

Equality Impact Analysis Initial Screening Tool with Guidance

Overview

This Tool has been produced to help you analyse the likelihood of impacts on the protected characteristics – including where people are represented in more than one – with regard to your new or proposed policy, strategy, function, project or activity. It has been updated to reflect the new public sector equality duty and should be used for decisions from 5th April 2011 onwards. It is designed to help you determine whether you may need to do a Full EIA. If you already know that your decision is likely to be of high relevance to equality, and/or be of high public interest, you should contact the Opportunities Manager, as s/he may recommend moving directly to a Full EIA.

General points

1. 'Due regard' means the regard that is appropriate in all the circumstances. In the case of controversial matters such as service closures or reductions, considerable thought will need to be given the equalities aspects.
2. Wherever appropriate, and in all cases likely to be controversial, the outcome of the EIA needs to be summarised in the Cabinet/Cabinet Member report and equalities issues dealt with and cross referenced as appropriate within the report.
3. Equalities duties are fertile ground for litigation and a failure to deal with them properly can result in considerable delay, expense and reputational damage.
4. Where dealing with obvious equalities issues e.g. changing services to disabled people/children, take care not to lose sight of other less obvious issues for other protected groups.

Timing, and sources of help

Case law has established that having due regard means analysing the impact, and using this to inform decisions, thus demonstrating a conscious approach and state of mind ([2008] EWHC 3158 (Admin), [here](#)). It has also established that due regard cannot be demonstrated after the decision has been taken. Your EIA should be considered at the outset and throughout the development of your proposal, through to the recommendation for decision. It should demonstrably inform, and be made available when the decision that is recommended. This tool contains guidance, and you can also access guidance from the EHRC [here](#). If you are analysing the impact of a budgetary decision, you can find EHRC guidance [here](#). Advice and guidance can be accessed from the Opportunities Manager: PEIA@lbhf.gov.uk or ext 3430.

Initial Screening Equality Impact Analysis Tool

Section 01	Details of Initial Equality Impact Screening Analysis
Financial Year and Quarter	2011/12 – Quarter 1
Name of policy, strategy, function, project, activity, or programme	Project Athena – Phase 1. This is a tri borough initiative to put together a business case for a jointly procured outsourced support service solution.
Q1 What are you looking to achieve?	Project Athena is seeking to make significant savings by having an outsourced solution for support services which would be used initially by the tri-borough, but can also be bought into by any of the London borough
Q2 Who in the main will benefit?	<p>Project Athena will encompass services provided by the following across Hammersmith and Fulham, the Royal Borough of Kensington and Chelsea, and Westminster City Council:</p> <ul style="list-style-type: none"> • Finance / Accounting / Procurement – end to end Purchase to Pay; • HR / Payroll; • Property / Asset Management; and • Integration / Business Intelligence / Reporting <p>None of these is a frontline service used by the public and as such minimal impact is expected on frontline service delivery and the public.</p> <p>However, there are elements of the services provided that do influence frontline service delivery, such as business intelligence that is gathered and how it is used. Any intelligence gathered will need to be mindful of the 9 protected characteristics and their relevance to service delivery, in order to inform decisions, for example, about our business objective(s) that we must set from 1 April 2012 and must encompass the aim of furthering equality for disadvantaged groups. While this is a consideration that is more likely to be engaged at phase 2, those working on this element of Project Athena will need to be mindful of this at the outset, hence its inclusion in this section of the initial EIA. Where it is not possible to collect data, Project Athena officers working on business intelligence will need to use research from reliable sources. An example is sexual orientation, on which data is not collected in exercises such as the census, and instead we would use sources such as the most recent survey carried out by the ONS, and relevant local intelligence from H&F, RBKC, and WCC.</p>

	Age	Phase 1 of the programme is just about analysis and producing an initial business case. No changes will be implemented, and therefore there will be no specific impact on staff or residents of a particular age group.	L	/
	Disability	Phase 1 of the programme is just about analysis and producing an initial business case. No changes will be implemented, and therefore there will be no specific impact on staff or residents with disabilities	L	/
	Gender reassignment	Phase 1 of the programme is just about analysis and producing an initial business case. No changes will be implemented, and therefore there will be no specific impact on staff or residents with regards to gender reassignment.	L	/
	Marriage and Civil Partnership	Phase 1 of the programme is just about analysis and producing an initial business case. No changes will be implemented, and therefore there will be no specific impact on staff or residents with regards to marriage or civil partnership.	L	/
	Pregnancy and maternity	Phase 1 of the programme is just about analysis and producing an initial business case. No changes will be implemented, and therefore there will be no specific impact on staff or residents with regards to pregnancy and maternity	L	/
	Race	Phase 1 of the programme is just about analysis and producing an initial business case. No changes will be implemented. There will be no impact on service users or residents. No aspects of the changes to financial processes or structures will have a particular impact on racial groups.	L	/
	Religion/belief (including non-belief)	Phase 1 of the programme is just about analysis and producing an initial business case. No changes will be implemented, and therefore there will be no specific impact on staff or residents of a particular religion / belief.	L	/

	Sex	Phase 1 of the programme is just about analysis and producing an initial business case. No changes will be implemented, and therefore there will be no specific impact on staff or residents of a particular gender	L	/
	Sexual Orientation	Phase 1 of the programme is just about analysis and producing an initial business case. No changes will be implemented, and therefore there will be no specific impact on staff or residents of a particular sexual orientation.	L	/
<p>Human Rights and Children's Rights Will it affect Human Rights, as defined by the Human Rights Act 1998? No</p> <p>Will it affect Children's Rights, as defined by the UNCRC (1992)? No</p>				
<p>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Phase 1 of the project will have no impact (positive or negative) on equalities as the work will be analysis and drafting of a business case. No change will be implemented as part of Phase 1. Consideration will be given to the Phase 1 business case before a decision is made as to whether a Phase 2 implementation will take place. As stated above, officers working on the business intelligence gathering aspect of this project will need to be mindful of the need to set equality objective(s) in our business planning from 1 April 2012, and as such the information gathered across the three boroughs will need to engage with the 9 protected characteristics in order to deliver this, and inform decisions made on service delivery. Doing this will make a positive contribution to equalities.</p>			
<p>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity, and/or adversely impact human rights?</p>				

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Section 01	Details of Initial Equalities Impact Screening Analysis
Name of policy, strategy, function, project, activity, or programme	<p>A Policy refers to an approved decision, principle plan or a set of procedures by Cabinet, or a Cabinet Member under delegated powers that affects the way that the Council conducts its business both internally and externally. A policy can include: strategies, guides, manuals and common practice.</p> <p>A Strategy refers to a systematic short term or a long term plan of action that is designed to achieve a specific business benefit or goal(s).</p> <p>A Function refers to any actions and/or activities designed to achieve a specific business benefit or goal.</p> <p>A Project defines how a temporary structure or scheme can achieve a specific business benefit or goal(s). A project can be implemented by setting up aims and objectives, resources, communication, budget needs and timelines.</p> <p>An Activity is a specific task (or a groups of tasks) which can also form as part of a 'function'.</p> <p>A Programme is a portfolio of activities and projects that are co-ordinated and managed as a unit such that they realise common outcomes and benefits.</p>
Q1 What are you looking to achieve?	<p>For example this might help to implement outcomes identified in policies such as the Single Equality Scheme, Disability Equality Scheme, other EIAs in your service department, or in another department that your service/service users also interact with and draw down services from, Corporate Plan, LAA Targets, CAA Aims, UDP, or JSNA.</p>
Q2 Who in the main will benefit?	<p>Hereafter, 'policy' means policy, strategy, function, project, activity, or programme</p> <p>Disability Service providers also have an anticipatory duty to make reasonable adjustments for disabled people. These two duties frequently overlap and it is sensible to consider them together. For example, can you:</p> <ul style="list-style-type: none"> ▪ Provide accessible communications? ▪ Change how you collate and use data? ▪ Revise how you involve service users? <p>Analyse the impact of the policy on the protected characteristics with due regard to the Public Sector Equality Duty.</p>

Use your reasoning in order to determine whether the policy will be of high, medium or low relevance to the protected characteristics. What do we mean by these terms?:

High

- The policy, strategy, function, project, activity, or programme is relevant to all or most parts of the general duty, and/or to human rights
- There is substantial or a fair amount of evidence that some groups are (or could be) differently affected by it
- There is substantial or a fair amount of public concern about it

Medium

- The policy, strategy, function, project, activity, or programme is relevant to most parts of the general duty, and/or to human rights
- There is some evidence that some groups are (or could be) differently affected by it
- There is some public concern about it

Low

- The policy, strategy, function, project, activity, or programme is not generally relevant to most parts of the general duty, and/or to human rights
- There is little evidence that some groups are (or could be) differently affected by it
- There is little public concern about it

Use your reasoning to determine whether the impact will be positive, neutral, or negative. There are three possible outcomes:

- **Positive:** The EIA shows the policy is not likely to result in adverse impact for any protected characteristic and does advance equality of opportunity, and/or fulfils PSED in another way
- **Neutral:** The EIA shows the policy, strategy, function, project or activity is not likely to result in adverse impact for any protected characteristic and does not advance equality of opportunity, and/or fulfils PSED in another way
- **Negative:** The EIA shows the policy, strategy, function, project or activity is likely to have an adverse impact on a particular protected characteristic(s) and potentially does not fulfil PSED, or the negative impact will be mitigated through another means.

Should your policy not be applicable, you must note this and state why.

Human Rights, Children's Rights

Additionally, demonstrate here that the impact on **Human and/or Children's Rights** arising from the policy has been considered.

Human Rights

Public authorities have an obligation to act in accordance with the European Convention on Human Rights. These are:

- Article 2: [Right to life](#)
- Article 3: [Freedom from torture and inhuman or degrading treatment](#)
- Article 4: [Right to liberty and security](#)
- Article 5: [Freedom from slavery and forced labour](#)
- Article 6: [Right to a fair trial](#)
- Article 7: [No punishment without law](#)
- Article 8: [Respect for your private and family life, home and correspondence](#)
- Article 9: [Freedom of thought, belief and religion](#)
- Article 10: [Freedom of expression](#)
- Article 11: [Freedom of assembly and association](#)
- Article 12: [Right to marry and start a family](#)
- Article 14: [Protection from discrimination in respect of these these rights and freedoms](#)
- Article 1 of Protocol 1: [Right to peaceful enjoyment of your property](#)
- Article 2 of Protocol 1: [Right to education](#)
- Article 3 of Protocol 1: [Right to participate in free elections](#)

(Article 1 of Protocol 13 is: Abolition of the death penalty)

Each of the above links takes you to explanations and examples provided by the EHRC. Further, the [EHRC](#) and the [Ministry of Justice](#) both provide guides for public authorities.

Children's Rights (UNCRC)

All children and young people up to the age of 18 years have all the rights in the Convention. Some groups of children and young people - for example those living away from home, and young disabled people - have additional rights to make sure they are treated fairly and their needs are met.

Every child in the UK has been entitled to over 40 specific rights. These include:

	<ul style="list-style-type: none"> ▪ The right to life, survival and development ▪ The right to have their views respected, and to have their best interests considered at all times ▪ The right to a name and nationality, freedom of expression, and access to information concerning them ▪ The right to live in a family environment or alternative care, and to have contact with both parents wherever possible ▪ Health and welfare rights, including rights for disabled children, the right to health and health care, and social security ▪ The right to education, leisure, culture and the arts ▪ Special protection for refugee children, children in the juvenile justice system, children deprived of their liberty and children suffering economic, sexual or other forms of exploitation <p>The rights included in the convention apply to all children and young people, with no exceptions.</p> <p>The above and more information can be found at Direct Gov.</p>
<p>Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</p>	<p>Yes/No</p> <p>Use your evidence from Q2 to state why</p>
<p>Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity and/or human rights?</p>	<p>Yes/No</p> <p>If the answer here is 'yes', then it is necessary to go ahead with a Full Equality Impact Analysis. You should also consider a Full Equality Impact Analysis if your decision is likely to be of high relevance to equality, and/or be of high public interest.</p>