

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>

H&F Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	FY21/22 Q4
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Planned Preventative Maintenance – local contractor pilot</p> <p>The direct award of contracts to four contractors from London/the South East who have a historic track record of working effectively in Hammersmith & Fulham (either directly for the Council or as sub-contractors of bigger contractors). The direct awards are intended to facilitate an immediate acceleration in Planned Preventative Maintenance (PPM) programmes across the borough’s housing properties – specifically programmes to descale/unblock drainage systems and to replace pipework. This has the potential to reduce future repairs demand.</p>
Lead Officer	<p>Name: Billy Reid Position: Head of Mechanical & Electrical Email: billy.reid@lbhf.gov.uk</p>
Date of completion of final EIA	25/03/2022

Section 02	Scoping of Full EIA
Plan for completion	Timing/Resources: No plan required.

Analyse the impact of the policy, strategy, function, project, activity, or programme

Protected characteristic	Analysis	Impact: Positive, Negative, Neutral
Age	Council tenants in LBHF are older than the average population (data suggests that more than 32% of the tenant population are above 60 years old).	Negative
Disability	<p>Council tenants in LBHF are more likely to have a disability than the average population (data suggests that 4.9% of residents are registered disabled, however, 50% of residents identify as having a disability or health problem).</p> <p>Planned Preventative Maintenance (PPM) to homes has the potential to be disruptive and cause distress for vulnerable tenants. Works might lead to a temporary loss of water.</p>	
Gender reassignment	No impacts have been identified that are associated with these protected characteristics.	Neutral
Marriage and Civil Partnership		
Pregnancy and maternity	Planned Preventative Maintenance (PPM) to homes has the potential to be disruptive and cause distress for tenants who are pregnant. Works might lead to a temporary loss of water.	Negative
Race	No impacts have been identified that are associated with these protected characteristics.	Neutral
Religion/belief (including non-belief)		Neutral
Sex		
Sexual Orientation		

	<p>Human Rights or Children's Rights</p> <p>If your decision has the potential to affect Human Rights or Children's Rights, please contact your Equality Lead for advice</p> <p>Will it affect Human Rights, as defined by the Human Rights Act 1998? Yes/ No</p> <p>Will it affect Children's Rights, as defined by the UNCRC (1992)? Yes/No</p>
--	--

Section 03	Analysis of relevant data
Documents and data reviewed	<p>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.</p> <p>Demographic data from the Council's Housing management system Northgate.</p> <p>Data shows that 32% of tenants are aged 60 or above and 4.9% are registered disabled.</p>
New research	Data was extracted on 16/12/2021 and so is deemed to be sufficiently current.

Section 04	Consultation
Consultation	<p>No formal consultation has been carried out.</p> <p>When the need for in-property PPM is identified (e.g. replacing pipework) then an appointment will be made with the residents and a full assessment of the issue will be undertaken. A letter will be sent to the residents informing them of what works are to be undertaken and why and they will be provided with a direct contact into the team so they can discuss any issues they are having. The contracts will stipulate high standards of resident communication throughout the works process.</p>

Analysis of consultation outcomes	NA
--	----

Section 05	Analysis of impact and outcomes		
Analysis	Protected characteristic	Mitigation	Impact: Positive, Negative, Neutral
	Age	The Mechanical & Electrical team will work with the Resident Engagement team to carry out a vulnerability assessment for each block where works are being proposed. This will use Northgate/Housing Systems data and any local intelligence from the Engagement team. The M&E team will call each of the residents prior to the works to understand any concerns and they will work closely with these clients to develop specific mitigations where necessary. The contractors to be used have interfaced with our residents for several years, communicating and coordinating works within the resident's properties. All works will be the subject of risk assessments, including Health and Safety risks.	Positive
	Disability		
	Pregnancy and maternity		Positive

Section 06	Reducing any adverse impacts and recommendations		
Outcome of Analysis	Mitigations are sufficient to reduce the risks of negative impacts on residents who are vulnerable (protected characteristics of age, disability and pregnancy).		

Section 07	Action Plan
Action Plan	Ensure that the vulnerability and risk assessment process is clearly specified in the contracts awarded to these contractors, so that all roles and responsibilities are understood, and contractors understand their requirements to implement the specific mitigation strategies prescribed by LBHF.

Section 08	Agreement, publication and monitoring
Senior Managers' sign-off	Name: Richard Buckley Position: Assistant director, residents & building safety Email: Richard.buckley@lbhf.gov.uk Telephone No: 07769882207
Key Decision Report (if relevant)	Date of report to Cabinet Member: NA – below threshold for Cabinet Member report Key equalities issues have been included: Yes/No
Equalities Advice (where involved)	NA