

## 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	2025/26
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: <b>New: Procurement Strategy for Property and FM to procure a roof replacement contract for the workshop at Bagley’s Lane Depot</b></p> <p>Short summary:  <b>To comply with legislative requirements, remain ruthlessly financially efficient and to obtain best value out its supply chain, Property and Facilities Management (FM) need to procure a contract to replace the workshop roof due to its end-of-life condition, persistent leaks and safety concerns</b></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: <b>Nick Totton</b>                  Position: <b>Workplace Manager</b>                  Email: <b>nick.totton@lbhf.gov.uk</b>                  Telephone No: <b>07919 302 579</b></p>
Date of completion of final EIA	<b>30<sup>th</sup> of September, 2025</b>

Section 02	Scoping of Full EIA		
Plan for completion	Timing: <b>6 months</b> Resources: <b>Procurement</b>		
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: <b>Not applicable for the procurement of a roofing works contractor/supplier</b>	Impact: Positive, Negative, Neutral
	Age	This procurement does not directly impact individuals based on age. Contractors will be expected to ensure inclusive communication and site safety for all age groups.	Neutral
	Disability		Neutral

	Gender reassignment	While the procurement itself does not directly impact Disabled individuals, consideration has been given to potential indirect impacts such as access to the building during works. Contractors will be expected to ensure safe and accessible routes are maintained throughout the project.	Neutral
	Marriage and Civil Partnership	Gender reassignment, Marriage and Civil Partnership - No direct or indirect impacts identified. Contractors will be expected to uphold inclusive practices.	Neutral
	Pregnancy and maternity	No direct impact identified. Contractors will be expected to manage noise, dust, and disruption to avoid adverse effects on pregnant staff or those returning from maternity leave.	Neutral
	Race	Pregnancy and maternity - Access or disruption – Alternative office accommodation in the main office building is available for staff and visitors for the duration of the works	Neutral
	Religion/belief (including non-belief)		Neutral
	Sex		Neutral
	Sexual Orientation	Race, Sex, Sexual Orientation - No direct or indirect impacts identified. Contractors will be expected to uphold inclusive practices and avoid discriminatory behaviour.	Neutral
	Care Experienced as a Protected Characteristic	Religion or belief - No direct or indirect impacts identified. Contractors will be expected to respect religious observances and provide inclusive working environments.	Neutral
		This procurement is not expected to have a direct impact on individuals with protected characteristics. However, due consideration has been given to potential indirect impacts, including accessibility, community disruption, and inclusive procurement practices	
<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? This procurement does not involve service delivery or policy changes affecting children or human rights <b>Not applicable</b>			
Will it affect Children's Rights, as defined by the UNCRC (1992)? This procurement does not involve service delivery or policy changes affecting children. <b>Not applicable</b>			

<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>	No equality-related data is relevant to this procurement activity as it pertains solely to supplier selection for roof replacement.
<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>	No consultation is required for this procurement activity; these are internal works with no public interface

<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).  No direct or indirect equality impacts identified due to the nature of the procurement

<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.  The Council will ensure it takes into consideration indirect impacts (e.g. accessibility, community disruption). Contractors will be briefed on inclusive working practices and expected to adhere to LBHF's equality and diversity standards. EDI compliance will be monitored during the contract (e.g. through contract management meetings or supplier reporting)

<b>Section 07</b>	<b>Action Plan</b>
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<b>Action Plan</b>	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
		Ensure contractor induction includes briefing on LBHF's EDI standards and inclusive site practices				

<b>Section 08</b>	<b>Agreement, publication and monitoring</b>
<b>Senior Managers' sign-off</b>	Name: <b>Nick Totton</b> Position: <b>Workplace Manager</b> Email: <b>nick.totton@lbhf.gov.uk</b> Telephone No: <b>07919 302 579</b> Considered at relevant DMT: <b>Not applicable</b>
<b>Key Decision Report (if relevant)</b>	Date of report to Cabinet/Cabinet Member: <b>XX / XX / XX</b> Key equalities issues have been included: <b>Not applicable</b>
<b>Equalities Advice (where involved)</b>	Name: <b>Yvonne Okiyo</b> Position: <b>Strategic Lead Equity, Diversity and Inclusion</b> Date advice / guidance given: <b>30/09/25</b> Email: <b>yvonne.okiyo@lbhf.gov.uk</b> Telephone No: <b>07824 836 012</b>