

# HARROW COUNCIL

## PARTIAL EQUALITY IMPACT ASSESSMENT QUESTIONNAIRE/CHECKLIST

Directorate	Adults & Housing services	Section	Housing Enabling
1 Name of the function/ policy to be assessed	Mill Farm Close Regeneration Project		
2 Date of Assessment	August 2008		
3 Is this a new or existing function/policy?	New		
4 Briefly describe the aims, objectives and purpose of the function/policy	<ul style="list-style-type: none"> <li>• Project to regenerate the Mill Farm Close estate in Pinner. The estate is made up of 110 units, 86 currently social rented housing with a further 24 leasehold properties. Officers are also investigating whether the 9 flats at 62 Rickmansworth Road should be included as part of this programme.</li> <li>• The aim of the project proposes transferring the ownership of the estate to a housing association who will undertake a comprehensive regeneration/ redevelopment programme, working closely in partnership with residents and the Council.</li> <li>• Objectives are:</li> <li>• Work with residents to select a preferred RSL partner to progress the regeneration initiatives.</li> <li>• To achieve a positive vote from the majority of tenants in a ballot to be undertaken in 2009 to agree the transfer of the estate to the selected housing association.</li> <li>• To improve the quality of neighbourhoods and housing for residents in the borough by providing better quality homes and improving the local environment.</li> </ul>		
5 Are there any associated objectives of the function/policy? Please explain	<ul style="list-style-type: none"> <li>• To meet and exceed Decent Home standards and provide a better mix of housing to meet existing and future resident's needs in accordance with the agreed objectives of the Council's Housing Strategy, BME Housing Strategy, Community Strategy, draft LDF.</li> <li>• Improve opportunities for residents of the estate (currently one of the most deprived SOA's in Harrow) including work &amp; training opportunities, play facilities for a wide range of young people etc.</li> <li>• To tackle anti-social behaviour and assist in crime prevention</li> </ul>		

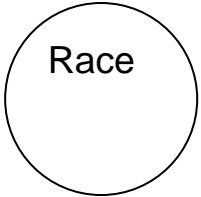
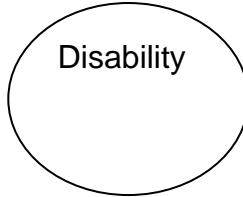
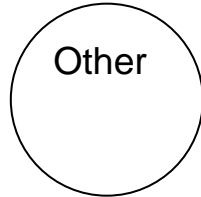
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<p>6 Who is intended to benefit from the function/policy and in what way?</p>	<ul style="list-style-type: none"><li>• Tenants &amp; leaseholders will benefit from having new homes that meet Decent Homes standards and meet their needs</li><li>• The improved mix of housing will benefit future needs of households in the borough.</li><li>• The proposals allow for a substantial increase in the number of units on the estate which will be available for social rented housing, intermediate housing and housing for private sale contributing to the overall identified housing shortfall .</li><li>• The wider community will benefit in terms of it being a more sustainable community.</li></ul>
<p>7 What outcomes are wanted from this function/policy?</p>	<ol style="list-style-type: none"><li>1. Aim to ensure tenants and leaseholders are engaged throughout project, through involvement in Steering Group and regular community newsletters, meetings and open days.</li><li>2. To work in partnership with residents to select a housing association that is capable of delivering the regeneration programme that both the Council and local residents are satisfied will deliver the aims and aspirations of the project.</li><li>3. To carry out the physical regeneration of the Mill Farm Close estate, improving the standard of homes for tenants and leaseholders in the local community.</li><li>4. To act as a catalyst for the social regeneration of the estate in particular access to work &amp; training opportunities, reducing opportunities for crime; youth opportunities etc</li></ol>

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<p>8 What factors/forces could contribute/detract from the outcomes?</p>	<p>Detract-</p> <ul style="list-style-type: none"> <li>• Residents not being engaged or consulted with adequately so yes vote not achieved at ballot</li> <li>• Selection of RSL who are not able to either meet the needs and aspirations of the tenants or who may not be capable of delivering the scheme</li> <li>• Selecting a partner RSL without agreeing the decision &amp; process with resident steering group</li> <li>• Ignoring the needs of the residents including translation needs during consultation events.</li> <li>• Resident steering group not being representative of the local population</li> <li>• Refer to risk log for further details of additional risks</li> </ul> <p>Contribute</p> <ul style="list-style-type: none"> <li>• Fully engaged &amp; motivated steering group working in partnership with the Council and selected RSL</li> <li>• Selecting a housing association that will be capable of delivering the project on time &amp; meeting the aspirations of residents</li> <li>• Selecting RSL that are financially robust, and have innovative proposals that are likely to return a positive vote at the ballot.</li> <li>• Ensure sufficient social housing to meet needs of existing residents as well as securing larger family homes to meet under provision elsewhere</li> </ul>
<p>9 Who are the main stakeholders in relation to the function/policy?</p>	<ul style="list-style-type: none"> <li>• Adults &amp; Housing Services officers, planning officers</li> <li>• Members</li> <li>• tenants and leaseholders on the estate</li> <li>• selected Housing association</li> <li>• Pinner Hill TRA</li> <li>• Pinner Hill Youth Group</li> <li>• By providing additional units of accommodation the project will affect all households on the Councils Housing register and all borough residents who are looking to purchase a property on the new development through either the private sale or shared ownership.</li> </ul>

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<p>10 Who implements the function/policy and who is responsible for the function/policy?</p>	<ul style="list-style-type: none"> <li>• Regeneration project is being led by the Housing Enabling Team, Gwyneth Allen, Divisional Director for Adults &amp; Housing Services is Project Sponsor.</li> <li>• Selected RSL partner will be responsible for the delivery of the new homes in partnership with the Council and residents on Mill Farm Close.</li> </ul>				
<p>What data or other existing evidence have you used to assess whether the function/policy might have a differential impact? (please continue on a separate piece paper if necessary)</p>	<ul style="list-style-type: none"> <li>• Housing Stock condition survey and options appraisal report carried out by Tribal Consulting in 2007</li> <li>• internal data on Housing Register transfers</li> <li>• Housing Needs Assessment</li> <li>• Feedback from initial consultation process</li> <li>• Regeneration &amp; the Race Equality Duty – CRE Report 2007.</li> </ul>				
<p>11 Has the data or other evidence raised concerns that the function/policy might have a differential impact? If so in what area (please circle)?</p>		<p>Gender</p>			<p><i>(If other please specify)</i></p> <p><b>Single vulnerable households</b></p> <p><b>Single parents</b></p>
<p>12 What are the concerns? (please continue on a separate piece paper)</p>	<ul style="list-style-type: none"> <li>• Data currently held indicates that there is an over representation of BME households on the estate compared to borough wide figures. However no detailed housing needs assessment for the estate has been carried out to date.</li> <li>• There is a high proportion of studio and one bedroom flats that may indicate an over representation of vulnerable households (18 x studio flats, 24 x 1 bed flats out of out of 119 units including Rickmansworth Road). The specific needs of the occupants of these properties will only be identified once the housing needs assessment has been carried out and will be catered for as part of the revised plans for the estate.</li> <li>• None of the existing homes meet Lifetime Homes standards or are wheelchair accessible and the new homes will be designed to address these deficiencies</li> <li>• Information and consultation needs to be addressed to ensure that is accessible to households whose first language is not English.</li> <li>• There are a significant number of single parent households currently living on the estate. Need to ensure that proposals contribute to and link in with other activities involved in promoting access to work opportunities and child care provision.</li> </ul>				

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<p>13 Does the differential impact amount to adverse impact i.e. could it be discriminatory, directly or indirectly? If yes, can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</p>	<p>Yes. Adverse impact cannot be justified, therefore the following actions will be undertaken to address this issue:</p> <ul style="list-style-type: none"><li>• There will be a complete housing needs assessment to be undertaken by the successful RSL once they have been selected. This will enable them to ensure that plans &amp; proposals cater directly for the needs of the existing residents on the estate as well as additional households occupying the increased number of units that are developed.</li><li>• 100% new homes developed will be to lifetime homes standard</li><li>• 10% new homes will be wheelchair accessible</li></ul>
<p>14 Have you considered ways in which the adverse impact might be reduced or eliminated?</p>	<p>Yes - ensuring that the housing needs assessment is carried out once the RSL has been selected will ensure that proposals cover the needs of single person households, households that are under occupying or living in overcrowded conditions or who need disabled adaptations.</p>

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15 How have you made sure you have consulted with the relevant groups and service users from

Ethnic Minorities?

Disabled people?

Men and women generally?

- Consultation on the project has been ongoing since March 2007.
- A resident steering group was established in March 2008 to work in partnership with Council officers and consultants.
- The group is made up of 13 tenants and 3 leaseholders, and has a wide representation of ethnic groups represented on this board, 11 of whom are from BME background, covering 5 different ethnic groups.
- Members of the Steering Group have been involved in the RSL selection process, from the short listing of the initial expressions of interest, to being on the interview panels and visiting estates managed by the short listed RSLs. The group has been consulted with throughout the selection process and involved in the final decision making selection in conjunction with Council officers.
- Training has been provided for residents volunteering for this group – this has been provided by the Council's independent tenants advisor First Call
- Ongoing wider consultation has also been undertaken.
- We have held 2 estate open day events to enable as many residents to see proposals for the estate as possible and give residents the opportunity to question the housing associations short listed for the project and give their feedback to Council officers.
- We have provided translation services for community languages at each event (high level of Sri Lankan/ Tamil speaking households). One event was held on a Saturday provision was made to cater for families with young children with a managed children's activity room being provided to enable parents to spend more time discussing proposals
- Additional consultation with the block of 9 flats at Rickmansworth Road has been necessary due to the high number of residents in this block with physical or learning disabilities a direct door knocking approach has been undertaken by Councils independent advisors.
- Information in the form of newsletters has been sent out to all residents of the estate, and regular public open meetings have been held.

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<p>16 Please give details of the relevant service users, groups and experts you are approaching for their views on the issues</p>	<ul style="list-style-type: none"> <li>• Residents of Mill Farm Close and adjacent Miller Close &amp; Fl 1-9, 62 Rickmansworth Road</li> <li>• Resident steering group – comprised of 8 tenants, 3 leaseholders including 1 non-resident leaseholder and the Chair of the Pinner Hill TRA. 7 women and 5 men represented.</li> <li>• Pinner Hill TRA</li> <li>• Pinner Hill youth group</li> <li>• Independent Tenants Advisors – First Call – providing information, support and training to residents and leaseholders.</li> <li>• Tribal consulting – providing independent financial analysis of business plan submissions from RSLs.</li> <li>• 4 short listed housing associations who have been invited to submit detailed proposals for the estate.</li> <li>• Officer project team comprising officers from Housing Services (Housing Enabling, Housing Needs &amp; Residents Services); Legal &amp; Finance , Estates &amp; Valuation, Planning.</li> </ul>																
<p>17 How will the views of these groups be obtained? (Please tick)</p>	<table border="0"> <tr> <td>Letter</td> <td>✓</td> </tr> <tr> <td>Meetings</td> <td>✓</td> </tr> <tr> <td>Interviews</td> <td>✓</td> </tr> <tr> <td>Telephone</td> <td>✓</td> </tr> <tr> <td>Workshops</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fora</td> <td>✓</td> </tr> <tr> <td>Questionnaires</td> <td>✓</td> </tr> <tr> <td>Other</td> <td>✓ Newsletters</td> </tr> </table>	Letter	✓	Meetings	✓	Interviews	✓	Telephone	✓	Workshops	<input type="checkbox"/>	Fora	✓	Questionnaires	✓	Other	✓ Newsletters
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<p>18 Please give the date when each group/expert was contacted</p>	<ul style="list-style-type: none"> <li>• Consultation began in May 2007 at the Options appraisal stage, and residents were directly involved in the selection of the consultants to carry out this preliminary piece of work.</li> <li>• August/ September 2007 – consultation with residents regarding options produced by consultants to select preferred design option</li> <li>• Public open meeting 5 March 2008 outlining next stage of the process and recruiting resident volunteers for involvement in Steering Group.</li> <li>• Resident Steering Group meetings have been monthly since March with additional training sessions run by First Call for the Steering Group</li> <li>• Estate Open Day for all residents on the estate 12 July &amp; 30 July 2008.</li> <li>• First Call survey of Rickmansworth Road (9 flats) for further consultation by face to face interviews – July 08.</li> <li>• August 2008 – RSL selection process including , interviews – interview panel made up of Council officers, consultants and Steering Group volunteers.</li> <li>• Visits to estate regeneration schemes for members of Steering group co-ordinated by First Call</li> <li>• Regular newsletters updating tenants and residents produced and distributed to all tenants and leaseholders on the estate.</li> </ul>
<p>19 Please explain in detail the views of the relevant groups/experts on the issues involved. (Please use a separate sheet if necessary)</p>	<p>Issues include:</p> <ul style="list-style-type: none"> <li>• Provision for younger children – including provision for play facility on new estate</li> <li>• Increased number of larger homes to cater for households that are currently living on the estate but are over crowded or for households with older children.</li> <li>• Increased number of adapted or adaptable properties</li> <li>• What repair works will be carried out during the regeneration process while people remain in existing homes</li> <li>• Provision of enough 1 bed units to accommodate smaller households currently living on the estate</li> <li>• Desire to see the project goes ahead and that residents homes are improved.</li> <li>• That existing households will not be forced to move elsewhere and can remain in the area by choice.</li> </ul>



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<p>20 Taking into account the views of the groups/experts, please clearly state what changes if any you will make, including the ways in which you will make the function/policy accessible to all service users, or if not able to do so, the areas and level of risk (Please continue on a separate sheet if necessary)</p>	<ul style="list-style-type: none"> <li>• Pre-ballot and transfer – detailed housing needs assessment of every household</li> <li>• All new homes to be built will be to Lifetime Homes Standard. In addition 10% of all homes will be wheelchair accessible</li> <li>• Unit mix – provide number of larger family homes to help accommodate increasing number of larger/ extended families in housing need.</li> <li>• Selected RSL have aids &amp; adaptations policy in place to deal with any potential issues that may arise once residents circumstances change</li> <li>• RSL – already have partnership working with specific BME RSLs</li> <li>• Offer document – drawn up to ensure matches promises made and proposals agreed following negotiations.</li> </ul>
<p>21 Please describe how you intend to monitor the effect this function/policy has on different minority groups (Please continue on a separate sheet if necessary)</p>	<ul style="list-style-type: none"> <li>• As part of the RSL selection process, each association was asked to comment on how their proposals for the estate would support the BME housing strategy.</li> <li>• Once selected, the chosen RSL will be expected to undertake a detailed Housing Needs assessment of the estate, before finalising proposals &amp; use this data to model impact on BME households.</li> <li>• Steering Group will work with officers from the Council and RSL to draft offer documents and details of the transfer prior to ballot process.</li> <li>• Sought feedback from residents at public open meetings and via Steering Group – have provided translation services for main community languages on the estate at these events.</li> <li>• Monitor lettings and allocations of all properties on the estate to ensure that they are let to people in need</li> <li>• Monitor provision and delivery of Lifetime Homes Standard and wheelchair accessible units</li> <li>• Monitor legal agreement that is drawn up as part of the offer document/ transfer process with the RSL.</li> <li>• Regular newsletters updating tenants and residents will be produced and distributed to all tenants and leaseholders on the estate.</li> </ul>

