

Appendix 1 H&F Equality Impact Analysis Tool (workforce)

Conducting an Equality Impact Analysis

An EqIA 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 has been updated to reflect the public sector equality duty (PSED). 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 this Act;**
- 2. Advance equality of opportunity between employees who share a relevant protected characteristic and employees who do not share it;**
- 3. Foster good relations between employees who share a relevant protected characteristic and employees who do not share it.**

Whilst working on your Equality Impact Assessment, you must analyse your proposal against the three tenets of the Equality Duty.

General points

1. In the case of matters such as departmental re-organisations or re-structures, 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. maternity arrangements, 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 you should contact your HR Business Partner.
6. Further advice and guidance can be accessed from the separate guidance document (on the intranet) or [ACAS - EIA](#). You can also contact your HR Business Partner for advice.

LBHF Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2024-25 Q3
Name and details of policy/initiative/re-structure/re-organisation	<p>Title of EIA: Mental Health Supported Housing Services Direct Awards</p> <p>These services provide housing related support residents with severe mental health issues who are homeless or at risk of homelessness and for those who have been recently discharged from mental health wards.</p> <p>The services are transitional, supporting residents to rebuild their skills, confidence and resilience, promoting independent living.</p> <p>A two-year direct award for the five contracts is being recommended as the current contracts to enable an in-depth review with housing and health colleagues to ensure the services meets both the requirements and demand currently required.</p> <p>Discussions are underway with health and housing colleagues to review the mental health pathway and propose solutions to improve processes and develop provision including:</p> <ul style="list-style-type: none"> • Reviewing Housings contribution to funding this pathway, given the statutory responsibilities to prevent homelessness and provide assistance to people threatened with or actually homeless. • Consider the business case to whether to disaggregate the mental health housing pathway from H&F ASC funding, in line with the rough sleeper pathway. • Further analyse the cost of spot placements for both H&F Council and the ICB against the in-borough block costs and develop an invest to save case that will allow for growth in this pathway.

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Date of completion of final EIA	XX / XX / XX

Section 02	Scoping of Full EIA							
Plan for completion	Timing: Resources:							
Analyse the impact of the policy/initiative/re-structure/re-organisation	<p>Analyse the impact of the activity 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> <p>Use your reasoning to determine whether the impact will be positive, neutral, or negative. There are three possible outcomes:</p> <ul style="list-style-type: none"> ▪ Positive: The EIA shows the policy is not likely to result in adverse impact for any protected characteristic and does advance policy/initiative/re-structure/re-organisation in another way ▪ Neutral: The EIA shows the policy/initiative/re-structure/re-organisation is not likely to result in adverse impact for any protected characteristic and does not advance equality of opportunity, and/or fulfils PSED in another way ▪ Negative: The EIA shows the policy/initiative/re-structure/re-organisation is likely to have an adverse impact on a particular protected characteristic(s) <p>Should your policy have a neutral impact on one or more protected characteristics, you must note this and state why you believe this to be the case.</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>The current age range of residents breaks down as:</td> <td>Positive</td> </tr> </tbody> </table>		Protected characteristic	Analysis	Impact: Positive, Negative, Neutral	Age	The current age range of residents breaks down as:	Positive
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Age	The current age range of residents breaks down as:	Positive						

		<p>This is consistent to the borough Census in 2021 apart from the 50-64 age group which in these services represents 28% of the residents while in the borough profile it was 16.1%. Additionally the 35-49 age group which in these services represents 30% of the residents while in the borough profile it was 21.7%</p> <table border="1"> <thead> <tr> <th>Age Range</th> <th>H&F Age Population %</th> <th>Mental health supported housing services %</th> </tr> </thead> <tbody> <tr> <td>20-24</td> <td>9.3 %</td> <td>6 %</td> </tr> <tr> <td>25-34</td> <td>23.4%</td> <td>30%</td> </tr> <tr> <td>35-49</td> <td>21.7%</td> <td>30%</td> </tr> <tr> <td>50-64</td> <td>16.1%</td> <td>28%</td> </tr> <tr> <td>65 +</td> <td>10.5%</td> <td>6%</td> </tr> </tbody> </table>	Age Range	H&F Age Population %	Mental health supported housing services %	20-24	9.3 %	6 %	25-34	23.4%	30%	35-49	21.7%	30%	50-64	16.1%	28%	65 +	10.5%	6%	
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Disability	<p>All residents in these services in LBHF have serious mental illness(SMI) A number of residents also have co-occurring conditions, including substance misuse and physical health issues.</p>	Positive																			
Gender reassignment	<p>There are no identified impacts for gender reassignment. The service will be expected to support residents and treat everyone equally</p>	Neutral																			
Marriage and Civil Partnership	<p>There are no identified impacts for gender reassignment. The service will be expected to support residents and treat everyone equally</p>	Neutral																			
Pregnancy and maternity	<p>There are no identified impacts for marriage and civil partnerships</p>	Neutral																			
Race	<p>Mental health supported living services in the borough do not differentiate on the basis of race/ethnicity.</p> <p>Individuals identifying as Black / Black British comprise 46% in contrast to the</p>	Positive																			

borough Census in 2021 where 12.3% identified as identifying as Black / Black British
 Individuals identifying as White account for 31% of the residents living in these services. This is in contrast to the borough Census in 2021 where 63.2 % of residents identified as White British.

Table 2 – Ethnicity from Census 2021 and in MH supported housing services.

Ethnicity	Borough %	Mental health supported living services %
Asian / Asian British	12.3	7
Black / Black British	12.3	46
Mixed	6.7	12
White	63.2	31
Other ethnicity	7.3	4

Religion/belief (including non-belief)	There are no identified negative impacts for religion/belief. The service will be expected to support residents to practice their religion/beliefs and ensure residents and staff are treated equally and without abuse or prejudice based on religious beliefs or lack of.	Neutral
Sex	Mental Health Supported Living Services are available to all genders, although the majority of residents using the services are male. Male residents account for 73% of residents in these services where as females comprise 27 % The population in the borough ONS for 2022 was: female (53.2%) and male(46.8%)	Positive
Sexual Orientation	There are no identified negative impacts for sexual orientation. The service will be expected to ensure equality of access and treatment for all residents; provide sensitive services and deal robustly with all incidents of homophobic harassment, violence and/or abuse.	Neutral

Human Rights or Children’s Rights

	<p>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? Yes / No</p> <p>Will it affect Children’s Rights, as defined by the UNCRC (1992)? Yes/No</p>
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Section 03	Analysis of relevant data
	Examples of data can range from people profile reports, management reports, departmental equality data, data from the Human Rights Commission. Data should where possible, be disaggregated by different equality strands. Read guidance for rules on confidentiality.
Documents and data reviewed	Data from providers and our own in-house data as been reviewed. The data tells us the high-demand and need to continue to deliver this provision.
New research	If new research is required, please complete this section

Section 04	Consultation
Consultation	Details of consultation findings (if consultation is required. If not, please move to section 06)
Analysis of consultation outcomes	Will be done as part of the review

Section 05	Analysis of impact and outcomes
Analysis	What has your consultation (if undertaken) and analysis of data shown? You will need to make an informed decision about the actual or likely impact that the policy/initiative/re-structure/re-organisation 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).

Section 06	Reducing any adverse impacts and recommendations
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Outcome of Analysis	Include any actions you have identified that will remove or mitigate the risk of adverse impacts and / or unlawful discrimination.
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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 borough	Expected outcome	Date added to business/service plan
	Provision needs to be reviewed as outlined above	Review of provision	Over the next 12-18 months	Michelle Roberts	Commission of services with revised specification	2024

Section 08	Agreement, publication, and monitoring					
Chief Officers' sign-off	Name: Position: Email: Telephone No:					
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: XX / XX / XX Key equalities issues have been included: Yes/No					
HR Business Partner	Name: Position: Date advice / guidance given: Email: Telephone No:					