

APPENDIX 2 - H&F Equality Impact Analysis Tool

Conducting an Equality Impact Analysis

An EqIA is an improvement process which helps to determine whether our policies, practices, or new proposals will impact on, or affect different groups or communities. It enables officers to assess whether the impacts are positive, negative, or unlikely to have a significant impact on each of the protected characteristic groups.

The tool has been updated to reflect the new public sector equality duty (PSED). The Duty highlights three areas in which public bodies must show compliance. It states that a public authority must, in the exercise of its functions, have due regard to the need to:

- 1. Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited under this Act;**
- 2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;**
- 3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.**

Whilst working on your Equality Impact Assessment, you must analyse your proposal against the three tenets of the Equality Duty.

General points

1. In the case of matters such as service closures or reductions, considerable thought will need to be given to any potential equality impacts. Case law has 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, it should demonstrably inform the decision, and be made available when the decision is recommended.
2. Wherever appropriate, the outcome of the EIA should 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.
5. 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 Equality Officer for support.
6. Further advice and guidance can be accessed from the separate guidance document (on the intranet) or [ACAS - EIA](#). Or you can contact the councils Equalities Lead (see below).

Equality Lead: Fawad Bhatti (Policy & Strategy)

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Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	3rd Quarter 2019
Name and details of policy, strategy, function, project, activity, or programme	ADOPTION OF A FREE-FLOATING CAR SHARING SERVICE AND APPROVAL TO TENDER AND PROCURE OPERATOR(S) IN LBHF To approve the recommendation in the report titled – Adoption of a Free Floating Car Sharing Service and Approval to Tender and Procure Operator(s) in LBHF
Lead Officer	Name: Carl Gellard Position: Parking Engineer Email: carl.gellard@lbhf.gov.uk Telephone No: 020 8753 4651
Date of completion of final EIA	05/03/2019

Section 02	Scoping of Full EIA		
Plan for completion	Timing: September 2019 Resources: Parking Projects and Policy Team		
Analyse the impact of the policy, strategy, function, project, activity, or programme	As a result of the overall works, there may be benefits associated with certain groups and not others as detailed below:		
	Protected characteristic	Analysis	Impact:
	Age	N/A	Neutral
	Disability	N/A	Neutral
	Gender reassignment	N/A	Neutral
	Marriage & Civil Partnership	N/A	Neutral
	Pregnancy & maternity	N/A	Neutral

	Race	N/A	Neutral
	Religion/belief	N/A	Neutral
	Gender	N/A	Neutral
	Sexual Orientation	N/A	Neutral
<p>Human Rights or Children's Rights Will it affect Human Rights, as defined by the Human Rights Act 1998? No Will it affect Children's Rights, as defined by the UNCRC (1992)? No</p>			

Section 03	Analysis of relevant data Examples of data can range from census data to customer satisfaction surveys. Data should involve specialist data and information and where possible, be disaggregated by different equality strands.
Documents and data reviewed	N/A
New research	N/A

Section 04	Consultation
Consultation	N/A
Analysis of consultation outcomes	N/A

Section 05	Analysis of impact and outcomes
Analysis	N/A

Section 06	Reducing any adverse impacts and recommendations
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Outcome of Analysis	N/A
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Section 07	Action Plan
Action Plan	N/A

Section 08	Agreement, publication and monitoring
Chief Officers' sign-off	Name: Chris Bainbridge Position: Head of Transport Policy and Network Management Email: chris.bainbridge@lbhf.gov.uk Telephone No: 0208 753 3354
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: 08/04/2019 Key equalities issues have been included: Yes/No
Equalities Lead (where involved) (ACTING)	Name: Chris Bainbridge Position: Head of Transport Policy and Network Management Email: chris.bainbridge@lbhf.gov.uk Telephone No: 0208 753 3354