

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:

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- 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.
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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://www.gov.uk/government/publications/public-sector-equality-duty)

[HTTPS://OFFICESHAREDSERVICE.SHAREPOINT.COM/SITES/GOVERNANCE/SITEPAGES/REPORTS.ASPX](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	Q3 23/24
NAME AND DETAILS OF POLICY, STRATEGY, FUNCTION, PROJECT, ACTIVITY, OR PROGRAMME	<p>TITLE OF EIA: BECOMING A PARTNER OF THE CARE LEAVER COVENANT – NEW SHORT SUMMARY: LBHF ARE TO BECOME A PARTNER OF THE CARE LEAVER COVENANT</p> <p>Note: If your proposed strategy will require you to assess impact on staff, please consult your HR Relationship Manager.</p>
LEAD OFFICER	<p>NAME: SOPHIE VEITCH POSITION: COMMISSIONING AND TRANSFORMATION LEAD EMAIL: SOPHIE.VEITCH@LBHF.GOV.UK</p> <p>Telephone No: 07876855124</p>
DATE OF COMPLETION OF FINAL EIA	10 / 01 / 2024

SECTION 02	SCOPING OF FULL EIA						
PLAN FOR COMPLETION	<p>TIMING: MARCH 2024 RESOURCES: CHILDREN'S COMMISSIONING, ECONOMIC DEVELOPMENT, PEOPLE AND TALENT</p>						
ANALYSE THE IMPACT OF THE POLICY, STRATEGY, FUNCTION, PROJECT, ACTIVITY, OR PROGRAMME	<p>The recommendation which will be reviewed at Cabinet in March proposes that LBHF become a Partner of the Care Leaver Covenant.</p> <p>The Care Leaver Covenant is a DfE-led national campaign aimed to support care leavers aged 16-25 to become healthy, thriving adults. Organisations that work directly with/for care experienced young people can become Partners of the Care Leaver Covenant. Partners go beyond direct offers that care leavers benefit from, recognising their entire organisation's role in supporting care-experienced young people in making a successful transition to adulthood. Becoming a Partner of the Care Leaver Covenant demonstrates our commitment to going beyond our statutory duty in supporting the young people leaving our care. As a partner, we will work as a whole Council alongside the Care Leaver Covenant to engage local businesses, community organisations and other partner services, building an enhanced localised offer for our care leavers and supporting them to become healthy, thriving adults.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%; text-align: center;">Protected characteristic</th> <th style="width: 60%; text-align: center;">Analysis</th> <th style="width: 15%; text-align: center;"><i>Impact:</i> Positive, Negative, Neutral</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Protected characteristic	Analysis	<i>Impact:</i> Positive, Negative, Neutral			
Protected characteristic	Analysis	<i>Impact:</i> Positive, Negative, Neutral					

Age	This proposal will particularly impact on young people who are currently looked after or leaving the care system, and the way in which they are supported by the local authority and other organisations.	Positive
Disability	No impact	Neutral
Gender reassignment	No impact	Neutral
Marriage and Civil Partnership	No impact	Neutral
Pregnancy and maternity	No impact	Neutral
Race	No impact	Neutral
Religion/belief (including non-belief)	No impact	Neutral
Sex	No impact	Neutral
Sexual Orientation	No impact	Neutral
Care experience	This proposal will positively impact on care experienced young people by enabling us to develop an enhanced offer for this cohort, supporting them to become healthy, thriving adults.	Positive

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?

Yes / **No**

Will it affect Children's Rights, as defined by the UNCRC (1992)?

Yes/ **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.
DOCUMENTS AND DATA REVIEWED	<p>The National Leaving Care Benchmarking Forum published the 'Survival is Not Easy' report in December 2022 evidenced the disadvantage faced by many care experienced young people and the additional support needed to prepare them for adulthood. It showed that of the 461 care experienced young people surveyed:</p> <p>45% were struggling to buy food, 40% were struggling to pay rent and 64% have increased their amount of debt as a result of the cost of living crisis, Only 15% have regular financial support (this shows how care experienced young people are in a different position to young people generally, in terms of having financial support and a financial 'safety net')</p> <p>In July 2016, the Government published a major policy document 'Keep on Caring' to support young people from care to independence. A key policy commitment in the paper is a strategic pledge to introduce a Care Leaver Covenant. The Covenant is a promise made by the private, public and voluntary sectors to provide support for care leavers aged 16-25 to help them to live independently. The Independent review of children's social care: final report - GOV.UK (www.gov.uk): also acknowledges that whilst local authorities play a crucial role in delivering services to care leavers as their corporate parent, they are not the only organisations that should play a role. The aim of the Care Leaver Covenant, to which organisations commit, is to provide additional support for those leaving care; making available a different type of support and expertise from that statutorily provided by local authorities.</p>
NEW RESEARCH	

SECTION 04	CONSULTATION
CONSULTATION	<i>Details of consultation findings (if consultation is required. If not, please move to section 06)</i>
ANALYSIS OF CONSULTATION OUTCOMES	

SECTION 05	ANALYSIS OF IMPACT AND OUTCOMES
ANALYSIS	<i>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).</i>

SECTION 06	REDUCING ANY ADVERSE IMPACTS AND RECOMMENDATIONS
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OUTCOME OF ANALYSIS	<p><i>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.</i></p> <p>LBHF now recognises ‘care experience’ as a protected characteristic in acknowledgement of the disadvantage faced by many young people in and leaving the care system. Becoming a Partner of the Care Leaver Covenant shows a further commitment to this principle and our desire to do our utmost as corporate parents – there are no adverse impacts of this proposal.</p>
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SECTION 07	ACTION PLAN					
ACTION PLAN	<p><i>Note: You will only need to use this section if you have identified actions as a result of your analysis</i></p>					
	<i>Issue identified</i>	<i>Action (s) to be taken</i>	<i>When</i>	<i>Lead officer and department</i>	<i>Expected outcome</i>	<i>Date added to business/service plan</i>

SECTION 08	AGREEMENT, PUBLICATION AND MONITORING					
SENIOR MANAGERS’ SIGN-OFF	<p>NAME: SOPHIE VEITCH POSITION: COMMISSIONING AND TRANSFORMATION LEAD EMAIL: SOPHIE.VEITCH@LBHF.GOV.UK</p> <hr/> <p>Telephone No: 07876855124 CONSIDERED AT RELEVANT DMT: YES</p>					
KEY DECISION REPORT (IF RELEVANT)	<p>DATE OF REPORT TO CABINET: 04 / 03 / 2024 KEY EQUALITIES ISSUES HAVE BEEN INCLUDED: YES</p>					
EQUALITIES ADVICE (WHERE INVOLVED)	<p>NAME: POSITION: DATE ADVICE / GUIDANCE GIVEN: EMAIL: TELEPHONE NO:</p>					