

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: Transfer Procedure	
Subsidiary/Directorate: PCHA	
Officer completing the assessment	
Name:	Job title: Policy Officer
Tel. no:	Email address:
Date of assessment: 17/10/08	
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) Jackie Thomas, 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) Damola Awosika, Lettings and Allocations Manager	
1.3 Who else, both internally and externally, influences delivery of this function/policy? Lettings and Allocations Team Housing Services Team Operations Manager Tenant Support 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 ensure that applicants for transfer are registered and prioritised in a fair 	

<p>and equitable manner</p> <ul style="list-style-type: none"> • To ensure that properties are suited to the needs of the allocated household • To participate in choice based lettings schemes, such as Locata • To participate in national schemes, for example Homeswapper • To participate in Local Authority-specific transfer schemes 			
<p>2.2 Who are the target groups that will benefit from this function/policy? All existing residents who wish to transfer properties.</p>			
<p>2.3 What are the intended outcomes of this function/policy?</p> <ul style="list-style-type: none"> • To allocate residents to the appropriate priority band, according to the needs of the household • The effective allocation and use of PCHA's housing stock, for example through the under-occupation cash incentive scheme • To increase customer satisfaction by registering and awarding banding within a reasonable and identified timescale • To reduce the number of dormant applications by reviewing the transfer list regularly 			
<p>Section 3. Relevance to the General Duty:</p> <ul style="list-style-type: none"> ○ Eliminating Unlawful Discrimination, ○ Promoting Equality of Opportunity, and ○ Promoting Good Community Relations <p>(refer to 5.3 in pages 12 - 15 in guidance notes)</p>			
<p>The following questions may help to guide relevance to the General Duty :</p> <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? 			
<p>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> <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	Yes	No	No
<p>List the evidence: Transfers take place through a choice based system, primarily through Locata, or through Local Authority's own transfer lists where they do not participate in Locata. Residents are advised of the properties available to bid for through a variety of ways, by magazine, website or by phone.</p> <p>Translation services are available through PCHA and the Locata website can be translated.</p> <p>The Lettings and Allocations Team carry out a</p>			

<p>review of the transfer list every 6 months in order to identify any residents who are not actively bidding on properties and any reasons for this. The reviews are completed with the Tenant Support Team Manager in order to identify any patterns amongst non-bidders that may indicate vulnerability issues.</p>			
<p>3.1.2 Gender (including transgender)</p>	Yes	No	No
<p>List the evidence: All residents have a wide range of choice in how to access PCHA's transfer procedure. Transfers take place through a choice based system, primarily through Locata, or through Local Authority's own transfer lists where they do not participate in Locata. Residents are advised of the properties available to bid for through a variety of ways, by magazine, website or by phone.</p> <p>The Lettings and Allocations Team carry out a review of the transfer list every 6 months in order to identify any residents who are not actively bidding on properties and any reasons for this. The reviews are completed with the Tenant Support Team Manager in order to identify any patterns amongst non-bidders that may indicate vulnerability issues.</p>			
<p>3.1.3 Disability</p>	Yes	No	No
<p>List the evidence: All residents have a wide range of choice in how to access PCHA's transfer procedure, and we will work with residents to identify any particular needs. Transfers take place through a choice based system, primarily through Locata, or through Local Authority's own transfer lists where they do not participate in Locata. Residents are advised of the properties available to bid for through a variety of ways, by magazine, website or by phone.</p> <p>When advertising its properties for transfer, we will highlight any relevant adaptations, and are able to carry out minor adaptations for new residents as appropriate. Medical assessments for priority banding are carried out by an independent medical assessor, and residents can appeal to a panel including resident representatives if they do not agree with the decision of the medical assessor.</p> <p>The Lettings and Allocations Team carry out a review of the transfer list every 6 months in order to identify any residents who are not actively bidding on properties and any reasons for this. The reviews are completed with the Tenant Support Team Manager</p>			

