

Sandwell Homes

Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

Legislation - Equality duty:

As a social housing service provider, Sandwell Homes has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex
9. Sexual orientation

What is prohibited?

1. Direct discrimination, including by association and perception.
2. Indirect discrimination – now covers all characteristics.
3. Pregnancy and maternity discrimination.
4. Harassment.
5. Third party harassment.
6. Discrimination arising from disability.
7. Duty to make reasonable adjustments.

Equality Impact Assessment

Sandwell Homes

If you require assistance completing this assessment, contact the Equality Team on: 6384 / 6030

1	<p>Title of Function/ Policy/ Procedure/ Service to be assessed: Community Chest Fund criteria</p>
	<p>Type of policy, function, procedure, service: Existing <input checked="" type="checkbox"/> New/proposed Changed</p>
	<p>Who has been involved in writing/reviewing this policy/procedure/function? 1. Community Involvement team 2. Housing Service Panel (HSP's) tenants</p> <p>Were any customers/employees/equality groups involved in writing/reviewing this policy/function/procedure/service? Tenants</p>
2	Lead Officer for this assessment: Derek Fletcher
3	Officers assisting with this assessment: Gail Ashfield Humaa Noori
4	Executive Director: Adrian Scarrott
5	Date completed: 21 st January 2011

The Impact Assessment	
6	<p>Policy / Function: (summarise the aims, objectives and purpose of the function or policy and service provided)</p> <p>To provide small grants up to the value of £500.00 to individuals and/or groups within Sandwell/</p> <p>What specific groups is this policy designed to benefit /affect? (e.g., employees, people with disabilities, young people, tenants, residents)</p> <p>Open to all residents and organisations</p> <p>What other policies/procedures/functions relate to/impact on this policy?</p> <p>Functions of the local Housing Service Panels (HSP's)</p>

7	<p>What existing information / data do you have on the community/equality groups in relation to this service/policy/function/procedure? (customer profiles, service reports, customer feedback, complaints etc)</p> <p>We do not currently obtain information about equality on the people/organisations who apply and/or receive funding.</p> <p>If none, what data do you need to collate?</p> <p>Yes, we need to collect equality from the form.</p>
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8	<p>What does this information/data tell you? (Are there any gaps, trends, issues?)</p> <p>No information</p>
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In light of the data and your own knowledge and awareness, please identify whether the policy has a positive, negative or neutral impact on the groups specified below, in relation to equal access. (please refer to the general duties on the front page)

	Positive Impact	Negative Impact	Comments / Concerns (please identify data used when making judgement)	Actions (Also include in your unit plan)
Age (younger/older)	✓		No disqualification applied	Needs to be added to the application form
Disability (e.g. physical / sensory / unseen)	✓		No mention of support to assist in completing the form	Needs to be added to the application form
Gender/Sex (women/men)	✓		No mention of support to assist in completing the form	Needs to be added to the application form
Transgender	✓		No mention of support to assist in completing the form	Needs to be added to the application form
Race, Ethnicity, Culture (Asian, Black, Chinese, White, Mixed, Travellers and gypsies, other)	✓	✓	No language strapline included on form	Needs to be added to the application form
Religion / Belief	✓		No language strapline included on form	Needs to be added to the application form
Sexuality (lesbian, gay, bisexual)	✓		No language strapline included on form	Needs to be added to the application form
Other protected groups: pregnancy & maternity, marriage and civil partnerships	✓		No language strapline included on form	Needs to be added to the application form
Other socially excluded groups (e.g., deprivation, low literacy, carers)	✓	✓	No mention of support to complete the form	Needs to be added to the application form

	Evidence of Discrimination? (Is the service being delivered the way the policy / procedure / function states it should be?)			
10	Is there any evidence of discrimination against the following groups: please refer to the guidance on the front page			
		Yes	No ✓	Don't Know
				Please give details: <ul style="list-style-type: none"> • Obvious – e.g. cases / complaints against your organisation , consultation • Non-Obvious – potential evidence of indirect / institutional discrimination: - statistical profiles / user information / commissioned research etc
	Age			No evidence of discrimination in either processing or awarding grants but we recognise that because the make-up of the HSP's do not reflect the community then it could indirectly impact on the decision making. This applies to all groups below.
	Disability			
	Gender			
	Transgender			
	Race, Ethnicity, Culture			
	Religion / Belief			
	Sexuality			
Other protected groups				
Other socially excluded groups				
	Monitoring:			
11 a.	How do you monitor equality within this service to ensure all groups listed receive an equal service? E.g. access to service/ satisfaction (please explain)			
	Age	Please refer to Question 7		
	Disability	Please refer to Question 7		
	Gender	Please refer to Question 7		
	Transgender	Please refer to Question 7		
	Race, Ethnicity, Culture	Please refer to Question 7		
	Religion, Belief	Please refer to Question 7		

	Sexuality	Please refer to Question 7
	Other protected groups	Please refer to Question 7
	Other socially excluded groups	Please refer to Question 7
b.	<p>What do you do with the data – how will it be used?</p> <p>Not applicable at this time – please refer to question 8</p>	
c.	<p>Do you need to involve and engage with service users in addressing any issues relating to discrimination/adverse impacts, as identified in Q's 9 or 10? (provide details)</p>	
d.	<p>Yes- we will be meeting with the HSP representatives in February/March to highlight issues.</p>	
e.	<p>Do you need to alter the policy / function to incorporate under-represented groups? (provide details)</p> <p>Yes –changes to be included in Action plan</p>	
	<p>Do you need to develop Positive Action to help under-represented groups overcome barriers (this can range from public relations & marketing to specific targeted programme of activities? (provide details)</p> <p>Not applicable</p>	
f.	<p>Will there be any specific improved service outcomes for groups/partners as a result of this assessment?</p> <p>Yes- we will increase the representation of people/organisations who apply by widening our publicity to include relevant organisations</p>	

	Public Relations:
12	How will the following know about this assessment: Intranet/Internet Service users / general public _____ Employees _____ Partners _____
	How are you going to share positive outcomes / findings of this assessment? (add to action plan) Through the promotion of the Community Chest Fund
	Actions 1. Complete the attached action plan addressing any issues / concerns identified in this assessment. 2. If there are any actions arising from this Impact Assessment you will need to complete the assessment again once the actions have been completed, to ensure that all adverse impacts, barriers, issues have been addressed. (See Action Plan)
13	Signed (Lead Officer): 
14	Date: 21 st January 2011
	Conclusion: (to be completed by the Executive Director)
15	I agree / disagree with this assessment / action plan
16	If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales:
17	Signed (Executive Director): Adrian Scarrott
18	Date: 24/1/2011

Please send completed & signed assessment to: The Equality Team

Equality Impact Assessment Action Plan

Please ensure these actions are also included in your service unit plan and progress is monitored regularly
(YOU WILL NEED TO COMPLETE A NEW ASSESSMENTS ONCE THE ACTIONS HAVE BEEN COMPLETED)

Policy / Function: Community Chest Fund

Question No. (Ref)	Action Required	Lead Officer	Person Responsible	Target Date	Progress
7	Collect equality information on the applicants	Derek Fletcher	Gail Ashfield	March 2011	
8	Review equality data on applicants/successful bidders	Derek Fletcher	Gail Ashfield	March 2012	
9	Need to include statement about equality	Derek Fletcher	Gail Ashfield	March 2011	
9	Need to offer support so forms can be completed	Derek Fletcher	Gail Ashfield	March 2011	
9	Need to include strapline encouraging applications from all.	Derek Fletcher	Gail Ashfield	March 2011	
10	To make HSP's more representative	Derek Fletcher	Community Involvement team	March 2012	
General	Conduct a new impact assessment when all actions have been completed	Derek Fletcher	Gail Ashfield	March 2012	

Are there any actions within the action plan that need to be included in any other service area action plans?