

Cambridge City Council

Equality Impact Assessment

What is this template for?

Completing this template will help you to think about what the impact of existing or new strategies, policies, plans, projects, contracts, major changes in services or decisions may be on service users, residents and staff. It will help you to deliver better services by making sure that, as far as possible, they reflect the needs of all our citizens, and of our staff.

When do I need to do an Equality Impact Assessment?

You only need to do an Equality Impact Assessment if your strategy, policy, plan, project, contract, major change in service or decision is **relevant** to equality. The 'relevance test' in the General Guidance notes will help you to decide whether your activity is relevant to equality. The assessment is now a single stage rather than a three stage process as previously.

How do I use the template?

The template is easy to use. You do not need to have specialist 'equalities' knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes to help you complete this template, which you can refer to. You can also get advice from Paula Rae Strategy Officer, on 01223 457064 or email paula.rae@cambridge.gov.uk or from your departmental Equalities Link Officer.

Equality Impact Assessment

General Information		
1.	Title of strategy, policy, plan, project, contract, major change in service or decision:	OLDER PEOPLE'S HOUSING STRATEGY 2009-2014 (ACTION PLAN)
2.	What is the objective or purpose of the strategy, policy, plan, project, contract, major change in service or decision?	To provide the strategic direction and an action plan for older people's housing services. The Strategy and Action Plan are available at: http://www.cambridge.gov.uk/ccm/content/housing/housing-strategy-and-research/housing-and-related-strategies.en
3.	Who will be affected by this strategy, policy, plan, project, contract, major changes in services or decision? <i>(Please tick those that apply)</i>	<input checked="" type="checkbox"/> Residents <input type="checkbox"/> Visitors <input type="checkbox"/> Staff
		A specific client group or groups (please state): Older People
4.	What type of strategy, policy, plan, project, contract, major change in service or decision is this? <i>(Please tick)</i>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Existing

5.	Responsible department, section, service manager and Head of Service.	<p>Department: Community Services</p> <p>Section: Housing Strategy</p> <p>Service Manager: Helen Reed, Housing Strategy Manager</p> <p>Head of Service: Alan Carter, Head of Strategic Housing Services</p>
6.	Are other departments or partners involved in delivering this strategy, policy, plan, project, contract, major change in service or decision?	<p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes (please give details):</p> <p>Other departments: Customer and Community Services, and Environment</p> <p>Partners: Supporting People, NHS Cambridgeshire, Age Concern, Registered Social Landlords, private developers, Decent Homes contractors, home energy contractors and partners, Community Safety Partnership, Strategic Housing Market Assessment Project Team, Home-Link Partnership, Extra Care Commissioning Group, homelessness service partners, Learning Disability Partnership, Mental Health Trust, BME and Faith Groups.</p>

Gathering Performance Data

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|----|---|--|
| 7. | How do you (or how will you) monitor the impact of the strategy, policy, plan, project, contract, major change in service or decision?
<i>(Please tick any that apply)</i> | <ul style="list-style-type: none"><input checked="" type="checkbox"/> Performance indicators/targets<input type="checkbox"/> Benchmarking with other organisations<input checked="" type="checkbox"/> User satisfaction survey results<input checked="" type="checkbox"/> Consultation results<input type="checkbox"/> Complaints information<input type="checkbox"/> Freedom of Information requests<input checked="" type="checkbox"/> Service uptake data<input checked="" type="checkbox"/> External verification e.g. inspection results, views of organisations representing equalities groups<input type="checkbox"/> Staff survey results<input checked="" type="checkbox"/> Workforce monitoring data<input type="checkbox"/> Partnership consultation<input type="checkbox"/> Other (please state:)<input type="checkbox"/> None |
|----|---|--|

8.	Which of the equalities groups does this monitoring data relate to? <i>(Please tick any that are relevant)</i>	<input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender/transgender <i>(inc gender re-assignment, pregnancy and maternity)</i> <input type="checkbox"/> Marriage and Civil Partnership <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Religion/belief <input checked="" type="checkbox"/> Sexual orientation <input type="checkbox"/> None	Other factors that may lead to inequality e.g. social class, income, children in care, ex-offenders <i>(please state):</i>
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Analysing Performance Data

			Same impact	Not same impact	Positive / Negative	Insufficient evidence
9.	Using the monitoring information that you have, please indicate if the impact of the strategy, policy, plan, project, contract, major change in service or decision is the same for the equalities groups as it is for the population or the workforce as a whole.	Age Disability Gender/transgender <i>(inc gender re-assignment, pregnancy and maternity)</i> Marriage and Civil Partnership Race Religion/belief	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>Sexual orientation</p> <p>Other factors that may lead to inequality (please state):</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>None</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<p>Equalities Group</p>	<p>What the potential negative impact is</p>		<p>Evidence of potential negative impact if there is any.</p>	

<p>10.</p>	<p>List and explain any negative impacts identified in Qu 9. State which equalities group is affected, what the negative impact is and give details of any evidence of this impact e.g. document titles, web links.</p> <p>If you have no evidence of the negative impact but believe it may exist, please say so.</p>	<p>Age. (Actions 4,5& 6 :Use of Home-Link system to advertise disabled adapted properties and other specialist housing)</p> <p>Age. (Action 13 Reviewing the need for sheltered housing)</p> <p>Age, Disability and Race/Ethnicity. (Actions 22,23,24,25 Energy efficiency measures)</p> <p>Age. (Action 39, Review underoccupation scheme)</p> <p>Disability and Race/Ethnicity. (Actions 17 & 50 monitor take up of grants and loans and review Home Improvement Agency)</p> <p>Religion/Belief (Action 7, Handyperson scheme)</p> <p>CONTINUED ON SEPARATE PAGE ATTACHED</p>	<p>Some older people may not be able to access web-based system</p> <p>Some older people may lose sheltered housing support.</p> <p>Some older people, those with sensory impairment or language difficulties may not understand new technologies.</p> <p>May affect younger people's ability to access family sized accommodation.</p> <p>Hard to reach groups may not know about the service</p> <p>Providers may lack understanding of religious/cultural issues when entering people's homes</p>	
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11.	<p>Are or will people from equalities groups take up services associated with the strategy, policy, plan, project, service, contract, major change in service or decision at the same rate as the population or the workforce as a whole?</p> <p><i>(Please tick)</i></p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Insufficient evidence</p>	<p>If no, please provide details....</p> <p>The Strategy is aimed specifically at older people, so in some cases services are available only or mainly to them. However, some actions will also benefit other groups - eg younger disabled people will benefit from improvements to the Home Improvement Agency Service, younger people will benefit from policies to free up empty family sized homes, people of all groups should benefit from provision of appropriate community facilities in new developments, etc.</p> <p>There is a specific chapter in the Strategy entitled 'Meeting Diversity' which details some of the things the Council will be doing to meet the needs of vulnerable people and equalities groups.</p> <p>There are some areas where take-up or benefit could be less amongst some equalities groups if issues are not addressed. - See Action Plan below.</p>
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12.	<p>Is your strategy, policy, plan, project, service, contract, major change in service or decision likely to exclude or disadvantage equalities groups in the longer term?</p> <p><i>(Please tick)</i></p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Insufficient evidence</p>	<p>If yes, please indicate which groups will be affected and what the impact will be...</p> <p>No - Provided actions in action plan below are taken forward</p>
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Checking Delivery Arrangements

		Yes	No	Insufficient evidence	Reason
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13.	Please check the delivery arrangements for the strategy, policy, plan, project, service, contract, major change in service or decision against these criteria: If you answered no to any of the criteria, please explain why, giving details of any legal justification if there is one.....	Are any premises involved accessible to all?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
		Is any ICT software and equipment accessible to all?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
		Is consultation and participation inclusive of all?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
		Are public events and meetings accessible to all?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
		Do public meetings and events avoid conflict with religious events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
		Is electronic, web based and paper information accessible for all?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Are images and text in documents and publicity campaigns representative of all?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conclusions and Next Steps						
14.	a) The evidence has not identified any disadvantages or negative impacts.	No further action required. Sign off this form and send a copy to Paula Rae, Strategy Officer (Equalities), Strategy and Partnerships paula.rae@cambridge.gov.uk				
	b) The evidence indicates that there are no disadvantages or negative impacts that cannot be easily addressed.	Complete the Action Plan: Section A				

	c) It has not been possible to say whether or not there is a disadvantage or negative impact e.g. there is insufficient evidence.	Go to Question 15
	d) The evidence indicates potential disadvantages or negative impacts that cannot be easily addressed.	Complete Action Plan: Section B

Gathering additional information

15.	<p>What additional evidence are you going to gather? <i>(Please tick any that apply)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Advice from experts <input checked="" type="checkbox"/> Demographic profile e.g. Census <input checked="" type="checkbox"/> Existing consultation results <input checked="" type="checkbox"/> Existing user data <input checked="" type="checkbox"/> External verification e.g. expert views of people/organisations representing equality group(s) <input checked="" type="checkbox"/> Local needs analysis e.g Joint Strategic <input checked="" type="checkbox"/> Needs Assessments <input checked="" type="checkbox"/> National best practice information e.g. <input type="checkbox"/> Audit Commission reports <input checked="" type="checkbox"/> New consultation with a specific equality group(s) <input checked="" type="checkbox"/> Research reports <input checked="" type="checkbox"/> Relevant staff group expertise 	<p><i>Other (please state):</i></p>
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16.	If you have any additional comments please add them here.	
Completion		
17.	Name and job title of assessment lead officer	Helen Reed
	Date of completion	October 2010
	Names of other assessment team members and people consulted	Assessment Team: Catherine Buckle, Bridget Keady Consulted: Dee Irving, Alan Carter, Sue Simms, Julian Adams, Sally-Jane Williams, David Greening, Bob Hadfield, Robert Hollingsworth, Yvonne O'Donnell, Selwyn Anderson, Justin Smith, Sam Griggs, Andrew Latchem, Lynda Kilkelly, Sue Dellar, Sarah Lyons, Frances Swann, Diane Docherty
	Date of next review of the EqIA <i>This should be within three years of the date of completion of the original EqIA.</i>	April 2013

Note: when completed a copy of this form should be saved with the relevant strategy, plan, policy, project, contract, major change in service or decision and an electronic copy sent to **Paula Rae, Strategy Officer (Equalities) in Strategy and Partnerships.**

ACTION PLAN

Equality Impact Assessment Title: Older People's Housing Strategy Action Plan
Date: October 2010.....

Section A

Disadvantages or Negative Impacts that can be easily addressed i.e. within the next six months

Equality Group	Details of possible disadvantage or negative impact	Action to be taken to address the disadvantage or negative impact	Officer responsible for progressing the action	Date action to be completed by

Age	Actions 4,5 & 6: (Use of Home Link system to advertise disabled adapted properties and other specialist housing). Potential negative impact on older people who may not be able to access the web-based system	Home Link Access Strategy is being developed to ensure vulnerable groups can access the service	David Greening	
	Action 13 (Reviewing the need for sheltered housing)	Work with Supporting People to ensure floating support is available to those who need it	Helen Reed/ Sally-Jane Williams	Mar 2012
	Actions 22,23,24,25 (Energy efficiency measures)	Take measures to ensure that each recipient of energy efficiency works are able to understand how the new technologies work	Sam Griggs/ Justin Smith	Dec 2014
	Action 39 (Review Underoccupation Scheme)	Ensure needs of younger people requiring family-sized housing are taken into account when reviewing the Underoccupation scheme	Frances Swann	Completed
Disability	Actions 4, 5 & 6: (Use of HomeLink system to advertise disabled adapted properties and other specialist housing). Potential negative impact on those with visual/ hearing impairment if they can't access the Home Link System.	See 'Age' above	David Greening	
	Actions 17 & 50 (Take up of improvement grants and loans and review of Home Improvement Agency)	Develop marketing strategy as part of the review of the Home Improvement Agency to ensure the service is reaching hard to reach	Dee Irving	Mar 2012

	Actions 22,23,24,25 (Energy efficiency measures)	groups See 'Age' above	Sam Griggs/ Justin Smith	Dec 2014
Gender/Transgender <i>Inc gender reassignment and Pregnancy and Maternity</i>				
Marriage and Civil Partnership				
Race/ethnicity	<p>Actions 4,5 & 6 (Use of Home Link system to advertise disabled adapted and other specialist housing) properties. Potential negative impact of those with language issues if they can't access the Home Link System</p> <p>Action 17 (Monitor take-up of improvement grants and loans).</p> <p>Actions 22,23,24,25 (Energy efficiency measures)</p>	<p>See 'Age' above</p> <p>See 'Disability' above</p> <p>See 'Age' above</p>	<p>David Greening</p> <p>Dee Irving</p> <p>Sam Griggs/ Justin Smith</p>	<p>Mar 2012</p> <p>Dec 2014</p>
Religion or belief	Action 7, Handyperson scheme. Scheme providers need an understanding of religious/ cultural issues when entering people's homes	Ensure provider has adequate policies in place.	Bridget Keady	Dec 2010

	Action 17 (Monitor take-up of improvement grants and loans).	See 'Disability' above	Dee Irving	
Sexual orientation				
Other factors that may lead to inequality	Action 10 (Extra Care Strategy for the county.) Needs to take into account needs of all equality groups	Influence the development of the county-wide strategy to ensure needs of these groups are taken into account.	Helen Reed	Dec 2
	Action 11&12. (Delivery of Area Action Plans and community facilities on new developments)	Engage special interest groups in consultations, with a special focus on hard to reach groups	Julian Adams	Dec 2014
	Action 16 (Sheltered Housing Modernisation Strategy)	Implement actions within EQIA of Sheltered Housing Modernisation Strategy	Sally-Jane Williams	Dec 2012
	Action 31 (New affordable housing development programme)	Develop EQIA for the Affordable Housing Programme	Sarah Lyons	Mar 2011
	Action 38 (Lettings policies for new developments)	Equality impact assess any new lettings policy	Sue Simms	Dec 2014
	Action 51 (Outreach service)	Attend cultural events and meetings of special needs groups across all equality strands to promote the service	Sally-Jane Williams	Dec 2012

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Section B

Disadvantages or negative impacts that are not easily addressed i.e. will take more than six months to implement.

Equality Group	Details of possible disadvantage or negative impact	Action to be taken to address the disadvantage or negative impact	Officer responsible for progressing the action	Date action to be completed by
Age				
Disability				
Gender/Transgender <i>Inc gender reassignment and Pregnancy and Maternity</i>				
Marriage and Civil Partnership				
Race/ethnicity				
Religion or belief				
Sexual orientation				
Other factors that may lead to inequality				

Name and Job Title of Officer completing the Action Plan:

Department/Service:

This plan will next be updated (*Please give date*):

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