out an assessment. e.g. Proposed changes to Contact Centre Opening Hours  
'YES' = you need to carry out an EqHIA
- If the answer to ALL of the questions, 4a or 4b of the Checklist is NO, then you do not need to carry out an EqHIA assessment. e.g. Quarterly Performance Report  
'NO' = you DO NOT need to carry out an EqHIA. Please provide a clear explanation as to why you consider an EqHIA is not required for your activity.

## Using the Checklist

The assessment should take into account all the potential impacts of the proposed activity, be it a major financial decision, or a seemingly simple policy change. Considering and completing this EqHIA will ensure that all Council plans, strategies, policies, procedures, services or other activity comply with relevant statutory obligations and responsibilities. In particular it helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty](#) and its public health duties under the [Health and Social Care Act 2012](#).

## Having Due Regard

To have due regard means that in making decisions and in its other day-to-day activities, the Council must consciously consider the need to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relations between different groups
- Reduce inequalities in health outcomes

## Combining Equality and Health Impact Assessment:

[Equality Impact Assessments \(EIAs\)](#) provide a systematic way of ensuring that legal obligations are met. They assess whether a proposed policy, procedure, service change or plan will affect people different on the basis of their 'protected characteristics' and if it will affect their human rights. Currently there are **nine protected characteristics** (previously known as 'equality groups' or 'equality strands'): age, disability, sex/gender, ethnicity/race, religion/faith, sexual orientation, gender reassignment, marriage/civil partnership, and pregnancy/ maternity/paternity.

An activity does not need to impact on all 9 protected characteristics – impacting on just one is sufficient justification to complete an EqHIA.

[Health Impact Assessments \(HIAs\)](#) consider the potential impact of any change or amendment to a policy, service, plan, procedure or programme on the health and wellbeing of the population. HIAs help identify how people may be affected differently on the basis of where they live and potential impacts on health inequalities and health equity by assessing the distribution of potential effects within the population, particularly within vulnerable groups. 'Health' is not restricted to medical conditions, or the provision of health services, but rather encompasses the wide range of influences on people's health and wellbeing. This includes, but is not limited to, experience of discrimination, access to transport, housing, education, employment - known as the 'wider determinants of health'.

This [Equality and Health Impact Assessment \(EqHIA\)](#) brings together both impact assessments into a single tool which will result in a set of recommendations to eliminate discrimination and inequality; enhance potential positive impacts and mitigate where possible for negative impacts. In conducting this EqHIA you will need to assess the impact (positive, neutral or negative) of your activity on individuals and groups with **protected characteristics** (this includes staff delivering your activity), **socio-economic status** and **health & wellbeing**. Guidance on what to include in each section is given on the next pages.

### Guidance: What to include in background/context

In this section you will need to add the background/context of your activity, i.e. what is the activity intending to do, and why?

Make sure you include the scope and intended outcomes of the activity being assessed; and highlight any proposed changes. Please include a brief rationale for your activity and any supporting evidence for the proposal. Some questions to consider:

- What is the aim, objectives and intended outcomes?
- How does this activity meet the needs of the local population?
- Has this activity been implemented in another area? What were the outcomes?
- Is this activity being implemented as per best practice guidelines?
- Who were the key stakeholders in this activity?

\*Note that the boxes will expand as required

## Guidance: Who will be affected by the activity?

The people who will be affected may be

**Residents:** pay particular attention to vulnerable groups in the population who may be affected by this activity

**Businesses/ manufacturing / developers / small, medium or large enterprises**

**Employees:** e.g. Council staff for an internal activity, other statutory or voluntary sector employees, local businesses and services

\*Note that the boxes will expand as required

## Guidance: What to include in assessing a Protected Characteristic e.g. AGE

Please tick (✓) the relevant box:

**Positive**

**Neutral**

**Negative**

**Overall impact:** In this section you will need to consider and note what impact your activity will have on individuals and groups (including staff) with protected characteristics based on the data and information you have. You should note whether this is a positive, neutral or negative impact.

**It is essential that you note all negative impacts. This will demonstrate that you have paid 'due regard' to the Public Sector Equality Duty if your activity is challenged under the Equality Act.**

\*Note that the boxes will expand as required

**Evidence:** In this section you will need to document the evidence that you have used to assess the impact of your activity.

When assessing the impact, please consider and note how your activity contributes to the three aims of the Public Sector Equality Duty (PSED) as stated in the section above.

It is essential that you note the full impact of your activity, so you can demonstrate that you have fully considered the equality implications and have paid 'due regard' to the PSED should the Council be challenged.

- If you have identified a **positive impact**, please note this.
- If you think there is a **neutral impact** or the impact is not known, please provide a full reason why this is the case.
- If you have identified a **negative impact**, please note what steps you will take to mitigate this impact. If you are unable to take any mitigating steps, please provide a full reason why. All negative impacts that have mitigating actions must be recorded in the **Action Plan**.
- **Please ensure that appropriate consultation with affected parties has been undertaken and evidenced**

**Sources used:** In this section you should list all sources of the evidence you used to assess the impact of your activity. This can include:

- Service specific data
- Population, demographic and socio-economic data. Suggested sources include:
  - o Service user monitoring data that your service collects
  - o [Havering Data Intelligence Hub](#)
  - o [Office for National Statistics \(ONS\)](#)

If you do not have any relevant data, please provide the reason why.

