

# APPENDIX 5 - 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	2022/Q2
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Waste, Recycling &amp; Street Cleansing Contract Award</p> <p>Short summary: The current contract for the provision of waste, recycling and street cleansing services ends on 29<sup>th</sup> January 2023. A recommendation report for the appointment of a provider to deliver the services from 30<sup>th</sup> January 2023 will be taken to Cabinet in October 2022.</p> <p>Whilst officers do not believe that the award of the contract in itself will have any significant impacts on any groups that share protected characteristics, there are elements of the services (such as clinical waste collection, assisted household waste collections, food waste collections) that may have an impact.</p> <p>Should some of the provisional services contained within the specification (e.g. wheeled bin collection, garden waste collection) be enacted under a delegated decision there is potential that some of these services may have an impact on groups that share protected characteristics.</p> <p>Where new services may be initiated within the new contract, the detail of the delivery of such services will be agreed by the relevant Cabinet Member(s) in consultation with the Strategic Director for Environment. When officers bring forward service development proposals for agreement, they will have collaborated with colleagues in the Council's coproduction team, and other relevant parties, and will complete a separate EIA for the service changes. However, we have attempted to address some of the potential impacts within this EIA.</p> <p>Survey proposals are detailed in Section 3 of this EIA</p> <p>The preferred bidder has committed to 1170 hours of equality, diversity, inclusion training for staff/supply chain staff as part of their contractual commitment.</p> <p>Section 18.1.11 of the service specification states that the Contractor shall: <i>"in accordance with the requirements in section <b>Error! Reference source not found.</b> of this Schedule, address under-representation of diverse groups in the workforce and target relevant opportunities to people experiencing barriers to employment such as long-term unemployment, disability, mental health issues, being ex-offenders or ex-service personnel, and communicating those opportunities to local communities and local employment agencies"</i></p> <p>Section 18.1.17 of the service specification states that the Contractor shall: <i>"implement equal opportunities in recruitment procedures in accordance with Legislation"</i></p>
Lead Officer	<p>Name: Pat Cosgrave</p> <p>Position: Service Lead for Street Environmental Services</p> <p>Email: <a href="mailto:pat.cosgrave@lbhf.gov.uk">pat.cosgrave@lbhf.gov.uk</a></p> <p>Telephone No: 0208 753 2810</p>
Date of completion of final EIA	XX / XX / XX

Section 02	Scoping of Full EIA		
Plan for completion	Timing: Resources:		
Analyse the impact of the policy, strategy, function, project, activity, or programme	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.		
	Protected characteristic	Analysis	Impact: Positive, Negative, Neutral
	Age	<p>The award of the contract to deliver the services is not considered to have a significant impact on any residents in relation to age.</p> <p>In terms of residents who may be elderly and have particular problems with the presentation of their waste, there is provision within the services to provide “assisted collections,” e.g. collecting waste from a collection point outside of that agreed in the service specification.</p> <p>The core services also offer a household clinical waste collection service which may be required in some circumstances (e.g. disability or illness) and where a GP refers them.</p> <p>Resident surveys are being carried out on service user experience of the prototype service for wheeled bin and food waste collection (see Section 3) which will inform future service provision and address any potential impacts that service changes might have on elderly people</p>	Neutral
	Disability	<p>The award of the contract to deliver the services is not considered to have a significant impact on any disabled residents</p> <p>In terms of disabled residents who may present particular problems with the presentation of their waste, there is provision within the services to provide “assisted collections,” e.g. collecting waste from a collection point outside of that agreed in the service specification.</p> <p>The core services also offer a household clinical waste collection service which may be required in some circumstances (e.g. disability or illness) and where a GP refers them.</p> <p>Resident surveys are being conducted on service user experience of the</p>	Neutral

