

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	2023-2028
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Early Intervention Procurement Strategy</p> <p>Short summary: Procurement of the following Early Intervention provision through a competitive tender exercise, organised through a series of Lots.</p> <ul style="list-style-type: none"> • Lot 1: Youth Provision • Lot 2: Volunteer Family Support • Lot 3: Virtual Reality Software • Lot 4: Child and Family Support
Lead Officer	<p>Name: Alistair Ayres</p> <p>Position: Head of Programmes</p> <p>Email: Alistair.Ayres@lbhf.gov.uk</p> <p>Telephone No: 020 8753 3994</p>
Date of completion of final EIA	05/09/2022

Section 02	Scoping of Full EIA								
Plan for completion	<p>Timing: N/A</p> <p>Resources: N/A</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>This procurement embeds the principle of the Early Intervention strategy to ensure every child, young person and family is happy, healthy and has the opportunity to thrive, supported by an effective community network.</td> <td>Positive</td> </tr> </tbody> </table>			Protected characteristic	Analysis	Impact: Positive, Negative, Neutral	Age	This procurement embeds the principle of the Early Intervention strategy to ensure every child, young person and family is happy, healthy and has the opportunity to thrive, supported by an effective community network.	Positive
Protected characteristic	Analysis	Impact: Positive, Negative, Neutral							
Age	This procurement embeds the principle of the Early Intervention strategy to ensure every child, young person and family is happy, healthy and has the opportunity to thrive, supported by an effective community network.	Positive							

Disability	Our approach adopts inclusion in its widest sense, including children and young people with SEND. Procurement of the youth provision contract specifies universal provision must be accessible and inclusive for young people with SEN, and specialist provision must be provided for those who are unable to access universal provision due to the complexity of their disability. This inclusive approach is in line with what young people told us they wanted from youth provision. There is also a specialist element for individuals who would find inclusion overwhelming or who have specialist needs that cannot be met through an inclusive model or prefer a specialist environment.	Positive
Gender reassignment	There is no anticipated impact in relation to gender reassignment	Neutral
Marriage and Civil Partnership	There is no anticipated impact in relation to marriage and civil partnership	Neutral
Pregnancy and maternity	The procurement aims to support families from pre-birth through the Child and Family support contract. Support will be offered from 0-5 and through parenting programmes for all families defined by age categories. There is also an expectation within the contract to support integration with health services including pre-natal support. The youth offer enables parents and expectant mothers to have a break from caring for other children.	Positive
Race	The procurement aims to address disproportionality and for services to be fully inclusive. Services commit to value and demonstrate respect for diversity, and to reach into communities to deliver support in the right way for all families to encourage greater engagement. Providers are required to deliver services across the whole borough with flexibility to address locally emerging needs and hotspot areas across the lifetime of the contracts, this includes supporting specific communities where a need arises.	Positive
Religion/belief (including non-belief)	There is no anticipated impact in relation to religion/belief these services are open to people of all faiths and of no faith.	Neutral
Sex	There is no anticipated impact in relation to sex. These services are open to people of both genders	Neutral
Sexual Orientation	There is no anticipated impact in relation to sexual orientation. These services are open to all people whatever their sexual orientation	Neutral

	<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? No</p> <p>Will it affect Children’s Rights, as defined by the UNCRC (1992)? No</p>
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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>Data reviewed includes feedback from children, young people and families at both national and local level collated by our Youth Voice coordinator. In addition, research by Young Hammersmith and Fulham through the ‘Growing up in H&F’ report was considered. Young people and parents were also consulted both in person and through online survey tools such as mentimeter.</p>
New research	N/A

Section 04	Consultation
Consultation	<p>In line with the H&F priority of doing things with residents not to them, we consulted with young people and parents and carers to design what future provision should deliver.</p> <p>In partnership with the Youth Council, a mentimeter was launched in July 2022 aimed at children, young people and their parents and carers to understand what they thought about the current offer of youth provision, how well the current offer reflects the challenges facing young people, what could be improved, what young people would like to see in the future. The mentimeter survey was shared with young people and families through the Youth Council, ParentsActive, SchoolZone newsletter and practitioners to ensure a wide range of responses. Feedback received suggested that most young people were unaware of what youth activities were already available to them, and that any future offer must be more diverse and inclusive, broadly promoted to improve uptake, and with a community focus.</p> <p>Additionally, workshops were held with the Youth Council through their youth drop-in sessions, and with parents through the Parent/Carer Champion Network supported by ASE. Participants were asked what was working well with current provision, and what could be improved, as well as brainstorming ideas for future provision.</p>

	<p>Throughout the procurement process, we plan to work closely with the Youth Voice Coordinator to ensure young people are fully involved in service design. During evaluation, tenderers will present to a panel of young people. Scores awarded during this panel process will for a percentage of the overall evaluation score.</p> <p>Further, all tenderers must demonstrate how they will involve youth voice in continuous service evaluation and review. This will ensure youth voice forms a part of contract monitoring and KPI arrangements.</p>
<p>Analysis of consultation outcomes</p>	<p>Despite best efforts by the project team and wider partners to encourage responses to the online mentimeter, 53 responses were received. In addition, in person sessions were attended by a small number of children, young people and parents. However, extensive effort was also taken to engage young people, parents and professionals through frontloaded engagement during development of the Early Intervention Strategy of which this procurement supports. Key stakeholders were extensively engaged during development of this strategy and all comments received taken on board during the drafting of this procurement strategy.</p> <p>Key feedback received was that young people and families were largely unaware or only somewhat aware of what support and activities were already available, and that future provision must be inclusive, accessible for all and have an emphasis on encouraging diversity. Additionally, services must be community focused and support links with wider community organisations to ensure a better join up of support at local level across the whole borough.</p>

<p>Section 05</p>	<p>Analysis of impact and outcomes</p>
<p>Analysis</p>	<p>The consultation did not raise any comments in relation to protected characteristics.</p>

<p>Section 06</p>	<p>Reducing any adverse impacts and recommendations</p>
<p>Outcome of Analysis</p>	<p>The feedback received did not identify any adverse impacts and therefore no changes have been made in this regard</p>

<p>Section 07</p>	<p>Action Plan</p>
<p>Action Plan</p>	<p>Note: You will only need to use this section if you have identified actions as a result of your analysis</p>

	Issue identified	Action (s) to be taken	When	Lead officer and department	Expected outcome	Date added to business/service plan
	N/A	N/A	N/A	N/A	N/A	N/A

Section 08	Agreement, publication and monitoring
Senior Managers' sign-off	Name: Sarah Bright Position: Assistant Director Children's Commissioning Email: sarah.bright@lhb.gov.uk Telephone No: 07768251218
Key Decision Report (if relevant)	Date of report to Cabinet Member: 03 / 10 / 22 Key equalities issues have been included: Yes. No equalities issues identified.
Equalities Advice (where involved)	Name: N/A Position: N/A Date advice / guidance given: N/A Email: N/A Telephone No: N/A