

Bi-Borough Equality Impact Analysis Tool

Conducting an Equality Impact Analysis

An EqlA 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 new 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 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 the three tenets of the Equality Duty.

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 Equality Officer for support.
6. Further advice and guidance can be accessed from the separate guidance document (link), as well as from your service or borough leads:

LBHF Opportunities Manager: PEIA@lbhf.gov.uk or ext 3430	RBKC Corporate Equalities Officer: angela.chaudhry@rbkc.gov.uk 020 7361 2654
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Overall Information	Details of Full Equality Impact Analysis	
Financial Year and Quarter	2025/26 – Q2	
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Gas Contract Procurement</p> <p>Short summary: To deliver the required services to LBHF residents in relation to gas/heating repairs and Servicing for to comply with the necessary legislation.</p> <p>Note: If your proposed strategy will require you to assess impact on staff, please consult your HR Relationship Manager.</p>	
Lead Officers	<p>LBHF</p> <p>Name: David World</p> <p>Position: Head of M+E</p> <p>Email: david.world@lbhf.gov.uk</p> <p>Telephone No: 07795275981</p>	<p>RBKC</p> <p>Name:</p> <p>Position:</p> <p>Email:</p> <p>Telephone No:</p>
Lead Borough	State which officer is co-ordinating the EIA and other associated documentation	
Date of completion of final EIA	LBHF	
	31 / 07 / 2025	

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%;"> <tr> <th>Protected characteristic</th><th>Borough Analysis</th><th>Impact: Positive, Negative, Neutral</th></tr> <tr> <td> </td><td> </td><td> </td></tr> </table>			Protected characteristic	Borough Analysis	Impact: Positive, Negative, Neutral			
Protected characteristic	Borough Analysis	Impact: Positive, Negative, Neutral							

	Age	LBHF – by going out to Procurement we have been able to adjust our SLA’s for Vulnerable residents, ensuring service provided is tailored for residents who require a faster service.	Positive
		RBKC	
	Disability	LBHF - LBHF – by going out to Procurement we have been able to adjust our SLA’s for Vulnerable residents, ensuring service provided is tailored for residents who require a faster service.	Positive
		RBKC	
	Gender reassignment	LBHF - There is no impact on this protected area arising from Gas Procurement	Neutral
		RBKC	
	Marriage and Civil Partnership	LBHF - There is no impact on this protected area arising from Gas Procurement	Neutral
		RBKC	
	Pregnancy and maternity	LBHF - LBHF – by going out to Procurement we have been able to adjust our SLA’s for Vulnerable residents, ensuring service provided is tailored for residents who require a faster service.	Positive
		RBKC	
	Race	LBHF - There is no impact on this protected area arising from Gas Procurement	N/A
		RBKC	
	Religion/belief (including non-belief)	LBHF - There is no impact on this protected area arising from Gas Procurement	Neutral
		RBKC	
	Sex	LBHF - There is no impact on this protected area arising from Gas Procurement	Neutral
		RBKC	
	Sexual	LBHF - There is no impact on this protected area arising from Gas	Neutral

	Orientation	Procurement	
		RBKC	

Human Rights or Children's Rights
 If your decision has the potential to affect Human Rights or Children's Rights, please contact your Borough Lead for advice

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	LBHF: Resident data available to us via our in-house system to add priorities and gradings RBKC:
New research	If new research is required, please complete this section LBHF: RBKC:

Section 04	Consultation
	Complete this section if you have decided to supplement existing data by carrying out additional consultation.
Consultation in each borough	LBHF: N/A RBKC:
Analysis of consultation outcomes for each borough	LBHF: RBKC:

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 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). LBHF: N/A RBKC:
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Section 06	Reducing any adverse impacts and recommendations
Outcome of Analysis	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 each borough, and the overall outcome. LBHF: N/A RBKC:

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

Section 08	Agreement, publication and monitoring	
Chief Officers' sign-off	LBHF Name: David World Position: Head of M+E Email: david.world@lbhf.gov.uk Telephone No: 07795275981	RBKC Name: Position: Email: Telephone No:
Key Decision Report (if relevant)	LBHF Date of report to Cabinet/Cabinet Member: XX / XX / XX Key equalities issues have been included: Yes/No	RBKC Date of report to Cabinet/Cabinet Member: XX / XX / XX Key equalities issues have been included: Yes/No
Lead Equality Manager (where involved)	LBHF Name: Position: Date advice / guidance given: Email:	RBKC Name: Position: Date advice / guidance given: Email:

	Telephone No:	Telephone No:
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