

# LONDON COUNCILS GUIDANCE ON UNDERTAKING AN EQUALITY IMPACT ASSESSMENT (EIA)

## What is an Equality Impact Assessment?

1. An EIA is an examination of a proposed or existing policy, service or function to identify what effect its implementation may have on different groups in the community. It can be used to analyse the impact of a whole service or just one aspect of it.
2. EIAs are used to anticipate and identify any discriminatory or negative consequences for a particular group or sector, whether on the grounds of race, gender, disability, faith, sexuality or age.
3. If any discriminatory or negative consequences are identified, counter measures can then be taken. The key purpose is to help identify discrimination, adverse impact and any gaps in policy formulation or service provision.

## Why carry out an Equality Impact Assessment?

4. Undertaking EIAs for race, disability and gender equality is already a legal duty on all public bodies, including London Councils. In common with many London boroughs, London Councils is committed to assessing its policies and services for their impact not only on race but on all six equality strands.
5. The added benefits of carrying out an impact assessment are that it helps to identify whether the needs of any groups are likely to be overlooked or excluded; and helps policy developers to consider alternatives, and to target resources more effectively.

## How is an Equality Impact Assessment carried out?

6. Stage One is to carry out a relevance test, using Form A. If policies have been planned carefully with equality considerations in mind, there will usually be no need to proceed to Stage 2.
7. Stage Two is the full impact assessment, using form B. The policy holder is responsible for carrying out the EIA, but may find it helpful to invite colleagues to contribute to the process. Try to get a balance of skills, grades and experience.
8. Assess each **new** proposed policy/function at the planning stage, to see what is the likelihood of it having an adverse impact on any group. All **existing** policies/functions must be reviewed on a rolling programme, as part of the Business Plan.
9. The assessment is done by gathering information (eg relevant statistics published by London Councils or other bodies; consultation with users and potential users; staff surveys; monitoring existing policies) – and considering whether the information indicates that any group/s of people are likely to be put at a disadvantage by the policy or service.

10. If the information gathered indicates that the policy is likely to disadvantage any particular group, then you must explain the reason and identify any action that can be taken to mitigate against discrimination.
11. All reports recommending a new policy or function, or reviewing an existing one, should include a completed full EIA form if the relevance test shows that an EIA should be undertaken, whether the report is for consideration by elected Members or officers. As public bodies are required to publish their impact assessments, the EIA form should be appended to the report when the meeting papers are published on the London Councils website.
12. Responsibility for ensuring that EIAs are carried out rests with Divisional Directors. Responsibility for carrying out the EIA and completing the form will normally be with the officer responsible for managing the service/policy or writing the report.
13. Completed forms must be kept on paper and/or electronically, along with details of any follow-up action, as they may have to be produced for auditors. EIAs are a statutory requirement, not an optional extra, but they are not about getting the “right answer”, and they don’t need to be complicated. A common sense approach is all that is needed.
14. The reason for conducting impact assessments is not to increase our already heavy workload. Please bear in mind that the purpose is to improve the efficiency, effectiveness and fairness of public sector bodies by making sure that there is no discrimination against any groups and that, where possible, they promote equality.

Head of Equality and Diversity

(First circulated October 2005; updated April 2007; EIA template updated May 2016)

[EIA template attached](#)

**LONDON COUNCILS EQUALITIES IMPACT ASSESSMENT**  
**FORM A : Relevance Test**

Name of policy, service or function being assessed:

Taxicard – specifically moving from a fares structure in line with prevailing taxi meter fares to a per mile fixed rate model.

On average this move will save Taxicard members and the scheme money (see appendix 1). However, because the taxi meter fare is calculated based on time and distance, there may be occasions where the metered fare is lower than the fixed price fare. This is most likely to happen on short trips with little traffic.

The impact of this on Taxicard members is mitigated by a number of factors:

1. Taxicard members do not pay the full fare and receive a subsidy, so the occasions where the member would pay more than the metered fare (and by extension, more than a non-Taxicard taxi user) would be extremely limited. Therefore, the scheme continues to meet the aim of advancing equality of opportunity between disabled persons and the rest of the population. Further, Taxicard users are not required, or obliged to use their Taxicard for making a taxi journey and are free to make individual arrangements with Taxi and PHV providers in the same way as anyone else.
2. While some Taxicard members' contributions towards the cost of a journey may increase on some individual journeys with the new fare structure compared to the old fare structure, overall, members will pay less. Therefore, adverse impact is low.
3. Taxicard members themselves have indicated a preference for a fixed price per mile charging regime, as this provides more cost certainty to them.