in order to identify any patterns amongst non-bidders that may indicate vulnerability issues.			
3.1.4 Age	Yes	No	No
<p>List the evidence: All residents have a wide range of choice in how to access PCHA's transfer procedure, and we will work with residents to identify any particular needs. Transfers take place through a choice based system, primarily through Locata, or through Local Authority's own transfer lists where they do not participate in Locata. Residents are advised of the properties available to bid for through a variety of ways, by magazine, website or by phone.</p> <p>Medical assessments for priority banding are carried out by an independent medical assessor, and residents can appeal to a panel including resident representatives if they do not agree with the decision of the medical assessor.</p> <p>The Lettings and Allocations Team carry out a review of the transfer list every 6 months in order to identify any residents who are not actively bidding on properties and any reasons for this. The reviews are completed with the Tenant Support Team Manager in order to identify any patterns amongst non-bidders that may indicate vulnerability issues.</p>			
3.1.5 Sexual orientation	Yes	No	No
<p>List the evidence: All residents have a wide range of choice in how to access PCHA's transfer procedure, and we will work with residents to identify any particular needs. Transfers take place through a choice based system, primarily through Locata, or through Local Authority's own transfer lists where they do not participate in Locata. Residents are advised of the properties available to bid for through a variety of ways, by magazine, website or by phone.</p> <p>The Lettings and Allocations Team carry out a review of the transfer list every 6 months in order to identify any residents who are not actively bidding on properties and any reasons for this. The reviews are completed with the Tenant Support Team Manager in order to identify any patterns amongst non-bidders that may indicate vulnerability issues.</p>			
3.1.6 Religion or belief	Yes	No	No
List the evidence: All residents have a wide range of choice in how to access PCHA's transfer procedure, and we will work with residents to identify any			

<p>particular needs. Transfers take place through a choice based system, primarily through Locata, or through Local Authority's own transfer lists where they do not participate in Locata. Residents are advised of the properties available to bid for through a variety of ways, by magazine, website or by phone.</p> <p>Translation services are available through PCHA and the Locata website can be translated.</p> <p>The Lettings and Allocations Team carry out a review of the transfer list every 6 months in order to identify any residents who are not actively bidding on properties and any reasons for this. The reviews are completed with the Tenant Support Team Manager in order to identify any patterns amongst non-bidders that may indicate vulnerability issues.</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: PCHA's transfer system is choice-based and information about transferring properties is widely available to residents in a number of formats. Allocations Officers assess the transfer list every 6 months in order to identify any residents who are not bidding for properties and why this may be. This helps to identify any residents who may have difficulty in utilising the transfer service, and action can then be taken.</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 do not currently analyse the diversity profile of residents who are given management transfers. This is a potential gap as these residents will be receive a high priority above others on the transfer list.</p>		
<p>Benefits: A regular 6-monthly analysis is taking place to identify people who may not be bidding and why. This enables us to pick up on any needs that are not being met, for example communication needs. The analysis takes place with a member of the Tenant Support Team whose specialised knowledge may identify patterns that could indicate unmet support needs. Because transfers are done through choice based lettings, residents are actively choosing where they want to live. This reduces the potential for discriminatory action by PCHA officers.</p>		
<p>Section 4. Assessment of Equality Impact (refer to 5.4 in pages 15 - 16 in guidance notes)</p>		
<p>4.1 It is possible to determine the equality impact of the function/policy by answering the following questions:</p>		
	Yes	No
<p>4.1.1 Is any of the adverse impacts identified in 3.1.1 – 3.1.6 justified?</p>	N/A	N/A

4.1.2 Is the differential treatment identified in 3.2 significant and justifiable in the wider policy objectives?	N/A	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
	X	
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
Although management transfers must be agreed between the Lettings and Allocations Manager and the Housing Services Manager – therefore reducing the potential for discrimination – PCHA do not currently analyse those who receive management transfers against diversity strands. Although there are guidelines on situations in which a management transfer may be given, there still exists the potential for discrimination. We will analyse our annual management transfers against the reasons for granting that status and against the diversity of the resident.	Damola Awosika, Lettings and Allocations Manager	April 2009 (analysing data for 08-09)
PCHA are currently carrying out 6-monthly reviews of the transfer list to identify any residents who are not using the service and the reasons why, for example unmet communication needs. We aim to develop a more proactive system in 2009-10, running monthly reports to identify those not bidding, contacting residents by phone and carrying out home visits to identify any unmet needs.	Damola Awosika, Lettings and Allocations Manager	Financial year, 2009-10
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	- Is the intended outcome clear? - Will the intended outcome address all the concerns?	- 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	When the action will be carried out & monitoring completed?	

	adversely affected?	- Any potential unintended impacts?		level?		

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

7.1 Groups that have been consulted:

Groups Consultation	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?

Name of officer completed this assessment: Jenny Preece

Signature:

Date: 17/10/08

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