

## 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	Future procurement
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Public Realm Works Procurement Strategy</p> <p><b>This is a strategy for a procurement of a new works and professional service contracts for 2026 onwards. With a focus in delivery a quality public realm for communities across the borough.</b></p>
Lead Officer	<p>Name: Ian Hawthorn</p> <p>Position: Assistant Director – Highways and Parks</p> <p>Email: <a href="mailto:ian.hawthorn@lbhf.gov.uk">ian.hawthorn@lbhf.gov.uk</a></p> <p>Telephone No: 07444560448</p>
Date of completion of final EIA	19/03/2025

Section 02	Scoping of Full EIA		
Plan for completion	Timing: duration of contracts 1 <sup>st</sup> April 2026 to 31 <sup>st</sup> March 2034		
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	Public Realm for users of all ages, creating an ease of movement and accessibility, quality public space and creating wellbeing with greening intiatiatives and encouraging walking and cycling.	Positive
	Disability	Public Realm for users of all ages, creating an ease of movement and accessibility, quality public space and creating wellbeing with greening initiatives	Positive

		and encouraging walking and cycling. Co-Production will play a key part in design and delivery.	
	Gender reassignment	N/A	
			Neutral
	Marriage and Civil Partnership	N/A	Neutral
	Pregnancy and maternity	N/A	Neutral
	Race	N/A	Neutral
	Religion/belief (including non-belief)	N/A	Neutral
	Sex	N/A	Neutral
	Sexual Orientation	N/A	Neutral
	Care Experienced as a Protected Characteristic	N/A	Neutral
<p><b>Human Rights or Children's Rights</b></p> <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?</p> <p>No</p> <p>Will it affect Children's Rights, as defined by the UNCRC (1992)?</p> <p>No</p>			

<b>Section 03</b>	<b>Analysis of relevant data</b> 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>N/A</b>
<b>New research</b>	If new research is required, please complete this section <b>N/A</b>

<b>Section 04</b>	<b>Consultation</b>
<b>Consultation</b>	Details of consultation findings (if consultation is required. If not, please move to section 06)
<b>Analysis of consultation outcomes</b>	<b>In addition to internal workshops across the Council consultation has been done with market engagement with a range of interested contractors and consultants</b>

<b>Section 05</b>	<b>Analysis of impact and outcomes</b>
<b>Analysis</b>	Concern for pedestrians and cyclists with limited movement will be part of future design works and delivery of schemes with a focus on accessibility and creating places for wellbeing.

<b>Section 06</b>	<b>Reducing any adverse impacts and recommendations</b>
<b>Outcome of Analysis</b>	The contracts will be used to deliver accessibility public spaces that encourages walking and cycling along side greater mobility.

<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. N/A part of the design in the report

	Issue identified	Action (s) to be taken	When	Lead officer and department	Expected outcome	Date added to business/service plan

<b>Section 08</b>	<b>Agreement, publication and monitoring</b>
<b>Senior Managers' sign-off</b>	Name: Ian Hawthorn Position: Assistant Director – Highways and Parks Email: <a href="mailto:ian.hawthorn@lbhf.gov.uk">ian.hawthorn@lbhf.gov.uk</a> Telephone No: 07444560448 Considered at relevant DMT: Public Realm
<b>Key Decision Report (if relevant)</b>	Date of report to Cabinet Member: Key equalities issues have been included: Yes
<b>Equalities Advice (where involved)</b>	Name: Yvonne Okiyo Position: Strategic Lead Equity, Diversity and Inclusion Date advice / guidance given: 24.03.25 Email: Yvonne.Okiyo@lbhf.gov.uk Telephone No: 07824 836 012