

Equality & Health Impact Assessment (EqHIA)

Document control

Title of activity:	<i>Employment and Skills</i>
Lead officer:	<i>Amanda Montague, Employment and Skills Manager Policy Performance and Community</i>
Approved by:	<i>Sandy Hamberger Asst Director of Policy, Performance & Community, Chief Operating Officers Department</i>
Date completed:	<i>17/01/2022</i>
Scheduled date for review:	<i>March 2023</i>

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

Did you seek advice from the Corporate Policy & Diversity team?	No
Did you seek advice from the Public Health team?	No
Does the EqHIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?	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 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 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	Title of activity	<i>Employment and Skills ESF project</i>
2	Type of activity	<i>Is the activity a policy, strategy, procedure, project, service, initiative or other (please specify)?</i> <i>This is part of</i> <i>1. A strategy which outlines London Borough of Havering's approach to supporting the Employment and Skills Agenda</i> <i>and</i> <i>2. A service to coordinate employment and skills provision across the borough (internally and externally) to ensure that Havering is able to realise the benefits of national regional and sub-regional provision</i> <i>The service will deliver employment brokerage to local residents who are unemployed through provision of comprehensive wrap- around support consisting of Information, Advice and Guidance, Needs Assessment, Action Planning, Training and Employment Support and In work support.</i> <i>All Havering residents accessing this support will undergo an assessment process which will assess their skills levels, take account of previous training and experience and from this develop an action plan. This will ensure that residents experience a consistent service that is built on improving their employment and skills situation, the intervention is long term plan aimed at engaging residents in actively participating in shaping and developing their career ambitions.</i> <i>The service will provide customised and employment preparation support for residents seeking employment opportunities that are derived from provision funded from various</i>

		<i>sources such as Section 106, European Social Fund</i> <i>Grant funding will be sought on an ongoing basis from bodies such as the GLA and DWP. Current ESF and DWP funding supports residents who are unemployed or economically inactive. This will be through direct delivery of support from by the council.</i> <i>We will also operate a referral service to match residents needs with other appropriate provision where relevant for example there are a number of sub regionally supported ESF projects which offer specialist entry level support for groups of individuals with “protected characteristics” such as those with health conditions, refugee communities, BAME groups, young people who are Not In Education or Training (NEET) and so on, Lone Parents, those aged 50+.</i> <i>The service will work with employers and Learning Providers to develop customised training to support local residents into employment. It will develop strategic and operational partnerships to progress the needs of local residents and businesses in terms of employment and skills from entry level to higher level skills.</i> <i>Where possible and outside of the funding parameters of the ESF project and related referral activity, the service will work with residents who are in work but have low level skills and qualification</i>
3	Scope of activity	<i>The Havering Employment and Skills Plan is specifically designed to support residents who are part of the group deemed to have “Protected characteristics” or are at risk of experiencing disadvantage.</i> <i>From this point of view the work being proposed is specifically aimed at increasing access for these groups.</i> <i>The work being proposed will include :</i> <i>Developing targeted interventions to specific priority/demand groups, outside of provision that is funded for example through ESF. This enables added value to current generic skills and employment provision and can be developed</i>

	to meet the full spectrum of training needs from entry to higher level skills demanded by business. • a central coordination role will be enable the council to ensure that Learning Providers work better at delivering positive outcomes for Havering residents by facilitating a referral process across a range of provision including direct delivery from within the employment and skills team. • Utilise the council's role as a potential purchaser of training provision to encourage providers to work collaboratively with the council to secure the type and quality of provision that is needed to move residents not only into work but to be able to progress and sustain well paid employment, • Provide a vehicle to utilise Section 106 funding and manage the opportunities from the council's procurement and commissioning role and service local labour requirements directly through a jobs brokerage. • As the funding for skills becomes increasingly scarce and as work becomes increasingly automated, it is important that the council has a role in engaging employers in working with Training Providers to develop "Employer Led" training , which meets the changing needs of industry but also crucially, is of a quality and scope that businesses are prepared to pay for. • A comprehensive local partnership of providers, businesses and local authority can be a lever for attracting funding from a range of sources. The ability to demonstrate a coordinated and responsive infrastructure will be key to attracting funding. • This approach offers a multi layered and comprehensive approach by utilising existing ESF and skills funding that is being provided on a regional and sub regional basis. This can provide additional value when used alongside additional funding through Planning Gain and other funding opportunities to enhance and augment provision. • It will utilise local partnership activity and funding to address some of Havering's specific needs for example addressing job sustainability and progression through improved skills levels linked to jobs available through the brokerage. • It will enable the engagement in sector based approaches to respond to employers' needs, support workforce development and enhance productivity.
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The Strategy and Project is intended to support residents in Havering with the relevant Employment and Skills support to gain sustainable skills and employment outcomes

The project is intended to respond particularly to the higher levels of deprivation and unemployment within known hotspots in Havering, particularly Gooshays, Heaton, Romford Town and Havering Park. The Gooshays, Heaton and Romford Town wards have the highest number of unemployment related benefits claimants, and the highest number of claimants of Employment Support Allowance (which supports people who cannot find a job through long term illness or disability). Gooshays, Heaton and Havering Park are the most income and employment deprived wards in Havering and also have the highest numbers of children living in poverty (according to the Indices of Multiple Deprivation 2015).

Havering has a higher proportion of lone parents compared to other boroughs who are living in the most deprived areas, and it is widely reported that there is insufficient childcare available to support their return to work or training. Academic qualifications in the borough are low, with 35% of those aged 16+ living in the most deprived areas having no qualifications, and only 35% possessing Level 1 or 2 qualifications (Level 2 being equivalent to a GCSE grade A-C). Almost three quarters of the total adult population of Havering either had no qualifications or has qualifications only at Levels 1 or 2, and less than a quarter have attained degrees.*

Consequently, the borough has a low proportion of residents in highly skilled jobs compared with outer London boroughs, which contributes to the average gross income in Havering being within the lowest third of all London boroughs.

Approximately 18% of working age people living in Havering have disclosed that they have a disability or long term illness. This is similar to England as a whole (19%) but significantly higher than the London average.

4a	Are you changing, introducing a new, or removing a service, policy, strategy or function?	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	Does this activity have the potential to impact (either positively or negatively) upon people (9 protected characteristics)?	Yes		
4c	Does the activity have the potential to impact (either positively or negatively) upon any factors which determine people's health and wellbeing?	Yes		
5	If you answered YES:	Please complete the EqHIA in Section 2 of this document. Please see Appendix 1 for Guidance.		
6	If you answered NO:			

Completed by:	Amanda Montague
Date:	17/01/2022

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

Background/context:
The service is aimed at supporting people to improve their life chances through helping those who are unemployed to secure employment and supporting those on low incomes to secure better paid employment. The activity of the Employment and Skills Plan is specifically intended to support people who are disadvantaged or at risk of becoming disadvantaged and will be drawn, although not exclusively from the group of residents identified as having "Protected Characteristics" The Employment and Skills Plan will support residents per annum achieved from the following projects/initiatives: - Unemployed or economically inactive residents via : - Havering ESF Project, will directly deliver outcomes between January 2022 and December 2023

- Additionally, we anticipate additional outcomes from activities between 2022-2023 undertaken through provision that is delivered in the borough through the Skills Funding Agency, the GLA and the Department of Work and Pensions. This will be achieved by coordination and partnership activity with the providers of these contracts.

2. Carry out activities to support residents who are in work to increase their prospects for progression and increased prosperity.

ESF activity in the following categories contributes to support of “Protected Characteristic Groups” (to be added to as projects are approved regionally and sub-regionally).

Mental Health – Shaw Trust

Over 50+ Age Group- Reed

Refugees – Renaisi

Troubled Families – SERCO

Work and Health – Maximus

Unemployed or economically inactive - Maximus

We will collect data to manage and monitor the effectiveness of this activity in supporting residents who have “protected Characteristics” and will also facilitate the movement of residents between programmes to maximise their outcomes.

This activity will help us to :

- ensure that Havering Residents have access to all of the opportunities available to them
- work to move residents through programmes so that they are supported to meet their employment and skills needs
- review, analyse and take on board feedback from residents on how the provision meets their needs, the quality of their experience and to understand how to better shape activities in the future to meet resident needs.

This activity aims to yield outputs to reach the targeted support to benefit of 357 residents over the life of the project (to December 2023)

**Expand box as required*

Who will be affected by the activity?

