

H&F Equality Impact Analysis Tool



Conducting an Equality Impact Analysis

An EIA 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 is informed by the [public sector equality duty](#) which came into force in April 2011. 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 the Equality Act 2010**
- 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 these three tenets.

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 Strategy & Communities team for support.

Further advice and guidance can be accessed online and on the intranet:

<https://www.gov.uk/government/publications/public-sector-equality-duty>

<https://officesharedservice.sharepoint.com/sites/Governance/SitePages/Reports.aspx>

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Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2023/1
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Contract for The Council's Land and Property-based IT System</p> <p>Short summary:</p> <p>The business case and the procurement strategy for the replacement of the Council's land and property-based IT system. This system is used by Planning Services, Environmental Health, Licensing, Trading Standards, Building Control and Land Charges to deliver land and property statutory services. The system is currently provided by the Idox Group and the current contract ends on 31 March 2023.</p>
Lead Officer	<p>Name: Davina Barton</p> <p>Position: Programme and Business Officer</p> <p>Email: Davina.Barton@lbhf.gov.uk</p> <p>Telephone No: 07776 672783</p>
Date of completion of final EIA	03 / 03 / 2022

Section 02	Scoping of Full EIA								
Plan for completion	<p>Timing:</p> <p>Resources:</p>								
Analyse the impact of the policy, strategy, function, project, activity, or programme	<p>Analyse the impact of the policy on the protected characteristics (including where people / groups may appear in more than one protected characteristic). You should use this to determine whether the policy will have a positive, neutral, or negative impact on equality, giving due regard to relevance and proportionality.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Protected characteristic</th> <th style="width: 60%;">Analysis</th> <th style="width: 20%;">Impact: Positive, Negative, Neutral</th> </tr> </thead> <tbody> <tr> <td>Age</td> <td>The procurement of a new Land and Property-based IT System to replace the current system is unlikely to have a disproportionate impact based on a person's age. All users will be offered training and assistance on any new system</td> <td>Neutral</td> </tr> </tbody> </table>			Protected characteristic	Analysis	Impact: Positive, Negative, Neutral	Age	The procurement of a new Land and Property-based IT System to replace the current system is unlikely to have a disproportionate impact based on a person's age. All users will be offered training and assistance on any new system	Neutral
Protected characteristic	Analysis	Impact: Positive, Negative, Neutral							
Age	The procurement of a new Land and Property-based IT System to replace the current system is unlikely to have a disproportionate impact based on a person's age. All users will be offered training and assistance on any new system	Neutral							

	appropriate to their individual needs and requirements	
Disability	The procurement of a new Land and Property-based IT System to replace the current system is unlikely to have a disproportionate impact on disabled persons. All users will be offered training and assistance on any new system appropriate to their individual needs and requirements	Neutral
Gender reassignment	The procurement of a new Land and Property-based IT System to replace the current system will not impact this protected characteristic.	Neutral
Marriage and Civil Partnership	The procurement of a new Land and Property-based IT System to replace the current system will not impact this protected characteristic.	Neutral
Pregnancy and maternity	The procurement of a new Land and Property-based IT System to replace the current system will not impact this protected characteristic.	Neutral
Race	The procurement of a new Land and Property-based IT System to replace the current system will not impact this protected characteristic.	Neutral
Religion/belief (including non-belief)	The procurement of a new Land and Property-based IT System to replace the current system will not impact this protected characteristic.	Neutral
Sex	The procurement of a new Land and Property-based IT System to replace the current system will not impact this protected characteristic.	Neutral
Sexual Orientation	The procurement of a new Land and Property-based IT System to replace the current system will not impact this protected characteristic.	Neutral

Human Rights or Children's Rights

If your decision has the potential to affect Human Rights or Children's Rights, please contact your Equality Lead for advice

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

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	User (i.e. customer) issues with the current IT System are able to raise concerns through their respect 'super user' representatives. At not point during the current contract have any issues of impacts on protected characteristics be raised.
New research	Not applicable

Section 04	Consultation
Consultation	Internal consultation has been undertaken with the relevant services that use the current and any future system. This has focused primarily on the functionality of the existing system and any new requirements to be catered for through procurement of a new system. The consultation has extended to all existing user groups and has open with respect to issues that could be raised. At no point throughout the consultation have issues regarding any impacts upon protective characteristics been raised.
Analysis of consultation outcomes	Beyond the need for training, as would be expected of updating or replacing any current IT system, no issues regarding any impacts or potential impacts upon users with protected characteristics been raised.

Section 05	Analysis of impact and outcomes
Analysis	Analysis of the current system and consultation on procurement for a replace have not raised any potential for impacts on individuals or groups with protected characteristics.

Section 06	Reducing any adverse impacts and recommendations
Outcome of Analysis	Beyond the need for training, as would be expected of updating or replacing any current IT system, no impacts have been identified that would require additional mitigation.

Section 07	Action Plan
Action Plan	No action plan required

Section 08	Agreement, publication and monitoring
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Senior Managers' sign-off	Name: Position: Email: Telephone No: Considered at relevant DMT:
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: XX / XX / XX Key equalities issues have been included: Yes/No
Equalities Advice (where involved)	Name: Position: Date advice / guidance given: Email: Telephone No: