

South Northamptonshire Council Equality Impact Assessment (Screening)



Housing Renewal Order Policy

Name(s) of person(s) completing screening assessment

Dave Beeson
Alan Isaac

Division(s)

Environment Division

October 2007

<p>What is the policy, procedure or function? Housing Grants – Housing Renewal Order Policy</p>
<p>What equality group is this screening for? (Mark all that apply) <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Religion <input checked="" type="checkbox"/> Sexual Orientation</p>
<p>Is responsibility for the policy/procedure/ function shared with anyone else, internally or externally? Not shared – Responsibility of Environment Division</p>
<p>Who has authority to make changes to the policy procedure or function? Head of Environment in conjunction with Deputy Chief Executive for minor amendments. Major changes to policy to be approved by Cabinet.</p>

	Activity	Comments
1.	Identify aims of the policy, procedure or function	To set out the criteria under which grants are given to assist householders maintain or adapt their homes. Procedures are as set out in the government guidance.
2.	Decide if the policy, procedure or function is equality relevant for the group(s) you are considering	The policy is relevant to the groups under consideration. The processes used take into account the requirements of the groups. Confirmation of the procedures conforming to requirements of the equalities legislation is obtained through customer satisfaction surveys, the results of which are stored on the computer system.
3.	Collect and analyse data	Customer satisfaction surveys and performance monitoring.
4.	Identify any adverse impacts	None identified

Summary of Findings									
Group	Equality relevant?			Can be used to help meet positive duties?			Evidence of adverse impact? (n/a if not equality relevant)		
	Yes	No	Unsure	Yes	No	Unsure	Yes	No	Unsure
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

What actions do you intend to take to address the issues arising from this screening exercise?

1. Greater emphasis on establishing clients needs at an early stage.
2. Continued monitoring of service.
3. Review written information to ensure conformity to recommendations of "Plain English" guidance.
4. Introduction of customer satisfaction surveys for discretionary grants.

Is a full equality impact assessment recommended? No

This screening assessment was approved by: Head of Environment

Date of approval by person with authority: 17/10/07

Name, telephone number and email address of lead person for this screening:

Alan Isaac

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Equality Impact Assessment – Outcomes and Action Plan Template-Stage 2

(The first two lines of the form below are fictitious examples that you should delete)

Dept/Office: Environment Division – Public Health Team		Accountable job title:
Equality group(s): <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Religion <input checked="" type="checkbox"/> Sexual Orientation	Date completed plan: October 2007	Contact details for person completing this plan: Alan Isaac alan.isaac@southnorthants.gov.uk

Policy/Procedure/Function Screened	Outcome and level of relevance (H M or L)	Actions Proposed	Timescale	Responsibility
<i>Grants Policy – Housing Renewal Order Policy</i>	<i>The policy is Disability and Gender equality relevant Relevance is considered to be high to both as it affects all of the people who might work for the council.</i>	<i>Continued monitoring of service through customer satisfaction surveys.</i>	<i>Ongoing</i>	<i>Public Heath – Env Div.</i>
		<i>Extend satisfaction surveys to discretionary grants.</i>	<i>By January 2008</i>	<i>Public Heath – Env Div.</i>
		<i>Review all materials in the light of the plain English guidance</i>	<i>By April 2008</i>	<i>Public Heath – Env Div.</i>
		<i>Review written material to ensure those visually impaired have access to it.</i>	<i>By April 2008</i>	<i>Public Heath – Env Div</i>

Equality Impact Assessment – Full Assessment Template-Stage 3

This template can be used to record your progress in completing a full equality impact assessment of a policy, procedure or project for one equality group and will be useful when you come to write your report

What is the policy (name and brief description)?

What equality group(s) is this full equality impact assessment for? (tick one box only)

Age Disability Gender Race Religion Sexual Orientation

Step	Activity	Examples of relevant issues	Comments
1	Identify aims of the policy procedure or function (You should have some of this information from your screening, stage 2)	<ul style="list-style-type: none"> ➤ What are the Department's specific responsibilities in relation to the policy/ procedure/ function? ➤ Who implements it? ➤ Who is responsible for it? ➤ What are the specific outcomes you hope to see from it? ➤ What criteria will you use to measure progress towards these outcomes? 	
2	Consider the evidence	<ul style="list-style-type: none"> ➤ What information do you have to assess that the policy/ procedure/ function benefits all groups? ➤ Is the available information sufficiently detailed to permit analysis of disparities between individual categories? ➤ Is the information up to date, relevant and reliable? ➤ Do you need to hold an informal consultation exercise internally or externally at this stage? ➤ Are there other divisions/departments or organisations that might want to join you in commissioning new data or research or consultation exercises? 	

3	Assess likely impact	<ul style="list-style-type: none"> ➤ Does your analysis of the policy/ procedure/function indicate possible adverse impact on some groups ➤ Are any disparities in the data statistically significant, and not due to chance? ➤ Are there other factors that might help to explain the adverse impact? ➤ Could the policy/ procedure/ function be amended to better promote equality of opportunity or meet the positive duties? 	
4	Consider alternatives	<ul style="list-style-type: none"> ➤ Would changes to the policy/ procedure/function or the way it is put into practice, remove or substantially reduce the impact? ➤ What changes could be introduced to reduce the adverse impact identified above? ➤ What changes could you introduce to promote equality of opportunity? ➤ Are there aspects to your proposals that could be changed, or could you take additional measures, to reduce or remove adverse impact on a particular group, without affecting the policy's overall aims? ➤ Could this unintentionally result in disadvantaging another group? ➤ Would you be able to justify this, on balance? 	

5	Consult formally	<ul style="list-style-type: none"> ➤ Have you identified all the groups affected by the policy, procedure or function directly and indirectly? ➤ Which organisations and individuals are likely to have a legitimate interest in it? ➤ What methods of consultation are most likely to succeed in attracting the people you want to reach? ➤ Have previous attempts to consult particular communities been unsuccessful? If so, why, and what can you do to overcome any obstacles? ➤ Have you made resources available to encourage full participation by groups that have proved hard to reach? ➤ How will information, pre and post consultation, be made available? 	
6	Decide whether the policy needs to be revised or amended in the light of the consultation	<ul style="list-style-type: none"> ➤ Does the consultation show that the policy procedure or function will have an adverse impact on a particular group (or groups)? ➤ Is it likely to make it difficult to promote equal opportunities or good relations between different groups? ➤ Can the policy procedure or function be revised or additional measures taken, so that it achieves its aims, but without risking any adverse impact? ➤ What are the main findings of your consultations, and what weight should they carry? 	

7	<p>Make monitoring arrangements (You are required to monitor the impact of all equality relevant policies.)</p>	<ul style="list-style-type: none"> ➤ How will the policy/ procedure/function be monitored? ➤ What sort of data will be collected and how often will it be analysed? (Annually is recommended) ➤ Will the monitoring include qualitative methods, such as surveys, or follow-up consultations? ➤ How will the effects of the policy/procedure/function on equality of opportunity and good relations be monitored? ➤ What criteria will be used to assess these? ➤ How will any concerns be taken into account in any review of the policy/procedure/function? 	
8	<p>Publish assessment report (A report is only needed when the issues are of large scale and large scope)</p>	<ul style="list-style-type: none"> ➤ A good equality impact assessment report will: <ul style="list-style-type: none"> ○ Include the best information available at the time ○ Be clear, concise, balanced and in proportion to the policy's equality relevance ○ Be a self-contained document ○ Use plain and clear language ➤ See the suggested format in this toolkit. 	

Any other information or comments:
Relevant dates:
Name and contact details for responsible person:

