

## 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>

## H&F Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
<b>Financial Year and Quarter</b>	26 / 01 (Change effective April 2026)
<b>Name and details of policy, strategy, function, project, activity, or programme</b>	Azure Managed Cloud and Managed Cyber Security Operations Centre The contract with the current supplier ends in April 2026. The council needs to procure a replacement service to manage key aspects of H&F's Microsoft Azure Cloud services and to provide the Cyber Security Operations Centre to manage and mitigate threats to the council's Digital service.
<b>Lead Officer</b>	Name: William O'Connell Position: Head of Applications and Systems Email: william.oconnell@lbhf.gov.uk Telephone No: x4517
<b>Date of completion of final EIA</b>	22 / 08 / 25

Section 02	Scoping of Full EIA						
<b>Plan for completion</b>	Timing: Change effective April 2026 Resources: Various employees in Digital services will collaborate to select the new supplier which might be the incumbent. The incumbent supplier has more than 800 employees and more than 100 customers. There is no impact on council employees, and no impact is expected on the incumbent supplier's employees. The council is not aware of the protected characteristics of the supplier's employees.						
<b>Analyse the impact of the policy, strategy, function, project, activity, or programme</b>	<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>The procurement does not directly affect service delivery or staff roles. No age-related impacts are anticipated.</td> <td>Neutral</td> </tr> </tbody> </table>	Protected characteristic	Analysis	Impact: Positive, Negative, Neutral	Age	The procurement does not directly affect service delivery or staff roles. No age-related impacts are anticipated.	Neutral
Protected characteristic	Analysis	Impact: Positive, Negative, Neutral					
Age	The procurement does not directly affect service delivery or staff roles. No age-related impacts are anticipated.	Neutral					

Disability	Given the nature of cloud and cybersecurity services, accessibility considerations may indirectly affect disabled individuals. Inclusive design principles will be encouraged	Potential Indirect Impact
Gender reassignment	No direct or indirect impacts identified. The council will encourage suppliers to uphold inclusive employment practices.	Neutral
Marriage and Civil Partnership	No impact expected. The procurement does not influence employment terms or service access.	Neutral
Pregnancy and maternity	There is no impact on council employees, and no impact is expected on the incumbent supplier's employees. The council is not aware of the protected characteristics of the supplier's employees.	Neutral
Race	While no direct impact is expected, the council will encourage suppliers to demonstrate workforce diversity and inclusive practices.	Potential Indirect Impact
Religion/belief (including non-belief)	No impact expected. The procurement does not affect religious practices or beliefs.	Neutral
Sex	Women are underrepresented in tech roles. The council will encourage suppliers to support gender diversity.	Potential Indirect Impact
Sexual Orientation	No direct or indirect impacts identified. Inclusive employment practices will be promoted.	Neutral
Care Experienced as a Protected Characteristic	No impact expected. The council will continue to monitor and support inclusive opportunities for care experienced individuals.	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

Will it affect Human Rights, as defined by the Human Rights Act 1998?

**No**

	<p>Will it affect Children's Rights, as defined by the UNCRC (1992)?</p> <p><b>No</b></p>
--	---

<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>	Where feasible, the council may request anonymised data on the supplier's workforce to better understand potential equality impacts and promote transparency
<b>New research</b>	Not applicable

<b>Section 04</b>	<b>Consultation</b>
<b>Consultation</b>	Not applicable
<b>Analysis of consultation outcomes</b>	<p>No consultation was undertaken as the procurement strategy does not directly affect service delivery or staff roles. While the procurement does not directly affect council staff or service users, the council does not currently hold data on the supplier's workforce. However, given the nature of the service (cloud and cybersecurity), there may be indirect implications for accessibility and representation, particularly for disabled people and women in tech. These will be considered during supplier evaluation.</p>

<b>Section 05</b>	<b>Analysis of impact and outcomes</b>
<b>Analysis</b>	Not applicable. The procurement strategy does not propose changes to service delivery or access. Therefore, no disproportionate impact is expected on any protected group.

<b>Section 06</b>	<b>Reducing any adverse impacts and recommendations</b>
-------------------	---

<b>Outcome of Analysis</b>	Not applicable. No adverse impacts have been identified
----------------------------	---

<b>Section 07</b>	<b>Action Plan</b>					
<b>Action Plan</b>	<p>Note: You will only need to use this section if you have identified actions as a result of your analysis</p> <p>No actions identified at this stage. This will be reviewed during the procurement process.</p>					
	Issue identified	Action (s) to be taken	When	Lead officer and department	Expected outcome	Date added to business/service plan

<b>Section 08</b>	<b>Agreement, publication and monitoring</b>					
<b>Senior Managers' sign-off</b>	<p>Name: William O'Connell          Position: Head of Applications and Systems          Email: <a href="mailto:william.oconnell@lbhf.gov.uk">william.oconnell@lbhf.gov.uk</a>          Telephone No: x4517          Considered at relevant DMT</p>					
<b>Key Decision Report (if relevant)</b>	<p>Date of report to Cabinet/Cabinet Member: XX / XX / XX          Key equalities issues have been included: N/A</p>					
<b>Equalities Advice (where involved)</b>	<p>Name: Yvonne Okiyo          Position: Strategic lead for equity diversity and inclusion          Date advice / guidance given: 21/08/25          Email: <a href="mailto:Yvonne.Okiyo@lbhf.gov.uk">Yvonne.Okiyo@lbhf.gov.uk</a>          Telephone No: 07824 836 012</p>					