

# Appendix C - 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	22 / Q4
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Tech-tonic 2.0 (This is new) Short summary:</p> <p><b>Note:</b> Th existing desktop support services contract is due to expire on 13th September 2023. This provides an opportunity to review the people, processes and technology required to support H&amp;F’s new operating model in light of learning from the pandemic, the council’s new ways of working, and technology developments since the initial agreement was signed in 2016.</p> <p>Additionally, this paper looks at the device refresh which will be needed in the coming 18 months.</p>
Lead Officer	<p>Name: Hina Jethwa Position: Project Manager Email: hina.jethwa@lbhf.gov.uk Telephone No: 07776 672618</p>
Date of completion of final EIA	11 / 08 / 22

Section 02	Scoping of Full EIA								
Plan for completion	<p>Timing: 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: 25%;">Protected characteristic</th> <th style="width: 60%;">Analysis</th> <th style="width: 15%;">Impact: Positive, Negative, Neutral</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Protected characteristic	Analysis	Impact: Positive, Negative, Neutral			
Protected characteristic	Analysis	Impact: Positive, Negative, Neutral							

Age		Neutral
Disability		Neutral
Gender reassignment		Neutral
Marriage and Civil Partnership		Neutral
Pregnancy and maternity		Neutral
Race		Neutral
Religion/belief (including non-belief)		Neutral
Sex		Neutral
Sexual Orientation		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

<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>	None
<b>New research</b>	No new research is required

<b>Section 04</b>	<b>Consultation</b>
<b>Consultation</b>	No consultation is required -(if consultation is required. If not, please move to section 06)
<b>Analysis of consultation outcomes</b>	As above - No consultation is required

<b>Section 05</b>	<b>Analysis of impact and outcomes</b>
<b>Analysis</b>	What has your consultation (if undertaken) and analysis of data shown? You will need to make an informed assessment about the actual or likely impact that the policy, proposal, or service will have on each of the protected characteristic groups by using the information you have gathered. The weight given to each protected characteristic should be proportionate to the relevant policy (see guidance).

<b>Section 06</b>	<b>Reducing any adverse impacts and recommendations</b>
<b>Outcome of Analysis</b>	<p>Include any specific actions you have identified that will remove or mitigate the risk of adverse impacts and / or unlawful discrimination. This should provide the outcome for LBHF, and the overall outcome.</p> <p>The project will begin with a procurement of a third-party partner who will be responsible of the pre-provisioning of devices along with other duties. A key 'essential' requirements list will be used to ensure that any potential suppliers are able to integrate seamlessly within H&amp;F. This will ensure that no users will experience adverse impacts or unlawful discrimination.</p> <p>It is proposed that staff will be TUPE across with the integration of a new hybrid managed modern desk top service. This will mean that an internal filed engineering team will be created. Existing staff members will be TUPE across on the same existing T&amp;C's.</p>

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

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