Mark on the grid below whether the policy/function might have an adverse impact on any of the grounds indicated.

<b>Equality Area</b>	<b>No adverse impact</b>	<b>Low adverse impact</b>	<b>Medium adverse impact</b>	<b>High adverse impact</b>
<b>Age</b>		x		
<b>Disability</b>		x		
<b>Gender reassignment</b>	x			
<b>Marriage and</b>	x			

<b>civil partnership</b>				
<b>Pregnancy and maternity</b>	<b>x</b>			
<b>Race</b>	<b>x</b>			
<b>Religion/belief</b>	<b>x</b>			
<b>Sex</b>	<b>x</b>			
<b>Sexual orientation</b>	<b>x</b>			

Relevance test completed by:

[ ] Chief Contracts Officer

**NAME [ ]**

**DIVISION Transport and Mobility**

**DATE 09/12/2016**

**If a medium or high adverse impact has been identified for any area then a full impact assessment must be undertaken using Form B.**

**LONDON COUNCILS EQUALITIES IMPACT ASSESSMENT  
FORM B - Full Assessment**

Policy, service or function being assessed:
Is this a new policy/function, or a review of an existing one?
What is the purpose/aim of the policy/function?
What needs or priorities is it designed to meet?
What processes are/will be involved in its implementation?
Might they result in different outcomes for different groups (eg higher or lower

uptake/failure to access/inferior service)?
If yes, which aspects of the policy or function contribute to inequality?
What evidence do you have for coming to your conclusion (eg statistics, consultation, monitoring)?
What action will be taken as a result of this Equality Impact Assessment to address any adverse impacts or meet previously unidentified need?
Assessment completed by: <b>NAME</b> <b>DIVISION</b> <b>DATE</b>

## Appendix 1 – Cost Analysis

Savings estimated for completed journeys based on the assumption that the vehicle waits up to 5 minutes before the passenger gets on board

29 Boroughs with Subsidy =£8.50 and Member Fare =£2.50		Borough	Member	Trip
90% of all trips	Saving Cost per TAXI trip	-£0.25	-£1.76	-£2.00
10% of all trips	Saving Cost per P+V trip	-£0.18	-£0.08	-£0.25
<b>Overall Saving Cost per trip</b>		<b>-£0.24</b>	<b>-£1.59</b>	<b>-£1.83</b>

Hillingdon & Tower Hamlets Subsidy =£10.50 and Member Fare =£1.50		Borough	Member	Trip
90% of all trips	Saving Cost per TAXI trip	-£0.49	-£1.51	-£2.00
10% of all trips	Saving Cost per P+V trip	-£0.21	-£0.04	-£0.25
<b>Overall Saving Cost per trip</b>		<b>-£0.46</b>	<b>-£1.36</b>	<b>-£1.83</b>

Camden Subsidy =£10.50 and Member Fare =£2.50		Borough	Member	Trip
90% of all trips	Saving Cost per TAXI trip	-£0.64	-£1.36	-£2.00
10% of all trips	Saving Cost per P+V trip	-£0.21	-£0.04	-£0.25
<b>Overall Saving Cost per trip</b>		<b>-£0.60</b>	<b>-£1.23</b>	<b>-£1.83</b>

Harrow Subsidy =£9.50 and Member fare =£2.50		Borough	Member	Trip
90% of all trips	Saving Cost per TAXI trip	-£0.49	-£1.51	-£2.00
10% of all trips	Saving Cost per P+V trip	-£0.21	-£0.04	-£0.25
<b>Overall Saving Cost per trip</b>		<b>-£0.46</b>	<b>-£1.36</b>	<b>-£1.83</b>

Waiting Time - First 5 minutes free and £0.50 per minute thereafter

Cancelled en route Fee - £4.50 (based on the borough minimum)

Cancelled on arrival Fee - £7.00 after 10 minutes no contact (based on the £4.50 Minimum plus 5 minutes free plus 5 minutes waiting time charged at £0.50 per minute

Soiling charge =£60.00 (Maximum)