Enfield Council – Retrospective Equality Impact Assessment / Analysis – *Return due by 27 May 2016*

<table>
<thead>
<tr>
<th>Department:</th>
<th>FRCS</th>
<th>Service:</th>
<th>Legal Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Jayne Middleton-Albooye</td>
<td>Date completed:</td>
<td>26/09/16</td>
</tr>
<tr>
<td>Contact name:</td>
<td>Jayne Middleton-Albooye</td>
<td>Contact phone number:</td>
<td>02083796431</td>
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**About the service**

1. **Brief description of the service covered by this assessment.**

Legal services representing and advising the Council and undertaking all forms of legal work for the Council, e.g. Contracts and Commercial, Litigation, Prosecutions, Regeneration, Property, planning, safeguarding of adults and children and general Corporate advice.

2. **Please list the main partners, council departments, organisations and service user or target groups for this service.**

All Council departments and some schools.

3. **If the service is provided by another organisation or agency please give their names and how you ensure they comply with the Council’s Equal Opportunities and Valuing Diversity policy**

n/a

Part of the service is provided by Browne Jacobsen as Co-sourced partner. They were appointed following a successful tender exercise. They are Lexcel accredited, which takes into account equality and diversity policies and they have a comprehensive policy. We also contract with other law firms to undertake legal work for the Council. All have similar robust equality policies.

4. **Please list any performance objectives / targets relating to equality that your service has / uses.**

If as a result of this assessment you are going to introduce new targets, please detail these in your action plan at the end of this form
Equalities data collection and monitoring

5. Does your service collect data from service users/applicants for equalities monitoring purposes?  
   YES / NO
   If YES please detail below how and when this data is collected and where it is stored e.g. equalities data is collected at application stage and entered into the SAP database.

   No

6. Does your service carry out equalities monitoring to review the take up/accessibility of your service?  
   YES / NO
   If YES please detail which aspects of your service are monitored and how frequently, then proceed to Q8. If NO please complete Q7.

   No

7. If your service does NOT monitor equalities, please detail how you comply with the Council’s Equal Opportunities and Valuing Diversity policy and how you achieve the council’s aim of ‘Fairness for all’ - serving the whole borough fairly and tackle inequality

   We are an internal service and support the work of front facing department.

8. Monitoring information:

   Indicate YES, NO or NA (Not Applicable) for each characteristic

   Does monitoring enable you to profile service users/applicants by the following characteristics?*

<table>
<thead>
<tr>
<th>Disability</th>
<th>Gender</th>
<th>Age</th>
<th>Race</th>
<th>Religion &amp; Belief</th>
<th>Sexual Orientation</th>
<th>Gender reassignment</th>
<th>Pregnancy &amp; Maternity</th>
<th>Marriage &amp; Civil Partnerships</th>
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<td>NA</td>
<td>NA</td>
<td>Na</td>
<td>Na</td>
<td>Na</td>
<td>Na</td>
<td>Na</td>
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</tbody>
</table>
Does monitoring enable you to profile the **satisfaction** of service users by the following characteristics?

Does a comparison against baseline demographic data show that service users are representative of the local population in relation to the following characteristics?

Does monitoring show that there are any under-represented groups within the following characteristics?

**IF YES PLEASE LIST THE ACTIONS YOU ARE TAKING/WILL TAKE TO ADDRESS UNDER-REPRESENTATION OF PROTECTED GROUPS IN THE ACTION PLAN AT THE END OF THIS ASSESSMENT.**

* If you do not include all protected characteristics in your equalities monitoring please explain why below:

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**Equalities impact**

9. **Protected characteristics equalities impact:**

Please indicate **YES, NO** or **NA** (Not Applicable) for each characteristic

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Do satisfaction levels identify any concerns arising from vulnerable groups within the following characteristics?

Does your evidence show an adverse impact on any group/s within the following characteristics?

Are there known or potential barriers to participation for any group/s within the following characteristics?

**IF YES PLEASE LIST THE ACTIONS YOU ARE TAKING/WILL TAKE TO MITIGATE ADVERSE IMPACTS / BARRIERS / CONCERNS IN THE ACTION PLAN AT THE END OF THIS ASSESSMENT.**
10. Could the service or policy discriminate, directly or indirectly, according to the accompanying definitions? **YES / NO**
   If YES, please set out how it is justifiable under legislation in the box below.