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<p>22 If any elements of your function/policy are provided by third parties please state, what arrangements you have in place to ensure that to ensure that the Council's equal opportunities criteria are met</p>	<ul style="list-style-type: none"> <li>• In order to achieve successful ballot and transfer the estate, the selected RSL will be expected to work in partnership with council officers and members of the resident steering group to produce a detailed offer document covering all aspects of tenants rights and meets the expectations of the Council.</li> <li>• Selected RSL will have their own EIA in place for the project which the Council will monitor.</li> <li>• RSL will have their own equal opportunities policy in place, procedures for dealing with anti social behaviour and harassment have been assessed by Council Officers.</li> <li>• All proposals for redevelopment will be expected to meet Councils standard for accessible homes, and comply with current legislative requirements for accessibility.</li> <li>• Selected RSL will work in partnership with the steering group over various aspects of the regeneration from selecting contractors to undertake the re-building works, identifying outstanding repair priorities, to providing funding for community projects.</li> <li>• All requirements will be reflected in the legal agreement between the council and the RSL.</li> </ul>
<p>23 Please list any performance targets relating to equality that your function/policy includes, and any plans for new targets</p>	<ul style="list-style-type: none"> <li>• 100% Housing needs assessment following selection of RSL to be reviewed annually.</li> <li>• 100% new homes built to Lifetime Homes Standards</li> <li>• 10% new homes wheelchair accessible</li> </ul>
<p>24 How will you publish the results of this Impact assessment?</p>	<ul style="list-style-type: none"> <li>• The EIA will be an appendix to the report submitted to cabinet in October 2008.</li> <li>• Given to selected RSL at time of appointment</li> <li>• Internet (Council website)</li> <li>• Copy to all members of resident Steering Group</li> <li>• Details outlined in newsletter to residents</li> </ul>
<p>25 Date of next assessment</p>	<ul style="list-style-type: none"> <li>• Full EIA to be carried out in June 2009 following ballot</li> <li>• RSL to undertake their own EIA once ballot result known</li> </ul>

Signed:  
NAME:  
**Completing officer**

Date:

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Signed:

NAME:

**Lead Officer**

Date:

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Please list actions you intend to take as a result of this assessment. Attach additional sheets if necessary.

### IMPROVEMENT PLAN

ISSUE IDENTIFIED	ACTION REQUIRED	LEAD OFFICER	TIMESCALE	COMMENTS
Lack of accurate data/ information on households living on the estate	100% Housing Needs Assessment required for all households on the estate by RSL once selected	AP/ RSL	Start November 2008	This piece of work is essential to the project as a master plan and proposal for the estate cannot be developed accurately until this piece of work has been carried out.
Ensure RSL adhere to proposals and what was agreed with Council	Legal agreement & offer document drafted & agreed to mirror promises. Robust KPIs agreed to enable monitoring of contract	AP/RSL/First Call	October 2008 onwards	
Residents not sufficiently engaged in project to enable positive vote at ballot	Ensure consultation is thorough and comprehensive. Details of Offer document need to reflect needs of tenants and retain current rights and benefits	AP/ RSL	Nov 2008 – May 2009	
Communications	Ensure communications & consultation is accessible to all households	AP/RSL	Ongoing	RSL to establish communications & consultation strategy – October/ November 2008
Access for disabled households	Ensure new properties are developed to	AP/RSL	November 2008	None of the existing properties are built to

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	<p>Lifetime Homes standards or are wheelchair accessible to families with limited mobility. Establish aids adaptations policy for selected RSL for benefit of residents.</p>			<p>Lifetime Homes standards or are wheelchair accessible. In addition to the EIA, the Council needs to demonstrate that it has due regard to promoting the equality of opportunity of disabled people and other persons in accordance with Section 49A of the Disability Discrimination Act 2005. Aids &amp; adaptations policy will support existing residents living in existing properties prior to redevelopment as well as post development.</p>