

Appendix 3 - 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	2024/25 / Q3
Name and details of policy, strategy, function, project, activity, or programme	Title of EIA: Tree Strategy. New strategy 2025-2030 Short summary: Tree strategy for the borough, aiming to increase canopy cover, protect trees and work closer with stakeholders in all tree works.
Lead Officer	Name: Jessica Bastock Position: Service Manager (healthy streets) Email: Telephone No:
Date of completion of final EIA	25 / 11 / 24

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.		
	Protected characteristic	Analysis	Impact: Positive, Negative, Neutral
	Age	Increased tree canopy cover can improve air quality and provide cooling effects, which are particularly beneficial for vulnerable groups such as the elderly (age), children (age).	P
	Disability	Increased tree canopy cover can improve air quality and provide cooling effects, which are particularly beneficial for vulnerable groups such as those with respiratory conditions	P

	(disability). Care must be taken to ensure that new green spaces are accessible to Disabled people, including considerations for pathways and seating.	
Gender reassignment	The tree strategy does not include any actions that would be deemed as negative or positive in relation to gender reassignment.	Neutral
Marriage and Civil Partnership	The tree strategy does not include any actions that would be deemed as negative or positive in relation marriage and civil partnership.	Neutral
Pregnancy and maternity	The tree strategy does not include any actions that would be deemed as negative or positive in relation to pregnancy and maternity.	Neutral
Race	The tree strategy does not include any actions that would be deemed as negative or positive in relation to race.	Neutral
Religion/belief (including non-belief)	The tree strategy does not include any actions that would be deemed as negative or positive in relation to religion or beliefs.	Neutral
Sex	The tree strategy does not include any actions that would be deemed as negative or positive in relation to sex.	Neutral
Sexual Orientation	The tree strategy does not include any actions that would be deemed as negative or positive in relation to sexual orientation.	Neutral
Care Experienced as a Protected Characteristic	The tree strategy does not include any actions that would be deemed as negative or positive in relation care experienced as a protected characteristic.	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.
Documents and data reviewed	N/A
New research	

Section 04	Consultation
Consultation	N/A
Analysis of consultation outcomes	

Section 05	Analysis of impact and outcomes
Analysis	N/A

Section 06	Reducing any adverse impacts and recommendations
Outcome of Analysis	Conduct regular audits of green spaces to ensure they are accessible to all, including Disabled people

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
	Accessibility	Ensure audits are undertaken to ensure that these are known and mitigation is taken where needed.	Annually (as part of planned maintenance surveying).	Jessica Bastock (Place – Highways)	Identification of accessibility issues.	November 2024

Section 08	Agreement, publication and monitoring
Senior Managers' sign-off	Name: Ian Hawthorn Position: Assistant Director (Highways) Email: ian.hawthorn@lbhf.gov.uk Telephone No: Considered at relevant DMT:
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: 16 / 12 / 24 Key equalities issues have been included: Yes/No
Equalities Advice (where involved)	Name: Position: Date advice / guidance given: Email: Telephone No: