

Uttlesford District Council

Fast-track equality impact assessment (EqIA) tool

What is this tool for?


This tool will help you to assess the impact of existing or new strategies, policies, projects, contracts or decisions on residents and staff. It will help you to deliver excellent services, by making sure that they reflect the needs of all members of the community and workforce.

What should be equality impact assessed?

You only need to equality impact assess strategies, policies, projects, contracts or decisions that are **relevant** to equality. If you are not sure whether your activity is relevant to equality take the 'relevance test' on Page 9.




How do I use the tool?


This tool is easy to use and you do not need expert knowledge to complete it. It asks you to make judgments based on evidence.

The tool uses a system of red flags  to give you an indication of whether or not your responses are identifying potential issues. Getting a red flag does not necessarily indicate a problem, but it does mean that your assessment is highlighting issues or gaps in data that may require further investigation or action.





If there is insufficient space to answer a question, please use a separate sheet.

General information		
1	Name of strategy, policy, project, contract or decision.	Allocations Policy – amendments to be made following recent case law regarding the eligibility of accepted homeless applicants and other categories of applicants who fall within reasonable preference categories as defined by the Housing Act 1996
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To inform people how we assess housing applications and allocate social housing in Uttlesford.
3	Who may be affected by the strategy, policy, project, contract or decision? The housing register is open to all client groups who are not subject to immigration control and meet the local eligibility criteria	<input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Those not meeting the local eligibility criteria
4	Responsible department and Head of Division.	Department: Housing Services Head of Division: Roz Millership
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (please state): Housing Associations with properties within Uttlesford.
Gathering performance data		

6	<p>Do you (or do you intend to) collect this monitoring data in relation to any of the following <u>diverse groups</u>?</p> <p>The information is collected from the application form. Reports can be run off to see what people fall into the diverse groups mentioned. The CORE data is also used to monitor the allocations of housing.</p>	<table border="0"> <tr> <td data-bbox="784 174 850 239"><input checked="" type="checkbox"/></td> <td data-bbox="899 184 959 218">Age</td> <td data-bbox="1118 174 1185 239"><input checked="" type="checkbox"/></td> <td data-bbox="1235 184 1365 218">Disability</td> </tr> <tr> <td data-bbox="784 281 850 346"><input checked="" type="checkbox"/></td> <td data-bbox="899 275 1081 344">Gender/ Transgender</td> <td data-bbox="1118 281 1185 346"><input checked="" type="checkbox"/></td> <td data-bbox="1235 296 1312 329">Race</td> </tr> <tr> <td data-bbox="784 388 850 453"><input checked="" type="checkbox"/></td> <td data-bbox="899 382 1045 451">Religion & Belief</td> <td data-bbox="1118 388 1185 453"><input checked="" type="checkbox"/></td> <td data-bbox="1235 382 1390 451">Sexual Orientation</td> </tr> <tr> <td data-bbox="784 495 850 560"><input type="checkbox"/></td> <td data-bbox="899 506 1019 575">Rural Isolation</td> <td data-bbox="1118 495 1185 560"><input checked="" type="checkbox"/></td> <td data-bbox="1235 489 1377 558">Social Economic</td> </tr> <tr> <td data-bbox="784 602 850 667"><input type="checkbox"/></td> <td data-bbox="899 596 1101 665">Other (please state)Location</td> <td data-bbox="1118 602 1185 667"><input type="checkbox"/></td> <td data-bbox="1235 617 1349 651">None </td> </tr> </table>	<input checked="" type="checkbox"/>	Age	<input checked="" type="checkbox"/>	Disability	<input checked="" type="checkbox"/>	Gender/ Transgender	<input checked="" type="checkbox"/>	Race	<input checked="" type="checkbox"/>	Religion & Belief	<input checked="" type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>	Rural Isolation	<input checked="" type="checkbox"/>	Social Economic	<input type="checkbox"/>	Other (please state)Location	<input type="checkbox"/>	None 
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<input type="checkbox"/>	Rural Isolation	<input checked="" type="checkbox"/>	Social Economic																			
<input type="checkbox"/>	Other (please state)Location	<input type="checkbox"/>	None 																			

7	<p>How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?</p> <p>Monitored through customer complaints using the Corporate Compliments and Complaints system. Core data shows who are housed and we monitor that the statistics match throughout all the data collected. Eligibility criteria is determined by legislation. Local eligibility criteria will be monitored by reports from CBL system</p>	<p><input checked="" type="checkbox"/> Performance indicators or targets</p> <p><input checked="" type="checkbox"/> User satisfaction</p> <p><input checked="" type="checkbox"/> Uptake</p> <p><input checked="" type="checkbox"/> Consultation or involvement</p> <p><input type="checkbox"/> Workforce monitoring data</p> <p><input checked="" type="checkbox"/> Complaints</p> <p><input checked="" type="checkbox"/> External verification</p> <p><input checked="" type="checkbox"/> Eligibility criteria</p> <p><input type="checkbox"/> Other (please state):</p> <p><input type="checkbox"/> None </p>
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Analysing performance data

<p>8</p>	<p>Consider the impact the strategy, policy, project, contract or decision has already achieved, measured by the monitoring data you collect. Is the same impact being achieved for diverse groups as is being achieved across the population or workforce as a whole?</p> <p>The statistics show that the proportion of diverse groups housed are consistent with the background population as a whole as compared against census data, CORE data and housing register reports.</p>	<p><input checked="" type="checkbox"/> Yes *</p> <p><input type="checkbox"/> No*</p> <p><input type="checkbox"/> Insufficient </p> <p><input type="checkbox"/> Not applicable </p> <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p>
<p>9</p>	<p>Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u>?</p> <p>Policy will be monitored to check that those applying to the housing register are representative of the local population in relation to diverse groups</p>	<p><input type="checkbox"/> Yes *</p> <p><input checked="" type="checkbox"/> No*</p> <p><input type="checkbox"/> Insufficient </p> <p><input type="checkbox"/> Not applicable </p> <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p>

Checking delivery arrangements

10 You now need to check the accessibility of your delivery arrangements against the requirements below. Click on the hyperlinks for more detailed guidance about the minimum criteria you should meet.

If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.

Yes No  N/A

The [premises](#) for delivery are accessible to all.

X		
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[Consultation](#) mechanisms are inclusive of all.

X		
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[Participation](#) mechanisms are inclusive of all.

X		
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If you answered 'No' to any of the questions above please explain why giving details of any legal justification.

Checking information and communication arrangements

11 You now need to check the accessibility of your information and communication arrangements against the requirements below. Click on the hyperlink for more detailed guidance about the minimum criteria you should meet.

If assessing a proposed strategy policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.

Yes No  N/A

[Customer contact](#) mechanisms are accessible to all.

X		
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Electronic, web-based and paper information is accessible to all.

X		
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Publicity campaigns are inclusive of all.

X		
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Images and text in documentation are representative and inclusive of all.



X		
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If you answered 'No' to any of the questions above please explain why, giving details of any legal justification.

Future Impact

12 Think about what your strategy, policy, project, contract or decision is aiming to achieve over the long term and the ways in which it will seek to do this. This is your opportunity to take a step back and consider the practical implementation of your strategy, policy, project, contract or decision in the future. As well as checking that people from diverse groups will not be inadvertently excluded from or disadvantaged by any proposed activities, it is also an opportunity to think about how you can maximize your impact, reach as many people as possible and really make a difference to the lives of everyone in Uttlesford regardless of their background or circumstances.

Is it likely to inadvertently exclude or disadvantage any diverse groups?


- No
- Yes * 
- Insufficient evidence 

*Please state any potential issues Identified.

OVERVIEW
70,000 residents
Demographic make up according to diverse groups.

Improvement actions

13 If your assessment has highlighted any potential issues or red flags, can these be easily addressed?

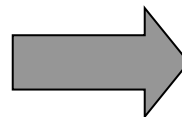
- Yes
- No* 
- Not applicable

**If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:*

Making a judgement – conclusions and next steps

14 Following this fast-track assessment, please confirm the following:

There are no inequalities identified that cannot be easily addressed or legally justified

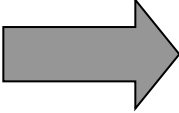


No further action required. Complete this form and implement any actions you identified in Q13 above

There is insufficient evidence to make a robust judgement.



Additional evidence gathering required (go to Q17 on Page 7 below).

	<input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.		Action planning required (go to Q18 on Page 8 below).
15	If you have any additional comments to make, please include here.	<input checked="" type="checkbox"/> None	

Completion

16	Name and job title (Assessment lead officer)	Judith Snares – Housing Needs and Landlord Services Manager
	Name/s of any assisting officers and people consulted during assessment:	Helynn Thompson
	Date:	14/11/2015
	Date of next review:	1 year after implementation of new policy – implementation anticipated Jan 2016
	<i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i>	.

When completed, a copy of this form should be saved with the strategy, policy, project, contract or decision’s file for audit purposes and in case it is requested under the Freedom of Information Act.

Additional evidence gathering and action planning

17	<p>If your fast-track assessment indicated that complex issues or inequalities were identified which could not be easily addressed, or you had insufficient evidence to make a judgement, you need to undertake an additional evidence gathering and action planning process. This is described below:</p> <p>(a) Gather and analyse relevant additional evidence (which may include engagement with diverse groups), to address gaps in your knowledge, enhance understanding of the issues and inform options for addressing these. Additional evidence is likely to include any or all of the following:</p> <p>Data gathering</p> <ul style="list-style-type: none"> ■ Demographic profiles of Uttlesford ■ Data about the physical environment, e.g. housing market, workforce, employment, education and learning provision, transport, spatial planning and public spaces ■ Results of local needs analysis ■ Results of staff surveys ■ Research reports on the needs/experience of diverse groups ■ National best practice/guidance ■ Benchmarking with other organisations
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Consultation and involvement

- Existing consultation findings that may provide insight into the issues
 - New, specially commissioned engagement with diverse groups
 - Expert views of stakeholders/employers organisations representing diverse groups
 - Advice from experts or national organisations
 - Specialist staff/in-house expertise.
- (b) For advice on evidence gathering or engagement with diverse groups please contact your departmental equality lead officer. Discuss any proposed consultation with your departmental equality lead officer to ensure it is coordinated with related exercises across the Council as a whole.
- (c) Use your evidence gathering, analysis and engagement with diverse groups to develop options for addressing inequalities or unmet need, consulting with relevant management teams, Members, strategic groups/partners where necessary to confirm proposed actions and resource issues.
- (d) When options for addressing any issues are agreed, if these cannot be implemented immediately integrate them into the appropriate service plan/strategic plan/multi-agency strategy, so that it is clear how they will be delivered, when they will be delivered, by whom and how this will be monitored.
- (e) Identify how the continuing implementation and impact of the strategy, policy, project, contract or decision on diverse groups in Uttlesford will be monitored.
- (f) Having gathered evidence re-evaluate this assessment.
- (g) Following completion of the above, please confirm the following:

18 **The conclusions and agreed proposals:**

Following recent case law it is necessary to make some amendments to the Allocations Policy around the eligibility of accepted homeless applicants and other categories of applicants who fall within reasonable preference categories as defined by the Housing Act 1996. Amendments to the policy have been consulted on.

Summary of evidence gathered, including any internal and external consultation (please include full document titles and dates of publication and consultation for audit purposes):

Legal

Housing Board

RSL Partners

Homelessness partnership

Parish Councils

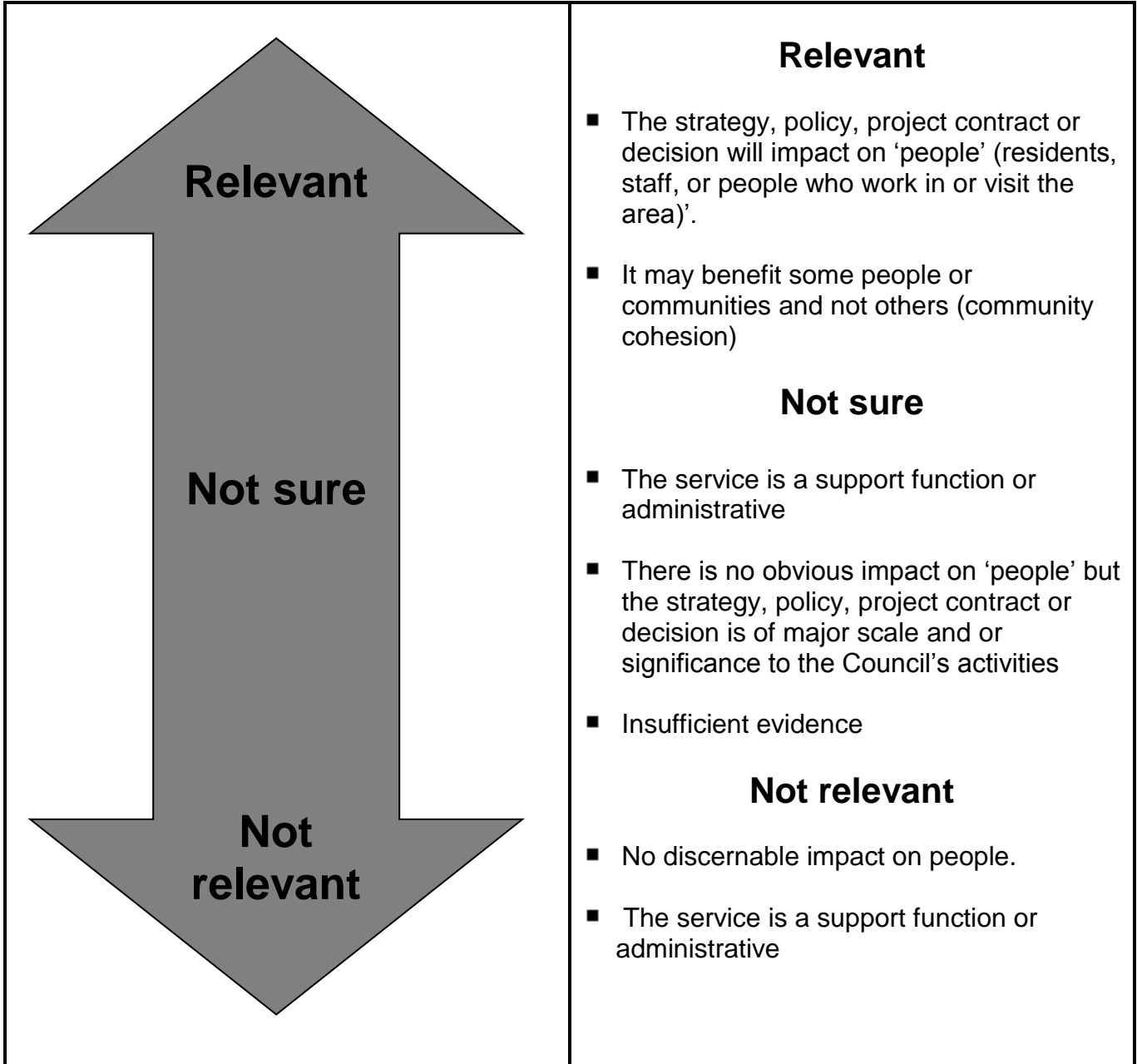
Housing Act 1996 as amended as amended by the homelessness act 2002

Choice based lettings guidance code of guidance 2008. Statutory guidance on the

<p>allocation of social housing 2009. Relevant Case Law Consultation through – Tenant forum, Community and Housing Committee, Open day consultation event.</p>	
<p>Date proposals to be implemented and lead officer: To be approved by cabinet January 2016 and will be implemented with immediate effect - Judith Snares</p>	
<p>Where implementation is not immediate, please state in which service plan or strategy the proposed actions will be integrated: n/a</p>	
<p>Monitor arrangements (please include full details for audit purposes): Continue to monitor through performance indicators and as previously mentioned.</p>	
<p>Additional Comments</p>	
19	<p>If you have any additional comments to make, please include here:</p> <p><input checked="" type="checkbox"/> None</p>
<p>Completion</p>	
20	<p>Name and job title (Lead Officer): Judith Snares – Housing Options Homelessness Manager. Name/s of other assisting officers: Helynn Thompson – Housing Options Date: 14/11/15 Date of next review (if any): 1 year after implementation of new policy – implementation anticipated Jan 2016</p>
<p>When completed, a copy of this form should be saved with the strategy, policy, project, contract or decision's file for audit purposes and in case it is requested under the Freedom of Information Act.</p>	

The relevance test

Use the quick guide below to decide whether or not your strategy, policy, project, contract or decision is relevant to equality:



If you are not sure whether your strategy, project or decision is relevant to equality, ask _____, a member of the Council’s Equality Standard Working Group Officer for advice.
Tel. _____

Ensuring your premises for delivery are easily accessible

In order to ensure that your premises for delivery are accessible to disabled customers and staff, older people and people with small children you should comply with the principles of accessible design summarised below.

In some cases, and for legitimate reasons, this may not be possible. Where this is the case you can still ensure your premises are accessible if you make appropriate reasonable adjustments. For guidance on reasonable adjustments see the 'Key contacts' section at the foot of this page.

Level access

Is there level access into and inside your premises? This means no steps, steep slopes or lips on doorways.

Ramp or lift

If there are steps, can you fit a ramp or install a lift so disabled customers and staff and parents with pushchairs can get in? To be safe ramps must:

- Have a gradient of 1:20 or less
- Have a handrail
- Be firmly fixed to the ground

Bell or buzzer and alarms

Can you install a bell or buzzer outside and go out to disabled customers or staff when they ring? Do you have a visual as well as audible alarm?

Door handles

Are door handles easy to grip and easy to reach for customers or staff who are wheelchair users?

- Use an easy grip handle in a contrasting colour
- Install a magnetic device to hold doors open
- Are door locks easy to handle (not fiddly)?

Doormats

Are any doormats flush with the floor? Avoid bristle matting – it can be difficult for customers or staffs who are wheelchair users.

Colour contrast

Is there a colour contrast between your floors, walls, ceilings and doors? Use matt paint in contrasting colours or different tones.

Corridors and aisles

Are corridors and aisles clear enough for a wheelchair or pushchair to pass through?

Seating

Is there somewhere to sit down if customers or staffs have to queue or wait?

- Have seating with and without armrests, if possible.
- Leave space for a wheelchair user to pull up alongside a seated companion.

Height

Are all key facilities on the main floor? Are popular products on a mid-height shelf, and easy to reach from a wheelchair? Provide a lap tray or clipboard if a lower counter section is not available.

Lighting

Is it easy for visually impaired customers or staff to see everything they need to?

- Make sure your premises are well lit.
- Mark corners, steps and counter edges with high visibility tape so they can be easily seen.
- Keep highly reflective surfaces away from signs to avoid glare.

Guide dogs

If you normally ban animals, you should consider relaxing this for assistance dogs. Remember, it is not just visually impaired people who use assistance dogs.

Signs and labels

Are signs and labels short and easy to read? Are Induction loops available?

- Use large clear text (for example, 24-point text for shelf bar labels)
- Use contrasting colours (for example, black text on a white or yellow background)
- Make sure signs are at a suitable height.

Use visual or picture symbols as well as words, if appropriate.

Key contacts

For further advice or information please contact Sue Locke, a member of the Council's Equality Standard Working Group Officer.

Email: slocke@uttlesford.gov.uk

Telephone: 01799 510 537

Text phone: 18001

Alternatively, contact your Divisional Equality Lead Officer:

Division/Services	Head of Division/Services	Tel. No.

Ensuring customer contact mechanisms are easily accessible

In order to ensure that customer contact mechanisms are accessible to disabled customers and staff, you should provide a range of alternatives – for example: phone, email, text phone, fax and face-to-face.

In some cases and for legitimate reasons, this may not be possible. Where this is the case you can still ensure customer contact mechanisms are accessible if you make appropriate reasonable adjustments. For guidance on reasonable adjustments see the 'Key contacts' section below.

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