



EQUALITY IMPACT ASSESSMENT

Partial Assessment Form

Policy, practice, function or project assessed	Home Improvement Agency Service
Lead Officer	Geoff Keerie
Team	Geoff Keerie, Iain Green, Michael Stares, Andrew Francis, Paul Williams
Start date of assessment	04/03/09
Completion of assessment	17/03/09

Please use this form to record your findings in relation to the assessment of an existing policy, function, service or practice.

A. POLICY, PRACTICE, FUNCTION OR PROJECT TO BE ASSESSED

A1. Please describe what are the main aims, objectives, purpose and intended outcomes of the policy or function?

To enable those in need of support to maintain their independence, health and well-being in their chosen home for the foreseeable future. This outcome would normally be achieved by supporting people throughout the repair, adaptation or improvement process, so that the individual is able to remain in their own home in a warm, safe, secure and accessible environment.

See Appendix 1 – HIA Core Specification.

A2. Is this policy or function associated with any other Council policy or priority?

The HIA Service is associated with a number of other Council policies including the following; Private Sector Housing Renewal Strategy, Enforcement Policy, Comprehensive Equalities Policy, The Gypsy and Traveller Development Plan Document and Planning and Building Control Policies. The HIA Service also works towards meeting the Councils Aim of “Ensuring that South Cambridgeshire continues to be a safe and healthy place for individuals and their families” and corporate priority of helping to “Enhance quality of life...”.

A3. Who are the intended beneficiaries/stakeholders of the policy or function? How many people are affected and from what sections of the community?

Beneficiaries of the HIA Service are predominantly disabled members of the community, both adult and children, and families and households on low incomes. In 2007/2008 the HIA progressed grants for around 75 residents and took enquiries from over 500 people. The HIA Service is available for all residents to access should they require it. Stakeholders include Supporting People, County Council, various Housing Associations and national and local charitable and benevolent organisations. These vary from national bodies such as The MS Society through to local schemes such as The John Huntingdon Charity.

A4. Is the policy/function corporate and far-reaching?

As a function working towards meeting corporate priorities and objectives, the HIA Service is a corporate function. As a service with a considerable budget, which is high on both the public and Council’s agenda, and which is accessible to all residents, the HIA Service is far-reaching.

A5. Are you expecting to make any significant change to the policy or service in the near future? If so, please give details.

A Supporting People Review into the countywide provision of HIA Services is currently in progress. Any changes to policy as a result of this are purely speculative at this stage, and are only likely to be made in the long-term. No other changes are expected, unless forced by a change in legislation.

A6. Is this a new or existing policy or function?

The HIA Service is an existing function.

B. EVIDENCE/ DATA and CONSULTATION

It is important to consider all information that is available in determining whether the policy or function could have a differential impact. Please attach examples of monitoring information, research or consultation reports.

B1. What monitoring or other information do you have about relevant target groups, which will show the impact of the policy or function?

Currently the HIA records the ethnicity of clients, and monitors satisfaction of clients through surveys immediately following completion of grant aided work, and one year on. Comments and issues mentioned in these surveys are always responded to. The reviewers considered whether sub-groups of clients were treated differently. Although it was not felt that this is the case, there is a lack of evidence to confirm this. **ACTION:** It was felt that additional monitoring questions should be added to the surveys. Assistance to be sought from the Equality and Diversity Officer.

B2. Have you compared the data you have with the equality profile of the local population? What does it show?

Although no direct comparison has taken place, it is felt that the ethnic minority group most represented in the district is provided with a high level of service.

B3. Have you identified any improvements or other changes that could be made from monitoring the data?

It is felt that small improvements need to be made to the way in which data is monitored. This can be achieved by adding selected additional questions to the monitoring forms. Consideration needs to be given to the Joint Strategic Needs Assessment.

B4. Have you consulted or involved external stakeholders about the policy or function? If so, what were their views?

Agreement of the HIA Core Specification (*Appendix 1*) was through extensive consultation with various stakeholders, including the other Cambridgeshire HIAs, Supporting People and Cambridgeshire County Council. The Private Sector Housing Renewal Strategy was sent out to various relevant Agencies (including Go-East), but no views were returned.

B5. Have you undertaken any consultation with staff to assess their perception of any impacts of the policy or function? If so, what has been learnt from them?

Monthly staff meetings allow for a constant review of the Agency's function, with issues escalated as necessary. The Principal Environmental Health Officer reports annually on changing issues, such as the removal of the Test of Resources on Disabled Facilities Grants for children.

B6. Please provide information about any other consultation, research, or involvement undertaken in relation to this impact assessment.

Regular consultation takes place with Foundations – the National Co-ordinating Body for Home Improvement Agencies through email reports and newsletters. The HIA is involved in regular meetings with stakeholders, including the Occupational Therapy team and Supporting People. Consultation has also been carried out regarding other EQIAs, including the Cambridge City Equality Impact Assessment (*Appendix 2*) and the EQIA for Complex Housing Occupational Therapy (*Appendix 3*).

C1. IMPACT OF THE POLICY OR FUNCTION Assess the potential impact on each of the equality strands/groups. The impact could be negative, positive or neutral. If you assess a negative impact for any of the groups then you will need to assess whether that impact is low, medium or high. Refer to the evidence you use.		
DESCRIPTION OF IMPACT	Nature of Impact (Positive, Neutral, Adverse)	Extent of Impact (Low, Medium, High)
GENDER: Identify the potential impact of the policy or function on men and women	NEUTRAL	
The HIA Service is considered to be gender neutral, because most cases are referred to the Agency by social services.		
RACE: Identify the potential impact of the policy or function on different race/ethnic groups	POSITIVE	
The HIA Service is considered to have a positive impact on race, as a one-to-one service is provided to everyone, despite language or cultural barriers.		
DISABILITY: Identify the potential impact of the policy or function on disabled people	POSITIVE	
The core service is specifically aimed at this group.		
AGE: Identify the potential impact of the policy or function on different age groups	POSITIVE	
The HIA Service is targeted predominantly towards children and the elderly.		
SEXUAL ORIENTATION: potential impact of the policy on lesbian, gay men, bisexual or heterosexual people	NEUTRAL	
A lengthy debate was held. It was mostly felt that there is a neutral impact on Sexual Orientation, because the HIA would not be privy to this information. It was suggested that the impact could be unknown, if Sexual Orientation affected a client decision to apply for a grant.		
RELIGION/FAITH: Identify the potential impact of the policy on different religious/faith groups	NEUTRAL	
The HIA Service is considered to have a neutral impact on Religion/Faith. Some faiths have specific demands, i.e. Muslim women may not wish to receive men in their homes if they are alone. However, Agency staff visit by appointment only.		
OTHER - INCOME	NEUTRAL	
People may not be able to access the HIA Service if they are in receipt of a higher income.		

PLEASE NOTE: Following completion of the section above, if the nature of the impact is adverse then you may need to proceed to a full equality impact assessment.

C2. Could you minimise or remove any adverse or potential impact that is high, medium or low significance, in advance of a full impact assessment? Explain how.

Not applicable.

C3. Does the policy or function actively promote equal opportunities and good community relations? Or could changes be made so that it does so?

Yes, the HIA Service is continuously promoting equal opportunities and good community relations.

C4. Please provide any further information, qualitative or quantitative that does not fit into the questions but you feel has a likely impact on this assessment.

Most of this information has been reported in the body of the questionnaire. However, the following points should be noted. The HIA Service makes all information available in different formats as required. It does not prioritise any clients, unless at the request of an Occupational Therapist on clinical grounds. Wherever possible, the HIA Service will attempt to accommodate any client requests.

D. CONCLUSIONS			
D1. Was there sufficient data to complete the partial assessment?	Yes?	<input checked="" type="checkbox"/>	If “NO”, what arrangements are in place for evidence gathering and continuing with the assessment? Monitoring information to be improved with assistance from Equality and Diversity Officer.
	No?	<input type="checkbox"/>	
D2. Is the outcome of the partial assessment that the policy or function would have an adverse impact (medium or high impact) on one or more target group?	Yes?	<input type="checkbox"/>	If “YES”, will you proceed to a full assessment? If so, what arrangements are in place to carry out the full assessment?
	No?	<input checked="" type="checkbox"/>	
D3. Is the outcome of the partial assessment that the policy or function would have a neutral or positive impact on equalities?	Yes?	<input checked="" type="checkbox"/>	If “YES”, have you included proposals in the Action Plan to further improve the impact of the policy or function on equalities? Improvement of monitoring questions. Do you plan to review the service or policy again in future to assess whether there has been any change? If so, when? Two years from completion, or when legislation changes occur.
	No?	<input type="checkbox"/>	Has the Equalities Steering Group and the Consultative Forum reviewed the assessment? If so what were their comments? No.

D4. Do you have any other conclusions/outcomes from the partial assessment?

There is a need to ensure that this EQIA ties in with assessments from Social Services/Occupational Therapy. If county policy is found to be wanting or discriminatory in any respect, then this EQIA could be damaged by association.

ACTION PLAN for enhancing existing practice

Recommendation/ issue to be addressed	Planned Milestone	Planned completion of milestone (date)	Officer Responsible	Progress
Increased / Improved Monitoring	March 2010		AF / PW	
Consultation with HIAs / OTs regarding their EQIAs	June 2009		MS	

RESOURCES

Does the above action plan require any additional resources?

No

ARRANGEMENTS FOR MONITORING

Please give your plans for monitoring the achievement of the above actions.

Achievements to be monitored through: Team Leaders Forum, Team Meetings, EHMT and through the EH Service Plan.

SIGN OFF: The officers below confirm that this partial assessment has been completed in accordance with the Council's guidance

Signature of Lead Officer

Date:

Signature of Corporate Manager or Chief Officer:

Date:

Please retain the original form on your service area and return a copy of the completed form to the Equality & Diversity Officer.

Home Improvement Agency Core Specification
Cambridgeshire

Operative from 1st April 2005

1. Service Aim

To enable those in need of support to maintain their independence, health and well-being in their chosen home for the foreseeable future. This outcome would normally be achieved by supporting people throughout the repair, adaptation or improvement process, so that the individual is able to remain in their own home in a warm, safe, secure and accessible environment. This could also include the direct provision of repair and maintenance services, preventative initiatives, and providing advice on accessing appropriate funding including private finance.

2. Client Group / Eligibility

The Agency shall specifically target older people, people with disabilities and those on low incomes but the service shall be made available to anyone who perceives that they have a need for advice and support to achieve the service aim set out above.

3. Values and principles

The following service values and principles will underpin all activities undertaken by the Agency:

- Services will be made available to people in the private sector and housing association stock. There is an expectation that tenants of local authorities will receive the same level of service from their landlord.
- Services will be made available to people regardless of their income. If ineligible for grant-funded work, the Agency may offer to support the client through the repair or adaptation process and may charge the appropriate fee for this work.
- Service users should be informed of any financial contribution they will be required to make and on what money is being expended.
- All services will be provided in line with the relevant local authority's housing policies.
- The Agency will adopt a person-centred approach that enables service users to retain the greatest possible control over their lives.
- Service users should be offered choice and empowered in their decision-making.
- Service users should be treated with courtesy, respect and dignity.
- Service users shall be kept informed of what is happening at each appropriate stage

Service users' views will be sought on the quality of the service provided.



EQUALITY IMPACT ASSESSMENT STAGE ONE – Initial Screening





EQUALITY IMPACT ASSESSMENT STAGE ONE – Initial Screening

POLICY OR FUNCTION TO BE ASSESSED		Is the policy/function:	
Private Sector Housing Strategy		NEW	EXISTING
		Lead Officer	✓
YOD	Assessment Team Private Sector Housing Group (PSHG)	3/10/05	
1. Who defines or defined this policy/function?	PSHG, Housing & Health Scrutiny Committee, Executive Cllr for Housing and Health, Housing Inspectorate, Audit Commission		
2. Who implements it?	PSHG		
3. Describe the aim, objective or purpose of the policy or function	To meet the Council's MTO – To Provide Better Housing. To meet our statutory function. Housing in the private sector to meet decent homes standard. To meet the RRO. Safer homes. Landlord Accreditation Scheme. To achieve excellent in the KLOE's.		
4. Are there any related objectives? If so, what are they?	A Healthy and Thriving Community. A Strong Economy and Attractive Environment. Better Services		
5. What are the current priorities associated with this policy/function?	Statutory function including health and safety in the home. BV64. Decent homes standard and improving housing conditions. Working closely with Cambridge City PCT – Improving Health Plan. Access to private sector housing, tackling homelessness. Grants and loans, DFGs, Empty homes maximizing affordable housing. Anti social behaviour		

6. What outcomes are wanted from this policy/function?	To meet statutory requirements. Achieve excellent KLOE's standard. Provide more affordable housing. Help direct budget spend 2006/07. Improving health outcomes for residents. Keep peoples safe in their homes. Better housing and better health.
7. Who are the main stakeholders?	Residents, landlords, owner occupiers, elderly, disabled, RSL's, homeless people, tenants, mentally ill, children under 5, low income, students, owners and occupiers of caravan sites, universities, fire service, police, PCT, Housing and Health Scrutiny Committee, Age Concern, Landlords Association, CINTRA, Housing Services, Legal Services, Property Services, Environment & Planning. Sub regional authorities
8. What outcomes do stakeholders want from this policy/function?	Decent homes, safe homes, affordable housing, responsive service, affordable warmth, healthy homes, less accidents in the home, fewer deaths, improved built environment. Reduced homelessness
9. Is the policy/function corporate and far-reaching?	Yes – City wide, across partnerships.
10. What number of people may be affected or impacted upon by the implementation of the policy/function?	80% of residents (81,000 people). Whole community could be affected. Businesses. Economic impact. RSL's. Community safety.
11. Are key elements of people's lives affected by this policy/function eg finance, accommodation, welfare?	Yes. Health, employment, education, mental health, elderly, community well-being, reduction in crime, accommodation, welfare, decent homes.
12. Are there any criteria, requirements or aspects of this policy/function that could contribute to inequality?	Yes. DFG's – statutory, grants and loans – age limit means tested (can be influenced). Need to establish culture of landlords to ensure they understand their obligations. Landlord minority groups need to be identified Enforcement policy. Lack of understanding of culture (from officers serving the community). Ethnicity and age are issues. Language barriers

13. Could the policy/function discriminate against any group(s) either directly or indirectly?	Yes but would need evidence– need for more information for ethnic groups. More support for elderly owner-occupiers. Issue on mental health. Gypsies/travelers? Young families on low income. Not equal promotion amongst all groups			
14. Are there any concerns that the policy/function could have a differential impact in terms of equality? If Yes, please indicate what your concerns are for each category. Please substantiate your concerns with any existing evidence.	Ethnicity Including Gypsies & Travellers	Y	N	Access to information, in particular grants and loans and enforcement. Discuss with Trevor Woollams.
	Disability Including Mental Health	Y	N	DFG's, RRO, hoarders, CPO's.
	Gender Including Transgender	Y	N	Review data on grants and loan take up.
	Sexual Orientation	Y	N	Not at present. Could be an issue under the Civil Partnership Bill from 21/12/05.
	Religion or Belief	Y	N	Cultural sensitivity – awareness.
	Age Young-Elderly	Y	N	HHSRS. Vulnerable people – decent homes and affordable warmth. Safer homes.
15. Of the groups who might be expected to benefit from the intended outcomes, are there any that do not?	Need data on take-up. Unknown at this stage.			
16. Do your answers reveal there is potential or actual differential or adverse impact of this policy/function?	Potential differential impact –Access to private sector and ethnic minority landlords. Actual difference-age No evidence of adverse impact.			
17. Can any differential impact be justified on the grounds of	Ethnicity Including Gypsies & Travellers	Unknown. Require more data and information.		

<p>promoting equality for one group, or for any other reason?</p> <p>Please give details.</p>	<p>Disability Including Mental Health</p>		<p>DFG's.</p>	
	<p>Gender Including Transgender</p>		<p>Statutory overcrowding.</p>	
	<p>Sexual Orientation</p>		<p>Unknown.</p>	
	<p>Religion or Belief</p>		<p>Unknown – officers need to be culturally aware.</p>	
	<p>Age Young-Elderly</p>		<p>Grants and loans and safety homes initiative – elderly.</p>	
<p>18. Does the policy/function meet the statutory duty to promote good relations?</p> <p>If Yes, please detail how.</p>	<p>This is an area that we will need to develop. Landlord Accreditation scheme if funded will meet good relations for all landlord groups</p>			
<p>19. Should this policy or function proceed to a STAGE 2 PARTIAL EIA?</p>	<p>YES</p>	<p>✓</p>	<p>NO</p>	
	<p>If Yes, is there enough evidence to proceed straight to a STAGE 3 FULL EIA?</p>			
	<p>YES</p>		<p>NO</p>	<p>✓</p>

Date set for:	STAGE 2 PARTIAL EIA	or	STAGE 3 FULL EIA
Signature of Lead Officer		Date EIA completed	
Name and Position			
EIA checked by		Date	
Name and Position			
STAGE ONE EIA completed and located at:			
Ongoing monitoring arrangements, and review date:			

Appendix 3 – Occupational Therapy EQIA

Rapid Equality and Diversity Impact Assessment

For use in development and review of all projects, Documents that Guide Practice including policies, and service developments.

Project being assessed:		Interagency Guidelines and Procedures		
Reviewers:				
1. Name	Veronica Lauermann	Date	25/01/08	
Signature		Role	Complex Housing OT	
2. Name		Date		
Signature		Role		
		Positive	Negative	No impact
In which areas are there concerns that the project could have a different impact [either positive or negative] on different groups?				
Minority ethnic people [including Gypsy/travellers, refugees and asylum seekers]				√
Women and men				√
People in religious/faith groups				√
Disabled people		√		
Older people		√		
Children and young people				√
Lesbian, gay, bisexual and transgender people				√
People of low income				√
People with learning disabilities		√		
People with mental health problems		√		
Homeless people		√		
People involved in criminal justice system				√
Staff		√		
Any other groups				
What impact will the proposal have on lifestyles? For example, will the changes affect:				
Diet and nutrition?				√
Exercise and physical activity?				√
Substance use: tobacco, alcohol or drugs?				√
Risk taking behaviour?		√		
Education and learning, or skills?				√
Any other areas?				
Will the proposal have any impact on the social environment? Things that might be affected include:				
Social status		√		
Employment [paid or unpaid]				√
Social family support				√
Stress		√		
Income				√
Any other areas				
Will the proposal have any impact on:				
Discrimination?		√		
Equality of opportunity?		√		
Relations between groups?				√
Any other areas				

Will the proposal have an impact on the physical environment? For example, will there be impacts on:			
Living conditions?	√		
Working conditions?			√
Pollution or climate change?			√
Accidental injuries or public safety?			√
Transmission of infectious disease?			√
Any other areas			√
Will the proposal affect access to and experience of services?			
Health care	√		
Transport			√
Social services	√		
Housing services	√		
Education			√
Any other areas			

Rapid impact assessment: Summary sheet
Negative impacts None
Action Plan
Will there be any negative impacts remaining after implementation of action plan? Yes / No Summarise impact:
What is the likelihood of this occurring? <input type="checkbox"/> What is the consequence of this occurring? <input type="checkbox"/>
Risk Score $_ \times _ =$ <input type="text" value="0"/> Where risk score is 8 or more a full EDIA must be completed. Full EDIA available by contacting the Clinical Audit & Effectiveness Team.
Person responsible for leading the full EDIA:

See Risk Assessment Policy for definitions CONSEQUENCES	LIKELIHOOD					
	Impossible 0	Rare 1	Unlikely 2	Moderate 3	Likely 4	Certain 5
Negligible - 0	0	0	0	0	0	0
Minor - 1	0	1	2	3	4	5
Moderate - 2	0	2	4	6	8	10
Serious - 3	0	3	6	9	12	15
Major - 4	0	4	8	12	16	20
Critical - 5	0	5	10	15	20	25

Please return a copy of the assessment form to the Senior Clinical Audit and Effectiveness Manager, The Priory, Priory Road, St Ives, Cambridgeshire, PE27 5BB.