EQUALITY IMPACT ASSESSMENT

Lead Officer: **Frank Bartle** Role: **Property & Estates Manager**		Service: **Customer Services Directorate**
New or Existing area of work? **Replaces Service Standards**		Area of work to be assessed: **Newark and Sherwood Homes Offers**
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	Provision of a set of standards against which tenants, leaseholders and service users can monitor services delivered by the Company.
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?		• Newark and Sherwood Homes staff • 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**	These local offers affect all tenants, leaseholders and residents within the district of Newark and Sherwood.
2c.	Does the **function, strategy, policy, procedure or service** affect how other policies, services or functions are provided?	**Yes**	Directly links into PMF in non delivery against offers.
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, however NSH offers are not live until 1 April 2011
2e.	Does the **function, strategy, policy, procedure or service** have employment implications?	**No**	
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.	Stakeholders/Beneficiaries Which groups are intended to benefit from this **function, strategy, policy, procedure or service**	• Newark and Sherwood Homes staff • Newark and Sherwood District Council staff • Tenants, Leaseholders and the wider community • 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.		
		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 particular groups?	**No**	
13.	If the adverse impact cannot be justified, does the adverse impact amount to unlawful discrimination?	**No**	

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. 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). 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.	• A series of consultation sessions were held with tenants when reviewing service standards. • Wider consultation at Annual Tenant Conference • Presented to all TRA officers • EqIA done with Federation Officers
15**. Monitoring**	
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?	• All offers have their own set performance measures • Performance monitoring via the balanced scorecard • CCSS

A list of all Impact Assessments undertaken need to be published on an annual basis	
16. **Publishing & Communication**	
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):	Externally Website Tenant and Resident Meetings Home from Homes Tenant magazine Internally Home Comforts staff magazine
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)	E & D Training is done on an annual basis for all NSH staff, Federation Officers and a number of TRA officers.

Signed _____

Name in Print FRANK BARTLE

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

Date

Signed _____

Name in Print SUE PARKER

(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)

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