

# 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	23/24 Q1
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Network and Telephony services replacement                      Short summary: This is a project to replace an expiring contract for network and telephony services.</p> <p><b>Note:</b> If your proposed strategy will require you to assess impact on staff, please consult your HR Relationship Manager.</p>
Lead Officer	Name: David Wadham Position: Senior Project Manager Email: david.wadham@lbhf.gov.uk Telephone No: 07776 672 392
Date of completion of final EIA	01 / 05 / 23

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.		
	<b>Protected characteristic</b>	<b>Analysis</b>	<b>Impact:</b> Positive, Negative, Neutral
	Age	This project does not result in any technical or functional changes to services used by staff or residents.	Neutral
	Disability	This project does not result in any technical or functional changes to services used by staff or residents.	Neutral
	Gender	This project does not result in any technical or functional changes to services	Neutral

	reassignment	used by staff or residents.	Neutral
	Marriage and Civil Partnership	This project does not result in any technical or functional changes to services used by staff or residents.	Neutral
	Pregnancy and maternity	This project does not result in any technical or functional changes to services used by staff or residents.	Neutral
	Race	This project does not result in any technical or functional changes to services used by staff or residents.	Neutral
	Religion/belief (including non-belief)	This project does not result in any technical or functional changes to services used by staff or residents.	Neutral
	Sex	This project does not result in any technical or functional changes to services used by staff or residents.	Neutral
	Sexual Orientation	This project does not result in any technical or functional changes to services used by staff or residents.	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>			

<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>No data has been reviewed or surveys completed. The project will not change any systems or services used by residents or staff.</b>

<b>New research</b>	If new research is required, please complete this section
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<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>	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><b>In this instance there are no adverse impacts or unlawful discrimination which needs to be mitigated.</b></p>

<b>Section 07</b>	<b>Action Plan</b>												
<b>Action Plan</b>	<p>Note: You will only need to use this section if you have identified actions as a result of your analysis</p> <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>
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<b>Senior Managers' sign-off</b>	Name: Veronica Barella Position: Chief digital officer Email: veronica.barella@lbhf.gov.uk Telephone No: 020 8753 2927 Considered at relevant DMT: N/A
<b>Key Decision Report (if relevant)</b>	Date of report to Cabinet/Cabinet Member: 05 / 06 / 23 Key equalities issues have been included: Yes – reference to this analysis exercise is included in the report.
<b>Equalities Advice (where involved)</b>	Name: Position: Date advice / guidance given: Email: Telephone No: