

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

LBHF Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2014/2015 4 th Quarter
Name and details of policy, strategy, function, project, activity, or programme	Title of EIA: Controlled Parking Zone N Review And Consultation. Since its introduction in 1997, Controlled Parking Zone N has not been reviewed. As part of the boroughs commitment to review a batch of CPZ's each year, each zone is offered the opportunity to alter the way in which parking controls operate.
Lead Officer	Name: Carl Gellard Position: Parking Projects Engineer Email: carl.gellard@lbhf.gov.uk Telephone No: 0208 753 3522
Date of completion of final EIA	06/03/2015

Section 02	Scoping of Full EIA		
Plan for completion	Timing: Project concludes at end of 2014/15 financial year.		
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		Neutral
	Disability		Neutral
	Gender		Neutral

	reassignment		
	Marriage and Civil Partnership		Neutral
	Pregnancy and maternity		Neutral
	Race		Neutral
	Religion/belief (including non-belief)		Neutral
	Sex		Neutral
	Sexual Orientation		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?

Yes / **No**

Will it affect Children's Rights, as defined by the UNCRC (1992)?

Yes/**No**

Section 03	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.
Documents and data reviewed	Detailed analysis of results can be viewed in Appendix 1 & 2 of the Cabinet Member Report titled "Zone N Consultation Results".
New research	N/A

Section 04	Consultation
Consultation	In December 2014, a parking review and consultation was carried out in Controlled Parking Zone (CPZ) N. All residents and businesses in the area were given the opportunity to provide feedback on existing parking restrictions and a choice of altering the way in which current controls operate.
Analysis of consultation outcomes	Based on the results of the consultation and feedback received in the additional comments section of the questionnaire, it is recommended that the existing controls in Controlled Parking Zone N are maintained at Monday to Friday, 9am – to 5pm.

Section 05	Analysis of impact and outcomes
Analysis	No recommendation for change as a result of consultation.

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

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						
Issue identified	Action (s) to be taken	When	Lead officer and borough	Expected outcome	Date added to business/service plan								

Section 08	Agreement, publication and monitoring
Chief Officers' sign-off	Name: Mahmood Siddiqi Position: Bi Borough Director Of Transport & Highways. Email: mahmood.siddiqi@lbhf.gov.uk Telephone No: 020 8753 3019

Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: 16/03/15 Key equalities issues have been included: Yes/ No
Opportunities Manager (where involved)	Name: Position: Date advice / guidance given: Email: Telephone No: