

## 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/ 3
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Fire Risk Assessment Contract Award Report</p> <p>Short summary: Report to accompany procurement and award of a contract for the undertaking of fire risk assessments in H&amp;F Housing. This will ensure robust measures are in place in terms of escape, detection and compartmentation to protect residents with vulnerabilities that may have difficulty evacuating.</p> <p><b>Note:</b> If your proposed strategy will require you to assess impact on staff, please consult your HR Relationship Manager.</p>
Lead Officer	<p>Name: Mara Akrivlelli</p> <p>Position: Commissioning and Contract Lead</p> <p>Email: mara.akrivlelli@lbhf.gov.uk</p> <p>Telephone No:</p>
Date of completion of final EIA	06 /10/ 25

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%;"> <thead> <tr> <th>Protected characteristic</th><th>Analysis</th><th>Impact: Positive, Negative, Neutral</th></tr> </thead> <tbody> <tr> <td>Age</td><td>The implementation of the procurement strategy and contract award to the supplier will promote the Health and Safety of people with mobility issues due to age and frailty, children and young people in multi-generational households.</td><td>Positive</td></tr> </tbody> </table>	Protected characteristic	Analysis	Impact: Positive, Negative, Neutral	Age	The implementation of the procurement strategy and contract award to the supplier will promote the Health and Safety of people with mobility issues due to age and frailty, children and young people in multi-generational households.	Positive
Protected characteristic	Analysis	Impact: Positive, Negative, Neutral					
Age	The implementation of the procurement strategy and contract award to the supplier will promote the Health and Safety of people with mobility issues due to age and frailty, children and young people in multi-generational households.	Positive					

	Disability	The implementation of the procurement strategy and contract award to a supplier will promote the Health and Safety of people with a disability and their carers.	Positive
	Gender reassignment	There will be no adverse impact from the implementation of the decision to award the contract to a supplier.	
			Neutral
	Marriage and Civil Partnership	There will be no adverse impact from the implementation of the decision to award the contract to a supplier. Fire risk assessments will consider the needs of families with young children (safe exits, smoke detection).	Neutral
	Pregnancy and maternity	The implementation of the procurement strategy and contract award to a supplier will promote the Health and Safety of pregnant women or those with children.	Positive
	Race	There will be no adverse impact from the implementation of the decision to award the contract to a supplier as the derived benefits are applicable to all resident groups and visitors. Fire safety risks may disproportionately affect residents in overcrowded or lower quality housing which can correlate with ethnicity.	Positive
	Religion/belief (including non-belief)	There will be no adverse impact from the implementation of the decision to award the contract to a supplier as the derived benefits are applicable to all resident groups and visitors. Religious practices and customs (prayer rooms, modesty concerns) will be respected during inspections.	Positive
	Sex	There will be no adverse impact from the implementation of the decision to award the contract to a supplier as the derived benefits are applicable to all resident groups and visitors. Acknowledging that women may more likely be primary carers or live alone and would therefore be more vulnerable or at risk in the case of fire, the decision will reduce risk.	Positive
	Sexual Orientation	There will be no adverse impact from the implementation of the decision to award the contract to a supplier as the derived benefits are applicable to all resident groups and visitors. An inclusive service delivery will help build trust with LGBTQ+ residents, especially those who have experienced discrimination.	Positive
	Care Experienced as a Protected Characteristic	There will be no adverse impact from the implementation of the decision to award the contract to a supplier as the derived benefits are applicable to all resident groups. This will be particularly pertinent for care-experienced individuals who may be more likely to live in council-managed accommodation. The delivery of fire risk assessments will promote the safety of social housing	Positive

		contributing to the wellbeing of residents which itself is a necessary condition for people to thrive.	
	<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		
	Will it affect Human Rights, as defined by the Human Rights Act 1998? No		
	Will it affect Children's Rights, as defined by the UNCRC (1992)? No		

<b>Section 03</b>	<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.
<b>Documents and data reviewed</b>	<b>N/A</b>
<b>New research</b>	If new research is required, please complete this section

<b>Section 04</b>	<b>Consultation</b>
<b>Consultation</b>	Details of consultation findings (if consultation is required. If not, please move to section 06)
<b>Analysis of consultation outcomes</b>	

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

<b>Section 06</b>	<b>Reducing any adverse impacts and recommendations</b>
<b>Outcome of Analysis</b>	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 LBHF, and the overall outcome.

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
	None					

<b>Section 08</b>	<b>Agreement, publication and monitoring</b>
<b>Senior Managers' sign-off</b>	Name: Position: Email: Telephone No: Considered at relevant DMT:
<b>Key Decision Report (if relevant)</b>	Date of report to Cabinet/Cabinet Member: 04 / 11/ 25 Key equalities issues have been included: Yes/No
<b>Equalities Advice (where involved)</b>	Name: Position: Date advice / guidance given: Email: Telephone No: