

Equality Impact Assessment (EqIA) Form

In order to carry out this impact assessment, it is important that you have completed the EqIA E-learning Module and read the Corporate Guidelines on EqIA's. Please refer to these to assist you in completing this form and assessment.

SCREENING

What is the policy? (name and description)	Planned Investment Procurement
Which Directorate and Service is responsible for the policy?	Asset Management, Housing Services
Name & contact details of person(s) carrying out the EqIA:	Paul O'Callaghan – 020 8424 1717 (x2717)
Date of assessment:	8 th December 2010

Stage 1: About the Policy

1. Is this a new or an existing policy?	New
2. What are the aims, objectives or purpose of the policy?	That cabinet approves the recommendations laid out in the attached report to deliver the programme for 2011/12 using a hybrid procurement approach of a combination of the London Housing Consortium (LHC) Frameworks and in-house resources to let elemental contracts following a full tendering process
3. What factors / forces could prevent you from achieving these aims and objectives?	Cabinet non approval
4. How does the policy contribute to the council's corporate aims and objectives?	The arrangement will ensure that we are providing a high quality planned investment service, which we know is paramount to improving customer satisfaction. There is also an expectation that there will be efficiencies arising from the proposed arrangements– the impact of potential efficiencies will be built into the contractual arrangements and monitored specifically as part of performance measures to ensure contract compliance and delivery of VFM.

<p>5. Who is intended to benefit from this policy and in what way?</p>	<p>Residents – improved satisfaction and value for money Harrow Council – efficiency savings Asset Management department – time to assess the best way of procuring longer term work</p>
<p>6. Is responsibility for the policy shared with another department, authority or organisation? If so:</p> <ul style="list-style-type: none"> Who are the partners? Who is responsible for the policy? 	<p>The contract will be managed by the Asset Management team within housing services. There will obviously be contact with outside contractors, these are yet to be determined. The works will be procured by Asset Management, and carried out by the contractors, all will be responsible in adhering to the terms of the contract in terms of vfm and quality of work.</p>

Stage 2: Collecting Evidence

<p>7. What data or benchmarking information is available to facilitate the screening of this policy?</p> <ul style="list-style-type: none"> Results from the Place Survey Customer Satisfaction Surveys Local or national research Complaints or compliments received CAA, liP or other assessments 	<p>We have the results from previous satisfaction surveys which have been carried out which allow us to understand our residents issues and concerns with this service. We also carry out regular monitoring where work has been carried out, which will allow us to benchmark, and monitor, the performance of the contract on an ongoing basis.</p> <p>Our complaints reporting also allows us to monitor satisfaction with the works that have been carried out, and both complaints & satisfaction data are fed back to the Asset Management Improvement Group, which meet monthly.</p> <p>We will be using LHC frameworks when awarding work, which has been market tested, as well as using a competitive process for contractors to ensure that we will be getting vfm throughout the life of the contract.</p>
--	--

8. Have you undertaken any consultation on this policy? No

If yes, who was consulted? (this may include staff, members, unions, community / voluntary groups, stakeholders, residents and service users)

Equality Strand	Name of Group	What consultation methods were used?	What do the results show about the impact on different equality groups?
Age			
Disability			

Gender			
Race			
Religion or Belief			
Sexual Orientation			
Other (please state)			

9. If you have not undertaken any consultation, explain why?

This is a short-term measure which does not require statutory consultation. TLCF are aware of the end of the existing contract and the options being considered by cabinet. There will be statutory consultation of leaseholders following the award of the contracts and prior to work starting. During this contract we will engage residents extensively on the longer term contract options available for 2012 onwards.

Proposed Consultation (for NEW policies)

NOTE: If you have not undertaken any consultation as yet, list your proposals for consultation with target dates in the section below. Any proposed consultation needs to be **completed before** progressing with the rest of the EqIA.

For guidance on consultation, see consultation guidelines on the HUB <http://harrowhub/site/scripts/documents.php?categoryID=127>

Who do you plan to consult?	What method of consultation do you propose to use and what is your target date for consultation?	What did the results show about the impact on different equality groups?
Residents	Asset Management Improvement Group (ongoing throughout 2011)	
Staff	Focus groups (ongoing through 2011)	

Stage 3: Assessing Impact

10. Considering the information / data from your research or/and consultation, is there any reason to believe that any adverse impact occurs or has the potential to occur on any equality group?

