

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 – 1 st Quarter			
Name of policy, strategy, function, project, activity, or programme	Hammersmith and Fulham Council Strategy on Alternative Ways of Working - New initiative			
Q1 What are you looking to achieve?	<p>The main aim of the report is to establish the Council's policy on the future setting up of alternative delivery vehicles to provide existing services that are currently being provided by the Council. The report contains a recommendation on the process to be adopted and the five stages that each proposal should follow.</p> <p>Any impacts on staff will be covered through an Organisational Change Assessment</p>			
Q2 Who in the main will benefit?				
	Age	<ul style="list-style-type: none"> ▪ This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L	Neutral
	Disability	<ul style="list-style-type: none"> ▪ This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L	Neutral
	Gender reassignment	<ul style="list-style-type: none"> ▪ This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L	Neutral

	Marriage and Civil Partnership	<ul style="list-style-type: none"> This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L	Neutral
	Pregnancy and maternity	<ul style="list-style-type: none"> This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L	Neutral
	Race	<ul style="list-style-type: none"> This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L	Neutral
	Religion/belief (including non-belief)	<ul style="list-style-type: none"> This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L	Neutral
	Sex	<ul style="list-style-type: none"> This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L/M /H	+ / -
	Sexual Orientation	<ul style="list-style-type: none"> This paper outlines the policy and process for establishing new ways of working and recommends that an EIA is completed for every new proposal on the service impacts of alternative ways of working for each business area in scope. Impact on each protected characteristic will be determined at this stage. 	L/M /H	+ / -

	<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>No - This strategy will not directly impact on any of the nine strands.</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>	<p>No - This strategy will not directly impact on any of the nine strands.</p>