

Equality screening and Full Impact Assessment template

Note: Please delete guidance notes (in italics) after completing the form

Name of a policy / procedure / function / project: Residential Involvement	
Date: 19th May 2010	
Carried out by:	
Name	Role
Paul Stubbings	Tenant Involvement and Customer Relations Unit Manager
Hazel Sweeney	Resident Involvement Adviser
Richard Sorensen	E&D Officer Housing

Aims of the policy / procedure / function / project: To ensure that residents' views and priorities are reflected in the service and to maximise the involvement of residents in the service.

Stakeholders: All residents, tenant organisations, leaseholder panels, elected members and staff of the Housing Service.

Considering the purpose of the Equality Impact Assessment process, is the policy (function, procedure etc.) relevant?

Yes No

Quick check:

- ✓ *Is the policy (function, procedure etc.) concerned with people?* Yes
- ✓ *Is the policy (function, procedure etc.) outward looking (i.e. community, employees, partners)* Yes
- ✓ *Does the policy (function etc.) involve face to face contact?* Yes
- ✓ *Does it include making decisions based on someone's individual Characteristics, circumstances or needs?* Yes
- ✓ *Is there history of long-established pattern of unequal outcomes? (and do I have enough evidence to prove otherwise?)* Yes
- ✓ *Is the policy (function, procedure....) likely to have a significant impact on someone's life or wellbeing?* Yes

Exit the process if you answered No to all of the above questions, otherwise please continue.

Potential impact on target groups:		
Target group	Potential impact <i>Please describe</i>	Measures currently in place
Race <i>(also ethnicity, nationality and associated aspects such as culture and language)</i> Gypsies and Travellers	<p>As 2% of lettings are to those in BME groups, then at present we are unable to reflect the views of these groups as they are not currently representative.</p> <p>Use of English as the first language of contact with residents Use of English as language in information leaflets etc Display material (images etc) may be culturally unacceptable to some</p>	<p>We have collected partial profiling information and we are developing this further to enable us to target specific groups of people.</p> <p>provision of all information in alternative languages The Bigword translation and interpretation facility on request</p>
Disability <i>(consider full rainbow of mental and physical impairments: mobility, manual dexterity, speech, hearing, learning, understanding, visual sight, MS, cancer, HIV etc.)</i>	<p>Timing of meetings may mean that some residents find it difficult to attend panels and sessions if they have set carer times, or if they provide care to others. Alternative care costs may prevent some from attending.</p> <p>There may be difficulties for Involvement of people with other forms of disability (e.g. sensory impairment)</p>	<p>Childcare and care for other relatives is reimbursed for all council called meetings. and there are various ways for residents to be involved from their own home without the need to attend meetings. All meetings are held in DDA compliant locations. Home visits can be made to residents.</p> <p>Wee can provide a BSL interpreter for face to face meetings; fit a portable loop (or hold meetings in a room fitted with a loop permanently); provide questionnaires and other involvement documentation in alternative formats</p>
Gender <i>(consider associated aspects e.g. safety, single-parenting, caring responsibility, potential for bullying and harassment,</i> Transgender	<p>Meetings may not be accessible to all Lack of residents' and staff understanding on some of the issues</p> <p>The gender split of the involvement bodies is not representative of the tenants</p>	<p>Everyone can have transport costs reimbursed, or transport provided, eliminating some of the problems around lone females travelling, and have care costs reimbursed. Home visits can be made to residents. As above, we can provide a range of ways to get involved and it does not necessarily means in person (which helps to people with caring responsibilities)_</p>

Potential impact on target groups:		
Target group	Potential impact <i>Please describe</i>	Measures currently in place
		Have we ever consulted on timing of the meetings, has it every been identified as an issue? – if we already considered it, might be worth mentioning it
Sexual orientation <i>(includes heterosexual, lesbian, gay, bi-sexual)</i>	Potential lack of understanding and awareness for residents and staff	E&D training for staff, SIPs and other formally involved residents.
Age <i>(including all groups - children, young people, working age, elderly)</i>	The age profile of currently involved residents doesn't reflect the age profile of the resident population.	Positive contact with younger residents offering alternative methods of involvement . Targetting specific age groups via the profile data. Alternate Nefra meetings held in the evenings to allow those of working age to attend if desired.
Religion and belief <i>(the most common religions include Hinduism, Judaism, Buddhism, Christianity, Islam, Sikhism, Shinto, Nonconformists)</i>	Possible conflict with religious holidays Possible lack of awareness and understanding of residents and staff.	Currently try and avoid religious holidays of mainstream religion and cultures.
Rural issues	Travelling to meetings Getting rural communities involved	Offer reimbursement of all transportation costs Rural areas (less than 5 properties) do not have to have 5 neighbours signatures to become a Road Rep.
Socio-economic issues	Ability to pay initial travel and care costs Time off work to attend meetings may be an issue	Reimbursement of costs of attending meetings Have flexible meeting times Developed other ways of being involved than coming to meetings
Other <i>(there may be other target groups relevant to your service)</i>	This area has a higher than average illiteracy level, and so there may be an impact on residents' understanding of papers for meetings	Promote adult literacy courses / possibly include in resident training course packages. We can involve the communications department in finding alternative ways of presenting ideas (plain English, more pictures, verbally presented rather than written material) – people with learning disabilities will also benefit

Is the Policy/Function likely to have an impact on Human Rights?

Right to respect for private and family life
Prohibition of discrimination

Evidence:

Language Line requests data, number of requests to provide documents in alternative formats, BME profiles from tenants, satisfaction surveys from specific service areas, Service Improvement Panels, Community Housing Panel; comments/complaints / compliments

Proposed actions (to be reflected in the Service plans):

Actions emerging from the " Potential impact on target groups" and the " Evidence" sections in order to address any

<i>gaps</i>		
Action	Target date	Responsibility
Increase profile data	Continuous, progress checked bi-weekly	Richard Birchett; Tenant involvement and customer relations
Develop links with communities that have links to under represented groups	As above	Richard Birchett; Tenant involvement and customer relations
Work with Neftra on developing a strategy to involve young people	Postponed until tenant involvement officer is appointed (2011)	Richard Birchett; Tenant involvement and customer relations
Seek feedback from groups on how to improve / simplify the material being presented + involve communications in the solution	Postponed until tenant involvement officer is appointed (2011)	Richard Birchett; Tenant involvement and customer relations
Seek ideas from groups concerning alternative forms of engagement targeted to specific groups (different timing, different days – gender, different channels, e.g. social networking etc. – seek help from Research and Intelligence team if needed)	Postponed until tenant involvement officer is appointed (2011)	Richard Birchett; Tenant involvement and customer relations

Rating:								
<i>In light of the above how would you rate the impact of your policy/function etc. on any of the target groups, for guidance please see footnotes.</i>								
	Race	Disability	Gender	Sexual orientation	Age	Religion & belief	Rural Issues	Other
High¹ <i>Please continue below</i>	*			*	*			

¹ High = significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available, urgent need for consultation with service users, general public, employees

Medium ² Please exit the process		*	*			*	*	*
Low ³ Please exit the process								

IMPORTANT!

Only policies (functions, procedures etc.) rated as high have to be fully Impact Assessed. Full Impact Assessment requires consultation with members from the target groups highlighted as being at the receiving end of any potential impact. EIA consultation exercises will be undertaken by relevant service with the help and support of the Research and Intelligence team and Equality and Diversity Officers.

² Medium = some potential impact, some mitigating measures in place but no evidence available how effective they are, would be beneficial to consult with service users, general public etc. but not urgent

³ Low = almost bordering with non relevance to the EIA process (heavily legislation led - very little discretion exercised, limited public facing aspect)

Full Equality Impact Assessment part:

Affected target group <i>(e.g. people with disabilities)</i>	Race	Disability	Gender	Age	Religion & belief	Rural
Any particular segment within the target group <i>(e.g. people with learning disabilities)</i>						
Specific issues to be a subject of consultation <i>(e.g. how could the Council make its annual financial results understandable to people with learning disabilities, what support needed etc.?)</i> Please contact the Research and Intelligence team: beverley.wilson@cheshirewestandchester.gov.uk						
Outcomes of consultation						
What changes have been made as a result of the consultation outcomes						
Feedback given to the consultees? Yes/No						

.....
Lead person responsible the EIA

.....
Approved by Head of Service

Date:

Next review of the EIA, measures put in place, changes:

(high – 1 year, medium – 2 years, low – 3 years)