

Equality Analysis (EA)

Financial Year
2018/19

Section 1 – General Information (Aims and Objectives)

Name of the proposal including aims, objectives and purpose
(Please note – for the purpose of this doc, ‘proposal’ refers to a policy, function, strategy or project)

**See Appendix
A**

Current decision
rating



Background

This Equality Analysis is being prepared to consider equality impacts relating to community governance review triggered by a petition from local residents to set up a parish(‘town’) council within the Tower Hamlets council wards of Spitalfields & Banglatown and Weavers. A parish council is a democratically elected, additional and legally independent tier of local government with its own councillors, which can provide a range of local services within a defined area. A parish council operates at a local level below the principal council, in this case Tower Hamlets Council.

The council is required to consult local government electors in the area under review, and others who appear to have an interest in the review. When undertaking a review they must have regard to the need to ensure that community governance reflects the identities and interests of the community in the area under review, and the need to ensure that community governance in that area is effective and convenient.

In the development of its proposals the council has a legal duty to engage people with protected characteristics under the Equality Act 2010.

Phase 1 of the public consultation in the community governance review opened on 8 October 2018 and ran for 12 weeks until 31 December 2018. The council chose an initial consultation period of 12 weeks to enable a broad range of views to be gathered and to gauge levels of support for proposals in the petition. The consultation programme covered online, social media, print and face-to-face channels in order to encourage a broad range of responses that represented the diverse population of the borough.

The second stage, putting forward the council’s draft recommendations after considering findings from phase 1, will begin 4 March 2019 and run for a further 12 weeks until 27 May 2019. The review must be complete by 22 July 2019.

Review objectives

The objectives of the review set out in the terms of reference are as follows:

1. To fulfil the council’s obligations to undertake a community governance review following the receipt of a valid petition. The current guidelines state that we must complete this review within 12 months of the receipt of the petition.
2. To consider whether the creation of a parish council reflects the identities and interests of the community in the area.
3. To ensure that any proposed arrangements provide effective and convenient local government, including viability in the provision of services, the promotion of well-being and community cohesion.

4. To take into account any other arrangements for community representation and engagement in the area that are already in place or that could be made.
5. To consider options for electoral arrangements for the parish council should the proposal to create a parish council be adopted.

Conclusion - To be completed at the end of the Equality Analysis process

A final equality analysis will be published after the close of the phase 2 consultation on the council's draft recommendations to inform the council's final recommendations for publication in July 2019.

Name:

(signed off by)

Date signed off:

(approved)

Service area: Governance

Team name:

Strategy, policy & performance

Service manager:

Afazul Hoque

Name and role of the officer completing the EA:

Jannette John

Katy McGinty

Section 2 – Evidence (Consideration of Data and Information)

What initial evidence do we have which may help us think about the impacts or likely impacts on service users or staff?

Information available and which has been considered is:

- Census 2011 data
- Borough Profile 2018 data
- London Borough of Tower Hamlets Council Tax data
- Community governance review – consultation survey analysis
- Producing modelled estimates of the size of the lesbian, gay and bisexual (LGB) population of England report published by Public Health England

Section 3 – Assessing the Impacts on the 9 Groups

Please refer to the guidance notes below and evidence how your proposal impacts upon the nine Protected Characteristics in the table on page 3?

For the nine protected characteristics detailed in the table below please consider:-

- **What is the equality profile of service users or beneficiaries that will or are likely to be affected?**

Use the Council's approved diversity monitoring categories and provide data by target group of users or beneficiaries to determine whether the service user profile reflects the local population or relevant target group or if there is over or under representation of these groups

- **What qualitative or quantitative data do we have?**

List all examples of quantitative and qualitative data available

(include information where appropriate from other directorates, Census 2001 etc)

- *Data trends – how does current practice ensure equality*

- **Equalities profile of staff?**

Indicate profile by target groups and assess relevance to policy aims and objectives e.g. Workforce to Reflect the Community. Identify staff responsible for delivering the service including where they are not directly employed by the council.

- **Barriers?**

What are the potential or known barriers to participation for the different equality target groups? e.g. -communication, access, locality etc.

