

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 Quarter 1	
Name and details of policy, strategy, function, project, activity, or programme	<p>Hammersmith and Fulham Adult learning & Skills (HFALS) subcontracting Procurement Strategy 2025.</p> <p>The report sets out the procurement strategy for subcontracting delivery of HFALS provision to learners in the Adult Skills Fund (ASF) funding stream in the areas of English, Maths, Business, Employability, Green Skills, Science Technology Engineering, Medicine, Digital and Creative Media (STEM3) and Health and Wellbeing. L1/L2/ L3 and L4 qualifications linked to employability, such as Health & Social Care and Care, and Hospitality and retail will be in scope.</p>	
Lead Officer	<p>Name: David Ede Position: Senior manager funding and MIS Email: david.ede@lbhf.gov.uk Telephone No: 07554 115 095</p>	
Date of completion of final EIA	01/07/2025	

Section 02		Scoping of Full EIA		
Plan for completion	<p>Timing: 1/07/2025 Resources: Officer time</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>			
Protected characteristic	Analysis		Impact: Positive, Negative, Neutral	
Age	Providers will Employ a workforce that represents the makeup of the borough's population in terms of race, gender and disability.		Neutral	

	Disability	Providers will Employ a workforce that represents the makeup of the borough's population in terms of race, gender and disability.	Neutral
	Gender reassignment	Providers will Employ a workforce that represents the makeup of the borough's population in terms of race, gender and disability.	
	Marriage and Civil Partnership	Providers will Employ a workforce that represents the makeup of the borough's population in terms of race, gender and disability.	Neutral
	Pregnancy and maternity	Providers will Employ a workforce that represents the makeup of the borough's population in terms of race, gender and disability.	Neutral
	Race	Providers will Employ a workforce that represents the makeup of the borough's population in terms of race, gender and disability.	Neutral
	Religion/belief (including non-belief)	Providers will Employ a workforce that represents the makeup of the borough's population in terms of race, gender and disability.	Neutral
	Sex	Providers will Employ a workforce that represents the makeup of the borough's population in terms of race, gender and disability.	Neutral
	Sexual Orientation	Providers will Employ a workforce that represents the makeup of the borough's population in terms of race, gender and disability.	Neutral
	Human Rights or Children's Rights		
	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			

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.
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Documents and data reviewed	2021 Census data. Student Satisfaction Surveys
New research	N/A

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

Section 05	Analysis of impact and outcomes
Analysis	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).

Section 06	Reducing any adverse impacts and recommendations
Outcome of Analysis	<p>ALSS is committed to eliminating discrimination and encouraging diversity, equality of opportunity and equal treatment for staff, volunteers, contractors, and service users. ALSS mission and values enshrine this core principle. ALSS recognises that this is an essential component of a successful working relationship.</p> <p>Providers will treat all people with dignity and respect, recognizing the value of each individual. Providers must be committed to providing equal opportunities and to avoiding all forms of unlawful discrimination in service delivery and employment on grounds of race, sex, gender reassignment, marital status and civil partnership disability, age, sexual orientation, religion or cultural beliefs and pregnancy and maternity.</p> <p>Providers will:</p> <ul style="list-style-type: none"> Employ a workforce that represents the makeup of the borough's population in terms of race, gender and disability. Pay employees at least the minimum wage. Monitor the recruitment and selection process to ensure it is free from discrimination and openly accountable and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

	<p>Review and monitor all other HR policies and procedures to ensure that they do not perpetuate discrimination.</p> <p>Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job.</p> <p>Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.</p> <p>Ensure that access to information and records is as open and transparent as possible. Provide a safe and accessible working environment which values and respects individuals' identities and cultures.</p> <p>Ensure a culture and working environment free from discrimination and harassment. Will comply with its obligations in relation to statutory requests for contract variations and will consider any possible indirectly discriminatory effect of its standard working practices, 3 including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices.</p> <p>Encourage and help staff to reach their full potential. Make reasonable adjustments where necessary to assist and support employees and learners in relation to a protected characteristic.</p> <p>Work in partnership with all sections of the community.</p> <p>Listen and respond to communities' views through consultation and participation in a non-judgemental way within a safe environment. Celebrate and respect the variety of lifestyles and cultures in the Borough. Work with others to provide an environment free from discrimination, harassment and violence.</p>
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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

Section 08	Agreement, publication and monitoring
Senior Managers' sign-off	<p>Name: Eamon Scanlon Position Assistant Director Adult Learning & Skills Service Email: Eamon.scanlon@lbhf.gov.uk Telephone No: 07818421521 Considered at relevant DMT: No</p>
Key Decision Report (if relevant)	<p>Date of report to Cabinet/Cabinet Member: 01/07/2025 Key equalities issues have been included: Yes</p>
Equalities Advice (where involved)	<p>Name: Position: Date advice / guidance given: Email: Telephone No:</p>