

EQUALITY IMPACT ASSESSMENT TEMPLATE



Lead Officer: Frank Bartle Role: Property & Estates Manager		Service: Customer Services Directorate
New or Existing area of work? Existing		Area of work to be assessed: Tenant Compact
1. Identify the main aims of the function, strategy, policy, procedure or service Briefly describe the aims, objectives and purpose of this policy/service/ function or area of work	An agreement developed by working in partnership with tenants to formalise participation and involvement arrangements between NSH and tenants and leaseholders. To provide a review mechanism for all levels, methods and conduct of involved tenants and leaseholders	

2.	Assessing Relevance Who is affected by the function, strategy, policy, procedure or service Please assess the relevance of the policy/service/ function to the promotion of equality of each of the six equality strands (race, gender, disability, sexual orientation, religion or belief and age)		
2a.	Who is the function, strategy, policy, procedure or service for?		<ul style="list-style-type: none"> • Newark and Sherwood Homes & Newark and Sherwood District Council staff • Tenants, Leaseholders and the wider community
2b.	Does the function, strategy, policy, procedure or service affect the public directly or indirectly?	Yes	The compact encompasses all tenants and leaseholders involved with NSH.
2c.	Does the function, strategy, policy, procedure or service affect how other policies, services or functions are provided?	Yes	<ul style="list-style-type: none"> • The Resident Involvement Strategy outlines NSH commitment to participation and sets out our delivery methods and options for involvement • The NSH Access and Customer Care Strategy is an overarching strategy implemented to set a standard of service which customers can expect from

			<p>Newark and Sherwood Homes</p> <ul style="list-style-type: none"> • NSH Equalities and Diversity Strategy 2008-2011 is an overarching strategy which ensures that NSH customers receive effective, responsive and culturally sensitive services
2d.	Have complaints been received from different equality groups about the function, strategy, policy, procedure or service and its effect on them?	No	No formal complaints have been recorded for this function.
2e.	Does the function, strategy, policy, procedure or service have employment implications?	No	
<p>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.</p>			

Full Assessment

3.	Stakeholders/Beneficiaries Which groups are intended to benefit from this function, strategy, policy, procedure or service	<ul style="list-style-type: none"> • Newark and Sherwood Homes & Newark and Sherwood District Council Staff • Tenants and Leaseholders • Newark and Sherwood Federation of Tenants and Residents Associations 	
4.	Outsourced Services If your function, strategy, policy, procedure or service 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>Newark and Sherwood District Federation of Tenants and Residents Associations assist NSH to deliver the Tenant Compact.</p> <p>Members of the TRA are included on NSH Equality and Diversity training sessions.</p>	
		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 function, strategy, policy, procedure or service does or could have a differential impact due to age?	No	

6.	Are there concerns that the function, strategy, policy, procedure or service does or could have a differential impact due to disability?	No	
7.	Are there concerns that the function, strategy, policy, procedure or service does or could have a differential impact due to gender?	No	
8.	Are there concerns that the function, strategy, policy, procedure or service does or could have a differential impact due to race/ethnicity?	No	
9.	Are there concerns that the function, strategy, policy, procedure or service does or could have a differential impact due to religious belief or faith?	No	
10.	Are there concerns that the function, strategy, policy, procedure or service 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 function, strategy, policy, procedure or service is adversely affecting relations between different equality groups?	No	
12.	If Yes, can this adverse impact be justified on the grounds of promoting equality of opportunity for one group, or as part of a wider strategy of positive action in relation to	No	If yes, please explain, in the Improvement Plan section below, what steps you will take to limit this adverse impact, or any potential it may have for damaging relations between

	particular groups?		groups, or consider alternative policies that might better achieve the promotion of equality? Please explain your plan of action for each relevant equality heading (questions 5 - 10) on the Improvement Plan (e.g. adapt the policy; find another way to meet policy objectives; consider specific provision ; adopt changes in communication methods; language support; disability measures etc for relevant groups)
13.	If the adverse impact cannot be justified, does the adverse impact amount to unlawful discrimination?	No	Where the adverse impact is unlawful, the function, strategy, policy, procedure or service or the element of it that is unlawful must be changed or abandoned. If an adverse impact is unavoidable, then it must be justified, as outlined in the question above.
14. Consultation			
What does available data and the results of any consultation show about the take up and appropriateness of your function, strategy, policy, procedure or service . 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.		A series of consultation sessions were held with tenants when reviewing this compact and completing this EqIA	

<p>Where there is insufficient data or knowledge about the equalities target groups' needs, you will need to undertake further consultation (include details of any future consultation exercises planned, or planned improvements as a result of consultation, in your Improvement Plan attached).</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>15. Monitoring</p>	
<p>How are you going to monitor or carry out regular checks on the effects this function, strategy, policy, procedure or service has on different racial/equality target groups?</p>	<ul style="list-style-type: none"> • The Resident Involvement Monitoring Group will meet a minimum of 4 times a year to review and monitor against the compact and will be chaired by tenants.
<p>A list of all Impact Assessments undertaken need to be published on an annual basis</p>	
<p>16. Publishing & Communication</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><u>Externally</u> Website Tenant and Resident Meetings Home from Homes Tenant magazine Revised Compact to be launched alongside Resident Involvement Strategy throughout the district DVD?</p> <p><u>Internally</u> 2 year implementation across company including all staff. Team meetings will be used to update staff on progress. Home Comforts staff magazine</p>
<p>17. Training Please list any staff training issues on equalities, diversity or inclusion arising from this assessment (and include this in your improvement plan attached)</p>	

Signed _____

Signed _____

Name in Print

Name in Print

(Service Leader Responsible for implementing this

(Lead officer with responsibility for the effective

function, strategy, policy, procedure or service)

working of this function, strategy, policy, procedure or service)

Date

Date

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

Tenant Compact - Improvement Plan

Issues to be addressed	Action to be Undertaken	Desired Outcome	Who is Responsible and Timescale
Increased knowledge for tenants	Summary document to be produced and given at sign - up and six week visit	Increased awareness of participation	Julie Davidson – October 2010

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