- **Recent consultation exercises carried out?**

Detail consultation with relevant interest groups, other public bodies, voluntary organisations, community groups, trade unions, focus groups and other groups, surveys and questionnaires undertaken etc. Focus in particular on the findings of views expressed by the equality target groups. Such consultation exercises should be appropriate and proportionate and may range from assembling focus groups to a one to one meeting.

- **Additional factors which may influence disproportionate or adverse impact?**

Management Arrangements - How is the Service managed, are there any management arrangements which may have a disproportionate impact on the equality target groups

- **The Process of Service Delivery?**

In particular look at the arrangements for the service being provided including opening times, custom and practice, awareness of the service to local people, communication

Please also consider how the proposal will impact upon the 3 One Tower Hamlets objectives:-

- Reduce inequalities
- Ensure strong community cohesion
- Strengthen community leadership.

Please Note -

Reports/stats/data can be added as Appendix

Target Groups	Impact – Positive or Adverse What impact will the proposal have on specific groups of service users or staff?	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform decision making Please also how the proposal will promote the three One Tower Hamlets objectives? <ul style="list-style-type: none"> -Reducing inequalities -Ensuring strong community cohesion -Strengthening community leadership
Race		<p>Tower Hamlets is ranked as the 16th most ethnically diverse local authority in England in terms of the mix of different ethnic group populations. The Spitafields/Banglatown and Weavers wards are reflective of this diversity. The Census 2011 identified that 17.5% of residents in the Spitafields/Banglatown Ward identify as White British, 11.1% as Other White, 2.2% Mixed, 28.6% Bangladeshi, 3.3% Black and 37.4% as other. The ethnic makeup of Weavers Ward residents is similar with 23.7% White British, 9.1% other White, 2.2% Mixed, 19.1% Bangladesh, 4.6% Black and 40.4% as other.</p> <p>Census 2011 data identified that residents in the area of which the first stage consultation is based on includes 30.1% of residents who identify as White British, 20.2% as Other White, 3.4% as Mixed, 26.5% as Bangladeshi, 3.8% as Black and 16% as 'other'.</p> <p>This data therefore illustrates that the largest ethnic group in the proposed area are residents who identify as White British (30.1%) followed closely by Bangladeshi residents (26.5%). This differs slightly to the overall population of Tower Hamlets identified in the Borough Profile 2017/18 where Bangladeshi residents were found to make up 32% of the total population which is the largest Bangladeshi population in England.</p> <p>Prior to the phase 1 consultation we identified residents from under-represented groups that could be potentially adversely impacted by this proposal. In order to mitigate any negative impacts on those from an ethnic minority background several actions were undertaken to engage with various groups. These actions included the following:</p> <ul style="list-style-type: none"> • Online engagement including social media posts and tweets about the consultation to raise

		<p>awareness of the proposal and consultation taking place;</p> <ul style="list-style-type: none"> • Letters were written to all residents listed on the Council Tax Register as living in the area; • Letters/emails were sent to all faith community and voluntary organisations/community groups. • Fliers were produced in both English and Bangladeshi and were available at various locations in the area. • Posters were produced and distributed to locations in and around the area. • Local residents some of whom were from ethnic minority backgrounds were employed as community researchers to engage on a face to face basis encouraging people from ethnic minority backgrounds to participate in the consultation. To make this process effective the researchers were able to communicate with residents in a variety of languages. • Pull up banners were printed and displayed around the borough to inform people about the consultation and encourage them to participate or ask questions if they required further information. • A special email address was created so that residents could directly request further information about the consultation when required. <p>The results of the online survey were as follows. Ethnicity data was given for 515 individuals to the online survey. 487 (94.5%) of responders were from within the Tower Hamlets Borough and 379 (40.7%) reside within the Spitafields & Banglatown or Weavers wards. For online survey responses there is a significant over representation of White British responders (38.9% of total responders compared with 31.2% borough-wide). There is a significant under representation of Bangladeshi responders to the online survey (14.8% of total responders compared with 32% borough-wide).</p> <p>It is recommended that consultation activity in phase 2 should encourage responses through both paper and online channels. It is further recommended that at least one static displays of consultation information and material is made available for local residents to view within the area. It is suggested that a number of information giving events are held in the area to ensure that people have the opportunity to consider proposals. needs to continue with community leaders from ethnic minority backgrounds to encourage participation in the consultation. Consideration should be given to providing information in Bengali and other community languages.</p>
Disability		<p>Census 2011 data identified that 4.1% of residents in the Spitafields/Banglatown Ward identify as long term sick or disabled, this is similar to the Weavers Ward where the number is 4.6% of residents. 3.2% of residents identify as long term sick or disabled in the proposed area which is slightly lower than the wards.</p>

