

## Equality Impact Assessment Recording Form

This is a new and important process that will require different perspectives to be considered and, in some cases, difficult decisions may need to be made about policy and service delivery.

Whilst it is necessary to identify a lead officer, it is advised that they do not undertake the impact assessment on their own, but set up a group comprising a diverse range of staff responsible for delivery the service, there may also be an opportunity to include a customer, stakeholder, partner or critical friend to get a more rounded understanding of the full implications of the policy, practice, service or function.

For more information on carrying out the assessment please refer to the guidance notes or contact the Equalities and Diversity Officer or your Department's Equality Champion.

### STEP1 Equality Impact Assessment Team

Name of Policy, practice, service or function: Community Involvement Strategy  
Service Standards- Community Involvement  
Business Plan-Mission, vision, values.

Assessment Manager Name: Heather Summers

September 2009

Directorate Responsible: Neighbourhood Services

Service Area: Community Involvement

Other members of the assessment team:

Name	Position	Area of Expertise
Su Gomer	Chief Executive	Equality/Diversity
Martin Cromack	Neighbourhood Services Manager	Estate and tenancy management
Linda Henstock	Tenant Board member	user

## STEP2 Identifying the aims/objectives of the policy, practice, service or function

### Questions

1	<p>What are the main aims and objectives or purpose of the policy, practice, service or function? To set out the vision and strategic direction by which RH Ltd delivers its services. To develop, deliver and improve tenant, resident and leaseholder involvement throughout Rykneld Homes.</p> <p>What outcomes do you want to achieve? To have a clear strategic direction for Community Involvement over the next 3 years</p>
2	<p>Are there any associated services, policies or procedures? Yes</p> <p>If 'Yes' please list below All policies and strategies as approved by Board should have a commitment to community involvement. Specific policies include: Community Involvement policy, Involvement Agreement. This is a Tenant facing service and thus is primarily based on the identification of Tenant needs against the profile.</p>
3	<p>Who is affected by this policy, practice, service or function, or by the way it is carried out? i.e. Who are the internal and external customers, groups, communities or any other stakeholders?</p> <p>All service areas within Rykneld Homes All Tenants, Hsg Applicants, staff, LSP partners=Police, PCT, NEDDC, DCC, Mosaic presentation attached User surveys-Repairs, Aids/Adaptations Self Assessment refers to known profile and current strengths &amp; weaknesses in involvement, -e-mail from SG dd 2<sup>nd</sup> Oct refers Current status survey asks Ts to update profile, Gaps Leasehold profile-check. Community Groups and Tenant Groups who are active within North East Derbyshire</p>

## Questions

4	<p>Who implements, carries out or delivers the policy, practice, service or function? Please state where more than one person, team, department or body? – and include any outside organisations who deliver under procurement arrangements etc.</p> <p>RH Staff within each service area as set out in the Business Plan and Involvement Agreement itself          Co-ordination by the Community Involvement Team          North East Derbyshire District Council          Partners working within the community of North East Derbyshire</p>
5	<p>Is the policy, practice, service or function affected by external drivers for change? e.g. new legislation, national policy, external inspection etc. Yes</p> <p>See Business Plan-our operating Environment para 6          Government policies and white paper on tenant and community empowerment          TSA framework for regulatory standards          Audit commission (KLOE's)</p>
6	<p>What existing or previous inspections of the policy, practice, service or function are there? E.g. Best Value Inspections, policy reviews, research into the effects of a policy or practice.</p> <p>Internal Audit report from NEDDC (Oct 08)          HQN report and project development in creating the Involvement Agreement          Self Assessment-Mock ALMO Inspection Nov. 08          Evaluation report of the Summer 2008 Dreamscheme          Internal Audit federation Grant procedure          Independent Review of working relationship between RH and Federation (to be attached Oct.09)</p>

## Questions

What did they tell you?

The service has accomplished a lot in a short space of time; there are development actions that have been acknowledged and planned in to the Service Plans i.e. monitoring arrangements need to be further developed.

Dreamscheme report evaluated the project and promoting its success in involving young people in their community and learning new skills.

7 How is information about the policy, practice, service or function publicised?

RH Ltd communications plan

Tenant Involvement agreement and promotional booklet

Involvement Monitoring group,

Governance BP par 7

Web internet, Estate Inspections/Assessments,

Partner meetings-see partnership directory and Chart-attached chart

Tenant Open Days

Via the Tenant Groups and Federation

Staff Guidance booklet for Involvement

## STEP 3 Equality Impact Assessment

Although this form is set out under the six strands of equality we are focusing on (race, disability, gender, age, religion and belief and sexuality), consider any impacts/barriers that might cross over between race/disability, gender/religion and belief, sexuality/age etc. or all three. Use the boxes on the next couple of pages to indicate where the policy, practice, service or function could have a positive or negative impact for different groups and your reasons.

### Race

This question looks broadly at adverse impacts/barriers in terms of race, whilst the next page considers adverse impacts/barriers which may be particular to people from one ethnic group.

Question 9 considers impact/barriers for different ethnic groups within the five broad census headings.

8	<p>Identify any adverse impacts/barriers of the policy or procedure on people who may be disadvantaged because of their race</p> <p>Status survey identifies 99% white British, white 1% Irish. 2001-census 97.95% white British. No identified adverse impact. Working with NEDDC to identify gen community groups and progress compliance to LGES level 2, Equality framework for LGvt – Approaching excellence wef April 2009.</p>	
9	Broad categories used in 2001 census	Identify any adverse impact/barriers of the policy, practice, service or function on people who may be disadvantaged because of their race
	<ul style="list-style-type: none"> <li>• Asian or Asian British</li> </ul>	
	<ul style="list-style-type: none"> <li>• Black or Black British</li> </ul>	

	<ul style="list-style-type: none"> <li>• Chinese</li> </ul>	
	<ul style="list-style-type: none"> <li>• Dual Heritage</li> </ul>	
	<ul style="list-style-type: none"> <li>• White</li> </ul>	
	<ul style="list-style-type: none"> <li>• Any other people</li> </ul>	
	<ul style="list-style-type: none"> <li>• Gypsies and Travellers</li> </ul>	
	<ul style="list-style-type: none"> <li>• Asylum Seekers and Refugees</li> </ul>	
10	<p>Where do you think improvements could be made for people of different racial groups?</p> <p>As part of the strategy include basis for the viewpoint panel and ability to target consultation based on all e&amp;d factors.</p>	

## Gender

It is worthwhile remembering that women and men have different priorities in relation to what services they want and different needs for how these are provided. Men-only or women-only delivery for some services could be an option.

11	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their gender.	
	Women	<p>Service standards=Access Customer care, Implementation of service Access principles Strategy, Rent pyt options, ASB, <b>tenant Involvement</b>, Asset Mgt strategy, Repairs, Decent Homes, Aids/Adaptations policy.</p> <p>HR strategy-numbers of women employed by RH ltd.</p> <p>Status survey details note no. of single families-women/older women may be affected by caring responsibilities, isolation, can't access the office in school hrs, school holidays.</p> <p>Women live longer-frailty, disability</p> <p>Not many women in the DLO-imbalance with the local community</p> <p>Clarify roles of male heads households-if a woman partner calls in to the area office, requests a service, is that subsequently influenced by the male partner,?</p> <p>Instances of DV are rapidly increasing in DCC-see Police partner report 22<sup>nd</sup> September</p> <p>Work commitments and care commitments</p> <p>All of the above issues could have an impact on someone's ability to get involved.</p>
	Men	<p>Service standards: Community Involvement</p> <p>Contact with women HH members gains info that often the household has literacy problems-there may be hidden literacy needs for men.</p> <p>Hidden Domestic violence.</p> <p>Work commitments and care commitments</p>

	Transgender	Community Involvement RH Ltd/NEDDC holds negligible info on Transgender. E/D training for Board, SMT, Service managers June 08, staff 07/08, raise possible roles experienced, role plays-encourages staff to be on the lookout for Transgender hidden needs.
12	Where do you think improvements could be made for people experiencing disadvantage because of their gender? Tenant Involvement agreement developed with user input, implements varied ways of contacting and involving Tenants in matters affecting their homes. Ability to target consultation via the viewpoint panel for gender issues – see above also under ‘race’.	

## Disability

All service providers have a duty to make reasonable adjustments for people with disabilities, including physical features of premises, so it is advisable to anticipate any adjustments that may be required. Consider the barriers faced by different groups of people with disabilities as listed in the boxes below. Note also that changes to legislation mean that conditions such as MS, HIV and cancer are now included under the DDA from the time of diagnosis.

13	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their disability.	
	People with physical or mobility impairments	Access to ensure all events hosted or organised by Rykneld Homes and associated groups ensure fully DDA compliant venues.
	People with sensory impairments (hearing, visual and speech)	Access , Customer care, Tenant involvement—Tenants can’t hear/can’t hear clearly, hear what you are saying-telephone contact needs to be supplemented , update Tenant profile ref preferred methods contact. Written information inability to read of opportunities, publicity needs to take more forms than just written. Loop system maybe required at events together with microphone etc.  Sign language users-DLO,

	People who use mental health services	We too often list complainers as Persistent complainants, generally cross, without considering whether there is a need for mental health support or whether this is already being given. Link age to dementia possibilities. Check supporting people plans and profile information - tenant profile identifies people who have access to mental health services.
	People with learning disabilities	Local knowledge from Area Office staff, DLO, identifies where Tenants have literacy problems-use of face to face contact is maintained. Options are available for people to get involved who have learning difficulties flexibility of method is always adhered to. Support can be given to people requiring additional support at involvement events.
	People who have a non-visible condition such as epilepsy or diabetes	As above
14	<p>Where do you think improvements could be made for people experiencing disadvantage because of their disability?</p> <p>This is a key area for RH Ltd and NEDDC due to the Resident and Tenant profile, and the MOSAIC resident profile-which will facilitate delivery of Equality framework for LGvt wef April 09.</p> <p>Make sure that the implementation of Service Access principles, does not loose the local Knowledge gained by Area office staff.</p> <p>Be more pro-active in recruiting people with a disability to get involved. Follow up on the potential of creating a dedicated disabled involvement group.</p> <p>Target consultation using viewpoint panel contacts. This can then lead to issue based focus groups.</p>	

## Age

When answers the following questions consider the needs of the wider age range of District

15	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their age.	
	0-9	Caring responsibilities may disadvantage Tenant Households from accessing services, resulting in isolation-link to Sure start opportunities
	10-15	These are the tenants of tomorrow-Involve young persons e.g. Youth parliaments, do not disadvantage young people from indiscriminate application of the ASB strategy. Transport to and from involvement activities, commitments with school etc.
	16-19	School leavers, high level of teenage pregnancies-partner reports 22 <sup>nd</sup> September 2008-support for new Tenants. Transport to and from involvement activities, commitments with school and college etc.
	20-29	Tranches of DV –apply ASB strategy, high levels of HB dependency-Rents service standards, time availability of busy lifestyles, work and family.
	30-44	Tranches of DV-apply ASB strategy, as above. Time availability of busy lifestyles, work and family.
	45-59	Employment discrimination-Rents/leasehold service standards, Strategies/Policies, Corporate debt recovery policy
	60-64	As above-Age/disability adverse impact, sheltered hsg, supporting people QAF assessments. Transport and mobility issues.
	65-74	As above
	75-over	As above

16	<p>Where do you think improvements could be made for people experiencing disadvantage because of their age?</p> <p>Staff to consider the above when developing and implementing policies and when organising events or involvement activities. Need to ensure there are a number of different ways to get involved with the same activity.</p> <p>Older Persons Involvement Champion to work closely with the older persons service.</p>
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## Religion and Belief

17	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their religion or belief.	
	Christian	
	Buddhist	
	Hindu	
	Jewish	
	Muslim	
	Sikh	
	Other	
	No religion or belief	
18	<p>Where do you think improvements could be made for people experiencing disadvantage because of their religion or religion?</p> <p>We/NEDDC do not know enough about religious impact. We do know of the support to reduce isolation offered by local churches-the proposed pilot to work with the Churches to reduce worklessness, isolation will explore this further.</p> <p>Calendar of religious dates to be consulted when arranging involvement activities and events in areas where the profile points to specific religious backgrounds.</p>	

## Sexuality

19	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their sexuality.	
	Lesbian, gay or bisexual people	See 11 above. We are encouraging Tenants/staff to identify their profile, so that we can meet unmet needs. Tenant profile is not complete in this area. Overarching anti-discrimination policy within the Community Involvement Strategy.
20	Where do you think improvements could be made for people experiencing disadvantage because of their sexuality? See 11 above Plus: add in an anti-discrimination statement within the strategy.	

## Other Categories

21	<p>Rural/Urban</p> <p>This is a real issue for RH Ltd-and must be addressed in the implementation of the service access Principles strategy. Work with NEDDC/Derby CC mobile bus for rural areas welcomed by users. Tenant Involvement agreement implementation – commends outreach work, may incur extra costs due to this.</p>
22	<p>Any other</p> <p>Consider the needs of the Tenant profile who may be affected by the decline in the mining industry, effects of working in coal mines e.g. disabilities, Tenants paid their work pensions in coal-do not insist on the removal of coal fired heating – responding to local requirements and ensuring involvement has a direct influence over the actions RH takes.</p> <p>Hsg Health impact assessment =-linking hsg, to Health to Crime and testing impacts e.g. improved Capital programme reduction in respiratory disease is being progressed with the LSP. Ensuring that tenants are involved in their communities to improve their facilities and knowledge on the links between health, housing and community cohesion.</p>

## Customer Access

23	<p>How do customers currently access the service i.e. what are the access channels e.g. web, telephone, letter etc.</p> <p>Web – email          Letter          Telephone          Open Days          Tenant meetings</p> <p>What improvements can be made? See service access principles implementation-Report to Board June08.          Access review is underway in terms of AHO's and Contact Centre.</p>
	<p>Are there any physical barriers to accessing the service? No</p> <p>How are they overcome? As above</p>
	<p>What customer involvement in setting the customer service standards i.e. opening hours, response times, availability etc.</p> <p>HQN project, Involvement management group, Tenant drop ins, Editorial panel, Federation involvement in open days-include Fed under Complaints service standards as an access for Independent complaints review,          Make standards simple as up front promises, the who what when message, then set out detail</p>

## STEP 4 Collecting the information and data about how the policy, practice, service or function impact on communities

Please record your information and data below with reference to:

- Deciding what information or data you will need or desire
- Using both quantitative and qualitative data
- Ensuring that where possible there is information that allows all perspectives to be considered
- Identified any gaps in the information/data and what it can tell you

<b>Data or information</b>	<b>When and how collected</b>	<b>Source</b>	<b>What it tells you – please consider all 6 equality strands where possible</b>	<b>Gaps in information</b>
Customer feedback and complaints	Community Involvement Team, monthly reporting.		As above when considering strands	Robust complaints analysis in place and monitored on a monthly and comprehensively each quarter.
Consultation and community involvement	Involvement agreement, strategy and policy. Involvement timetable.		As above	Satisfaction collection consistent across RH monitored and reported monthly.
Performance information including Best Value	See above Audit commission Inspections		As above	Gaps in all equality strands relating to the Tenant profile.
Take up and usage data	Good, information is available and has had an impact over the past 12 mths.		As above	Need to place on to Northgate in a more comprehensive manner.

<b>Data or information</b>	<b>When and how collected</b>	<b>Source</b>	<b>What it tells you – please consider all 6 equality strands where possible</b>	<b>Gaps in information</b>
Comparative information or data where no local information	MOSAIC Resident profile			
Census, national or regional statistics	Census 2001			
Access audits or assessments e.g. DDA assessments	DDA office assessments			
Workforce profile	Inadequate for purposes of detecting adverts impact			To be developed
Where service delivered under procurement arrangements – workforce profile for deliverers	Set out in Procurement strategy			
Monitoring and scrutiny outcomes	Board Governance, -see BP para 9			LGES level 2 being identified

## STEP 5 Monitoring

For this step it is important to refer to any monitoring information which is already held. As stated in the guidance notes arrangements need to be set up for effective monitoring if this is not already taking place.

	<p>How do we know whether our service is accessible to all groups?</p> <p>Collection of Profile data for both staff and Tenants, analyse service data held and systematically relate back to the delivery of policies and service standards.</p> <p>Complaints process</p> <p>Review of service specific surveys</p> <p>Involvement Impact assessment carried out annually</p> <p>Involvement Timetable</p> <p>Project evaluation reports</p> <p>Viewpoint panel</p> <p>Performance indicator information</p> <p>Number of newly involvement tenants monitored on a quarterly basis.</p>
	<p>If there is a lack of information, what research will be carried out, and for which groups?</p> <p>As above</p>
	<p>If this is a new policy, or one not currently monitored, what are the arrangements to begin monitoring the actual impacts of the policy?</p> <p>Annual Impact Assessment, monthly satisfaction monitoring across all service areas, service plan monitoring and reporting by exception to Sub Boards.</p>

## STEP 6 Consultation

	<p>What have service users/non-users or other stakeholders (including employees) already told you about the policy and negative impacts?</p> <p>Who has been consulted and what methods were used?</p> <p>Questionnaire to all Tenant Groups carried out by the Federation</p> <p>Federation input</p> <p>Involvement Working Grp up to April 08.</p> <p>Satisfaction surveys that have been processed throughout the year from April 09.</p>
	<p>If you need to carry out further consultation, who will you be consulting with and by what methods?</p> <p>Staff members</p> <p>Federation for 1<sup>st</sup> draft consultation</p>

## STEP 7 Equality Action Plan

Problem/barrier identified

Actions to overcome problem/barrier

Resources required Responsibility Target date –

see **SIPS –Business Plan 2009/10**

**See Community Involvement Service Action Plan**