

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	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 a contracts to Cablesheer who have a historic track record of working effectively for Hammersmith & Fulham. The direct award is intended to support an overarching strategy to improve outcomes from the responsive repairs and voids service – specifically by providing additional capacity to return properties (voids) to lettable standard and to carry out certain types of overdue repairs.</p>
Lead Officer	<p>Name: Will Shanks Position: Head of Contract Governance, Economy Email: william.shanks@lbhf.gov.uk</p>
Date of completion of final EIA	20/04/2022

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>Repairs to homes has the potential to be disruptive and cause distress for vulnerable tenants.</p> <p>With voids work the impacts are significantly reduced because the properties are empty (unoccupied). There is scope for some impact on surrounding neighbours.</p>	
Gender reassignment	No impacts have been identified that are associated with these protected characteristics.	Neutral
Marriage and Civil Partnership		
Pregnancy and maternity	<p>Repairs to homes has the potential to be disruptive and cause distress for vulnerable tenants.</p> <p>With voids work the impacts are significantly reduced because the properties are empty (unoccupied). There is scope for some impact on surrounding neighbours.</p>	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 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 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	Demographic data from the Council's Housing management system Northgate. Data shows that 32% of tenants are aged 60 or above and 4.9% are registered disabled.
New research	Data was extracted on 16/12/2021 and so is deemed to be sufficiently current.

Section 04	Consultation
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Consultation	<p>No formal consultation has been carried out.</p> <p>When the need for repairs is identified then an appointment will be made with the residents and a full assessment of the issue will be undertaken by LBHF Surveyors and Cablesheer supervisors. 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	<table border="1"> <thead> <tr> <th style="background-color: #f4a460;">Protected characteristic</th> <th style="background-color: #f4a460;">Mitigation</th> <th style="background-color: #f4a460;">Impact: Positive, Negative, Neutral</th> </tr> </thead> <tbody> <tr> <td>Age</td> <td rowspan="3"> <p>The Repairs and Voids Client team will ensure that resident satisfaction is a central KPI that will be the focus of the monthly contract meetings. Cablesheer have interfaced with our residents since 2019, communicating and coordinating works within the resident's properties, so they are familiar with our expectations on looking after vulnerable residents.</p> <p>The fact that void works are in unoccupied properties provides significant mitigation of impact.</p> </td> <td rowspan="3">Positive</td> </tr> <tr> <td>Disability</td> </tr> <tr> <td>Pregnancy and maternity</td> </tr> </tbody> </table>	Protected characteristic	Mitigation	Impact: Positive, Negative, Neutral	Age	<p>The Repairs and Voids Client team will ensure that resident satisfaction is a central KPI that will be the focus of the monthly contract meetings. Cablesheer have interfaced with our residents since 2019, communicating and coordinating works within the resident's properties, so they are familiar with our expectations on looking after vulnerable residents.</p> <p>The fact that void works are in unoccupied properties provides significant mitigation of impact.</p>	Positive	Disability	Pregnancy and maternity		
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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 requirements are clearly specified in the contracts awarded to this contractor, so that all roles and responsibilities are understood, and Cablesheer 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