		<p>Prior to the consultation we identified residents from under-represented groups that would be potentially adversely impacted by this proposal. In order to ensure residents who are less able were aware of the consultation and to mitigate any negative impacts several actions were undertaken to engage with disability groups. These actions included the following:</p> <ul style="list-style-type: none"> • The council funds a disability advocacy group that has a wide reaching network and its own steering group that is made up of people with disabilities. A meeting was held with the steering group encouraging them to participate and share the information about the consultation. • Mixed methods for engagement included online, face to face, and in writing • Residents were offered support in completing a questionnaire if they wished. <p>It is recommended that the following actions are taken in phase 2.</p> <ul style="list-style-type: none"> • Further outreach to a broader range of disability groups including REAL (local voices project), and AccessAble to help promote the consultation and encourage participation by their membership base. • Consultation materials are produced in a format that is accessible to a broader range of people with disabilities.
Gender		<p>Census 2011 data identifies that there are similar numbers of male and female residents in both the Wards with 53.9% male and 46.1% female residents in the Spitfields/Banglatown ward and 51.9% male and 48.1% females residents in the Weavers Ward. This is consistent with Tower Hamlets as a whole as identified in the Borough Profile 2017/18 where male residents were found to slightly outnumber female residents in Tower Hamlets by around 12,900.</p> <p>Census 2011 data identified that residents in the area of which the consultation is based on includes 55% residents who identify as male and 45% of residents who identify as female.</p> <p>Prior to the consultation we identified residents from under-represented groups that would be potentially adversely impacted by this proposal. Actions were undertaken to engage with these groups, which includes the following:</p> <ul style="list-style-type: none"> • Leaflets were handed out at Mariam Centre which is a womans only mosque in order to encourage more woman to take part in the consultation. • Online engagement including social media posts and tweets about the consultation to raise awareness of the proposal and consultation taking place;

- Letters were written to all residents listed on the Council Tax Register as living in the area;
- Letters/emails were sent to all faith community and voluntary organisations/community groups.
- Fliers were produced in both English and Bangladeshi and were available at various locations in the area.
- Fliers and posters were produced and distributed to locations in and around the area.
- Local residents (both female and male) were employed as community researchers to engage on a face to face basis encouraging people to participate in the consultation. These researchers were tasked to specifically target women in order to increase participation.
- Pull up banners were printed and displayed around the borough to inform people about the consultation and encourage them to participate or ask questions if they required further information.
- A special email address was created so that residents could directly request further information about the consultation when required.

For the purpose of this analyses the results of the online survey will be considered. In total 515 valid responses were received to the online survey. 487 (94.5%) of responders were from within the Tower Hamlets Borough and 379 (73.5%) reside within the Spitafields & Banglatown or Weavers wards.

The gender of the respondents to the online survey is set out below:

Responder Gender	Number	%
Female	153	29.7%
Intersex	1	0.2%
Male	282	54.8%
Prefer not to say	71	13.8%
Trans	1	0.2%
(blank)	7	1.4%
Total	515	100.0%

The majority of respondents were male (54.8%) followed by respondents who were female (29.7%). The number of female respondents is lower than the number of residents who identify as female in the area so in phase 2 further engagement needs to occur with this cohort.

		<p>During consultation outreach community researchers identified that a barrier to engaging with women and specifically those from ethnic minority background was language and English being predominantly a second language.</p> <p>It is recommended that in order to overcome this barrier in phase two of the consultation the following steps will be undertaken:</p> <ul style="list-style-type: none"> • Female community leaders who can speak Bengali to attend community events for translations purposes in order to encourage participation by women. • Further outreach to womens groups to encourage attendees to participate in the consultation. • Further outreach to schools to engage with mothers and encourage participation.
Gender Reassignment		<p>There is no readily available data to help inform us of this protected characteristic. We do however believe that the necessary steps were taken to ensure that information would be made available to people with this protected characteristic as part of the consultation process as outlined below.</p> <p>Prior to the consultation we identified residents from under-represented groups that would be potentially adversely impacted by this proposal. These actions included the following:</p> <ul style="list-style-type: none"> • Online engagement including social media posts and tweets about the consultation to raise awareness of the proposal and consultation taking place; • Letters were written to all residents listed on the Council Tax Register as living in the area; • Letters/emails were sent to all faith community and voluntary organisations/community groups (including LGBTQ organisations and those providing services to LGBTQ residents). • Fliers were produced in both English and Bangladeshi and were available at various locations in the area. • Fliers and posters were produced and distributed to locations in and around the area. • Local residents were employed as community researchers to engage on a face to face basis encouraging people to participate in the consultation. • Pull up banners were printed and displayed around the borough to inform people about the consultation and encourage them to participate or ask questions if they required further information. • A special email address was created so that residents could directly request further information about the consultation when required. <p>There is very little information relating to gender reassignment from survey respondents however in phase two of the consultation, in addition to the above the following actions will be undertaken to engage</p>

		<p>with residents who may be undergoing gender reassignment:</p> <ul style="list-style-type: none"> • There will be further outreach to LGBTQ groups including ELOP to help promote the consultation and encourage participation by their user base.
Sexual Orientation		<p><i>Producing modelled estimates of the size of the lesbian, gay and bisexual (LGB) population of England</i> report published by Public Health England in January 2017 identified that 8.7% of respondents of the GP Patient Survey 2015 residing in Tower Hamlets identified as lesbian, gay, bisexual or 'other', This was the third highest in Greater London. This information indicates that Tower Hamlets has the third highest population of LGBT residents in London although we do not have a further breakdown by ward.</p> <p>Prior to the consultation we identified residents from under-represented groups that would be potentially adversely impacted by this proposal. These actions included the following:</p> <ul style="list-style-type: none"> • Online engagement including social media posts and tweets about the consultation to raise awareness of the proposal and consultation taking place; • Letters were written to all residents listed on the Council Tax Register as living in the area; • Letters/emails were sent to all faith community and voluntary organisations/community groups (including LGBTQ organisations and those providing services to LGBTQ residents). • Fliers were produced in both English and Bangladeshi and were available at various locations in the area. • Fliers and posters were produced and distributed to locations in and around the area. • Local residents were employed as community researchers to engage on a face to face basis encouraging people to participate in the consultation. • Pull up banners were printed and displayed around the borough to inform people about the consultation and encourage them to participate or ask questions if they required further information. • A special email address was created so that residents could directly request further information about the consultation when required. <p>There is very limited information relating to the sexual orientation of survey respondents however in phase two of the consultation it is recommended that</p> <ul style="list-style-type: none"> • Further outreach to LGBTQ groups including ELOP to help promote the consultation and encourage participation by their user base; and • We will utilise the LBTH LGBT Staff Forum 'Tower PRIDE' to help cascade information to staff

		<p>who are residents in the area.</p> <ul style="list-style-type: none"> • Targeted information via social media and other channels is considered
Religion or Belief		<p>Tower Hamlets has the highest proportion of Muslim residents in the country with the Borough Profile identifying that 38% of residents identify as Muslim. This number for London is 13% and England 5%. Christianity is the second highest religion/belief in the Borough with 30% of residents identifying as Christian which is lower than both the rates in London and England which are 49% and 59% respectively. Tower Hamlets has a significantly higher proportion of residents who did not state their religion on the census form when compared to London and the rest of England</p> <p>Census information tells that in Spitalfields & Banglatown ward the proportion of residents who identified themselves as Christian was 18.4 per cent – lower than the borough average of 27.1 per cent. At 41.5 per cent of the population, the proportion of Muslim residents was higher than the borough average. 2,660 residents in the ward explicitly stated that they had no religion, this equated to 21.1 per cent of the ward population, compared to the borough average of 19.1 per cent. There were just over 2,000 residents in the ward who did not state their religion on the census form – accounting for 16 per cent of the ward’s population, higher than the borough average.</p> <p>The proportion of residents who identified themselves as Christian was 24.7 per cent. At just over 30 per cent of the population, the proportion of Muslim residents was lower than the borough average. 3,251 residents in the Weavers ward explicitly stated that they had no religion, this equated to 25.2 per cent of the ward population, one of the highest proportions in the borough.</p> <p>Prior to the consultation we identified residents from under-represented groups that would be potentially adversely impacted by this proposal. These actions included the following:</p> <ul style="list-style-type: none"> • We wrote to all faith communities including mosques and churches in the area encouraging them to cascade the information about the consultation and how to engage with their members. • Online engagement including social media posts and tweets about the consultation to raise awareness of the proposal and consultation taking place; • Letters were written to all residents listed on the Council Tax Register as living in the area; • Letters/emails were sent to all faith community and voluntary organisations/community groups • Fliers were produced in both English and Bangladeshi and were available at various locations in the area. • Fliers and posters were produced and distributed to locations in and around the area. • Local residents were employed as community researchers to engage on a face to face basis

		<p>encouraging people to participate in the consultation. Researchers were instructed to stand outside of places of worship to target those residents and encourage them to participate in the consultation.</p> <ul style="list-style-type: none"> • Pull up banners were printed and displayed around the borough including at places at worship to inform people about the consultation and encourage them to participate or ask questions if they required further information. • A special email address was created so that residents could directly request further information about the consultation when required. <p>For the purpose of this analyses the results of the online survey will be considered. In total 515 valid responses were received to the online survey. 487 (94.5%) of responders were from within the Tower Hamlets Borough and 379 (73.5%) reside within the Spitafields & Banglatown or Weavers wards.</p> <p>. Survey responses indicate that 17.6% of respondents identify as Christian with 15.3% of respondents identifying as Muslim. This number of Muslim respondents is significantly lower than the general population of the Spitafields/Banglatown and Weavers ward residents which is 41.5% and 30% respectively. – a lower proportion than the population. In addition, 25.5% of responders stated that they preferred not to say, and 29.6% stated that they had no religion.</p> <p>In addition to the above it is recommended that further outreach should be undertaken to engage with residents from the Muslim faith who are under represented as consultation responders.</p>
Age		<p>The Borough Profile 2017/18 identified that Tower Hamlets has the 4th youngest population in the UK with almost half of residents (46%) being aged between 20 – 39. This is consistent with Census 2011 data which identified that the majority of residents in Spitafields/Banglatown and Weavers Wards are under the age of 44 with these numbers being 81.4% and 81.4% respectively.</p> <p>Prior to the consultation we identified residents from under-represented groups that would be potentially adversely impacted by this proposal. These actions included the following:</p> <ul style="list-style-type: none"> • Online engagement including social media posts and tweets about the consultation to raise awareness of the proposal and consultation taking place; • Letters were written to all residents listed on the Council Tax Register as living in the area; • Letters/emails were sent to all faith community and voluntary organisations/community groups (including LGBTQ organisations and those providing services to LGBTQ residents). • Fliers were produced in both English and Bangladeshi and were available at various locations in the area.

- Fliers and posters were produced and distributed to locations in and around the area.
- Local residents were employed as community researchers to engage on a face to face basis encouraging people to participate in the consultation. Researchers were instructed to locate themselves around schools and youth facilities to capture different age groups.
- Pull up banners were printed and displayed around the borough including at places at worship to inform people about the consultation and encourage them to participate or ask questions if they required further information.
- A special email address was created so that residents could directly request further information about the consultation when required.

Age Profile – Survey responders	0-15	16-24	25-44	45-64	65+	Prefer not to say / blank	Total
ALL Responders	2 (0.4%)	30 (5.8%)	211 (40.9%)	173 (33.5%)	47 9.1(%)	48 (9.5%)	515

For the purpose of this analyses the results of the online survey will be considered. The majority of survey respondents (40.9%) were aged 25 – 44. This age group accounts for 52% of the areas population so response rates are lower than what would be expected. Similarly while residents aged 16-24 make up 16.8% of the borough wide population this age group only makes up 5.8% of survey respondents.