		<p>prototype service for wheeled bin and food waste collection (see Section 3) which will inform future service provision and address any potential impacts that service changes might have on people with a disability.</p> <p>Where changes to service provision may be proposed officers will have due regard to ensuring that the information relating to service changes is accessible to people who may have issues accessing such information due to a disability.</p>	
	Gender reassignment	The award of the contract to deliver the services is not considered to have a significant impact on any in relation to their gender reassignment.	Neutral
	Marriage and Civil Partnership	The award of the contract to deliver the services is not considered to have a significant impact on any residents in relation to their marriage and civil partnership status.	Neutral
	Pregnancy and maternity	The award of the contract to deliver the services is not considered to have a significant impact on any residents in relation to their pregnancy and maternity status. In terms of residents who may be heavily pregnant or have any pregnancy related issues and have particular problems with the presentation of their waste, there is provision within the services to provide “assisted collections,” e.g. collecting waste from a collection point outside of that agreed in the service specification.	Neutral
	Race	The award of the contract to deliver the services is not considered to have a significant impact on any residents in relation to their race Where changes to service provision may be proposed officers will have due regard to ensuring that the information relating to service changes is accessible to people for whom English is not a first language	Neutral
	Religion/belief (including non-belief)	The award of the contract to deliver the services is not considered to have a significant impact on any residents in relation to their religious belief/non-belief.	Neutral
	Sex	The award of the contract to deliver the services is not considered to have a significant impact on any residents in relation to their sex.	Neutral
	Sexual Orientation	The award of the contract to deliver the services is not considered to have a significant impact on any residents in relation to their sexual orientation.	Neutral

	<p><b>Human Rights or Children’s Rights</b>          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?          No</p> <p>Will it affect Children’s Rights, as defined by the UNCRC (1992)?          No</p>
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<b>Section 03</b>	<b>Analysis of relevant data</b> 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.
<b>Documents and data reviewed</b>	<b>N/A</b>
<b>New research</b>	<p>A prototype wheeled bin collection service (covering approx. 4200 households) and food waste collection (approx. 5800 households) has been in operation in the borough since November 2020. Officers from Street Environmental Services, Climate Change Team and Corporate Communications are in the process of developing and conducting a face-to-face survey of households within the pilot scheme area. The plan is to door knock and survey each of the properties receiving both wheeled bin and food waste collections (4200 approx.). The Council will ensure they engage with residents who share protected characteristics and in particular age, disability and pregnant as part of this process</p> <p>Part of the survey includes a free text response question asking residents whether they have found any difficulties in using the service effectively (examples might be but not limited to opening the food waste container, carrying waste to the wheeled bin, differentiating between the different containers). The responses to the survey will help inform proposals for future service expansion and ensure that access to the services that may be impacted upon due to any protected characteristic can be addressed in future service proposals.</p> <p>The survey programme will be completed by September 2022.</p>

<b>Section 04</b>	<b>Consultation</b>
<b>Consultation</b>	Details of consultation findings (if consultation is required. If not, please move to section 06)
<b>Analysis of consultation outcomes</b>	

<b>Section 05</b>	<b>Analysis of impact and outcomes</b>
<b>Analysis</b>	Analysis of the planned research detailed in Section 3 will be presented to the relevant Cabinet Member(s) and will detail actions and mitigations for any circumstances where residents may have difficulty in accessing the new services on the basis of any protected characteristic or combination of protected characteristics. The weight given to each protected characteristic will be proportionate to the relevant policy

<b>Section 06</b>	<b>Reducing any adverse impacts and recommendations</b>
<b>Outcome of Analysis</b>	N/A

<b>Section 07</b>	<b>Action Plan</b>												
<b>Action Plan</b>	Note: You will only need to use this section if you have identified actions as a result of your analysis												
	<table border="1"> <thead> <tr> <th>Issue identified</th> <th>Action (s) to be taken</th> <th>When</th> <th>Lead officer and department</th> <th>Expected outcome</th> <th>Date added to business/service plan</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Issue identified	Action (s) to be taken	When	Lead officer and department	Expected outcome	Date added to business/service plan						
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<b>Section 08</b>	<b>Agreement, publication, and monitoring</b>
<b>Senior Managers' sign-off</b>	Name: Annie Baker Position: Assistant Director, Street Environmental Services Email: <a href="mailto:annie.baker@lbhf.gov.uk">annie.baker@lbhf.gov.uk</a> Telephone No: Considered at relevant DMT:
<b>Key Decision Report (if relevant)</b>	Date of report to Cabinet/Cabinet Member: 10 / 10 / 22 Key equalities issues have been included: Yes
<b>Equalities Advice (where involved)</b>	Name: Yvonne Okiyo Position: Strategic Lead Equity, Diversity, and Inclusion Date advice / guidance given: 15.07.22 Email: Yvonne.Okiyo@lbhf.gov.uk Telephone No: 07824836012