

Appendix 2 - 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/Q1
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Waste, Recycling & Street Cleansing Contract - Provisional Services</p> <p>Short summary: The current contract for the provision of waste, recycling and street cleansing services comes to an end on 29th January 2023. A recommendation report for the appointment of a provider to deliver the services from 30th January 2023 was approved by Cabinet in October 2022.</p> <p>Whilst the award of the contract in itself doesn't have any significant impacts on any group due to protected characteristics, there were some provisional elements of the services (wheeled bin collection, garden waste collection) where officers consider that there is potential that some of these services may have an impact on groups relating to protected characteristics. We have attempted to address some of the potential impacts within this EIA.</p> <p>A survey relating to the prototype wheeled bin service was completed in October 2022 and the headline results are detailed in section 3 of this EIA</p>
Lead Officer	<p>Name: Pat Cosgrave</p> <p>Position: Service Lead for Street Environmental Services</p> <p>Email: pat.cosgrave@lbhf.gov.uk</p> <p>Telephone No: 0208 753 2810</p>
Date of completion of final EIA	31/03/2023

Section 02	Scoping of Full EIA								
Plan for completion	<p>Timing:</p> <p>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	<p>The decision to enact the provisional services is not considered to necessarily have a significant impact on any residents regardless of age.</p> <p>In terms of residents who may be elderly and have particular problems with the presentation of their waste, there is provision within the services to provide “assisted collections”, e.g. collecting waste from a collection point outside of that agreed in the service specification.</p> <p>The survey work carried out on service user experience of the prototype service for wheeled bin and food waste collection (see Section 3) did not identify any specific issues that residents experienced based on their age profile. It may be that having a dedicated container within which to store waste would be considered advantageous as opposed to the current method of presenting sacks. However, as part of the work undertaken prior to the implementation of the services a full consultation will take place between relevant resident’s groups, officers within Street Environmental Services and our new contractor.</p>	
	Disability	<p>The decision to enact the provisional services is not likely to have a significant impact on disabled residents.</p> <p>In terms of disabled residents who may experience an accessibility issue which would present particular problems with the presentation of their waste, there is provision within the services to provide “assisted collections”, e.g. collecting waste from a collection point outside of that agreed in the service specification.</p> <p>The survey work carried out on service user experience of the prototype service for wheeled bin and food waste collection (see Section 3) did not identify any specific issues that residents experienced based on disability. However in advance of implementing any new services there will be significant engagement with residents’ groups, including any disability fora and the council’s coproduction teams to identify whether the design and presentation of wheeled bin receptacles, food waste caddies, or reusable garden waste sacks may present any barriers to residents being able to access the services based on a disability and put in place the necessary available mitigations.</p> <p>Where changes to service provision are proposed officers will have due regard to ensuring that the information relating to service changes is accessible to people who may have issues accessing such information due to a disability.</p>	
	Gender reassignment	<p>The implementation of the services is not considered to have a significant impact on any residents regardless of their gender reassignment status.</p>	

	Marriage and Civil Partnership	The implementation of the services is not considered to have a significant impact on any residents regardless of their marriage and civil partnership status.	
	Pregnancy and maternity	The implementation of the services is not considered to have a significant impact on any residents regardless of their pregnancy and maternity status.	
	Race	The implementation of the services is not considered to have a significant impact on any residents regardless of their race. Where changes to service provision are proposed officers will have due regard to ensuring that the information relating to service changes is accessible to people who have a first language other than English	
	Religion/belief (including non-belief)	The implementation of the services is not considered to have a significant impact on any residents regardless of religious belief/non-belief.	
	Sex	The implementation of the services is not considered to have a significant impact on any residents regardless of sex.	
	Sexual Orientation	The implementation of the services is not considered to have a significant impact on any residents regardless of sexual orientation.	
<p>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</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>			

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	N/A

New research	<p>A prototype wheeled bin collection service (covering approx. 4200 households) and food waste collection (approx. 5800 households) has been in operation in the borough since November 2020. Officers from Street Environmental Services, Climate Change Team and Corporate Communications carried out a face-to-face survey of households within the pilot scheme area attempting to survey each of the properties receiving both wheeled bin and food waste collections (4200 approx.). The survey received 930 responses and was completed in October 2022.</p> <p>Details of the survey outcomes are appended to the cabinet member decision report relating to this EIA as Appendix X.</p> <p>However it can be noted that 10.4% of respondents identified themselves as having a disability.</p>
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Section 04	Consultation
Consultation	Details of consultation findings (if consultation is required. If not, please move to section 06)
Analysis of consultation outcomes	<p>Part of the survey detailed in Section 3 included a free text response question asking residents whether they have found any difficulties in using the service effectively. Such examples might have included but not been limited to opening the food waste container, carrying waste to the wheeled bin, differentiating between the different containers. The responses to the survey did not identify any significant access barriers to access food waste and wheeled bin collection services on the basis of a protected characteristic or combination of protected characteristics. The exception was where one respondent noted their age (80 years old) and her difficulty in manoeuvring their wheeled bin.</p>

Section 05	Analysis of impact and outcomes
Analysis	Analysis of the survey outcomes will be presented to the relevant Cabinet Member(s) as an annex to the recommendation report.

Section 06	Reducing any adverse impacts and recommendations
Outcome of Analysis	<p>Regardless of the lack of feedback received regarding difficulties of accessing the services based on protected characteristics officers will work with the service provider to develop a programme of resident engagement prior to any new services being implemented. This will seek to identify mitigations for any circumstances where residents may have difficulty in accessing the new services on the basis of any protected characteristic or combination of protected characteristics. The weight given to each protected characteristic will be proportionate to maximise accessibility to services. The findings of such engagement will then inform any action plan.</p>

Section 07	Action Plan					
Action Plan	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

Section 08	Agreement, publication and monitoring					
Senior Managers' sign-off	Name: Position: Email: Telephone No: Considered at relevant DMT:					
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: 10 / 10 / 22 Key equalities issues have been included: Yes					
Equalities Advice (where involved)	Name: Yvonne Okiyo Position: Strategic Lead, Equity, Diversion and Inclusion Date advice / guidance given: 06/04/23 Email: yvonne.okiyo@lbhf.gov.uk Telephone No:					