

LBHF Equality Impact Analysis Tool

Conducting an Equality Impact Analysis

An EqIA 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 has been updated to reflect the new public sector equality duty (PSED). 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 this Act;**
- 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 the three tenets of the Equality Duty.

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 Equality Officer for support.
6. Further advice and guidance can be accessed from the separate guidance document (link), as well as from the Opportunities Manager: PEIA@lbhf.gov.uk or ext 3430

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Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2014-15 / Q3
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Strategic Housing Stock Options Appraisal</p> <p>Short summary: HRD intend to conduct a comprehensive stock options appraisal to consider the practical options available to the Council, and deliver to Members a recommendation which will fully consider the advantages and disadvantages of each option before proposing a recommended option.</p> <p>Key Issues</p> <ul style="list-style-type: none"> • Consideration of the future ownership and management of the Councils £4 billion Housing Stock. • Releasing £1.5 million for the initial Strategic Housing Stock Options Appraisal, and dependent upon those findings the release of a total amount up to £15 million to implement any recommendations.
Lead Officer	<p>Name: Charles Hyde</p> <p>Position: Programme Manager</p> <p>Email: Charles.Hyde@lbhf.gov.uk</p> <p>Telephone No: 020 8753 1313</p>
Date of completion of final EIA	15 October 2014

Section 02	Scoping of Full EIA								
Plan for completion	<p>Timing: The options appraisal is expected to commence in early January 2015 and report a recommendation in August / September 2015.</p> <p>Resources: Programme Team supported by external advisors</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: 25%;">Protected characteristic</th> <th style="width: 60%;">Analysis</th> <th style="width: 15%;">Impact: Positive, Negative, Neutral</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Protected characteristic	Analysis	Impact: Positive, Negative, Neutral			
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	Age	The Options Appraisal only considers and does not change any policies.	Neutral
	Disability	Comprehensive consultation with stakeholders will be undertaken.	
	Gender reassignment		
	Marriage and Civil Partnership	The Options Appraisal only considers and does not change any policies.	Neutral
	Pregnancy and maternity	Comprehensive consultation with stakeholders will be undertaken.	
	Race	Where residents may be affected by any element of the options appraisal, they will be treated on an individual basis taking into account an special needs or requirements.	
	Religion/belief (including non-belief)	Conducting the options appraisal will not have any impact on residents, the public or employees however the outcome of the Options Appraisal may have implications which will be considered during the appraisal.	
	Sex		
	Sexual Orientation		
<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>			

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>
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Documents and data reviewed	None
New research	If new research is required, please complete this section

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

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 specific actions to take when considering the award of this contract.

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												
	<table border="1"> <thead> <tr> <th>Issue identified</th> <th>Action (s) to be taken</th> <th>When</th> <th>Lead officer and borough</th> <th>Expected outcome</th> <th>Date added to business/service plan</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Issue identified	Action (s) to be taken	When	Lead officer and borough	Expected outcome	Date added to business/service plan						
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Section 08	Agreement, publication and monitoring
Chief Officers' sign-off	Name: Melbourne Barrett Position: Executive Director, Housing & Regeneration Email: Melbourne.Barrett@lbhf.gov.uk

Key Decision Report (if relevant)	Date of report to Cabinet: 1 st December 2014 Key equalities issues have been included: Yes
Opportunities Manager (where involved)	Name: David Bennett Position: Acting Head of Change Delivery, Innovation and Change Management Division Date advice / guidance given: 16 th October 2014 Email: David.Bennett@lbhf.gov.uk Telephone No: 020 8753 1628