



EQUALITY IMPACT ASSESSMENT

Partial Assessment Form

Policy, practice, function or project assessed	Resident Involvement
Lead Officer	Teresa Lucey
Team	
Start date of assessment	09/02/2010
Completion of assessment	Sign off by Stephen Hills

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?

Main aim is to engage residents in decision making on the housing service. The Tenant Participation Agreement (TPA) sets out in the menu of involvement the range of ways tenants can become involved in shaping the service.

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

Links to the service objectives within the affordable homes service plan and the customer service initiative.

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

Yes.

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

Yes –

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

The Tenant Participation Advisory Service (TPAS) report Nov 09 recommends reviewing the role and make up of the TPA/action plan and involvement mechanisms.

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

Permanent full time Resident Involvement post has been approved and is about to be advertised.

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?

Targeting required for settled Gypsy and travellers/ young people /bme –Recent survey.

B2. Have you compared the data you have with the equality profile of the local population? What does it show? Action – once we have survey results need to compare the results with the local population and district as a whole

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

See survey results

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

Tpas report shared with Tenant Participation Group (TPG) – Action group formed to lead the change on TPA/ action plans. Attend learning Exchange for registered landlords. Housemark Benchmarking

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?

As part of the TPAS report managers and staff were interviewed, training needs identified. TPAS report and action plans will be taken to the housing portfolio holder.

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

TPG, Sheltered Forumsx3, Leaseholder Forum, Board of Direct Labour organisation,

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		
Expenses policy for childcare. Even split on forums of male and female tenants.	Neutral	
RACE: Identify the potential impact of the policy or function on different race/ethnic groups		
No evidence to show any group is treated differently	Neutral	
DISABILITY: Identify the potential impact of the policy or function on disabled people		
Identified target group in the TPA action plan. All forum meetings are held in accessible locations.	Positive	
AGE: Identify the potential impact of the policy or function on different age groups		
Older people are targeted. Younger People are identified within the TPA action plan for targeting. Considering rotating times of meetings.	Neutral	
SEXUAL ORIENTATION: potential impact of the policy on lesbian, gay men, bisexual or heterosexual people		
No issues identified – need to look at best practice.	Neutral	
RELIGION/FAITH: Identify the potential impact the policy on different religious/faith groups		
Religious practice needs to be considered in planning meeting times and food provided. See survey results to identify if we need to target any groups.	Neutral	
OTHER		
Rural Isolation – the village voice scheme addresses this as do transport and expenses policies.	Positive	

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.

N/A

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

Sheltered Housing social committees actively engage the wider communities. Wider community groups use the communal rooms. Residents Associations include community residents and receive funding where up to 50% of members are from that sector

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.

Tenants capacity building/confidence building training programme.

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?
	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 type="checkbox"/>	If “YES”, have you included proposals in the Action Plan to further improve the impact of the policy or function on equalities?
	No?	<input checked="" type="checkbox"/>	Do you plan to review the service or policy again in future to assess whether there has been any change? If so, when? Has the Equalities Steering Group and the Consultative Forum reviewed the assessment? If so what were their comments?

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

ACTION PLAN for enhancing existing practice

Recommendation/ issue to be addressed	Planned Milestone	Planned completion of milestone (date)	Officer Responsible	Progress

RESOURCES

Does the above action plan require any additional resources?

ARRANGEMENTS FOR MONITORING

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

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.