

Initial Screening Equality Impact Assessment Form

Please read the Guidance on Completing EQIA before completing this form

Use this form for new and existing policies. Where a question is not applicable to your assessment, please indicate.

1. What is the name of the service/policy/procedure/project etc to be assessed?

Leasehold Management Policy

2. Briefly describe the aim of the service/policy etc? What needs or duties (RRAA)* is it designed to meet? How does it differ from any existing services/policies etc in this area?

To set out how Ascham Homes manages the properties and tenancies of council leaseholders.

3. Is there any evidence to suggest that this could affect minority ethnic groups, men and women, disabled people, lesbians and gay men, young and other people and faith communities? Is there an adverse impact? What are the reasons for this adverse impact?

No

4. Please describe the evidence you have used to make your judgment. What existing data for example (qualitative or quantitative) have you used to form your judgment? Please supply the evidence you used to make your judgment separately (by race, gender, disability, age, faith and sexual orientation etc).

The policy has been set out to comply with all relevant legislation, regulatory guidance and Codes of Practice. The Leasehold Management Policy operates within and complies with the wider framework of policies and strategies including the Tenant (and leaseholder) Compact, the Anti-Social Behaviour policy and the Customer Care, Diversity, Income and Anti-Poverty strategies.

5. Have you consulted externally as part when drafting your policy? Who have you consulted? What methods did you use? And what have you done with the results i.e. how do you intend to use the information gathered as part of the consultation?

Yes. The Leaseholder Focus Group was consulted over the draft policy and the Group's comments were taken into account.

6. Have you published the results of that consultation, if so, where?

The Leaseholder Focus Group have been informed that their comments have been taken into account and that the Policy is being reported to Performance & Development Committee

7. Is there a public concern (in the media etc) that this function or policy is being operated in discriminatory manner?

No

8. If in your judgment, the proposed service/policy etc does have an adverse impact? Can that impact be justified? You need to think whether the proposed service/policy etc will have a positive or negative effect on the promotion of equality opportunity, if it will help eliminate discrimination in any way, or encourage or hinder community relations.

No adverse impact anticipated

9. If the impact cannot be justified, how do you intend to deal with it?

N/A

10. Kindly provide separate evidence of how you intend to monitor the impact/actions in future

The Leasehold Management Policy will be reviewed every two years by the staff and Board, in consultation with leaseholders.

If you need more space for any answers please continue on a separate sheet.

Signed by the manager undertaking assessment

Full name (in capitals please)

ANITA MURPHIE

Dated 10/11/09

Position in the Company

Head of RTB & Leasehold Services

Please Note:

It is recommended that Head of Service should decide whether there is a need for full Equality Impact Assessment based on a high negative impact (if part of the policy does not meet the general duties in the RRAA (see overleaf)

Appendix Two - Equality Impact Assessment Template

Please read the Guidance on Completing EQIA alongside this form

Name of Policy/Service/Function being assessed. The term Policy will be used throughout the template.
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Service Area:	
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Head of Service:	
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Lead Officer:	
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Names and Roles of people carrying out the EQIA

Section 1 - Introduction
<i>Identify the aims of the Policy</i>
What is the aim, objective or purpose of the policy? <ul style="list-style-type: none">• Is the policy delivered by one service area or in conjunction with other service areas, agencies etc.• How does the policy fit in with the company's wider aims?
<i>What is the rationale behind the policy and its delivery?</i>
<ul style="list-style-type: none">• State the underlying policy objectives, which underpin the service and what they are trying to achieve. Are there associated objectives of the policy?
<i>Is the policy aimed at a particular client group?</i>
<ul style="list-style-type: none">• Who are the main stakeholder in relation to this policy

How is the policy/service delivered?

- Is there an eligibility criteria
- Is the service statutory or non statutory
- Is the service free or subject to charges?

Section 2 - Broad Needs Analysis of the Service Area

Please set out your understanding of the needs of your clients and their barriers to having these needs met and theirs and you barriers to accessing/delivering your service. This needs to be broken down into the 6 equality areas. In completing this exercise ask and answer the following questions.

- Are staff trained in equality awareness and cultural awareness relevant to the needs of your client group
- Are there any factors about the way the service is delivered that could have an equalities impact? