

Appendix B - Equality with Human Rights Analysis Toolkit



The Equality Act 2010 and Human Rights Act 1998 require us to consider the impact of our policies and practices in respect of equality and human rights.

We should consider potential impact before any decisions are made or policies or practices are implemented.

SECTION A

Name of policy / project / service	Grounds Maintenance service specification
Background and aims of policy / project / service at outset	<p>This assessment relates to the specification developed as part of the 'GSW26' project</p> <p>It forms part of the Grounds Maintenance contract that runs from 1/9/2026 and determines how the services are delivered.</p> <p>It was developed following extensive, focussed officer workshops, and has been informed by the outcomes of All-Member workshops, the Council's legal duties and requirements, best practice, officer experience, customer need, and the environmental agenda..</p>
Person(s) responsible for policy or decision, or advising on decision, and also responsible for equality analysis	<p>Caroline Bird, Community Services Manager (Programme).</p> <p>The project has been overseen by the GSW26 Board.</p>
Key people involved <i>i.e. decision-makers, staff implementing it</i>	<p>GSW26 Board, Chaired by Simon Walters.</p> <p>Cllr Bob Bushell Portfolio Holder.</p> <p>Specifications considered by Policy Scrutiny Committee and signed off by Executive.</p> <p>Community Services staff to contract / performance manage the contract.</p> <p>Quarterly Performance Management Board to oversee performance of the contract, chaired by Portfolio Holder.</p>

SECTION B

This is to be completed and reviewed as policy / project / service development progresses

	Is the likely effect positive or negative? (please tick all that apply)			Please describe the effect and evidence that supports this and if appropriate who you have consulted with*	Is action possible to mitigate adverse impacts?	Details of action planned including dates, or why action is not possible
	Positive	Negative	None			
Age			✓	There are no issues that would affect people in this protected characteristic category specifically.	Yes/No/NA	
Disability including carers (see Glossary)			✓	There are no issues that would affect people in this protected characteristic category specifically.	Yes/No/NA	
Gender re-assignment			✓	There are no issues that would affect people in this protected characteristic category specifically.	Yes/No/NA	
Pregnancy and maternity			✓	There are no issues that would affect people in this protected characteristic category specifically.	Yes/No/NA	
Race			✓	There are no issues that would affect people in this protected characteristic category specifically.	Yes/No/NA	
Religion or belief			✓	There are no issues that would affect people in this protected characteristic category specifically.	Yes/No/NA	
Sex			✓	There are no issues that would affect people in this protected characteristic category specifically.	Yes/No/NA	
Sexual orientation			✓	There are no issues that would affect people in this protected characteristic category specifically.	Yes/No/NA	

Marriage/civil partnership			✓	There are no issues that would affect people in this protected characteristic category specifically.	Yes/No/NA	
Human Rights (see page 8)			✓	There are no Human Rights implications	Yes/No/NA	

**Evidence could include information from consultations; voluntary group feedback; satisfaction and usage data (i.e. complaints, surveys, and service data); and reviews of previous strategies*

Did any information gaps exist?	Y/N/NA	If so what were they and what will you do to fill these?
	NO	

SECTION C

Decision Point - Outcome of Assessment so far:



Based on the information in section B, what is the decision of the responsible officer (please select one option below):

Tick here

- **No equality or human right Impact** (your analysis shows there is no impact) - sign assessment below [✓]
- **No major change required** (your analysis shows no potential for unlawful discrimination, harassment)- sign assessment below []
- **Adverse Impact but continue** (record objective justification for continuing despite the impact)-complete sections below []
- **Adjust the policy** (Change the proposal to mitigate potential effect) -progress below only AFTER changes made []
- **Put Policy on hold** (seek advice from the Policy Unit as adverse effects can't be justified or mitigated) -STOP progress []

Conclusion of Equality Analysis (describe objective justification for continuing)	There are no equality or human right impacts.
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When and how will you review and measure the impact after implementation?*	Any changes to policy will be subject to a new assessment.
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Checked and approved by responsible officer(s) (Sign and Print Name)		Date	25/4/2024
Checked and approved by Assistant Director (Sign and Print Name)		Date	25/4/2024