

Equality Impact Analysis Initial Screening Tool with Guidance

Overview

This Tool has been produced to help you analyse the likelihood of impacts on the protected characteristics – including where people are represented in more than one – with regard to your new or proposed policy, strategy, function, project or activity. It has been updated to reflect the new public sector equality duty and should be used for decisions from 5th April 2011 onwards. It is designed to help you determine whether you may need to do a Full EIA. 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 Opportunities Manager, as s/he may recommend moving directly to a Full EIA.

General points

1. 'Due regard' means the regard that is appropriate in all the circumstances. In the case of controversial matters such as service closures or reductions, considerable thought will need to be given the equalities aspects.
2. Wherever appropriate, and in all cases likely to be controversial, the outcome of the EIA needs to 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.

Timing, and sources of help

Case law has established that having due regard means analysing the impact, and using this to inform decisions, thus demonstrating a conscious approach and state of mind ([2008] EWHC 3158 (Admin), [here](#)). It has also 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, through to the recommendation for decision. It should demonstrably inform, and be made available when the decision that is recommended. This tool contains guidance, and you can also access guidance from the EHRC [here](#). If you are analysing the impact of a budgetary decision, you can find EHRC guidance [here](#). Advice and guidance can be accessed from the Opportunities Manager: PEIA@lbhf.gov.uk or ext 3430.

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Section 01	Details of Initial Equality Impact Screening Analysis			
Financial Year and Quarter	2011 to 2015			
Name of policy, strategy, function, project, activity, or programme	Ravenscourt Park Café Tender 2011			
Q1 What are you looking to achieve?	To award management contract for Ravenscourt Park Cafe			
Q2 Who in the main will benefit?	Park users and the Council			
	Age	Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	M	+
	Disability	Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	H	+
	Gender reassignment	Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	L	+
	Marriage and Civil Partnership	Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	L	+
	Pregnancy and maternity	Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	M	+

	Race	Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	L	+
	Religion/belief (including non-belief)	Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	L	+
	Sex	Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	M	+
	Sexual Orientation	Service in the café will comply with the requirements of the Equality Act 2010 in respect of this protected characteristic	L	+
<p>Human Rights and Children's Rights 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>				
Q3 Does the policy, strategy, function, project, activity, or programme make a positive contribution to equalities?	Yes			
Q4 Does the policy, strategy, function, project, activity, or programme actually or potentially contribute to or hinder equality of	No			

**opportunity, and/or
adversely impact human
rights?**