

**NEWARK AND SHERWOOD HOMES**  
**EQUALITY IMPACT ASSESSMENT**

<p>Lead Officer: Frank Bartle</p> <p>Role: Chair of Annual Tenants Conference Steering Group</p>	<p>Service: Property &amp; Estates</p>
<p>New or Existing area of work?</p> <p><i>New</i></p>	<p>Area of work to be assessed:</p> <p>Annual Tenants Conference</p>
<p>1.</p>	<p><b>Identify the main aims of the function, strategy, policy, procedure or service</b></p> <p>Briefly describe the aims, objectives and purpose of this policy/service/ function or area of work</p> <p>To deliver to tenants and leaseholders:</p> <ul style="list-style-type: none"> <li>• Information on Stock Options Process</li> <li>• Involve Tenants in/ and publicise Tenants Services Authority</li> <li>• Communicate with a large number of customers/ stakeholders and partners to share and celebrate successes and capture feedback</li> </ul>
<p>2.</p>	<p style="text-align: center;"><b>Assessing Relevance</b></p> <p><b>Who is affected by the function, strategy, policy, procedure or service</b></p> <p>Please assess the relevance of the policy/service/ function to the promotion of equality of each of the six equality</p>

	strands (race, gender, disability, sexual orientation, religion or belief and age)		
2a.	Who is the <b>function, strategy, policy, procedure or service</b> for?		All tenants and leaseholders and their families, NSH Staff, Councillors, Directors of the Board of NSH, Contractors, partners, voluntary agencies, emergency services
2b.	Does the <b>function, strategy, policy, procedure or service</b> affect the public directly or indirectly?	<b>Yes</b>	Directly – Through information sharing process  Indirectly – From publicity and open dialogue
2c.	Does the <b>function, strategy, policy, procedure or service</b> affect how other policies, services or functions are provided?	<b>Yes</b>	Feed-back from tenants and leaseholders influences policies/ procedures/ strategies of NSH and NSDC Stock Options Appraisal
2d.	Have complaints been received from different equality groups about the <b>function, strategy, policy, procedure or service</b> and its effect on them?	<b>Yes</b>	<ul style="list-style-type: none"> <li>• Hearing Loop</li> <li>• Wheelchair availability</li> <li>• Ramp Required</li> <li>• Cone off disabled WC facilities</li> <li>• Mobility issues relating to door opening</li> </ul>
2e.	Does the <b>function, strategy, policy, procedure or service</b> have employment implications?	<b>No</b>	

If the answer to some or all of the above questions is yes, then that function or policy will be 'relevant' – **please continue with the assessment.** If you are sure that your answer is no to all of the above questions, then you do not need to continue. However, it may help to check that you are correct in this assumption by continuing for the next few questions.

### Full Assessment

3.	<p>Stakeholders/Beneficiaries Which groups are intended to benefit from this <b>function, strategy, policy, procedure or service</b></p>	<p>Tenants, :Leaseholders, Contractors, NSH, Voluntary Agencies, Emergency Services, Youth Services, NSDC, Board of NSH</p>
4.	<p>Outsourced Services If your <b>function, strategy, policy, procedure or service</b> is partly or wholly provided by external organisations/agencies on behalf of the service, please list any arrangements you have to ensure that the function/service promotes equality. Include this in your improvement plan.</p>	<ul style="list-style-type: none"> <li>• Catering - Yes</li> <li>• Connaughts - Yes</li> <li>• Bullocks - Yes</li> <li>• Transport - Yes</li> <li>• NSDC Caretaking - Yes</li> <li>• Youth Group - Yes</li> <li>• Sound Company - ??</li> </ul>

		If the answer to any of the Questions 5-10 below is yes, please indicate in the appropriate cell below what existing evidence (either anecdotal or documented) do you have for this? Complaints/Feedback/Consultation/Research/Data?	
5	Are there concerns that the <b>function, strategy, policy, procedure or service</b> does or could have a differential impact due to age?	No	
6.	Are there concerns that the <b>function, strategy, policy, procedure or service</b> does or could have a differential impact due to disability?	No	
7.	Are there concerns that the <b>function, strategy, policy, procedure or service</b> does or could have a differential impact due to gender?	No	
8.	Are there concerns that the <b>function, strategy, policy, procedure or service</b> does or could have a differential impact due to race/ethnicity?	No	
9.	Are there concerns that the <b>function, strategy, policy, procedure or service</b> does or could have a differential impact due to religious belief or faith?	No	
10.	Are there concerns that the <b>function, strategy, policy, procedure or service</b> does or could have a differential impact due to sexual orientation?	No	
11.	With regard to Questions 5-10 above, does your assessment show that a <b>function, strategy, policy, procedure or service</b> is adversely affecting relations between different equality groups?	No	

<p><b>14. Consultation</b></p>	
<p>What does available data and the results of any consultation show about the take up and appropriateness of your <b>function, strategy, policy, procedure or service</b>. This should include consultation from those who are likely to be directly affected by the policy e.g. users/potential users from the six equality categories; staff; relevant interest groups.</p> <p>Where there is insufficient data or knowledge about the equalities target groups' needs, you will need to undertake further consultation</p> <p>The extent of the consultation exercise should be in proportion to the effect that the policy is likely to have, and may not need to be detailed.</p>	<p>Consultation highlighted issues at previous conferences and these are being addressed through the conference steering group.</p>
<p><b>15. Monitoring</b></p>	
<p>How are you going to monitor or carry out regular checks on the effects this <b>function, strategy, policy, procedure or service</b> has on different racial/equality target groups?</p>	<p>Annual Tenants Conference evaluation feedback meeting post conference.</p>
<p>A list of all Impact Assessments undertaken need to be published on an annual basis</p>	
<p><b>16. Publishing &amp; Communication</b></p>	

<p>What methods do you use to communicate this function, strategy, policy, procedure or service? (Include review and assessment of methods, media, translations, interpretation etc, bearing in mind the extent to which these media forms are accessible to all sector of the community):</p>	<p>Home from Homes, Web-site, posters, leaflets, press coverage, radio coverage, individual invitation, word of mouth, Federation and TRA meetings newsletters.</p>
<p><b>17. Training</b></p> <p>Please list any staff training issues on equalities, diversity or inclusion arising from this assessment (and include this in your improvement plan attached)</p>	<p>Equalities and Diversity Training has taken place</p>

Signed \_\_\_\_\_

Name in Print

(Service Leader Responsible for implementing this function, strategy, policy, procedure or service)

Date

Signed \_\_\_\_\_

Name in Print

(Lead officer with responsibility for the effective working of this function, strategy, policy, procedure or service )

Date

**Please list actions that you plan to take as a result of this assessment (continue on separate sheets as necessary)**

**Improvement Plan**

Issues to be addressed	Action to be Undertaken	Desired Outcome	Who is Responsible and Timescale