\*Note that the boxes will expand as required

## Guidance: What to include in assessing Health & Wellbeing Impact:

Please tick (✓) all the relevant boxes that apply:

**Positive**

**Neutral**

**Negative**

**Overall impact:** In this section you will need to consider and note whether the proposal could have an overall impact on, or implications for, people's health and wellbeing or any factors which determine people's health.

How will the activity help address inequalities in health?

Include here a brief outline of what could be done to enhance the positive impacts and, where possible, mitigate for the negative impacts.

\*Note that the boxes will expand as required

**Do you consider that a more in-depth HIA is required as a result of this brief assessment?** Please tick (✓) the relevant box

Yes  No

**Evidence:** In this section you will need to outline in more detail how you came to your conclusions above:

- What is the nature of the impact?
- Is the impact **positive** or **negative**? It is possible for an activity to have **both positive and negative impacts**. Consider here whether people will be able to access the service being offered; improve or maintain healthy lifestyles; improve their opportunities for employment/income; whether and how it will affect the environment in which they live (housing, access to parks & green space); what the impact on the family, social support and community networks might be
- What can be done to mitigate the negative impacts and/or enhance the positive impacts?
- If you think there is a **neutral impact**, or the impact is not known, please provide a brief reason why this is the case.
- What is the likelihood of the impact? Will the impact(s) be in weeks, months or years? In some cases the short-term risks to health may be worth the longer term benefits.
- Will the proposal affect different groups of people in different ways? A proposal that is likely to benefit one section of the community may not benefit others and could lead to inequalities in health.

**Please use the Health & Wellbeing Impact Tool in Appendix 2 as a guide/checklist to assess the potential wider determinants of health impacts.**

This tool will help guide your thinking as to what factors affect people's health and wellbeing, such as social support, their housing conditions, access to transport, employment, education, crime and disorder and environmental factors. It is not an exhaustive list, merely a tool to guide your assessment; there may be other factors specific to your activity.

Some questions you may wish to ask include:

- Will the activity impact on people's ability to socialise, potentially leading to social isolation?
- Will the activity affect a person's income and/or have an effect on their housing status?
- Is the activity likely to cause the recipient of a service more or less stress?
- Will any change in the service take into account different needs, such as those with learning difficulties?
- Will the activity affect the health and wellbeing of persons not directly related to the service/activity, such as carers, family members, other residents living nearby?
- If there is a short-term negative effect, what will be done to minimise the impact as much as possible?

- Are the longer-term impacts positive or negative? What will be done to either promote the positive effects or minimise the negative effects?
- Do the longer term positive outcomes outweigh the short term impacts?

\*Note that the boxes will expand as required

**Sources used:** In this section you should list all sources of the evidence you used to assess the impact of your activity. This could include, e.g.:

Information on the population affected

- Routinely collected local statistics (e.g. quality of life, health status, unemployment, crime, air quality, educational attainment, transport etc.)
- Local research/ Surveys of local conditions
- Community profiles

Wider Evidence

- Published Research, including evidence about similar proposals implemented elsewhere (e.g. Case Studies).
- Predictions from local or national models
- Locally commissioned research by statutory/voluntary/private organisations

Expert Opinion

- Views of residents and professionals with local knowledge and insight

\*Note that the boxes will expand as required

## Guidance: Outcome of the Assessment

On reflection, what is your overall assessment of the activity?

The purpose of conducting this assessment is to offer an opportunity to think, reflect and **improve** the proposed activity. It will make sure that the Council can evidence that it has considered its due regard to equality and health & wellbeing to its best ability.

It is not expected that all proposals will be immediately without negative impacts! However, where these arise, what actions can be taken to mitigate against potential negative effects, or further promote the positive impacts?

Please tick one of the 3 boxes in this section to indicate whether you think:

1. all equality and health impacts are adequately addressed in the activity – proceed with your activity pending all other relevant approval processes
2. the assessment identified some negative impacts which could be addressed – please complete the Action Plan in Section 4.
3. If the assessment reveals some significant concerns, this is the time to stop and re-think, making sure that we spend our Council resources wisely and fairly. There is no shame in stopping a proposal.

\*Note that the boxes will expand as required

## Guidance: Action Plan

For each protected characteristic/health & wellbeing impact where an impact on people or their lives has been identified, complete one row of the action plan. You can add as many further rows as required.

State whether the impact is Positive or Negative

Briefly outline the actions that can be taken to mitigate against the negative impact or further enhance a positive impact. These actions could be to make changes to the activity itself (service, proposal, strategy etc.) or to make contingencies/alterations in the setting/environment where the activity will take place.

For example, might staff need additional training in communicating effectively with people with learning difficulties, if a new service is opened specifically targeting those people? Is access to the service fair and equitable? What will the impact on other service users be? How can we ensure equity of access to the service by all users? Will any signage need changing? Does the building where the service being delivered comply with disability regulations?

