

## 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	2025-26 Q1
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Award of contract for the major refurbishment of various void and occupied street properties</p> <p>Short summary: EIA in support of proposal to award a contract for the major refurbishment of various void and occupied street properties</p>
Lead Officer	<p>Name: Vince Conway</p> <p>Position: Senior Programme Officer, Capital Delivery</p> <p>Email: vince.conway@lbhf.gov.uk</p> <p>Telephone No: 07776 672481</p>
Date of completion of final EIA	10 / 04 / 25

Section 02	Scoping of Full EIA		
Plan for completion	Desktop exercise carried out by report author		
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	The project does not contain any specific provisions for age, the properties will be relet in accordance with the Council's allocations policy.	Neutral
	Disability	One property will undergo major adaptations to meet the special needs of a young adult. The specification of works for all properties in the project works will be compliant with current Approved Codes of Practice including Access, Falls, and Fire Safety	Positive

		The properties will be relet in accordance with the Council's allocations policy.	
	Gender reassignment	The project does not contain any specific provisions for transitioning or transgender people, the properties will be relet in accordance with the Council's allocations policy.	Neutral
	Marriage and Civil Partnership	The project does not contain any specific provisions affecting marriage or civil partnership, the properties will be relet in accordance with the Council's allocations policy.	Neutral
	Pregnancy and maternity	The project does not contain any specific provisions affecting pregnancy and maternity, the properties will be relet in accordance with the Council's allocations policy.	Neutral
	Race	The project does not contain any specific provisions regarding race, the properties will be relet in accordance with the Council's allocations policy.	Neutral
	Religion/belief (including non-belief)	The project does not contain any specific provisions for religious/non-religious groups, the properties will be relet in accordance with the Council's allocations policy.	Neutral
	Sex	The project does not contain any specific provisions for men or women, the properties will be relet in accordance with the Council's allocations policy.	Neutral
	Sexual Orientation	The project does not contain any specific provisions for lesbian, gay, bisexual, or heterosexual people, the properties will be relet in accordance with the Council's allocations policy.	Neutral
<p><b>Human Rights or Children's Rights</b>          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?          No</p> <p>Will it affect Children's Rights, as defined by the UNCRC (1992)?          No</p>			

<b>Section 03</b>	<p><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.</p>
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<b>Documents and data reviewed</b>	N/A
<b>New research</b>	N/A

<b>Section 04</b>	<b>Consultation</b>
<b>Consultation</b>	Most properties are currently empty but a communications plan will be developed to inform occupants of neighbouring properties of proposed works and anticipated programmes
<b>Analysis of consultation outcomes</b>	

<b>Section 05</b>	<b>Analysis of impact and outcomes</b>
<b>Analysis</b>	

<b>Section 06</b>	<b>Reducing any adverse impacts and recommendations</b>
<b>Outcome of Analysis</b>	

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

<b>Section 08</b>	<b>Agreement, publication and monitoring</b>
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<b>Senior Managers' sign-off</b>	Name: Richard Buckley Position: Assistant Director, Resident and building safety Email: Richard.buckley@lbhf.gov.uk Telephone No: 07769882207 Considered at relevant DMT:
<b>Key Decision Report (if relevant)</b>	Date of report to Strategic Director: May 2025 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: 27.05.25 Email: Yvonne.okiyo@lbhf.gov.uk Telephone No: 07824 836012