

# Appendix 1 - 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	2023/24
Name and details of policy, strategy, function, project, activity, or programme	<p>Travel Care Minibus Procurement</p> <p>The Travel Care Minibus Procurement Strategy sets out the approach for undertaking a competitive tender process to appoint a single provider for a period of five years with the option to extend for a further two years to ensure the continued delivery of this statutory service for eligible children, young people and vulnerable adults in Hammersmith and Fulham.</p>
Lead Officer	<p>Name: Joe Gunning            Position: Programme Lead, Children's Commissioning            Telephone: 07769672031            Email: joe.gunning@lbhf.gov.uk</p>
Date of completion of final EIA	07/06/2021

Section 02	Scoping of Full EIA											
Plan for completion	<p>Timing: Prior to award            Resources: Commissioning, Travel Care</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>Provision is available to all eligible residents in H&amp;F.</td> <td>Positive</td> </tr> <tr> <td>Disability</td> <td>All disabilities in population</td> <td>Positive</td> </tr> </tbody> </table>			Protected characteristic	Analysis	Impact: Positive, Negative, Neutral	Age	Provision is available to all eligible residents in H&F.	Positive	Disability	All disabilities in population	Positive
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Age	Provision is available to all eligible residents in H&F.	Positive										
Disability	All disabilities in population	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 SEND Strategy commits to increasing uptake of 2.5-year-old checks with health visitors to improve user experience and support provided.	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.	Neutral
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 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

**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.

<b>Documents and data reviewed</b>	
<b>New research</b>	If new research is required, please complete this section

<b>Section 04</b>	<b>Consultation</b>
<b>Consultation</b>	<p>The current minibus travel care provision was designed with extensive consultation and engagement with stakeholder including children, parents, schools, adult service users, day centres and parent / service user representative groups.</p> <p>A recent survey of families who access minibus travel care provision showed the significant majority of respondents felt satisfied with the provision their child/young person is receiving and that their child's passenger assistant and driver were care focused and met the needs of their child/young person.</p> <p>Parents and families will continue to be engaged throughout the procurement process and during the mobilisation of the new contracts.</p>
<b>Analysis of consultation outcomes</b>	As above

<b>Section 05</b>	<b>Analysis of impact and outcomes</b>
<b>Analysis</b>	The report seeks to maintain the current service specification and high-quality service. There are no direct negative impacts anticipated on protected groups under the Equalities Act 2010

<b>Section 06</b>	<b>Reducing any adverse impacts and recommendations</b>
<b>Outcome of Analysis</b>	N/A

<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
		N/A	N/A	N/A	N/A	N/A

<b>Section 08</b>	<b>Agreement, publication and monitoring</b>
<b>Senior Managers' sign-off</b>	Name: Peter Haylock Position: Operational Director Education and SEND Email: <a href="mailto:Peter.Haylock@lbhf.gov.uk">Peter.Haylock@lbhf.gov.uk</a> Telephone No: 07341672995
<b>Key Decision Report (if relevant)</b>	Date of report to Cabinet/Cabinet Member: 22/05/2023 Key equalities issues have been included: N/A
<b>Equalities Advice (where involved)</b>	N/A