

**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 / Sex
4. Gender reassignment
5. Marriage and civil partnership
6. Pregnancy and maternity
7. Race
8. Religion and belief
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

1a	Title of Function/ Policy/ Procedure/ Service to be assessed: Internal Website
1b	Type of policy, function, procedure, service: Existing <input checked="" type="checkbox"/> New/proposed <input type="checkbox"/> Changed <input type="checkbox"/>
1c	Who has been involved in writing/reviewing this policy/procedure/function? Which specific groups were involved? Web champions, heads of service, administrators (i.e. room bookers, HR officers, repairs managers, ICT officers)
2	Lead Officer for this assessment: Andrew Walton
3	Officers assisting with this assessment:
4	Executive Director: Paul Field
5	Date completed: 13/7/2011

<b>The Impact Assessment</b>	
6a	<p><b>Policy / Function</b> - summarise the aims, objectives and purpose of the function or policy and service provided</p> <p>To provide online tools to employees and to provide information and news about events, initiatives and policy changes within the company.</p>
6b	<p>What specific groups is this policy designed to benefit /affect? (e.g., employees, people with disabilities, young people, tenants, residents)</p> <p>Employees</p>
6c	<p>What other policies/procedures/functions relate to/impact on this policy?</p> <p>None. However, there is a digital communication strategy being developed at the moment</p>

7a	<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>Google analytics is currently monitoring usage trends. However, results will not be known for a couple of months. Lessons learned will be carried over from research carried out for the internet rebuild and ICT officers will also advise on industry best practice.</p>
7b	<p>If none, what data do you need to collate?</p> <p>User feedback during construction phase of new intranet and survey once new site has been live for 12 months.</p>

8	<p>What does this information/data tell you? (Are there any gaps, trends, issues?)</p> <p>We don't know at the moment who is accessing/ using the site.</p>
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In light of the data and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the groups specified below (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)	√			
Disability (e.g. physical / sensory / unseen)	√			
Gender/Sex (women/men)	√			
Transgender	√			
Race, Ethnicity, Culture (Asian, Black, Chinese, White, Mixed, Travellers and gypsies, other)	√			
Religion / Belief	√			
Sexuality (lesbian, gay, bisexual)	√			
Other protected groups: pregnancy & maternity, marriage and civil partnerships	√			
Other socially excluded groups (e.g., deprivation, low literacy, carers, language)	n/a			
All	√			

	<b>Evidence of Discrimination?</b> (Is the service being delivered the way the policy / procedure / function states it should be?)			
10	<b>Is there any evidence of discrimination against the following groups:</b> please refer to the guidance on the front page			
		<b>Yes</b>	<b>No</b>	<b>Don't Know</b>
				<b>Please give details:</b> <ul style="list-style-type: none"> <li>• <b>Obvious</b> – e.g. cases / complaints against your organisation , consultation</li> <li>• <b>Non-Obvious</b> – potential evidence of indirect / institutional discrimination: - statistical profiles / user information / commissioned research etc</li> </ul>
	Age		√	No complaints received
	Disability		√	No complaints received
	Gender		√	No complaints received
	Transgender		√	No complaints received
	Race, Ethnicity, Culture		√	No complaints received
	Religion / Belief		√	No complaints received
	Sexuality		√	No complaints received
	Other protected groups		√	No complaints received
	Other socially excluded groups		√	No complaints received
<b>Monitoring:</b>				
11 a.	<b>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)</b>			
	Age	Employee feedback		
	Disability	Employee feedback		
	Gender	Employee feedback		
	Transgender	Employee feedback		
	Race, Ethnicity, Culture	Employee feedback		
	Religion, Belief	Employee feedback		
	Sexuality	Employee feedback		

	Other protected groups	Employee feedback
	Other socially excluded groups	Employee feedback
b.	<p><b>What do you do with the data – how will it be used?</b></p> <p>Once survey data is collected this will help us review the accessibility and ease of use of the intranet. In the meantime, any employee feedback will be considered and acted upon.</p>	
12.	<p><b>Do you need to involve and engage with service users in addressing any issues relating to discrimination/adverse impacts, as identified in this assessment? (provide details)</b></p> <p>No.</p>	
13.	<p><b>Do you need to alter the policy / function to incorporate under-represented groups? (provide details)</b></p> <p>No.</p>	
14.	<p><b>Do you need to develop Positive Action to help under-represented groups overcome barriers (this can range from public relations &amp; marketing to specific targeted programme of activities)? (provide details)</b></p> <p>No.</p>	
15.	<p><b>Will there be any specific improved service outcomes for groups/partners as a result of this assessment?</b></p> <p>Improvements in the navigability and general accessibility of the intranet will be introduced as part of the current rebuild project. We will also review the site 12 months from its launch to ensure ongoing quality control.</p>	
	<p><b>Public Relations:</b></p>	

16	How will the following know about this assessment:
a.	Service users / general public <del>Published on intranet</del> _____ Employees <del>Published on intranet</del> _____ Partners <del>n/a</del> _____
16	How do you promote/ raise awareness of the policy/procedure/function to ensure that it is accessible and available to all groups? Will be visible upon log-in on employee PCs. Ezine articles.
17.	How are you going to share positive outcomes / findings of this assessment? (add to action plan) Via intranet.
	<b>Actions</b> 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. <b>(See Action Plan)</b>
18	Signed (Lead Officer):
	Conclusion: (to be completed by the <b><u>Executive Director</u></b> )
19	I agree / disagree with this assessment / action plan
20	If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales:
21	<b>Signed (Executive Director):</b>
22	<b>Date:</b>

**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:** \_\_\_\_\_

Question No. (Ref)	Action Required	Lead Officer	Person Responsible	Target Date	Progress
7B and 11A	To collect, collate and analyse usage data re equality strands	Andrew Walton	Andrew Walton	31/10/12	
General	Conduct a new impact assessment when all actions have been completed				

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