

Equality Impact Assessment: Screening Tool

This Equality Impact Assessment Screening tool should be completed whenever a new proposal is introduced and is a shorter document that has been designed to help staff understand whether their proposal will have a positive, neutral, or negative impact on residents, staff, or service users. If the Screening Tool shows that the proposal will have either a positive or neutral impact, there is no need to go on to complete a full Equality Impact Assessment (EQIA).

The full EQIA should be completed where the Screening Tool identifies a potentially negative impact on one or more specific groups. However, please note you can also assume that large-scale projects in terms of cost or impact on residents and/or staff will require a full EQIA to be completed. This is due to the fact that a screening tool is not a legal document, while the full EQIA is. We advise that any project involving costs over £500,000, or over £1 million for capital projects, will require a full EQIA so you can skip the screening tool, for instance. In terms of staff, we would typically consider more than 25+ staff members being affected, for example by redundancy, as a large-scale impact requiring a full EQIA. If you are unsure, you can check in with the Strategy, Equalities and Communities service for guidance.

In the EQIA documents, we refer to new “proposals” which can mean a number of things. It could be that you are developing a new policy, developing a significant change to an existing service, procedure or function, setting up an entirely new service, or restructuring a team.

Before completing the EQIA Screening Tool please [read the guidance and FAQs](#). For further help and advice please contact equalities@islington.gov.uk.

Summary of proposal

Name of proposal	1920-0222C Synergy 3 CCTV Migration
Reference number (if applicable)	1920-0222C
Service Area	Homes & Neighborhoods
Date screening completed	28-11-2024
Screening author name	WP Carlisle-Goldthorpe
Strategy, Equalities and Communities service sign off	Monika Milewska
Authorising Director/Head of Service name	Stephen Platt

Please provide a summary of the proposal.

Please outline:

- What are the aims / objectives of this proposal?
- Will this deliver any savings?
- What benefits or change will we see from this proposal?
- Which key groups of people or areas of the borough are involved?

To raise a works order onto an existing CCTV framework contract to replace the current software operating system.

The requirements for the upgrade works are under guidance from the crime and disorder unit who operate these systems as part of operations by the Civil Protection teams. These works are necessary to ensure continuity of CCTV on Housing Estates within Islington Council.

Residents and visitors to housing estates are to benefit from continued CCTV security, surveillance and monitoring

The crime and disorder unit who control, operate and monitor CCTV security for the council already have Synectics software.

Upgrading the housing CCTV software to the same ensures a unified approach is maintained across Islington's CCTV.

Mainly residents and visitors to Islington's Estates will benefit from these works.

On whom will the proposal impact? Delete as appropriate.

Group of people	Impacted?
Service users	Yes/No
Residents	Yes/No
Businesses	Yes /No
Visitors to Islington	Yes/No
Voluntary or community groups	Yes/No
Council staff	Yes/No
Trade unions	Yes /No
Other public sector organisations	Yes /No
Others	Please specify:

Will this change impact staff? Please complete where relevant.

Please outline in brief:

- Who will be impacted? For example, which services, teams or buildings? How many staff?
- Broadly what will the impact be? For example, changes to organisational structure, changes to reporting lines, changes to staffing levels, changes to responsibilities, relocation, changes to access to facilities, new ways of working, development opportunities. This should be a broad overview, the specific impact on people with protected characteristics and/or from disadvantaged groups will be assessed later in the form.

NB: EQIA screening tools should be completed as part of the council's [Organisational Change process](#). Please contact your [Strategic HR Business Partner](#) to discuss organisational change.

Yes, colleagues in the crime and disorder unit and concierge cctv surveillance suites will benefit from improved services.

What consultation or engagement will you be leading (with residents, staff, decisionmakers, or other stakeholders) as part of this project?

Please outline in brief:

- Which groups or communities do you plan to consult?
- Will any participants be under the age of 18 or could be considered vulnerable?
- Will you be collecting [personal data](#)?
- What methods will you use to engage (for example, focus groups / surveys)?
- How will insight gained from engagement or consultation be fed into decision making or proposal design and shared back to stakeholders?

If you are planning or completing key strategic participation and engagement work or if you need guidance and support, please get in touch with the Participation and Engagement team at engagement@islington.gov.uk.

