



London Borough of Hounslow

EQUALITIES ANALYSIS FORM

Equality Analysis should be undertaken before a decision is made when adopting or reviewing policies/procedures or for savings proposals/ restructures and transformations where it is likely to affect equalities groups or engage the Public sector Equality Duty under section 149 of the Equality Act 2010 –See Appendix below).

(Note: If Equality is considered to have little or no effect on equality groups or if it is unlikely to engage Equality duty then you do not need to complete this form. Even where the proposal is relevant to the Equality duty but the effects are remote or peripheral to the substance of the Equality duty then do not complete this form, just use the standard equalities text in your main report, see web page for standard text.)

Your Equality Analysis needs to demonstrate that due regard has been given to the equalities protected characteristics and the equalities duties and that this policy/ procedure/ proposal is not in breach of the Equality duties. The aim is to support members to make informed decisions about the policy/savings proposal balanced against any likely adverse effects. You must advise members about what actions are proposed to mitigate any adverse effect identified by affected stakeholders during your consultation or from your data analysis.

Due regard has to be given to:

- **Ensure that your decisions impact in a fair way:** Where there is evidence that particular equalities groups will be negatively affected by a decision, action should be taken to address this.
- **Make your decisions based on evidence and more transparent:** Equality Analysis provides a clear and structured way to collect, assess and put forward relevant evidence and is much more open and transparent.
- **Provide a platform for partnership working:** Equality Analysis offers an opportunity for organisations to work in partnership to consider the effect on members of their shared communities and how they might best collaborate and co-ordinate financial decisions.
- **Enable decision makers to assess:** Whether the decision might amount to unlawful discrimination and/or might have an effect on the promotion of equality of opportunity and/or might effect on the promotion of good relations, and if so the extent and nature of those effects.

<p>Directorate/ Section</p> <p>Name of the proposal/policy to be assessed:</p>	<p>CHAS</p> <p>Review of the updated Thriving Communities Strategy</p>	<p>Date of Analysis</p> <p>23 Nov 2018</p>	<p>Person Responsible for the analysis (include name of author if different)</p>	<p>Aine Hayes John Wyman-White</p>
<p>1. Briefly describe the policy/ proposal –its aim and expected outcomes.</p>	<p>The London Borough of Hounslow's <i>Thriving Communities and Voluntary, Community and Social Enterprise (VCSE) Sector Strategy 2015-2019</i> is currently the key document outlining how the local authority is working in partnership with the VCSE sector to support active resident involvement in meeting local needs. Significant progress has been made in the delivery of the specific actions assigned various council teams / service areas and consequently that this sort of innovative integrated strategy can deliver impressive outcomes. With that in mind it will be necessary to have in place a new integrated strategy for communities and the VCS sector when the current one expires in 2019.</p> <p>As the current strategy comes to an end in April 2019 the Community Partnerships Unit has developed a new strategy which builds on current successes, reflects the context within which the VCSE sector operates and takes into account new and emerging need of residents and communities. In order to have the new strategy in place by April 2019 the needs assessment and consultation began in February 2018. The agreed priorities and outcomes of the new strategy will inform the commissioning of key infrastructure (voluntary sector support; volunteering; community transport) and advice services.</p> <p>The new strategy document proposes four updated and revised outcomes, including why each outcome is important and what it will be designed to achieve.</p> <ol style="list-style-type: none"> 1. There is an active and sustainable voluntary and community sector in Hounslow that meets the needs of our residents. 2. All residents and communities can play a role in shaping the place they live and the services they receive. 3. Our residents have the opportunity to lead independent, healthy lives with the skills, confidence and resources to support each other. 4. Hounslow is a borough where all communities get on well together, people know their neighbours and they feel safe 			

<p>2. Who is the policy/ proposal going to affect and in what way? Please use evidence to support your analysis. Use separate sheets if necessary.</p>	<p>The strategy will direct the community engagement work of the Community Partnerships Unit and the support that is provided to the voluntary and community organisations in Hounslow and their service users. Consequently the aim is to positively impact on all residents and groups including those with protected characteristics. This strategy is a continuation of the previous 4 year strategy and will affect the same wide range of groups that were affected by the previous strategy. The strategy is aimed at building thriving communities and in doing so aims to put in place these six building blocks in communities across the borough:</p> <ul style="list-style-type: none"> • Effective social action and volunteering • Strong and sustainable community groups • A strong and influential community voice • Good quality community facilities and services • Safe and respectful community relations • Everyone plays their part in the community <p>The views and opinions of young and older people, women, people with disabilities and people of different races, religion or belief that were collected during the engagement phase have been used to help shape the strategy and identify challenges and priorities for the borough.</p>	
<p>3. When will the decision be taken?</p>	<p>17 December 2018 – 31 January 2019: Consultation phase 26 March 2019 – Borough Council</p>	
<p>4. Are there concerns that the decision <u>could</u> affect the following:-</p>		<p>Please explain or attach evidence of your answers to these questions</p>
<p>(i) Age</p>	<p>Y</p>	<p>The revised strategy will direct the partnership between Hounslow Council and the 600+ voluntary and community groups in the borough.</p>
<p>(ii) Disability</p>	<p>Y</p>	

(iii) Gender Reassignment	Y	<p>These groups provide support and advice to all of the protected characteristics listed here and consequently these support structures are directly affected by the proposals that are contained in the strategy.</p> <p>The annual VCSE Survey 2018 identified these services that are being delivered by the VCSE sector in Hounslow. Supporting this range of service delivery is a key aim of the strategy:</p> <table border="1"> <thead> <tr> <th colspan="2">Main services delivered by the VCSE sector</th> </tr> </thead> <tbody> <tr> <td>Health and wellbeing</td> <td>55%</td> </tr> <tr> <td>Promoting and supporting community cohesion</td> <td>49%</td> </tr> <tr> <td>Working with children and families</td> <td>45%</td> </tr> <tr> <td>Community development</td> <td>42%</td> </tr> <tr> <td>Promoting volunteering</td> <td>38%</td> </tr> <tr> <td>Education and lifelong learning</td> <td>33%</td> </tr> <tr> <td>Leisure – including sport and recreation</td> <td>32%</td> </tr> <tr> <td>Culture – including arts and music</td> <td>25%</td> </tr> <tr> <td>Community safety</td> <td>23%</td> </tr> <tr> <td>Environmental projects</td> <td>20%</td> </tr> <tr> <td>Advocacy; advice and support (immigration, housing, employment etc.)</td> <td>16%</td> </tr> <tr> <td>Supporting migrants or asylum seekers</td> <td>15%</td> </tr> <tr> <td>Equalities and human rights</td> <td>14%</td> </tr> </tbody> </table>	Main services delivered by the VCSE sector		Health and wellbeing	55%	Promoting and supporting community cohesion	49%	Working with children and families	45%	Community development	42%	Promoting volunteering	38%	Education and lifelong learning	33%	Leisure – including sport and recreation	32%	Culture – including arts and music	25%	Community safety	23%	Environmental projects	20%	Advocacy; advice and support (immigration, housing, employment etc.)	16%	Supporting migrants or asylum seekers	15%	Equalities and human rights	14%
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(iv) Race	Y																													
(v) Religion or Belief	Y																													
(vi) Sex	Y																													
(vii) Sexual Orientation	Y																													
(viii) Pregnancy and maternity	Y																													
(ix) fostering good relations and community cohesion	Y																													
(x) Human Rights	Y																													
<p>Public Authorities have a duty under the Human Rights Act 1998 (HRA) not to act incompatibly with rights under the European Convention for the Protection of Fundamental Rights and Freedoms</p> <p>Because of the close relationship between human rights and equality, it is good practice for those exercising public functions to consider equality and human rights together when analysing for effect on policies and proposals. (See list below for the Human Rights Articles)</p>																														

<p>5. Which equalities duties will be engaged by this proposal and will require due regard to be given before a decision is made? (See summary of equalities duties below)</p>	<p>The Council must give due regard to the Equality Act 2010. The key public sector duty under section 149, part 11 of the Act requires the Council to eliminate discrimination, harassment, and victimisation and eliminate any other conduct that is prohibited by or under the Act and to advance equality of opportunity and foster good relations. The duty also obliges the Council to take steps to meet the different needs of equalities groups.</p> <p>Due regard will be paid to make adjustments for disabled people who wish to participate in the consultation. For example, we will arrange feedback sessions with the disability groups who took part in the information gathering phase and will work with the group leads to ensure the consultation process is accessible and will produce Easy Read/large print and summary versions for targeted consultation.</p> <p>The following equalities groups will be consulted:</p> <ul style="list-style-type: none"> • Age • Disability • Religion or belief • Sex • Sexual orientation • Pregnancy and maternity • Community cohesion • Human rights <p>This will be done by directly contacting the groups that support people with these characteristics and agreeing the best way to consult with their service users.</p>
<p>6. Are there any relevant groups or stakeholders who you can approach to explore their views on the policy/proposal? You must consult/involve those who will be affected by the decision. YES/NO Please list the relevant groups and how the views of these groups will be obtained. Or state the reason why you have not approached groups/users affected by your proposal</p>	<p>Yes. We will distribute this document to the residents and groups we have already engaged during February - November 2018 and in addition the stakeholders who will be directly affected by the strategy</p> <ul style="list-style-type: none"> • Hounslow Community Network • Elected Councillors • Hounslow's VCS Sector • LBH staff • Council teams that have contributed to the strategy • Hounslow's Faith Communities (on Hounslow Friends of Faith Directory) • TRA's, Residents Groups • Businesses – through the Chamber of Commerce <p>We will support the 600+ voluntary and community groups in the borough to make their service users aware of the strategy and to encourage them to give us their feedback</p> <p>We will also attend their meetings to provide an overview if requested. This will enable them to comment on how their views have been included in the strategy and inform any revision</p> <p>The consultation and final Strategy will be available on the LBH Website. Contacts collected from the initial engagement will receive an email notifying them with this link and updating on next steps.</p> <p>We will work with the LBH Communication Team to release social media messages on Hounslow's Twitter and Facebook and through internal communications (e.g. 7 Days) to publicise more widely.</p>

7. Please explain in detail the views of the relevant groups who have been consulted on the issues involved and the dates when this happened. (Please use a separate sheet if necessary). Set out in themes what the disadvantage is for each equality protected characteristic eg age, disability, race etc.

Public engagement workshops were held across the borough.
The reports from these workshops and research programmes will be available on request.

The format of the strategy is such that the views of the relevant groups recorded during the engagement process are all captured and published under the heading: "You have told us".

A **programme of engagement (February - November 2018)** consisted of:

- February 2018: Annual survey of the voluntary and community sector in Hounslow from over 100 VCS organisations on their relationship with LBH, their support needs and the challenges that they face.
- February 2018: 4 resident engagement workshops run by m.e.l research
- The sessions contained a mix of residents with differing demographic profiles
- March/June/September 2018: Drafting of the new strategy monitored by the VCSE Partnership Group
- April – September 2018: comprehensive review by Rocket Science of the relationship between LBH, its partners and the VCS sector in the borough of Hounslow.
- March/ June/September 2018: Hounslow Community Network - feedback on the structure and themes of the draft strategy.
- September 2018: Residents Association Forum - commented on the structure and themes of the draft strategy
- October 2018: 4 Engagement workshops, run by m.e.l research, with representatives from the community voluntary sector and residents groups.
- November 2018: Workshop with Hounslow’s Councillors on their role as community leaders in support of this new strategy.

During the engagement process we received feedback from representatives of all of the equality protected characteristics, as we specifically targeted the 600+ voluntary groups in the borough that support them.

We will be engaging directly with them again during the consultation period.

Their feedback provided the following information about the challenges that they are facing and how we should address it in the revised strategy:

Finding new funding sources
Coping with increased demand for our services
Recruiting staff, including volunteers
Managing to maintain our services with reduced resources
Finding suitable and affordable premises
Measuring the outcomes of our activities
Finding the support and advice that we need
Training our staff
Redesigning our services to meet changing needs

What came across most strongly was the desire for a revised community strategy that clearly defines the relationship between the VCS sector and the public bodies in Hounslow – and how the council plans to work in partnership with the

sector to support its service users

Our surveys have identified the preferred methods by which groups in the voluntary sector would like to receive information from the council, and this will be taken into account during the consultation process:

- Hounslow Council website: 75%
- HVSSS e newsletter: 51%
- Hounslow Council's Evolve newsletter: 45%
- Hounslow Hub website: 35%

<p>8. Taking into account the views of these groups, and the available evidence, please clearly state the risks associated with the decision, weighed against the benefits of the decision. Will the impact be high, medium or low?</p> <p>High – Impact is likely to be high if the savings proposal has significant relevance to the substance of the Equality duty. So consider size and scale of effect of policy/savings proposal or service restructure on staff, users/residents and other affected stakeholders. The effects can also be high if there is a potential for challenge of breach of equalities duties from affected stakeholders who have a protected equality characteristic. (see overview of legal duties below).</p>	<p>Low impact.</p> <p>This strategy is aimed specifically at supporting the voluntary sector and therefore people with protected characteristics who use services provided by the sector will benefit from its implementation. By redefining the partnership between the council and the VCS sector the strategy makes it clearer how the VCS sector will be supported to work with people with protected characteristics.</p>
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9. What are the main conclusions and key actions to mitigate or minimise the disadvantage /concerns raised by equalities groups? Please identify recommendations to add to the main report from this equality analysis and explain how each action directly responds to the disadvantage raised. Set out fully the actions/recommendations you propose in the Action Plan below.

(You can use the information in section 9 and 10 to inform the main report to members under the section on 'Equalities and Human Rights Implications').