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
			X		X		X		X		X		X	

If yes, explain what the impact is and which group(s) this affects?

If none, go to question 11.

10A. What measures are you going to take to eliminate or reduce the adverse impact(s)? E.g. consultation, research, implement equality monitoring

Equality Group	Actions identified to eliminate/reduce adverse impact (Copy these measures into the Improvement Action Plan)
Age	
Disability	
Gender	
Race	
Religion or Belief	
Sexual Orientation	
Socio Economic	

11. Is there any evidence or concern that **direct discrimination** may occur with reference to anti discrimination legislation?

Direct discrimination - occurs when a person is treated less favourably than others on the grounds of their age, disability, gender, race, religion or belief, or sexual orientation. Refer to main guidelines and toolkit for examples of direct discrimination.

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
			X		X		X		X		X		X	

If yes, explain which equality group(s) this affects? (You are encouraged to seek Legal Advice)

12. Is there any evidence or concern that **indirect discrimination** may occur? If yes describe this below and whether you can credibly justify continuing with the policy in terms of the benefits of its wider aims?

Indirect discrimination - occurs when a rule, condition or requirement, which applies equally to everyone, has a disproportionately adverse effect on people from a particular equalities group when there is no objective justification for the rule. Refer to main guidelines and toolkit for examples of indirect discrimination.

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		X		X		X		X		X		X		X

If yes, explain which equality group(s) this affects? (You are encouraged to seek Legal Advice)

13. Is the policy likely to affect relations between certain groups, for example because it is seen as favouring a particular group or denying opportunities to another?

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		X		X		X		X		X		X		X

If yes, explain which equality group(s) this affects?

14. If you have any further evidence or concern the potential impact the policy may have on a particular group(s), explain these below. This could be positive or negative. (if neither positive or negative, insert none)

Equality Group	Positive	Negative
Age		
Disability		

Gender						
Race						
Religion or Belief						
Sexual Orientation						
Socio Economic Inequality						
<p>15. How does the policy conform to the requirements of the Public Equality Duties, which require all council functions and services to:</p> <ul style="list-style-type: none"> • promote equality of opportunity, • eliminate discrimination • promote good relations between different equality groups <p>If the answer is none or N/A please state why? What amendments could be made?</p>	<p>The way in which we carry out our works will not change in relation to any group identified in the above sections. The council has a budget to carry out these projects, and this is carried out purely based on stock condition need/requirement/ lifecycle replacement programme analysis as opposed to customer or officer selection for works. This removes the possibility that there could be any inequality of opportunity, discrimination or the council failing to promote good relations.</p> <p>On the contrary, the improved service and vfm would improve relations between groups.</p> <p>The programmes that we have will be published in the tenants newsletter Homing In and made available electronically to ensure that there is transparency and accountability.</p>					
16. Has an impact been identified?	Yes		If yes, is the impact positive or negative?	Positive		Go to Q17
	No (go to Q17)	X		Negative		Go to Q16A
16A. If there is a negative impact on any group(s), is that impact legal?	Yes		If illegal, take legal advice	If legal, is the impact intended?	Yes	
	No				No	

17. Have you received any complaints or compliments about the policy? If so, provide details.	No
18. What monitoring is in place to check the effects of the policy on equality groups?	Ongoing monitoring of customer satisfaction, complaints data and also regular standards checks on works carried out.
19. How will the results of any monitoring be analysed, reported and publicised?	These will be fed back to the Asset Management Improvement Group, as well as being included in internal reporting procedures (improvement board, HGMT etc)
20. What monitoring measures need to be introduced to ensure effective monitoring of the policy? (Include in Improvement Action Plan)	These are already in place.

21. When will the policy be reviewed? Constantly through to June 2012

Decision

22. On the basis of your answers so far, what is the potential for differential impact? (see note 19.8 in Corporate Guidance Document)	High <i>(Large adverse impact on equality groups)</i>	Medium <i>(Some adverse impact on equality groups)</i>	Low <i>(Low potential for adverse impact on equality groups)</i>
			X
	Mark with an X		Continue on to Part 2 for a full assessment.

FULL ASSESSMENT

23. Does the policy impact less favourably on a certain group or groups in comparison with others?														
Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

If yes, explain how:														
24. Is there any evidence of higher or lower participation, uptake or exclusion by any of the following equality groups?														
Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
If yes, explain how:														
25. Do any groups have lower than average success rates in particular processes and/or access to services?														
Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
If yes, explain how:														
26. Do criteria or requirements in relation to the policy disadvantage certain groups, either explicitly or inadvertently?														
Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
If yes, explain how:														
27. Is access to services and benefits reduced or denied for some groups in comparison with other groups?														
Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
If yes, explain how:														
28. Do particular groups face increased difficulty or indignity as a result of the policy?														
Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If yes, explain how:

29. Are there higher complaints rates or lower satisfaction rates for particular equality groups in connection with the policy, in comparison with other groups?

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

If yes, explain how:

30. Is there evidence that the policy fails to respond to the needs of a particular group, in comparison with other groups?

Mark answer with an X	Age		Disability		Gender		Race		Religion / Belief		Sexual Orientation		Socio Economic Inequality	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

If yes, explain how:

Further Consultation

31. In the context of the previous questions, are there any groups you feel need to be consulted in order to reduce / eliminate adverse impact or identify potential barriers to improve access to the policy? (Answer with an X)	YES		NO (Go to Q33)	
--	-----	--	----------------	--

NOTE: If you already have some ideas on how to mitigate a potentially adverse impact you should include this in your consultation. Consultees can therefore help not only to identify potentially adverse impacts but also to identify possible solutions.

Consultation can take on many different forms and the extent should be in proportion to the effect that the proposal is likely to have. Methods of consultation could include a survey, questionnaire, and focus group or open meetings. Take care not to restrict consultation only to recognised or 'official' associations and community leaders. It may be helpful to contact other officers who you know have carried out consultation exercises with these groups / individuals.

What consultation do you propose to undertake? Complete the section below and also include these in the Improvement Plan.

Equality Group	Type of consultation planned	Who with?	By when?
----------------	------------------------------	-----------	----------

Age			
Disability			
Gender			
Race			
Religion or Belief			
Sexual Orientation			
Other			

Stage 4 Making Adjustments (Improvement Action Plan)

32. List below any recommendations for action that you plan to take as a result of this impact assessment. This will include any actions identified throughout the EqIA. *(Insert additional rows as required)*

Area of potential adverse impact e.g. Race, Disability	Action proposed	Lead Officer	Timescale	Resource implication	Comments
No adverse impact	We will continue to monitor all complaints and satisfaction data, as well as hold regular meetings to ensure that residents are receiving the same, if not improved, standards of service & vfm.	Howard Beresford – Head of Asset Management	Ongoing to June 2012	Officer time	None
No adverse impact	We will open up a full programme of consultation with established tenant representative groups to ensure that the longer term contract due to be awarded in 2012 is in accordance with their views.	Howard Beresford – Head of Asset Management	Ongoing to June 2012	Officer time	None

--	--	--	--	--	--

Stage 5 – Reporting Results

We are required to ensure all completed EqIA's will be put onto the Council's website under the equality and diversity section and they will also be made available to members of the public on request.

33. Methods of publication – how will the impact assessment be publicised? E.g. Council website, intranet, forums, groups etc

This impact assessment will be made available through the normal channels (website/intranet), and also available upon request.

Stage 6 - Monitoring

It is important to monitor the actions arising from the impact assessment to ensure improvement to policy.

34. How will the actions be monitored to ensure improvement to the policy?

These will be outlined in further reports, and also Project Initiation Documents to ensure that there is a record of these actions and we can therefore be held to account. Reports will be taken to various groups, and minutes/notes taken to provide written documentation.

Stage 7 - Organisational sign Off (to be completed by Chair of Departmental Equalities Task Group)

The completed EqIA needs to be sent to the chair of your Departmental Equalities Task Group (DETG), who will discuss and agree the actions in the Improvement Plan.

Once agreed the actions from the Improvement Plan need to be included in Departmental Business Plans for implementation.

35. Which group or committee considered the action plan and agreed the actions to improve the policy? If you agreed no further action as a result of the EQIA, explain why?

--	--	--	--

Signed: (Lead officer completing EqIA)

Paul O'Callaghan

Signed: (Chair of DETG)



Date:	10 th December 2010	Date:	10 December 2010
--------------	--------------------------------	--------------	------------------