Unemployed residents in Havering on a voluntary basis, The service is targeted predominantly at individuals who are facing barriers to return to work.

**Expand box as required*

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

Please tick (✓) the relevant box:		Overall impact: The activity will support adult residents of working age, and works alongside other programmes in the borough to ensure that the individual experiences progression. Data collection over the duration of the project will ensure that the council is able to monitor and address support to these "Protected characteristic" groups
Positive	✓	
Neutral		
Negative		
<i>*Expand box as required</i>		
Evidence: The estimated population size of Havering is 260,651 based on projections from ONS with 160,925 considered to be of working age (i.e. aged 18-68). The population grew by 11,276 over the last 5 years and is projected to grow by 21,248 (8.2%) over the next 5 years. 61.7% of the population of Havering is considered of working age, in comparison to 67.2% in London and 62.3% in England Havering has the oldest population in London with a median age of 39 years, as recorded in the 2011 census. Havering has a much older age structure compared to London but similar to England. The borough current experiences some of the lowest wage rates and levels of educational attainment in London. Low skills levels - 30.2% of Havering residents possess a Degree or Equivalent and Above - SCQF L9 (2.1% below the national average), and 6.1% hold a Higher Education below Degree Level - SCQF L7-8 (2.2% below the national average). In Havering, the unemployment rate is 5% (December 2021) ¹ compared the UK unemployment rate at 4.2% (August 2021 – October 2021) ² . Unemployment rate is higher than the UK average however Havering ranks as one the London Boroughs with the lowest rate (27 th position). In comparison, Barking & Dagenham and Waltham Forest (both nearest neighbours) are ranked first and second for highest unemployment rate. Low income - for full time employment males earn £40pw less and females £80pw than the average across London Jobs in Havering - 36% of jobs in the Borough are part time compared to 27% across London. The full time jobs in Havering pay less per week for both males, £201.50 less, and females £128 less when compared to London.		
<i>*Expand box as required</i>		
Sources used:		
<i>*Expand box as required</i>		

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

Please tick (✓) the relevant box:	Overall impact:
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¹ ONS, [Havering Data](#)

² Labour Market Overview, [ONS](#)

Positive	√	The Employment and Skills Plan will impact positively on this group of residents as currently the provision and support to this group of residents is un coordinated and often of an in consistent quality. Havering will work to ensure that outcomes for this group of residents is monitored and assessed and seek the involvement of the Protected characteristic group to support the design and development of future support.
Neutral		
Negative		

*Expand box as required

Evidence:

According to the 2017 ONS Annual Population Survey 19% of working age people living in Havering have disclosed that they have a disability or long term illness. This is a similar proportion to England (20%).

The estimated number of people in Havering aged 18-64 living with moderate or serious physical disabilities was 11,870 in 2017 – a rate of 7,865 per 100,000 population aged 18-64 years. This rate is one of the highest among London local authorities. It is statistically similar to England but significantly higher than the London average.

There is currently only the Work and Health Programme offering specific provision for supporting this group of residents in the borough. This provision is supported by DWP funding and is principally aimed at those on work related benefits.

Our approach to working with the Approved Provider is as follows:

The borough will facilitate support and referral networks and will be able to monitor and input feedback into the delivery of this programme (which is voluntary for residents suffering ill health)

Officers at LB Havering sit on an Officer Management Group which will support the review and direction of the activities undertaken as far as possible within the contracted parameters. This provides the opportunity to influence some of the outcomes of this activity.

We will maximise activities and referral networks by coordinating departments such as IAPT, Adult Social Care, Public Health , the NHS and Voluntary and Community Sectors to make sure that these opportunities are publicised and available all residents who wish to voluntarily take up this offer.

We will also seek alternative funding to support this group to ensure that there is longer term support available.

Expand box as required

Sources used:

Labour Market Profile - Nomis - Official Labour Market Statistics (nomisweb.co.uk)

EMSI report Dec 2021

*Expand box as required

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

Please tick (✓) the relevant box:		Overall impact: <i>This service will support all residents of Havering and will be mindful of the responsibilities of those residents with care responsibilities (children and other family members).</i> <i>There is some evidence of Gender inequality in pay between males and females and we will work to raise attainment and achievement levels to bring about a greater balance.</i> Data collection over the duration of the project will ensure that the council is able to monitor and address support to these “Protected characteristic” groups. <i>*Expand box as required</i>
Positive	✓	
Neutral		
Negative		

Evidence:

Males experience higher salaries than their female counterparts, we will work to achieve greater wage equality for females but as a whole we will work with both groups to raise skill levels and progression prospects since Havering experiences some of the lowest wage rates in London. This is particularly relevant when set against raising housing and living costs and the thresholds of Housing Benefit Support

Jobs in Havering - 36% of jobs in the Borough are part time compared to 27% across London.

