

Equality Impact Assessment Template

To complete the template, please refer to the Equality Impact Assessment Process & Guidance Notes. Section 5 (5.1 to 5.8) in pages 11 to 17 provides a step-by-step guide on how to carry out initial, partial and full impact assessments.

- (1) The General Information section must be completed in all assessments.
- (2) For an Initial Impact Assessment, complete Sections 1 - 4
- (3) For a Partial Impact Assessment, proceed to complete Section 5
- (4) For a Full Impact Assessment, proceed to complete Sections 6- 8

General Information	
Name of function/policy: Assignment Procedure	
Subsidiary/Directorate: PCHA	
Officer completing the assessment	
Name:	Job title: Policy Officer
Tel. no:	Email address:
Date of assessment: 25/09/08	
Is this an existing or proposed function/policy? Existing	
Initial Impact Assessment (Sections 1- 4)	
Section 1. Responsibility and Ownership (refer to 5.1 in pages 11 & 12 in guidance notes)	
1.1 Who is responsible for this function/policy at senior management level? (this could be a named individual or a group e.g. DEG) Deputy Director Housing	
1.2 Who is responsible for this function/policy on a day-to-day basis? (this could be a named individual or a group) Housing Services Manager	
1.3 Who else, both internally and externally, influences delivery of this function/policy? Housing Services Team Income Services Team	
Section 2. Aims and Objectives of the Function or Policy (refer to 5.2 in page 12 in guidance notes)	
2.1 What are the aims and objectives of this function/policy? <ul style="list-style-type: none"> • To deal with assignment requests within agreed timescales • To be fair and transparent in operation • To comply with our statutory and contractual obligations in relation to 	

assignment rights <ul style="list-style-type: none"> • To operate any discretionary powers within clear guidelines • To ensure the procedure is applied consistently across all cases to deliver a fair service to all residents and applicants 			
2.2 Who are the target groups that will benefit from this function/policy? All residents who have the right to assign, as per their tenancy agreement			
2.3 What are the intended outcomes of this function/policy? <ul style="list-style-type: none"> • To fulfil our statutory and contractual obligations in relation to assignment rights • To ensure that those entitled to assign are able to do so, and that those with no entitlement to have the tenancy assigned to them are not given tenancies (except where this has been given on discretionary grounds, as specified in the procedure) • To operate a transparent decision-making process • To increase satisfaction by processing requests in line with published timescales and service standards, and providing useful information to residents 			
Section 3. Relevance to the General Duty: <ul style="list-style-type: none"> ○ Eliminating Unlawful Discrimination, ○ Promoting Equality of Opportunity, and ○ Promoting Good Community Relations (refer to 5.3 in pages 12 - 15 in guidance notes)			
The following questions may help to guide relevance to the General Duty : <ul style="list-style-type: none"> • Is the policy/function directly or indirectly discriminatory? Refer to Guidance Notes Section 5.3.1 in page 13 for definition of discrimination. • Is the policy/function intended to increase equality of opportunity by implementing positive action to redress disadvantages? Is this lawful? • Is the policy/function likely to result in different outcomes for different groups? How the impacts affect relation between groups or between Genesis and different community groups? 			
3.1 Is there any evidence that this function/policy may have/has had positive, adverse or neutral impact upon the General Duty on the following groups of people: <p>examples of evidence - monitoring/performance data, surveys, evaluation reports, census, consultation findings, inspection reports, partner organisations data etc.</p> <p>examples of adverse impact – lower success rates in allocating/selecting process, eligibility criteria which disadvantage any groups, access denied/difficult compared to other groups, poorer quality of service/information etc</p>			
	Positive	Adverse	Neutral
	Yes/No	Yes/No	Yes/No
3.1.1 Ethnic Groups	Y	N	N
List the evidence: PCHA uses translation services and interpreters where necessary. All letters sent inform the resident of this. Officers will accept communication from third parties speaking on behalf of residents where the resident has given their consent to this arrangement. The assignment rights are clear and set out in law and the tenancy agreement, therefore there is little scope to discriminate either inadvertently or deliberately.			

Assignment rights are based on the relationships between individuals, not any other criteria (e.g. diversity criteria).			
3.1.2 Gender (including transgender)	Y	N	N
List the evidence: The right to assign is clearly set out in law (if court-ordered assignment) and the tenancy agreement, therefore there is little scope to discriminate either inadvertently or deliberately. Assignment rights are based on the relationships between individuals, not any other criteria (e.g. diversity criteria). Information about the right to assign has been made available in a number of ways, for example through the tenancy agreement and sign-up, through the residents handbook, the website, and through information sheets. This enables residents to find out about their right to assign through a number of different routes.			
3.1.3 Disability	Y	N	N
List the evidence: The right to assign is clearly set out in law (if court-ordered assignment) and the tenancy agreement, therefore there is little scope to discriminate either inadvertently or deliberately. Assignment rights are based on the relationships between individuals, not any other criteria (e.g. diversity criteria). Residents can request information from PCHA in large print and Braille. PCHA will also accept applications for succession from advocates speaking on behalf of a resident.			
3.1.4 Age	Y	N	N
List the evidence: The right to assign is clearly set out in law (if court-ordered assignment) and the tenancy agreement, therefore there is little scope to discriminate either inadvertently or deliberately. Assignment rights are based on the relationships between individuals, not any other criteria (e.g. diversity criteria). Information about the right to assign has been made available in a number of ways, for example through the tenancy agreement and sign-up, through the residents handbook, the website, and through information sheets. This enables residents to find out about their right to assign through a number of different routes.			
3.1.5 Sexual orientation	Y	N	N
List the evidence: The right to assign is clearly set out in law (if court-ordered assignment) and the			

<p>tenancy agreement, therefore there is little scope to discriminate either inadvertently or deliberately. Assignment rights are based on the relationships between individuals, not any other criteria (e.g. diversity criteria). PCHA explicitly states in its procedure that same sex couples (cohabitees and civil partners) will be treated equally to partners of different sexes. The phrase “living together as man and wife” is deemed to apply to same sex partners.</p>			
<p>3.1.6 Religion or belief</p>	Y	N	N
<p>List the evidence: The right to assign is clearly set out in law (if court-ordered assignment) and the tenancy agreement, therefore there is little scope to discriminate either inadvertently or deliberately. Assignment rights are based on the relationships between individuals, not any other criteria (e.g. diversity criteria). Information about the right to assign has been made available in a number of ways, for example through the tenancy agreement and sign-up, through the residents’ handbook, the website, and through information sheets. This enables residents to find out about their right to assign through a number of different routes.</p>			
<p>3.2 Is there any evidence to believe that some or all of the groups in 3.1.1 – 3.1.6 could be differently affected by the function/policy?</p>			
		Yes	No
			X
<p>Please specify:</p>			
<p>3.3 What are the risks and/or benefits to the Genesis Housing Group of the positive or adverse impacts identified above? Please specify.</p>			
<p>Risks: PCHA does not collect diversity information on assignment. This is a potential risk. However the right to assign is governed by strict eligibility criteria that is set out in law; this acts to mitigate any risk from not collecting diversity information from potential assignees. The decision of whether or not to allow an assignment is based on the relationship between individuals; the diversity strands do not have an impact on this decision.</p>			
<p>Benefits: Because the right to assign is governed by the tenancy agreement and clearly set eligibility criteria, the ability for an individual officer to act in a discriminatory way is curtailed. Furthermore, some assignments will be by way of court order, therefore there is no scope for discretion; PCHA will comply with the requirements of a court order to assign the tenancy.</p>			
<p>Section 4. Assessment of Equality Impact (refer to 5.4 in pages 15 - 16 in guidance notes)</p>			

4.1 It is possible to determine the equality impact of the function/policy by answering the following questions:		
	Yes	No
4.1.1 Is any of the adverse impacts identified in 3.1.1 – 3.1.6 justified?	N/A	
4.1.2 Is the differential treatment identified in 3.2 significant and justifiable in the wider policy objectives?	N/A	
4.1.3 Is the risk identified in 3.3 justified?	X	
4.2 If any of the answers in 4.1.1 to 4.1.3 is 'no', is there a better opportunity to meet the General duty by amending the function/policy?		
	Yes	No
	N/A	
4.3 This next stage of assessment for this function/policy is: (please choose either 4.3.1, 4.3.2 or 4.3.3)		
<ul style="list-style-type: none"> • If any of the answers in 4.1.1 to 4.1.3 is 'no', then a partial assessment should be undertaken. • If additional evidence will be needed in order to support the amendments in Section 5, and an action plan is also needed in order to implement the amendments, then proceed to a full assessment 		
	Yes	No
4.3.1 It will not be assessed further but will continue to be monitored		X
4.3.2 It will proceed to a partial assessment (Section 5)	X	
4.3.3 It will proceed to a full assessment (Sections 5 to 8)		X
Partial Impact Assessment		
Section 5. Consideration of Alternatives (refer to 5.5 in page 16 in guidance notes)		
5.1 What amendments are proposed for this function/policy in order to mitigate the adverse impacts or for positive impacts?		
Amendments	Who By	When by
Review how we communicate this procedure and eligibility criteria to residents. Develop an information sheet and application form for assignment that can be sent out to residents. Keep copies of this for potential audit inspection.	Policy Officer	End October 2008
Monitor who is applying for assignments to potential successors. Keep this information on a spreadsheet which also records adherence to timescales. Record the reasons for any refusals in the "comments" column.	Housing Services Manager	Ongoing
5.2 Will more evidence be needed for supporting the amendments?		
	Yes	No
		X
5.3 If 'yes', what the additional evidence will be?		

e.g. Who has expert knowledge of the issues? Which groups have a direct interest?							
5.4 How will the additional evidence be acquired? (e.g. through consultation, commission new research etc)							
5.5 Will experts or partners be involved in the assessment at this stage?							
						Yes	No
							X
5.6 If 'yes', who are they? What are their roles?							
5.7 The next stage is to decide whether a full assessment will be necessary. This decision can be based on the answers to the following questions:							
						Yes	No
5.7.1 Has significant adverse impact on some groups of people been identified in 3.1.1 – 3.1.6?							X
5.7.2 Will significant amendments (refer to 5.1) be needed to mitigate the adverse impacts, without affecting the policy's overall aims?							X
5.7.3 Could the adverse impact result in unlawful discrimination?							X
5.7.4 Could the adverse impact hinders equality of opportunity?							X
5.7.5 Could the adverse impact lead to tension between different groups?							X
5.8 Based on the evidence gathered in 5.71 to 5.75, will this function/policy be subject to a full assessment?							
						Yes	No
							X
5.8.1 Date by which the Full Impact Assessment will be completed:							
5.8.2 Officer responsible for carrying out the Full Impact Assessment:							
Full Impact Assessment							
Section 6. Action Plan for Implementing Proposed Changes to the Function or Policy within the next 12 months (refer to 5.6 in page 16 in guidance notes)							
Action	Target Group	Intended Outcome	Monitoring Arrangement	Responsible Officer	Completion Date	Action Completed Yes/No	
Issues to be considered:							
Is the action relevant to the: - policy/function - business objectives/priorities	- Will the action have the same impact on all target groups - will another group be adversely affected?	- Is the intended outcome clear? - Will the intended outcome address all the concerns? - Any potential unintended impacts?	- Can the action be monitored within existing systems? - Are changes to existing monitoring systems required?	Who will be responsible for : - implementing action - monitoring action - overall policy development at senior management level?	When the action will be carried out & monitoring completed?		

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Section 7. Consultation on Action Plan
(refer to 5.7 in page 16 in guidance notes)

7.1 Groups that have been consulted:

<u>Groups Consultation</u>	Ethnicity	Gender	Disability	Age	Sexual Orientation	Religion/ Belief
How consultation is carried out?						
When consultation is done?						
How many people are consulted?						
Which organisations are consulted?						
Consultation findings						

7.2 Amendments or changes, if any, proposed as a result of consultation.

7.3 When the amendments will be carried out? By who?

Section 8. Publication of Results of Assessment, Consultation and Monitoring
(refer to 5.8 in page 17 in guidance notes)

8.1 How the results will be published?

Method (e.g. Genie, customer newsletters)	Date

8.2 Will access and language issues be considered? If yes, how?

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Name of officer completed this assessment: Jenny Preece

Signature:

Date: 25/09/08

(Instruction : On completion of this assessment, please attach it to the function/policy and submit to the Senior Manager for approval).