

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 / 26 Q3
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Tidy Streets – Commercial Waste Time Banding for Uxbridge Road and King Street</p> <p>Short summary:</p> <p>The report sets out a recommendation to undertake consultation in relation to the establishment of time banded collections for businesses that are based in two major high streets in the borough. The aim of time banding is to ensure a cleaner, more pleasant and more accessible street environment. If, following consultation, it is decided to proceed, time banding regulations will create specific time slots throughout any given 24-hour period, when businesses can present their waste and recycling bags out on the public highway for collection.</p>
Lead Officer	<p>Name: Annie Baker</p> <p>Position: Assistant Director, Street Environment Services</p> <p>Email: annie.baker@lbhf.gov.uk</p> <p>Telephone No:</p>
Date of completion of final EIA	15 / 09 / 25

Section 02	Scoping of Full EIA
Plan for completion	<p>Timing:</p> <p>Resources: This EIA is a preliminary assessment as the recommended decision is to consult on the implementation of time bands. The consultation will be designed to reach a diverse range of stakeholders, including those with protected characteristics.</p> <p>A further Equality Impact Assessment will be completed as part of the final decision as necessary and will include consideration of feedback from the consultation process</p>

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	There is potential for the proposal to have a positive impact on more elderly residents by limiting the periods where commercial waste can be placed on the pavement which should lead to safer walking environments	Positive
	Disability	Town centre users with mobility difficulties should benefit by the proposals as there will be improved accessibility due to reduced street clutter. Officers are aware that when consulting it is important that consultation materials need to be accessible to all and will ensure that such materials are available in a range of formats.	Positive
	Gender reassignment	It is not anticipated that individuals with this protected characteristic will be disproportionately affected by the proposals. Trans and non-binary individuals may experience heightened vulnerability in public spaces due to societal stigma. Cleaner, less cluttered streets could improve feelings of safety and dignity.	Positive
	Marriage and Civil Partnership	It is not anticipated that individuals with this protected characteristic will be disproportionately affected by the proposals.	Positive
	Pregnancy and maternity	For parents of young children there is likely to be a positive benefit arising from the proposals as keeping the pavements free of obstruction will improve accessibility in town centre locations	Positive
	Race	It is not anticipated that individuals with this protected characteristic will be disproportionately affected by the proposals. However, officers are aware that when consulting it is important that consultation materials need to be accessible to non-English speakers and culturally sensitive. We will ensure that such materials are available in a range of languages.	Positive
	Religion/belief (including non-belief)	It is not anticipated that individuals with this protected characteristic will be disproportionately affected by the proposals. We will consider where waste collection times could inadvertently clash with religious observances or prayer	Positive

		times, especially for businesses run by observant individuals. We will seek to engage with local faith based groups in our consultation.	
	Sex	It is not anticipated that individuals with this protected characteristic will be disproportionately affected by the proposals. Women, particularly those with caregiving responsibilities, may benefit from safer, cleaner streets when navigating with children or mobility aids	Positive
	Sexual Orientation	It is not anticipated that individuals with this protected characteristic will be disproportionately affected by the proposals. LGBTQ+ individuals may feel more secure in well-maintained public spaces, especially in areas where they have previously experienced harassment.	Positive
	Care Experienced as a Protected Characteristic	It is not anticipated that individuals with this protected characteristic will be disproportionately affected by the proposals.	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?</p> <p>No</p> <p>Will it affect Children's Rights, as defined by the UNCRC (1992)?</p> <p>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>
Documents and data reviewed	
New research	The recommendation of the report is to consult on the proposals to introduce collection time bands for commercial waste and the EIA will be updated to reflect the findings from that consultation.

Section 04	Consultation
Consultation	The recommendation of the report is to consult on the proposals to introduce collection time bands for commercial waste and the EIA will be updated to reflect the findings from that consultation.
Analysis of consultation outcomes	

Section 05	Analysis of impact and outcomes
Analysis	N/A

Section 06	Reducing any adverse impacts and recommendations
Outcome of Analysis	Where the consultation identifies any potentially disproportionate negative impact on any individual exhibiting one or more identified protected characteristics then the mitigations will be detailed in an updated EIA.

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
	Inclusive consultation	Ensure consultation is accessible to those representing disabled people, older adults and	November 2025	Annie Baker, Place	A broad representative consultation	12 August 2025

		non English speakers				
	EIA refresh	Where any impacts on people who share protected characteristics are identified from the consultation EIA will be updated The data finding from the consultation will be added to ss 3-6 of the update EIA	Post-consultation	Annie Baker, Place	Any equality impacts identified will be mitigated.	12 August 2025

Section 08	Agreement, publication and monitoring
Senior Managers' sign-off	Name: Mark Raisbeck Position: Director of Public Realm Email: mark.raisbeck@lbhf.gov.uk Telephone No: Considered at relevant DMT:
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: Key equalities issues have been included: Yes
Equalities Advice (where involved)	Name: Yvonne Okiyo Position: Strategic Lead Equity, Diversity and Inclusion Date advice / guidance given: 7 th October 2025 Email: Yvonne.okyo@lbhf.gov.uk Telephone No: 07824 836 012