

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	FY25/26 Q4
Name and details of policy, strategy, function, project, activity, or programme	Title of EIA: Acquisition of a family-sized home using affordable housing subsidy Short summary: The Council is seeking approval to acquire a family-sized home in the borough
Lead Officer	Name: Duong Ngo Position: Acquisition & Investment Manager Email: Duong.ngo@lbhf.gov.uk
Date of completion of final EIA	23/02/2026

Section 02	Scoping of Full EIA
Plan for completion	Timing: Resources:
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	The Council's interest in acquiring this property is primarily driven by the need to support resident owners who are advanced in age and experiencing age related conditions.	Positive
	Disability	No impacts have been identified.	Neutral
	Gender reassignment	No impacts have been identified.	Neutral
	Marriage and Civil Partnership	No impacts have been identified.	Neutral
	Pregnancy and maternity	No impacts have been identified.	Neutral
	Race	No impacts have been identified.	Neutral
	Religion/belief (including non-belief)	No impacts have been identified.	Neutral
	Sex	No impacts have been identified.	Neutral
	Sexual Orientation	No impacts have been identified.	Neutral
	Care Experienced as a Protected Characteristic	No impacts have been identified.	Neutral

	<p>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> <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	<p>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.</p>
Documents and data reviewed	N/A
New research	No new research

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

Section 05	Analysis of impact and outcomes
Analysis	N/A

Section 06	Reducing any adverse impacts and recommendations
Outcome of Analysis	N/A

Section 07	Action Plan
Action Plan	No actions required.

Section 08	Agreement, publication and monitoring
Senior Managers' sign-off	Name: Mo Goudah Position: Strategic Lead Investment Acquisition Email: Mo.Goudah@lbhf.gov.uk
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: Key equalities issues have been included: Yes
Equalities Advice (where involved)	Name: Natalie Potter Position: Equity Diversity and Inclusion Officer Date advice / guidance given: 23/02/2026 Email: Natalie.Potter@lbhf.gov.uk