EQUALITY IMPACT ASSESSMENT TEMPLATE

Lead Officer: Andy Dewberry Role: Asset Management & Investment Manager		Service: Customer Service Directorate
New or Existing area of work? Existing		Area of work to be assessed: **Health and Safety Policy**
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	This framework and Policy has been produced to ensure that Newark and Sherwood Homes long-term Health & Safety Procedure and policies in relation to the Mandatory and statutory Health and Safety legislation are met. And to ensure compliance with the companies Equality and Diversity Statement and its Equal Opportunities Policy. We aim to ensure that tenants, residents and other customers receive the same level of Health and Safety requirements which will be included in our effective, responsive and culturally sensitive services, which recognise particular issues of discrimination and harassment.

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 District Councils Tenants and Residents that come into contact with our services. • Newark and Sherwood District Council • Newark and Sherwood Homes Ltd • Leaseholders of Newark and Sherwood Homes.
2b.	Does the **function, strategy, policy, procedure or service** affect the public directly or indirectly?	**Yes**	The Health and Safety Policy and procedure may affect the public directly as it sets out guidance and the framework procedure for the way that we safely deliver our services.
2c.	Does the **function, strategy, policy, procedure or service** affect how other policies, services or functions are provided?	**Yes**	• Newark and Sherwood District Councils - CBL Policy • Newark and Sherwood Homes Voids Process • Equal Opportunities Policy • Access and Customer Care Strategy • Customer Insight Strategy • Asset Management Strategy • Access and Customer Care strategy • Equalities and Diversity Strategy 2008-2011 • Responsive Repairs Section • Asset and Investment Section • Contractors

2d.	Have complaints been received from different equality groups about the **function, strategy, policy, procedure or service** and its effect on them?	**No**	
2e.	Does the **function, strategy, policy, procedure or service** have employment implications?	**Yes**	Contractors and Employees must comply with Newark and Sherwood Homes • COSHH Policy • Equal Opportunities Policy • Access and Customer Care Strategy And non compliance with these strategies / policies could result in disciplinary procedures or dismissal. The CRE code of practice on Racial Equality in Housing sets out responsibilities for housing organizations on recruitment and training of staff for compliance with RRA obligations. Newark and Sherwood Homes has self assessed against the Code and is satisfied that its recruitment and training programme complies with Racial Equality legislation and guidance
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 Ltd • Newark and Sherwood District Council • Tenants, Leaseholders, Stakeholders of Newark and Sherwood District Council • Partners, contractors and suppliers to Newark and Sherwood Homes Ltd • Newark and Sherwood District Council tenants who have work undertaken. • Newark and Sherwood Homes staff
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.	Newark and Sherwood Homes Ltd works with a number of partners to deliver this service • We work with Newark and Sherwood District Council to consider requests for Legal proceedings. • Health and Safety Executive All contracts are awarded within EU Procurement legislation and tenders are evaluated according to their Health and Safety Policies and their Equalities and Diversity policies as part of a robust procurement process. This is in accordance with the Code of Practice on Racial Equality in Housing.

			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**	This is a legislative requirement, and has no differential impact due to age.
6.	Are there concerns that the **function, strategy, policy, procedure or service** does or could have a differential impact due to disability?	**No**	This is a legislative requirement, and has no differential impact due to disability.
7.	Are there concerns that the **function, strategy, policy, procedure or service** does or could have a differential impact due to gender?	**No**	This is a legislative requirement, and has no differential impact due to gender.
8.	Are there concerns that the **function, strategy, policy, procedure or service** does or could have a differential impact due to race/ethnicity?	**Yes**	There are concerns that the Policy and framework could have a differential impact due to the access routes to the service. Non English speaking tenants and employees could find accessing the service more difficult. All letters / literature have a strap-line at the bottom informing Tenants and employees that :- We have all our literature available in other formats We have translation services available on request We do signing but this could cause a delay in responding to the request report. Newark and Sherwood Homes Literacy Policy has been developed to improve access to services for those who have English as a second language We follow good practice as set out in the CRE Code of Practice on Racial Equality in Housing to eliminate unlawful discrimination.

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**	We use our monitoring systems to capture information on faith and belief and will use this to tailor our services. The framework / Strategy has been developed to help residents understand the Health and Safety Policy – there is no evidence of differential impact due to religious belief.
10.	Are there concerns that the **function, strategy, policy, procedure or service** does or could have a differential impact due to sexual orientation?	**No**	The policy does not have any impact on sexual orientation.
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?	**Yes**	If no, please go directly on to Q 14.
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**	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 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. 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.	This Policy was tabled at the E L T and Board meetings. Detailed feedback from the Group, staff, service users and partners. Opportunity was given to unions to feedback on behalf of employees The Health and Safety Policy is directly related to the well being of our employees and ensuring they perform their duties in a safe manner so as not to endanger others. Therefore was not considered specific enough for requiring consultation with residents.
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?	• Performance KPIs for the Health and Safety Service • Quarterly Health and Safety Committee Meetings • Regular Health and Safety focus group • Via the Service Improvement Group where necessary • Update to Newark and Sherwood Homes board • Monthly Performance Indicators • Benchmarking with peers and other housing providers • Customer Satisfaction Questionnaires • Annual Health and Safety report to Board • Quarterly reports to ELT on Health and Safety

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* • Tenant & Leaseholder handbooks • Home from Homes Magazine • Equalities & Diversity Leaflet • Consultation exercises with residents and support agencies • Website • Gas Service information Pamphlet • Information sharing with Federation of Tenants and Residents Association • Posters • Big Word • Signing *Internally* • Website • Home Comforts magazine • Team meetings • Email • File sharing • Home Comforts staff magazine • Team Meetings • Big Word • Signing • Equality and Diversity Statement

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)	Staff training needs have been identified by the EIA process, and through the 1.2.1 process and S.D.I process Familiarity training with EIA process required by all staff.

Signed A.Dewberry

Name in Print : Andy Dewberry

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

Date: 9th December 2011

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)

Health and Safety Policy - Improvement Plan			
Issues to be addressed	Action to be Undertaken	Desired Outcome	Who is Responsible and Timescale
There are concerns that the Policy and framework could have a differential impact due to the access routes to the service. Non English speaking tenants and employees could find accessing the service more difficult.	Action already completed. All letters / literature have a strap-line at the bottom informing Tenants and employees that :- We have all our literature available in other formats We have translation services available on request We do signing but this could cause a delay in responding to the request report. Newark and Sherwood Homes Literacy Policy has been developed to improve access to services for those who have English as a second language We follow good practice as set out in the CRE Code of Practice on Racial Equality in Housing to eliminate unlawful discrimination.	Health and Safety Policy is accessible to all service users	*Complete – Measures already in place for translation / alternative formats upon request.*