

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: Resident Involvement Strategy	
Subsidiary/Directorate: PCHA	
Officer completing the assessment	
Name:	Job title: Resident Involvement Manager
Tel. no:	Email address:
Date of assessment: Feb 2009	
Is this an existing or proposed function/policy? Proposed	
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)	
Head of Business Support	
1.2 Who is responsible for this function/policy on a day-to-day basis? (this could be a named individual or a group)	
Resident Involvement Manager	
1.3 Who else, both internally and externally, influences delivery of this function/policy?	
External - Tenants Consultation Forum Internal – PCHA Board & Residents Involvement 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?

The aims & objectives are:

- To ensure tenants are involved in decision making
- To establish effective consultation with tenants & residents to enable them to inform decision making
- To maximise resident involvement to influence & shape services
- To provide, encourage & support community activities and initiatives that provide benefits for communities
- To involve residents in the self regulation to ensure continuous improvement
- To be an inclusive landlord

2.2 Who are the target groups that will benefit from this function/policy?

All PCHA residents and stakeholders including local authorities.

2.3 What are the intended outcomes of this function/policy?

- To establish effective consultation with residents & customers to inform decision making
- To maximise resident involvement to influence & shape services
- To promote, encourage & support diverse representation.

Section 3. Relevance to the General Duty:

- **Eliminating Unlawful Discrimination,**
- **Promoting Equality of Opportunity, and**
- **Promoting Good Community Relations**
(refer to 5.3 in pages 12 - 15 in guidance notes)

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:

	Positive	Adverse	Neutral
	Yes/No	Yes/No	Yes/No
3.1.1 Ethnic Groups	Yes		
List the evidence: Use of language line services, translation services for written documents upon request. This strategy is non –discriminatory and will aim to promote equal opportunity and eliminate discrimination on the groups of ethnicity, age, gender, disability, sexual orientation, religion or belief.			

<p>PCHA takes measures to ensure that all residents have equal access to involvement and consultation activities. To this end, we will produce the menu of involvement methods so that there is a clear procedure for involving residents.</p> <p>Officers are trained to value and promote diversity in the delivery of resident involvement and consultation process.</p>			
3.1.2 Gender (including transgender)	Yes		
<p>List the evidence: Reimburse travelling & child care costs.</p> <p>See 3.1.1</p>			
3.1.3 Disability	Yes		
<p>List the evidence: Provide transport for vulnerable tenants and ensure buildings are accessible.</p> <p>See 3.1.1</p>			
3.1.4 Age	Yes		
<p>List the evidence:</p> <p>See 3.1.1</p>			
3.1.5 Sexual orientation	Yes		
<p>List the evidence:</p> <p>See 3.1.1</p>			
3.1.6 Religion or belief	Yes		
<p>List the evidence:</p> <p>See 3.1.1</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?			
	Yes/No	Not Sure	
	No		
<p>Please specify:</p> <p>We are aware that residents have different needs and we have tried to meet their needs as best as we could. So far, we have been more successful in the areas of ethnicity, gender, age and disability, and less successful in sexual orientation and religion or belief.</p> <p>We will target our resources in the last two areas to make sure that all residents will be able to get involved in or be consulted on our services.</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>Risks:</p> <p>There are gaps in monitoring information but this is currently being addressed. E.g. the film 'You can make a difference' was produced to encourage residents to talk about positive differences. This film is translated into 4 languages and it is also available in sign language on request.</p> <p>Currently most information is in writing and this may disadvantaged certain groups of people including those who have low level of literacy. We recognise that a more inclusive involvement method will require more resources and planning, and we are working to achieve this.</p>		
<p>Benefits:</p> <p>We have sought to maximise consultation by putting in a wide range of measures such as translation services and making information available in a range of formats.</p> <p>Staff are trained in equality issues and how to deal with customers who have different needs.</p>		
Section 4. Assessment of Equality Impact (refer to 5.4 in pages 15 – 16 in guidance notes)		
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
		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

<p>4.3.1 It will not be assessed further but will continue to be monitored</p> <p>The strategy will be discussed at the Tenants Consultative Meeting in December 09 in the following areas;</p> <ul style="list-style-type: none"> • Amend paragraphs 1.5, 3.2.1, 5.1, 5.3 to reflect the 6 equality strands. • Ensure the database mentioned in paragraph 3.2.4 contains equality data • Ensure the menu of involvement methods mentioned in paragraph 3.3.1 is produced as soon as possible • Monitor membership of residents associations and make-up of committees against make-up of estates. 	X	
4.3.2 It will proceed to a partial assessment (Section 5)		
4.3.3 It will proceed to a full assessment (Sections 5 to 8)		
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
5.2 Will more evidence be needed for supporting the amendments?		
	Yes	No
5.3 If 'yes', what the additional evidence will be?		
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
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?		
5.7.2 Will significant amendments (refer to 5.1) be needed to mitigate the adverse impacts, without affecting the		

policy's overall aims?								
5.7.3 Could the adverse impact result in unlawful discrimination?								
5.7.4 Could the adverse impact hinders equality of opportunity?								
5.7.5 Could the adverse impact lead to tension between different groups?								
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
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		
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?						

Name of officer completed this assessment: Resident Involvement Manager

Signature:

Date: Feb 09

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