In contrast, there is an over representation of residents who are 45-64 who responded to the survey. These residents make up 13.3% of the boroughs population however accounted for 33.5% of survey respondents.

This results of the survey illustrates that more engagement with those aged 16 – 24 and 25 – 44 needs to occur in phase two of the consultation. It is recommended that consideration is given to:

- outreach to schools, colleges and universities along with youth clubs and community centres to raise awareness of the consultation and encourage participation by this age group.
- To target those aged 25 – 44 at least one information giving event to be held out of normal working hours to encourage this age group to attend and participate in the consultation.

- Placement of information in workplaces
- We will target facilities that this age group are likely to frequent such as pubs/bars, restaurants, markets and leisure centres.

Marriage and Civil Partnerships.

Census 2011 data for the living arrangements of residents living in Spitafields/Banglatown and Weavers wards is outlined below.

Census Data by Living Arrangements (QS108EW)	ALL	Spitafields and Banglatown	Weavers	Proposed Parish Council Area
Living in a couple: Married	28.3%	25.7%	22.2%	21.7%
Living in a couple: Cohabiting (opposite-sex)	10.3%	9.5%	10.7%	13.4%
Living in a couple: In a registered same-sex civil partnership or cohabiting (same-sex)	2.0%	1.9%	2.6%	2.9%
Not living in a couple: Single (never married or never registered a same-sex civil partnership)	44.7%	49.7%	49.3%	50.3%
Not living in a couple: Married or in a registered same-sex civil partnership	3.5%	3.9%	2.9%	3.3%
Not living in a couple: Separated (but still legally married or still legally in a same-sex civil partnership)	2.7%	2.0%	2.7%	1.8%
Not living in a couple: Divorced or formerly in a same-sex civil partnership which is now legally dissolved	4.9%	3.9%	5.3%	4.0%
Not living in a couple: Widowed or surviving partner from a same-sex civil partnership	3.6%	3.4%	4.2%	4.7%

For the purpose of this analyses the results of the online survey will be considered. In total 515 valid

responses were received to the online survey. 487 (94.5%) of responders were from within the Tower Hamlets Borough and 379 (73.5%) reside within the Spitafields & Banglatown or Weavers wards. As outlined below 31.8% of survey responders identified themselves as single with 31.3% identifying as married and 25.6% preferring not to day.

Survey Responders by Living Arrangements	All Responders	
	Count	%
Blank	17	3.3%
Civil partnership	5	1.0%
Co-habiting	36	7.0%
Married	161	31.3%
Prefer not to say	132	25.6%
Single	164	31.8%
Grand Total	515	100.0%

The steps we can make to ensure that information would be made available to this protected characteristic as part of the consultation process as outlined below:

- Online engagement including social media posts and tweets about the consultation to raise awareness of the proposal and consultation taking place;
- Letters were written to all residents listed on the Council Tax Register as living in the area;
- Letters/emails were sent to all faith community and voluntary organisations/community groups (including LGBTQ organisations and those providing services to LGBTQ residents).
- Fliers were produced in both English and Bangladeshi and were available at various locations in the area.
- Fliers and posters were produced and distributed to locations in and around the area.
- Local residents were employed as community researchers to engage on a face to face basis encouraging people to participate in the consultation.
- Pull up banners were printed and displayed around the borough to inform people about the consultation and encourage them to participate or ask questions if they required further information.
- A special email address was created so that residents could directly request further information about the consultation when required.

Pregnancy and Maternity

There is no readily available data to help inform us of this protected characteristic. We do however believe that the necessary steps were taken to ensure that information would be made available to this protected characteristic as part of the consultation process as outlined below.