   **NO**

11. Could the service or policy have an adverse impact on relations between different groups / community cohesion? **YES / NO**
   If YES, describe below and add any actions to mitigate this impact in your action plan.

   **No**

12. Have you received any complaints about your service in respect of equality issues? **YES / NO**
   If YES, please give a brief description and what action has been taken as a result.

   **No**

13. How does the service contribute to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups in the community?

   The service provides robust legal advice and examines every policy and decision the Council introduces and flags up any equality issues from a legal perspective. Advice is always given holistically to pick up matters such as the need to consult to ensure that policies and decisions do not lead to discrimination.

14. Please give specific examples of success / best practice your service can evidence in terms of ‘narrowing’ the gap through improved outcomes / reduced inequality for service users

   As 13, where the service notes that the process for introducing a policy or taking a decision may result in a failure to pick up equalities issues then advice is given to the department e.g. Advice given to prolong the consultation on changes to the library service resulted in positive outcomes for the end service users.
15. Does your service or policy provide financial support for the protected groups? YES / NO
   If YES, please list below and the value of the financial support.

   No

16. Socio-economic equalities impact:
   Indicate YES, NO or NA (Not Applicable) for each characteristic

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>communities living in deprived areas</th>
<th>not in employment, education, or training</th>
<th>people with low academic qualifications</th>
<th>people living in social housing</th>
<th>lone parents</th>
<th>people on low income</th>
<th>people in poor health</th>
<th>any other socio-economic status</th>
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<tr>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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   Does the service or policy specifically impact on people / communities disadvantaged through the following socio-economic factors?

   Does the service / policy contribute to promoting equality of opportunity for the following groups?

   Yes  Yes  Yes  Yes  Yes  Yes  Yes

17. If YES answered above – please describe the impact (including any positive impact on social economic inequality) and any mitigation if applicable

   The impact is indirect through the provision of advice to the various departments.

Consultation and engagement

18. Please list any recent consultation activity on your service, any specific equalities groups that were targeted, how the results have been publicised and what action has been taken in response to the results. (Please state the source of data)
   (If more information is needed to understand the views of disadvantaged groups please add this to your action plan)

   None
### Staff training and development

**19. Please set out below the staff training undertaken on equalities.**
If there is a need for additional staff training please detail this in your action plan.

**Evidence of staff training:**
The qualified staff solicitors, barristers and Legal executives all have a requirement to undertake CPD every year. Many of the courses undertaken have an element of equalities law.

All staff of legal services is bound by the Council’s Policy on Valuing Diversity and Equal Opportunities Policy, Recruitment and Selection policy and Code of Conduct. The department is Lexcel accredited. The service is externally audited every year and this includes evaluating the diversity and equalities policy. All staff are required to be familiar with the Lexcel manual.

**Outcomes from such training:**

### Review and publicity

**20. Please set out in your action plan when you will review this assessment and how it will be publicised**
(Note: all EQIAs sent to the Performance Management Team are published on the Council’s website)

Annually
**Enfield Council – Retrospective Equality Impact Assessment / Analysis n/a**

**Action plan template for existing services**

Name of service/policy: Legal Services

Team: .......................................................... Department: ..........................................................

Service manager: ..........................................................

<table>
<thead>
<tr>
<th>Identified Issue</th>
<th>Action Required</th>
<th>Lead Officer</th>
<th>Timescale/By When</th>
<th>Costs</th>
<th>Review Date/Comments</th>
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<tbody>
<tr>
<td>Publicity of this assessment and when it will be reviewed</td>
<td></td>
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Please insert additional rows if needed

**APPROVAL BY THE RELEVANT ASSISTANT DIRECTOR**

NAME: Asmat Hussain SIGNATURE: 

This form should be returned by **27 May 2016** to Debbie Warren, Senior Performance Analyst

**Email:** debbie.warren@enfield.gov.uk  **Tel:** 020 8379 1612  **Address:** Performance Management Team, B Block South, Civic Centre