The full time jobs in Havering pay less per week for both males £201 less, and females £128 less, when compared to London

**Expand box as required*

Sources used:

*Expand box as required

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

Please tick (✓) the relevant box:		Overall impact: Havering is one of the most ethnically homogenous places in London, with 83% of its residents recorded as White British, higher than both London and England. About 90% of the borough population were born in the United Kingdom. This is a changing picture however and projected growth of the BAME population is expected. The Employment and Skills Plan will work to support BAME groups to actively participate and benefit from its activities. Data collected will ensure that the council is able to monitor and address support to these “Protected characteristic” groups.
Positive	✓	
Neutral		
Negative		

**Expand box as required*

Evidence:

While Havering is one of London's least diverse boroughs, 10% of the population were born outside of the UK according to the 2011 census. The majority of residents born outside of the UK were from Ireland, Nigeria, India as well as Eastern Europe.

Havering is one of the most ethnically homogenous places in London, with 83% of its residents recorded as White British, higher than both London and England.

- About 90% of the borough population were born in the United Kingdom.
- It is projected that the Black African population will increase from 3.8% in 2015 to 5.2% of the Havering population in 2030.

**Expand box as required*

Sources used:

[Labour Market Profile - Nomis - Official Labour Market Statistics \(nomisweb.co.uk\)](https://www.nomisweb.co.uk/labour-market-profile)

EMSI report Dec 2021

**Expand box as required*

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

Please tick (✓)
the relevant box:

Positive

☐

Neutral

✓

Negative

☐
Overall impact:

There is no information held at either local or national levels that can be used carry out a viable EIA

**Expand box as required*

Evidence:

**Expand box as required*

Sources used:

<https://www.haveringdata.net/joint-strategic-needs-assessment/this-is-havering/>

**Expand box as required*

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

Please tick (✓)
the relevant box:

Positive

☐

Neutral

✓

Overall impact:

The service is available to all residents in the borough.

There is no information held at either local or national levels that can be used carry out a viable EIA

Negative		<i>*Expand box as required</i>
Evidence:		
<i>*Expand box as required</i>		
Sources used:		
<i>*Expand box as required</i>		

Protected Characteristic - Gender reassignment: 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>		Overall impact:
Positive		There is no information held at either local or national levels that can be used to carry out a viable EIA
Neutral	✓	
Negative		
		<i>*Expand box as required</i>
Evidence:		
<i>*Expand box as required</i>		
Sources used:		
<i>*Expand box as required</i>		

Protected Characteristic - Marriage/civil partnership: Consider people in a marriage or civil partnership		
<i>Please tick (✓) the relevant box:</i>		Overall impact:
Positive		Marital / civil partnership status is not a barrier to employment support.
Neutral	✓	There is no information held at either local or national levels that can be used to carry out a viable EIA

Negative		<i>*Expand box as required</i>
Evidence: Management information collected through the programme (January 2022 to December 2023). Evidence gathered through evaluation of employment support programmes across London		
<i>*Expand box as required</i>		
Sources used: GLA - skills and employment strategy		

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>		Overall impact:
Positive	✓	<i>*Expand box as required</i>
Neutral		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 ☒
Negative		
Evidence:		
<i>*Expand box as required</i>		
Sources used: https://www.haveringdata.net/joint-strategic-needs-assessment/this-is-havering/		
<i>*Expand box as required</i>		

4. 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>	➔	Proceed with implementation of your activity
	2. The EqHIA identified some <u>negative impact</u> which still needs <u>to be addressed</u>	➔	COMPLETE SECTION 4: Complete action plan 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	➔	Stop and remove the activity or revise the activity thoroughly . Complete an EqHIA on the revised proposal.

5. 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

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).

6. 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: Annual

Scheduled date of review: January 2023

Lead Officer conducting the review: Amanda Montague

**Expand box as required*

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