By adding the conclusions and the key actions and recommendations to the main report you do not need to separately publish this form unless your report involves savings and affects the public. Then make sure it is added as an Appendix as well as completing the main report's Equality and Human Rights implications

One of the key aims of this strategy is to improve and develop the support that the VCSE sector provides to all equality groups in the borough and the concerns raised by equality groups in the engagement phase have been incorporated into the aims of the Strategy and helped to identify the challenges and priorities.

We have included the views of these groups through the engagement process. These groups will be invited to participate in the consultation phase and we shall ensure that there is due consideration and engagement with these groups.

Signed (completing officer) John Wyman-White

Signed (Manager) _____

10. Equalities Analysis Action Plan

Where the equality analysis indicates a potential negative impact, consideration should be given to means of reducing or mitigating the negative effects. At this stage an Action Plan should be developed to address any concerns/issues raised in your analysis. You should also consider arrangements for reviewing the actual effect of the proposals annually once they have been implemented if appropriate. The plan should be adopted as Equality Objectives and integrated in your Service or Business Plan.

If relevant, please list below any recommendations for action that you plan to take as a result of this equality analysis.

Issue	Action Required	Lead Officer	Timescale	Resource Implications	Comments

Appendix 1

Is the policy/savings proposal/restructure/transformation decision likely to breach equalities duties below? If the proposal/policy is not remote or peripheral to the substance of the duties set out below then an Equality Analysis is relevant.

Overview of Equality Act 2010 General Public Sector Equalities duties

Equality Act 2010 – Section 149, Part 11, Public Sector Equality Duty

- (1) A public authority must, in the exercise of its functions, have due regard to the need to-
 - (a) Eliminate discrimination, harassment, victimisation and eliminate any other conduct that is prohibited by or under the Act;
 - (b) Advance equality of opportunity between persons who share a relevant protected characteristic and person who do not share it;
 - (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it;
- (2) A person who is not a public authority but who exercises public functions must, in the exercises of those functions, have due regard to the matters mentioned in subsection (1) above.
- (3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to-
 - a) remove or minimise disadvantages suffered by persons who share a relevant characteristic that are connected to that characteristic;
 - b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
 - c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- (4) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.
- (5) Having due regard to the need to foster good relations between person who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
 - a) Tackle prejudice, and
 - b) Promote understanding.
- (6) Compliance with the duties in this section may involve treating some persons more favourably than other; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.
- (7) The relevant protected characteristics are:
 - a) Age;

- b) Disability;
- c) Gender reassignment;
- d) Pregnancy and maternity;
- e) Race;
- f) Religion or belief;
- g) Sex;
- h) Sexual orientation.

Equality Act 2010 - Section 20, Part 2 - Duty to make adjustments for disabled people

- (1) Where a provision, criterion or practice of a public body puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to avoid the disadvantage.
- (2) Where a physical feature puts a disabled person at a substantial disadvantage in relation matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to avoid the disadvantage.
- (3) Where a disabled person would, but for the provision of an auxiliary aid, be put at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to provide the auxiliary aid.

Under Section 39, Part 5 of the Equality Act 2010, Employers must not discriminate against or victimise an employee:

- as to the terms of employment;
- in the way they make access to opportunities for promotion, transfer or training or for receiving any other benefit, facility or service;
- by dismissing the employee; or subjecting them to any other detriment;
- Employers must ensure that they do not deny workers access to benefits because of a protected characteristic.
- Where denying access to a benefit or offering it on less favourable terms the employer must be able to objectively justify the rule or practice as a proportionate means of achieving a legitimate aim.

Sections 64 and 65 relate to equal pay between men and women.

- These equal pay provisions apply to all contractual terms including wages and salaries, non-discretionary bonuses, holiday pay, sick pay, overtime, shift payments, and occupational pension benefits, and to non-monetary terms such as leave entitlements or access to benefits.
- Other sex discrimination provisions apply to non-contractual pay and benefits such as purely discretionary bonuses, promotions, transfers and training and offers of employment or appointments to office.

Appendix 2

Human Rights Act 1998 which came into force in 2000

Does your proposal breach any of these Articles

Article 2 - Right to Life

Article 3 - Protection from torture and inhuman or degrading treatment or punishment

Article 4 - Protection from slavery and forced or compulsory labour

Article 5 - The right to liberty and security of person

Article 6 - The right to a fair trial

Article 7 - Protection from retrospective criminal offences

Article 8 - The protection of private and family life

Article 9 - Freedom of thought, conscience and religion

Article 10 - Freedom of expression

Article 11 - Freedom of association and assembly

Article 12 - The right to marry and found a family

Article 14 - Freedom from discrimination

For more information contact:

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