If you have **not** completed any engagement activity and do not plan to, you should outline why this decision has been made.

Section 20 Notice of estimates has been served and is due to complete

In December 2024

What impact will this change have on people with protected characteristics and/or from disadvantaged groups?

Of the groups you have identified above - whether residents, staff, visitors or a combination - please now indicate the likely impact on people with protected characteristics within these groups by checking the relevant box below. Your assessment should be based on the latest evidence you have, which might be local Islington data, regional or national research. You can find more information and advice about what data is available in our [guidance](#).

Use the following definitions as a guide:

Neutral – The proposal has no impact on people with the identified protected characteristics.

Positive – The proposal has a beneficial and desirable impact on people with the identified protected characteristics in relation to other people.

Negative – The proposal has a negative and undesirable impact on people with the identified protected characteristics in relation to other people.

You should then assess whether the negative impact has a low impact, medium impact or high impact. Consider the level and likelihood of impact. Please also think about whether the proposal is likely to be contentious or perceived as a negative change by certain groups, as this could justify the completion of a full EQIA. See the [guidance](#) for help.

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
(for example, young people under 25, older people over 65)				There are no identifiable impacts other than the impact of improved service
Disability (include people with physical disabilities, people with learning disabilities, blind and partially sighted people, Deaf or hard of hearing people, neurodiverse people. This also includes carers.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	There are no identifiable impacts other than the impact of improved service

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
<p>Gender reassignment and identity</p> <p>(include people who identify across the trans* umbrella, not only those who have undergone gender reassignment surgery. This is inclusive of girls and or/women, men and/or boys, non-binary and genderfluid people and people who are transitioning)</p> <p>*Trans is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	There are no identifiable impacts other than the impact of improved service
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	There are no identifiable impacts other than the impact of improved service
<p>Pregnancy and Maternity</p> <p>(include people who are pregnant in or returning to the workplace)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	There are no identifiable impacts other than the impact of improved service

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
after pregnancy. Could also include working parents.)				
Race or ethnicity (include on the basis of colour, nationality, citizenship, ethnic or national origins)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	There are no identifiable impacts other than the impact of improved service
Religion or belief (include no faith)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	There are no identifiable impacts other than the impact of improved service

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
<p>Sex (include trans girls and/or women and trans boys and/or men. Under the Equality Act 2010 a person's legal sex is their sex as recorded on their birth certificate. Someone can change their legal sex by obtaining a Gender Recognition Certificate.)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	There are no identifiable impacts other than the impact of improved service
<p>Sexual Orientation (include people from across the LGBTQ+ umbrella, for example, people who identify as lesbian, gay, bisexual, pansexual or asexual.)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	There are no identifiable impacts other than the impact of improved service
<p>Other (e.g. people on low incomes, people living in poverty, looked</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	There are no identifiable impacts other than the impact of improved service

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
after children, people with care experience, people who are homeless, people who are prison leavers, people affected by menopause, people affected by menstruation and/or period poverty)				

How do you plan to mitigate negative impacts?

Where there are disproportionate impacts on groups with protected characteristics, please outline:

- The other options that were explored before deciding on this proposal and why they were not pursued
- Action that is being taken to mitigate the negative impacts

This isn't applicable to a technical service

Action	Lead	Deadline	Comments

Screening Decision	Outcome
Neutral or Positive – no full EQIA needed*.	Yes/No

Negative – Low Impact – full EQIA at the service director’s discretion*.	Yes/No
Negative – Medium or High Impact – must complete a full EQIA.	Yes/No
Is a full EQIA required? Service decision:	Yes/No
Is a full EQIA required? Strategy, Equalities and Communities service sign off recommendation:	NO
Flag for DPIA (will include engagement that collects personal data). Strategy, Equalities and Communities service recommendation:	Yes/No
Flag for ethics (high risk / will involve engagement with vulnerable residents). Strategy, Equalities and Communities service recommendation:	Yes/No

*If a full EQIA is not required, you are still legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts. In general, we expect that EQIA documents are revisited and reviewed between every 6 to 12 months. If you have additional information or unexpected impacts are found, you can update your screening tool and send to the Strategy, Equalities and Communities service again for quality checking and guidance.

Please send this completed EQIA Screening Tool to equalities@islington.gov.uk for quality checking by the Fairness and Equality Team.