## Guidance: Review

Changes happen all the time! A service/strategy/policy/activity that is appropriate at one time, may no longer be appropriate as the environment around us changes. This may be changes in our population, growth and makeup, legislative changes, environmental changes or socio-political changes.

Although we can't predict what's going to happen in the future, a review is recommended to ensure that what we are delivering as a Council is still the best use of our limited resources. The timescale for review will be dependent on the scale of the activity.

A major financial investment may require a review every 2-3 years for a large scale regeneration project over 10-15 years.

A small policy change may require a review in 6 months to assess whether there are any unintended outcomes of such a change.

Please indicate here how frequently it is expected to review your activity and a brief justification as to why this timescale is recommended.



## Appendix 2. Health & Wellbeing Impact Tool

Will the activity/service/policy/procedure affect any of the following characteristics? Please tick/check the boxes below

The following are a range of considerations that might help you to complete the assessment.

Lifestyle YES <input type="checkbox"/> NO <input type="checkbox"/>	Personal circumstances YES <input type="checkbox"/> NO <input type="checkbox"/>	Access to services/facilities/amenities YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> Diet <input type="checkbox"/> Exercise and physical activity <input type="checkbox"/> Smoking <input type="checkbox"/> Exposure to passive smoking <input type="checkbox"/> Alcohol intake <input type="checkbox"/> Dependency on prescription drugs <input type="checkbox"/> Illicit drug and substance use <input type="checkbox"/> Risky Sexual behaviour <input type="checkbox"/> Other health-related behaviours, such as tooth-brushing, bathing, and wound care	<input type="checkbox"/> Structure and cohesion of family unit <input type="checkbox"/> Parenting <input type="checkbox"/> Childhood development <input type="checkbox"/> Life skills <input type="checkbox"/> Personal safety <input type="checkbox"/> Employment status <input type="checkbox"/> Working conditions <input type="checkbox"/> Level of income, including benefits <input type="checkbox"/> Level of disposable income <input type="checkbox"/> Housing tenure <input type="checkbox"/> Housing conditions <input type="checkbox"/> Educational attainment <input type="checkbox"/> Skills levels including literacy and numeracy	<input type="checkbox"/> to Employment opportunities <input type="checkbox"/> to Workplaces <input type="checkbox"/> to Housing <input type="checkbox"/> to Shops (to supply basic needs) <input type="checkbox"/> to Community facilities <input type="checkbox"/> to Public transport <input type="checkbox"/> to Education <input type="checkbox"/> to Training and skills development <input type="checkbox"/> to Healthcare <input type="checkbox"/> to Social services <input type="checkbox"/> to Childcare <input type="checkbox"/> to Respite care <input type="checkbox"/> to Leisure and recreation services and facilities
Social Factors YES <input type="checkbox"/> NO <input type="checkbox"/>	Economic Factors YES <input type="checkbox"/> NO <input type="checkbox"/>	Environmental Factors YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> Social contact <input type="checkbox"/> Social support <input type="checkbox"/> Neighbourliness <input type="checkbox"/> Participation in the community <input type="checkbox"/> Membership of community groups <input type="checkbox"/> Reputation of community/area <input type="checkbox"/> Participation in public affairs <input type="checkbox"/> Level of crime and disorder <input type="checkbox"/> Fear of crime and disorder <input type="checkbox"/> Level of antisocial behaviour <input type="checkbox"/> Fear of antisocial behaviour <input type="checkbox"/> Discrimination <input type="checkbox"/> Fear of discrimination <input type="checkbox"/> Public safety measures <input type="checkbox"/> Road safety measures	<input type="checkbox"/> Creation of wealth <input type="checkbox"/> Distribution of wealth <input type="checkbox"/> Retention of wealth in local area/economy <input type="checkbox"/> Distribution of income <input type="checkbox"/> Business activity <input type="checkbox"/> Job creation <input type="checkbox"/> Availability of employment opportunities <input type="checkbox"/> Quality of employment opportunities <input type="checkbox"/> Availability of education opportunities <input type="checkbox"/> Quality of education opportunities <input type="checkbox"/> Availability of training and skills development opportunities <input type="checkbox"/> Quality of training and skills development opportunities <input type="checkbox"/> Technological development <input type="checkbox"/> Amount of traffic congestion	<input type="checkbox"/> Air quality <input type="checkbox"/> Water quality <input type="checkbox"/> Soil quality/Level of contamination/Odour <input type="checkbox"/> Noise levels <input type="checkbox"/> Vibration <input type="checkbox"/> Hazards <input type="checkbox"/> Land use <input type="checkbox"/> Natural habitats <input type="checkbox"/> Biodiversity <input type="checkbox"/> Landscape, including green and open spaces <input type="checkbox"/> Townscape, including civic areas and public realm <input type="checkbox"/> Use/consumption of natural resources <input type="checkbox"/> Energy use: CO2/other greenhouse gas emissions <input type="checkbox"/> Solid waste management <input type="checkbox"/> Public transport infrastructure