Prior to the consultation we identified residents from under-represented groups that would be potentially adversely impacted by this proposal. These actions included the following:

- Online engagement including social media posts and tweets about the consultation to raise awareness of the proposal and consultation taking place;
- Letters were written to all residents listed on the Council Tax Register as living in the area;
- Letters/emails were sent to all faith community and voluntary organisations/community groups (including LGBTQ organisations and those providing services to LGBTQ residents).
- Fliers were produced in both English and Bangladeshi and were available at various locations in the area.
- Fliers and posters were produced and distributed to locations in and around the area.
- Local residents were employed as community researchers to engage on a face to face basis encouraging people to participate in the consultation.
- Pull up banners were printed and displayed around the borough to inform people about the consultation and encourage them to participate or ask questions if they required further information.
- A special email address was created so that residents could directly request further information about the consultation when required.

There is no specific information relating to whether survey respondents are pregnant or have maternity status however in phase two of the consultation, the above actions will again be undertaken to engage with residents who may be pregnant or on maternity leave:. Further consideration should be given to outreach to GP clinics, hospitals, health centres, antenatal classes etc in order to increase the awareness about the consultation and encourage participation by those who are pregnant or on maternity leave.

Section 4 – Mitigating Impacts and Alternative Options

From the analysis and interpretation of evidence in section 2 and 3 - Is there any evidence or view that suggests that different equality or other protected groups (inc' staff) could be adversely and/or disproportionately impacted by the proposal?

Yes? No? X

If yes, please detail below how evidence influenced and formed the proposal? For example, why parts of the proposal were added / removed?

Whilst there is not any clear evidence that the proposal to create a parish would disproportionately impact people with a protected characteristic it is important that the principal council (Tower Hamlets) makes every effort to ensure that the views of people with a protected characteristic are taken into account in terms of consultation on the proposals. For these reasons a number of recommendations are made above on the conduct of phase 2 of the community governance review consultation

(Please note – a key part of the EA process is to show that we have made reasonable and informed attempts to mitigate any negative impacts. An EA is a service improvement tool and as such you may wish to consider a number of alternative options or mitigation in terms of the proposal.)

Where you believe the proposal discriminates but not unlawfully, you must set out below your objective justification for continuing with the proposal, without mitigating action.

Section 5 – Quality Assurance and Monitoring

Have monitoring systems been put in place to check the implementation of the proposal and recommendations?

Yes? No? At this stage the proposal to create a parish council has not been adopted. In terms of the phase 2 consultation, data on protected characteristics will be collected. As in phase 1 responses will be monitored by the CGR steering group and further action taken if required.

How will the monitoring systems further assess the impact on the equality target groups?

See above

Does the policy/function comply with equalities legislation?
(Please consider the [OTH objectives](#) and [Public Sector Equality Duty](#) criteria)

Yes? A community governance review is a process governed by statute. No?

If there are gaps in information or areas for further improvement, please list them below:

How will the results of this Equality Analysis feed into the performance planning process?

Section 6 - Action Plan

*As a result of these conclusions and recommendations what actions (if any) **will** be included in your business planning and wider review processes (team plan)? Please consider any gaps or areas needing further attention in the table below the example.*




Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Example				
1. Better collection of feedback, consultation and data sources	1. Create and use feedback forms. Consult other providers and experts	1. Forms ready for January 2010 Start consultations Jan 2010	1.NR & PB	
2. Non-discriminatory behaviour	2. Regular awareness at staff meetings. Train staff in specialist courses	2. Raise awareness at one staff meeting a month. At least 2 specialist courses to be run per year for staff.	2. NR	

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Ensure that people are able to respond to consultation through a wide range of channels	Design and delivery of consultation information. Consultation events, static displays, outreach.	Monthly review by CGR steering group	Steve Morton / Kerry Middleton	
Production of consultation information	Universal and targeted information including material suitable for people	Review at start of consultation period and half way point	Kerry Middleton	

	whose first language is not English and people with sensory impairment			
Collect and report data on protected characteristics of respondents	Design and administration of response monitoring	Monthly review by CGR steering group	Vicky Allen	

Appendix A

(Sample) Equality Assessment Criteria

Decision	Action	Risk
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.	Suspend – Further Work Required	Red 
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy.	Further (specialist) advice should be taken	Red Amber 
As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.	Proceed pending agreement of mitigating action	Amber 
As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.	Proceed with implementation	Green: 