

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 / Q4
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Procurement Strategy for Aids and Adaptation Works</p> <p>Short summary: EIA assessment for the procurement of 3 aids and adaptation works contracts that will provide a route to market for adapting residents homes subject to their needs.</p> <p>Note: If your proposed strategy will require you to assess impact on staff, please consult your HR Relationship Manager.</p>
Lead Officer	<p>Name: Gavin Duncumb</p> <p>Position: Senior Commercial and Contracts Manager</p> <p>Email: gavin.duncumb@lbhf.gov.uk</p> <p>Telephone No: 07881 805031</p>
Date of completion of final EIA	11 / 02 / 2026

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%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Protected characteristic</th> <th style="width: 60%;">Analysis</th> <th style="width: 20%;">Impact: Positive, Negative, Neutral</th> </tr> </thead> <tbody> <tr> <td>Age</td> <td>There are no adverse impacts relating to age. As a Council/landlord, we have a duty to advise tenants to assist with Disabled adaptations and residents will be treated based on their individual needs.</td> <td>Positive</td> </tr> </tbody> </table>			Protected characteristic	Analysis	Impact: Positive, Negative, Neutral	Age	There are no adverse impacts relating to age. As a Council/landlord, we have a duty to advise tenants to assist with Disabled adaptations and residents will be treated based on their individual needs.	Positive
Protected characteristic	Analysis	Impact: Positive, Negative, Neutral							
Age	There are no adverse impacts relating to age. As a Council/landlord, we have a duty to advise tenants to assist with Disabled adaptations and residents will be treated based on their individual needs.	Positive							

Disability	There are no adverse impacts relating to disability. As a Council, we have a duty to assist with Disabled adaptations and residents will be treated based on their individual needs. Adjustments to tenant homes will provide a positive impact and allow residents independence and to enjoy their homes Any works delivered through these proposed contracts will be bespoke to the individual and based on an occupational health assessment.	Positive
Gender reassignment	There are no adverse impacts relating to gender re-assignment. As a Council/landlord, we have a duty to advise tenants to assist with disabled adaptations and residents will be treated based on their individual needs.	Neutral
Marriage and Civil Partnership	There are no adverse impacts relating to Marriage and Civil Partnership. As a Council/landlord, we have a duty to advise tenants to assist with disabled adaptations and residents will be treated based on their individual needs.	Neutral
Pregnancy and maternity	There are no adverse impacts relating to gender re-assignment. As a Council/landlord, we have a duty to advise tenants to assist with disabled adaptations and residents will be treated based on their individual needs.	Neutral
Race	There are no adverse impacts relating to Pregnancy and maternity. As a Council/landlord, we have a duty to advise tenants to assist with disabled adaptations and residents will be treated based on their individual needs.	Neutral
Religion/belief (including non-belief)	There are no adverse impacts relating to Religion/belief (including non-belief). As a Council/landlord, we have a duty to advise tenants to assist with disabled adaptations and residents will be treated based on their individual needs.	Neutral
Sex	There are no adverse impacts relating to sex. As a Council/landlord, we have a duty to advise tenants to assist with disabled adaptations and residents will be treated based on their individual needs.	Neutral
Sexual Orientation	There are no adverse impacts relating to sexual orientation. As a Council/landlord, we have a duty to advise tenants to assist with disabled adaptations and residents will be treated based on their individual needs.	Neutral
Care Experienced as a Protected Characteristic	There are no adverse impacts relating to Care Experienced as a Protected Characteristic. As a Council/landlord, we have a duty to advise tenants to assist with disabled adaptations and residents will be treated based on their individual needs.	Neutral

Human Rights or Children’s Rights

If your decision has the potential to affect Human Rights or Children’s Rights, please contact your Equality Lead for advice

	<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>
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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	General Health and Disability Report Census 2021
New research	If new research is required, please complete this section Not required

Section 04	Consultation
Consultation	Consultation will be undertaken on an individual basis for the works due to the tailored approach to meet individual's needs.
Analysis of consultation outcomes	See above

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	There are no adverse impacts.

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					
	None required as neutral or positive outcomes.					
	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: John Hayden Position: Assistant Direct of Repairs Email: john.hayden@lbhf.gov.uk Telephone No: 07917 722373 Considered at relevant DMT: Yes					
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: TBC 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: 03.03.25 Email: Yvonne.okiyo@lbhf.gov.uk Telephone No: 07824 836 012					