

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: Interim contract for the provision of Liquid Fuels</p> <p>Short summary: The EIA is appended to a procurement strategy for the appointment of an interim supplier of diesel for council and contractor fleet for a period of seven months</p>
Lead Officer	<p>Name: Pat Cosgrave Position: Service Lead Street Environment Services Email: pat.cosgrave@lbhf.gov.uk Telephone No: 020 8753 2810</p>
Date of completion of final EIA	29 / 07 / 2025

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	The procurement of liquid fuels is a commodity-based transaction and does not involve service delivery or direct interaction with the public. As such, it is assessed to have a neutral impact across all protected characteristics, including age, disability, race, sex, and others.	Neutral

	Disability	See above.	Neutral
	Gender reassignment	See above.	Neutral
	Marriage and Civil Partnership	See above.	Neutral
	Pregnancy and maternity	See above.	Neutral
	Race	See above.	Neutral
	Religion/belief (including non-belief)	See above.	Neutral
	Sex	See above.	Neutral
	Sexual Orientation	See above.	Neutral
	Care Experienced as a Protected Characteristic	See above.	Neutral
<p>Human Rights or Children's Rights</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>			

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 As this procurement does not involve service users or employees, no equality-related data was required for this assessment.
New research	

Section 04	Consultation
Consultation	Not required as the procurement does not affect service delivery or policy changes impacting residents or staff
Analysis of consultation outcomes	

Section 05	Analysis of impact and outcomes
Analysis	N/A The procurement of liquid fuels is a commodity-based transaction and does not involve service delivery or direct interaction with the public. As such, it is assessed to have a neutral impact across all protected characteristics, including age, disability, race, sex, and others

Section 06	Reducing any adverse impacts and recommendations
Outcome of Analysis	There are no foreseeable impacts on any individuals or groups sharing any protected characteristic that officers have identified arising from the procurement strategy for fuel supply. However officers will review this through the procurement and award process and update the EIA for the award decision report as necessary if any impacts become apparent. The updated EIA will then detail any mitigations where any risk of adverse impacts are identified.

Section 07	Action Plan
Action Plan	No actions identified at this stage. The EIA will be reviewed and updated if any equality impacts are identified during the procurement process

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

Section 08	Agreement, publication and monitoring
Senior Managers' sign-off	Name: Position: Email: Telephone No: Considered at relevant DMT:
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: XX / XX / XX Key equalities issues have been included: Yes/No
Equalities Advice (where involved)	Name: Position: Date advice / guidance given: Email: Telephone No: