

## Equality Impact Analysis Initial Screening Tool with Guidance

### Overview

This Tool has been produced to help you analyse the likelihood of impacts on the protected characteristics – including where people are represented in more than one – with regard to your new or proposed policy, strategy, function, project or activity. It has been updated to reflect the new public sector equality duty and should be used for decisions from 5<sup>th</sup> April 2011 onwards. It is designed to help you determine whether you may need to do a Full EIA. 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 Opportunities Manager, as s/he may recommend moving directly to a Full EIA.

### General points

1. 'Due regard' means the regard that is appropriate in all the circumstances. In the case of controversial matters such as service closures or reductions, considerable thought will need to be given the equalities aspects.
2. Wherever appropriate, and in all cases likely to be controversial, the outcome of the EIA needs to 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.

### Timing, and sources of help

Case law has established that having due regard means analysing the impact, and using this to inform decisions, thus demonstrating a conscious approach and state of mind ([2008] EWHC 3158 (Admin), [here](#)). It has also 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, through to the recommendation for decision. It should demonstrably inform, and be made available when the decision that is recommended. This tool contains guidance, and you can also access guidance from the EHRC [here](#). If you are analysing the impact of a budgetary decision, you can find EHRC guidance [here](#). Advice and guidance can be accessed from the Opportunities Manager: [PEIA@lbhf.gov.uk](mailto:PEIA@lbhf.gov.uk) or ext 3430.

## Initial Screening Equality Impact Analysis Tool

<b>Section 01</b>	<b>Details of Initial Equality Impact Screening Analysis</b>			
<b>Financial Year and Quarter</b>	2011 to 2015			
<b>Name of policy, strategy, function, project, activity, or programme</b>	Bishops Park Café Tender 2011			
<b>Q1 What are you looking to achieve?</b>	<b>To award management contract for Bishops Park Cafe</b>			
<b>Q2 Who in the main will benefit?</b>	Park users and the Council			
	Age	The refurbishment itself will be of medium relevance to Age, as the improvements to access will also help those with age-related mobility impairments, and parents with young children who need to access the premises more easily than other people.  Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	M	+
	Disability	The refurbishment itself will be of high relevance to Disability, as the improvements will provide access for disabled people.  Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	H	+ The refurbished Café complies with the DDA
	Gender reassignment	The refurbishment itself will not be of particular relevance to gender reassignment. Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	L	+

	Marriage and Civil Partnership	The refurbishment itself will not be of particular relevance to marriage and civil partnership. Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	L	+
	Pregnancy and maternity	The refurbishment itself will be of medium relevance to pregnancy and maternity, as the improvements to access will also help those with any pregnancy-related mobility impairments, and mothers with infants, who need to access the premises more easily than other people.  Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	M	+
	Race	The refurbishment itself will not be of particular relevance to race. Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	L	+
	Religion/belief (including non-belief)	The refurbishment itself will not be of particular relevance to religion or belief (including non-belief). Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	L	+
	Sex	The refurbishment itself will be of medium relevance to Sex, as the improvements to access will also help parents with young children who need to access the premises more easily than other people and it is likely that women will benefit in this regard more than men.  Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	M	+
	Sexual Orientation	The refurbishment itself will not be of particular relevance to sexual orientation. Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	L	+
	<p><b>Human Rights and Children's Rights</b>  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)?</p> <p>No</p>
<p><b>Q3</b>  <b>Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?</b></p>	<p>Yes</p> <p>The refurbished Café complies with the DDA Wheel chair access has been developed and a disabled loo has been installed in the Café. These facilities were not available pre-refurbishment.</p>
<p><b>Q4</b>  <b>Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of opportunity, and/or adversely impact human rights?</b></p>	<p>No</p>