

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	25/02
Name and details of policy, strategy, function, project, activity, or programme	<p>King's Coronation Youth Fund – Grant Allocations (Round 2):</p> <p>The Kings Coronation Youth Fund was established by the Council in April 2023 to mark the accession of King Charles III and to reflect his commitment to supporting young people, especially those with fewer life opportunities. Funds have been distributed towards provision of sport and arts. The awards recommended in this report have been processed through an open access scheme with clear criteria linked to the Council's strategic objectives</p>
Lead Officer	<p>Thomas Dodd, Arts Development Officer</p> <p>Nigel Court, Lead for Sport & Active Wellbeing</p>
Date of completion of final EIA	01/08/2025

Section 02	Scoping of Full EIA		
Plan for completion	Timing: Outputs from the scheme and the evaluation of the impact of the scheme will continue until December 2026 Resources: Staff time and input from organisations in receipt of funding will be necessary		
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	Fund targets children and young people (0–25). Positive benefit to younger age groups.	Positive
	Disability	Projects are encouraged to be inclusive; some directly benefit disabled young people.	Positive
	Gender reassignment	No direct impact identified. Evaluation of the scheme will include consideration of how potential indirect impacts can be addressed through projects in future rounds.	Neutral

	Marriage and Civil Partnership	No direct impact identified. No direct impact identified. Evaluation of the scheme will include consideration of how potential indirect impacts can be addressed through projects in future rounds.	Neutral
	Pregnancy and maternity	No direct impact identified. Evaluation of the scheme will include consideration of how potential indirect impacts can be addressed through projects in future rounds.	Neutral
	Race	Sports activities specifically aim to increase physical activity by young people from black and multi ethnic heritage.	Positive
	Religion/belief (including non-belief)	No direct impact identified. Evaluation of the scheme will include consideration of how potential indirect impacts can be addressed through projects in future rounds.	Neutral
	Sex	Sports activities directly target girls and young women	Positive
	Sexual Orientation	No direct impact identified. Evaluation of the scheme will include consideration of how potential indirect impacts can be addressed through projects in future rounds.	Neutral
	Care Experienced as a Protected Characteristic	Projects support vulnerable young people.	Positive
<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? No</p> <p>Will it affect Children's Rights, as defined by the UNCRC (1992)? No</p>			

Section 03	<p>Analysis of relevant data</p> <p>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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Documents and data reviewed	Not required. Levels of participation in culture and sport are not measured according to groups with protected characteristics.
New research	Not required.

Section 04	Consultation
Consultation	Consultation has been undertaken as part of the development of the cultural strategy and is ongoing in respect of the development of the Active Wellbeing strategy.
Analysis of consultation outcomes	Consultation established the priorities for targeted activities which are reflected in the scheme criteria.

Section 05	Analysis of impact and outcomes
Analysis	Impact will be monitored as the activities are delivered. Evaluation and data relating to individual projects will be collected and interrogated, and the programme as a whole will be evaluated at the close. This will include consideration of how the needs of young people with multiple/intersecting protected characteristics are met and where appropriate addressed in future project commissioning rounds.

Section 06	Reducing any adverse impacts and recommendations
Outcome of Analysis	No adverse impacts identified. Officers will monitor delivery to ensure projects are inclusive and engage priority groups as proposed.

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					
	Not applicable as no adverse impacts identified.					
	Issue identified	Action (s) to be taken	When	Lead officer and department	Expected outcome	Date added to business/service plan
	Evaluation of scheme	An evaluation of the impact of the scheme against	December 2026	Thomas Dodd, Culture	Report which will influence future planning	1 August 2025

		its intended aims will be conducted		Nigel Court, Active Wellbeing			
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Section 08	Agreement, publication and monitoring
Senior Managers' sign-off	Name: Val Birchall Position: Assistant Director, Culture Tourism & Sport Email: val.birchall@lbhf.gov.uk Considered at relevant DMT: Public Realm
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: 07/08/2025 Key equalities issues have been included: Yes
Equalities Advice (where involved)	Name: Yvonne Okiyo Position: Strategic Lead for Equality, Diversity & Inclusion Date advice / guidance given: 07/08/2025 Email: Yvonne.okiyo@lbhf.gov.uk Telephone No: 07824 836 012