

HARLOW DISTRICT COUNCIL

EQUALITY IMPACT ASSESSMENT FORM TEMPLATE

NB: This EIA template form should be completed as part of an assessment or screening process involving a minimum of the Project Lead plus at least one other officer. It is strongly recommended that it not be completed by one person working on their own.

Name of service, function or policy being assessed	Housing Asset Management Strategy
Service/Department	Housing Services
Names and roles of officers completing the assessment (indicate Lead officer)	Lew Searle – Technical Manager (Lead Officer) Andrew Murray – Head of Housing Services
Contact telephone number of Lead officer	01279 446354
Date assessment completed	03 November 2009

1. Aims of the policy/service/function and how implemented

	Key Questions	Notes
1.1	Is this a new policy/service/function or a review of an existing one?	Review of an existing strategy.
1.2	Briefly state the main purpose of the policy/service/function?	The Housing Asset Management Strategy is a document that identifies the strategic planning framework to enable the Council to prioritise its maintenance and improvement activities for its housing stock.
1.3	Briefly state the main activities of the policy/service/function?	The identification of need based, and improvement issues for the housing stock, and the implementation of such works in line with budgetary constraints.
1.4	Who are the main beneficiaries? Whose needs is it designed to meet?	Tenants; leaseholders and The Council.
1.5	Which staff carry out the policy/service/function?	Property Services staff; Kier Harlow Ltd.

2. Information Gathering and Data Collection

	Key Questions	Notes	If further data collection is needed – state by whom, when and how is it going to be done?
2.1	<p>What quantitative (numerical) data do you already have (e.g. national and local demographic data, equality monitoring data, employee data, customer profile data etc) about those who use or will use the policy or service? What gaps are there in the data? What else do you need?</p> <p>NB. Attach copies of the relevant data that you are using for this assessment</p>	<ol style="list-style-type: none"> 1. Tenant satisfaction survey carried out annually. 2. Customer complaints statistics. 3. A small amount of data on tenant ethnicity and religion is held on our housing management database. 4. Sheltered Housing Review. <p>Gaps in our data relate to :-</p> <ol style="list-style-type: none"> 1. Insufficient data on tenants religious beliefs and ethnicity. 2. Insufficient data on tenants with disabilities. 	<ol style="list-style-type: none"> 1. Customer profiling survey – Housing Business Support.
2.2	<p>What qualitative data do you already have (e.g. results of customer satisfaction surveys, results of previous consultations, staff surveys, analysis of customer complaints/comments, feedback from community groups or individuals etc) about those who use or will use the policy or service? What gaps are there in the data? What else do you need?</p>	<ol style="list-style-type: none"> 1. Customer satisfaction monthly survey. 2. Customer complaints analysis. 3. Consultation feedback on major works. 4. Consultation feedback on Housing Asset Management Strategy. 5. Repairs Service Improvement Team minutes. 6. Tenant Inspector reports. <p>Gaps in our data relate to:-</p> <ol style="list-style-type: none"> 1. Insufficient data on needs of the 	<ol style="list-style-type: none"> 1. Consultation with Repairs Service Improvement Team; Sheltered Housing Team and Disabled Groups – Property Services Team. By end of 2010.

		elderly. 2. Insufficient data on needs of disabled tenants.	
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3. Consultation

Please state below what formal or informal consultation has taken place or that you are planning to hold with appropriate stakeholders in relation to this policy/function			
	Key Questions	Notes	If further consultations are needed/ planned – state with whom, by whom, when and how is this going to be done?
3.1	What consultations have been held and with whom did you consult? What were the main issues raised?	<p>The Housing Asset Management Strategy has been widely consulted on. The document was put on the internet, it was sent to councillors, officers, tenants and leaseholders of the Repairs and Housing Management Service Improvement Team, and Kier Harlow. It was also sent to organisations involved with disability and the regeneration of Harlow. Members of the Sounding Board were also informed of the strategy and asked to comment.</p> <p>The main issues that were raised are as follows:-</p> <ol style="list-style-type: none"> 1. Reform of Council housing finance. 2. Regeneration priorities. 3. Fire safety processes. 4. Corporate asset management priorities. 	No further consultation is planned.

		These issues were included in the strategy.	
3.2	What consultations were held specifically with the equality target groups? What were the main issues raised?	<ol style="list-style-type: none"> 1. A Disabled group were sent the strategy with a request that they review it and comment as necessary – No issues raised. 2. The Sheltered Housing Manager, tenants and leaseholders of the Service Improvement Teams were consulted on the strategy – No issues specifically relating to the elderly were raised. 	
	Key Questions	Notes	If further consultations are needed/ planned – state with whom, by whom, when and how is this going to be done?

3.3	<p>Is the Council working in Partnership with other organisations to implement this policy/function? Should this be taken into consideration? (E.g. Agreeing the equalities monitoring categories) Should the partnership arrangements have an EIA?</p>	<p>Partnership with Kier Harlow. Kier Harlow also has an Equalities policy. We are working with Kier to provide services for families with children – appointments based around school times; female staff to carry out work where tenants would feel uncomfortable with a male employee; appointments outside normal working hours to assist those unable to be at home during the day.</p> <p>Consultation with organisations such as the Police, the Fire and Rescue Service and other bodies would be considered when planning the works, but it was not considered necessary for the strategy.</p>	<p>No consultation planned at present.</p>
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Note

- It is a legal requirement that consultation takes place with appropriate stakeholders as part of the EIA process.
- You must ensure that you record all the main areas of concern raised by equality and customer groups during consultations and how you aim to address these concerns.

4. Assessment of Impact

Based on the data you have analysed and provided, and the results of the consultation or research you have undertaken, list below how the policy or function will or does work for each of the following equalities groups.

Identify any differential impact and consider whether the policy/function meets any particular needs identified for each of the six equalities groups.

NB:If you do identify any adverse impact you must:

- a) **Seek appropriate advice as to whether it is highlighting unlawful discrimination or is potentially discriminatory, and**
- b) **Identify steps to mitigate any adverse impact**

Include any examples of how the policy or function helps to promote race, disability and/or gender equality.

		State evidence of impact or potential impact/How helps to promote equality
4.1	<p>Gender – identify the impact/potential impact of the policy/function on women, men and transgender people</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>Some tenants may feel uncomfortable with a male operative working in the property.</p> <p>Female work operatives.</p>

		State evidence of impact or potential impact/How helps to promote equality
4.2	<p>Disability – identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including visual and hearing impairments, mobility impairments, learning disability etc)</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>The Housing Asset Management Strategy states that the Council is committed to addressing the needs of all disabled people with regard to installing aids and adaptations to properties where these aids and adaptations are identified by an Occupational Health practitioner. A capital budget is identified annually to enable these aids and adaptations to be installed. Where an adapted property becomes void, the Council actively try to make this property available to a disabled tenant.</p>
4.3	<p>Age – identify the impact/potential impact of the policy/function on different age groups</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>The Housing Asset Management Strategy identifies various issues around the maintenance and improvement of properties for the elderly in sheltered housing, particularly fire safety, security, safety in the home and the ease of adaptation of these properties. This incorporates the Housing Health and Safety Rating System, which forms part of the Decent Homes initiative which would identify aspects of the property that may be a hazard to young people or older people. Any category 1 hazards would then be dealt with as they were identified.</p>
4.4	<p>Race – identify the impact/potential impact of the policy/function on different black and minority ethnic groups</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>There is no perceived impact in the Housing Asset Management Strategy on people of different ethnicity.</p>

		State evidence of impact or potential impact/How helps to promote equality
4.5	<p>Sexual orientation – identify the impact/potential impact of the policy on lesbians, gay men, bisexual and heterosexual people</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>There is no perceived impact in the Housing Asset Management Strategy on people of any sexual orientation.</p>
4.6	<p>Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no faith</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>The Council and Kier will be sympathetic to various religious groups with regards to prayer time, religious festivals etc. and will wherever possible fix appointments and works to avoid these times.</p>
4.7	<p>Any other groups, if appropriate e.g. children leaving care, carers etc</p>	<p>The Housing Asset Management Strategy identifies groups who are on benefit and who may be classed as fuel poor and looks to ensure that they have priority to insulation and central heating schemes.</p> <p>It also identifies other groups who may need additional care or consideration when working in their homes.</p> <p>Access into a property will not be made if there is an unsupervised child in the home.</p>

		Notes
4.8	Are there any additional measures that could be adopted to further equality of opportunity in the context of this policy/service/function and to meet the particular needs of equalities groups that you have identified?	To consider the types of materials used in properties that might benefit the young, elderly and disabled, i.e by specifying lever taps. Consideration to prioritising repairs to equalities groups. To carry out surveys to identify trends. and to identify how things could have been done better following works being completed.

NB

Please provide a summary overview by completing the Section overleaf, ticking the relevant boxes to confirm the outcome and findings of this assessment process

It is also essential that you complete an action plan based on your assessment (see form EIA.2) and attach this to your Equality Impact Assessment form (EIA.1) form. This is a vital component of the equalities impact assessment process.

Include all of the measures that you will take to improve the policy/function for the different equalities communities, e.g. staff training, positive action, revisions to policy, monitoring of your action plan, etc.

Once you have completed the forms EIA.1 and EIA.2 please sign and date and:

- a) Send a copy to your Head of Service for endorsement
- b) Keep a copy as a record of the processes you have been through in carrying out the EIA
- c) Send a copy of the signed and endorsed EIA form plus enclosed action plans to the Corporate Equalities Team via the HDC Equalities and Diversity Officer.

5. Summary Overview of EIA

As a summary overview of information and findings provided in the earlier sections of this Equality Impact Assessment, please tick the relevant boxes as appropriate to denote the OUTCOME of this process for each of the Equality Groups.

Equalities category	No adverse impact AND promotes equality and diversity <i>Please tick ✓ if appropriate</i>	No adverse impact BUT equality and diversity NOT promoted <i>Please tick ✓ if appropriate</i>	Evidence of adverse impact <i>Please tick ✓ if appropriate</i>
Gender	X		
Race		X	
Disability	X		
Age	X		
Sexual orientation		X	
Religion and belief	X		

NB: Tick relevant box as appropriate and based on information provided in section

Note

- If you are unsure of any aspect of this Equality Impact Assessment process you can seek guidance from a departmental adviser to the Corporate Equalities Group or from the HDC Equality and Diversity Officer.
- Once the EIA form has been completed please ensure all enclosures are attached then sign and date the form, ensure it is countersigned by your Head of Service, keep a copy for your records and send to the HDC Equality and Diversity Officer.

Signed
Project Manager

Countersigned
Head of Service

Print Name Lew Searle

Print Name Andrew Murray

Date 03 November 2009

Date 03 November 2009

Under the Freedom of Information Act, this completed EIA form will be placed on the Harloweb and be available on request to the general public.