

Appendix 3 - 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	2023/24
Name and details of policy, strategy, function, project, activity, or programme	<p>SEND Strategy, SEND Ordinarily Available Guidance and Profile of Need and SEND Sufficiency Review</p> <p>Short summary:</p> <p>Our Hammersmith & Fulham SEND Strategy 2023 – 2028 sets out our local area vision and priorities for supporting children and young people with special educational needs and disabilities (SEND), and their families. This important document provides the plan for joint working and the delivery of the local area priorities over the next five years.</p> <p>The Ordinarily Available Guidance sets out the description of the provision that should be ordinarily available for pupils in education settings in Hammersmith & Fulham. The Profile of Need is designed to be used only as a guide for the child/young person to provide a general indication of the level of provision that may be required. This guidance will support a shared understanding across parents/carers, education settings and other EHC partners on the expectations of what provision should be made available for most children and young people with SEND.</p> <p>The SEND sufficiency review is a key document to enable the delivery of our vision for children and young people across Hammersmith & Fulham. Our ambition is to work together to support children, young people, and their families at the earliest opportunity from universal services through to targeted and specialist support where necessary. To achieve this, we need to review our local SEND provision so it aligns with our SEND strategy and ensure that we can meet needs of children and young people - at the right time and in the right place.</p>
Lead Officer	<p>Name: Joe Gunning</p> <p>Position: Programme Lead, Children’s Commissioning</p> <p>Email: joe.gunning@lbhf.gov.uk</p> <p>Telephone No: 07769672031</p>
Date of completion of final EIA	27/03/2023

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

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	The vision of the strategy is to ensure that every child and young person with SEND leads a happy, healthy, and fulfilling life and achieves their life goals. This vision is embedded throughout these documents.	Positive
Disability	The Strategy, Ordinarily Available Guidance, Profile of Need and Sufficiency Review all promote inclusion as a central pillar to these documents.	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	There is no anticipated impact in relation to pregnancy and maternity.	Neutral
Race	These documents specifically aim to address disproportionality and to be fully inclusive. Our services commit to value and demonstrate our respect for diversity, and to reach into communities to deliver support in the right way for all families to encourage greater engagement.	Positive
Religion/belief (including non-belief)	There is no anticipated impact in relation to religion/belief	Neutral
Sex	There is no anticipated impact in relation to sex	Neutral
Sexual Orientation	There is no anticipated impact in relation to 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

	<p>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 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	<p>H&F school census</p> <p>Education, health and care plans, Reporting year 2022 – Explore education statistics – GOV.UK (explore-education-statistics.service.gov.uk)</p> <p>Statistics: special educational needs (SEN) - GOV.UK (www.gov.uk)</p> <p>GLA Population Projections (london.gov.uk)</p>
New research	N/A

Section 04	Consultation
Consultation	<p>Since becoming a sovereign service in 2018, we have been working collaboratively with parents, schools, and partners to ensure services and provision is in place to meet identified needs and this activity has now been captured into a single strategy.</p> <p><u>SEND Strategy</u></p> <p>The SEND Strategy has been extensively coproduced with partners across the borough, led by Hammersmith & Fulham Integrated Care Board and the Local Authority. Feedback has been obtained from stakeholders across the local area in health, education, social care and parent/carers as part of our self-evaluation to inform the key priorities of this document.</p> <p>Our parent/carers forum requested that we use the feedback and ‘thousands of everyday conversations’ to influence and shape the new SEND Strategy for 2023-2028. A draft of the strategy was shared with the H&F SEND Delivery Group which includes representation from schools, children centres, health providers, our Parent/Carer forum and representatives from across the Local Authority and Integrated Care Board. The draft strategy and consultation plan</p>

was also shared separately with our Parent/Carer forum and Health and Care Partnership Executive Group for input prior to release.

SEND Ordinarily Available Guidance and Profile of Need

These documents reflect the latest iteration of the Ordinarily Available Guidance. This draft guidance and profile of need was developed by several professionals taking into consideration the extensive feedback/conversations with families and professionals and public consultation was launched to gather further contributions from children and young people, parents and carers and practitioners who work with children and young people with SEND.

SEND Sufficiency Review

The SEND Sufficiency Review was undertaken jointly with our partners across the local area. A Reference Group was established with representation across H&F Council, the Integrated Care Board and school partners to share knowledge and expertise, support developing key lines of enquiry with the commissioned provider undertaking the review and to review and test assumptions.

Subsequently a series of thematic discussions were held during the Summer which included representation from across the Council, the Integrated Care Board, Health providers and parents and carer forum members (ParentsActive) to understand the current challenges of provision, consider future projections and potential solutions to challenges and scope recommendations for provision in line with H&F's inclusion agenda and the direction of travel in relation to the Governments SEND Review Green Paper.

Throughout the review we have utilised existing feedback from children and young people gathered through our Coproduction Lead and Youth Voice Coordinator. The thematic workshops, surveys, meetings, and individual interviews have all shaped the local context, needs analysis and recommendations detailed throughout this review.

Draft versions of these documents were shared with our SEND Delivery Group which includes representation from schools, children centres, health providers, our Parent/Carer forum and representatives from across the Local Authority and Integrated Care Board prior to public consultation.

During the consultation

A series of roadshows were held with key stakeholders to promote engagement. This included sessions with parent/carers, school partners, early years providers and Special Education Needs Coordinators (SENCO's). Information was shared on the consultation via Parentsactive, SchoolZone, the Integrated Care Board, Health providers and the Children's Services staff newsletter.

Analysis of consultation outcomes	<p>Due to the extensive effort to frontload engagement across the local area during the development of these documents, there was a low response to the consultation platform. This demonstrates that the documents echo comments previously captured throughout the process of coproduction.</p> <p>The consultation was seen by 157 people.</p> <p><u>SEND Strategy</u> A total number of 9 responses were received from professionals, parents and carers, and were largely positive in nature.</p> <p><u>Ordinarily Available Guidance and Profile of Need</u> A total number of 5 responses were received from professionals, parents and carers, and were largely positive in nature.</p> <p><u>SEND Sufficiency Review</u> A total number of 6 responses were received from professionals, parents and carers, and were largely positive in nature.</p> <p>A summary of the responses received and how these have been addressed can be found in the appendix of the associated decision papers.</p>
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Section 05	Analysis of impact and outcomes
Analysis	The consultation did not raise any comments in relation to protected characteristics.

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

Section 07	Action Plan
Action Plan	N/A

Section 08	Agreement, publication and monitoring
Senior Managers' sign-off	Name: Peter Haylock Position: Operational Director of Education and SEND Email: Peter.Haylock@lbhf.gov.uk Telephone No: 07341672995 Considered at relevant DMT: 04/04/2023
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: 17/04/2023 Key equalities issues have been included: Yes
Equalities Advice (where involved)	Name: N/A Position: N/A Date advice / guidance given: N/A Email: N/A Telephone No: N/A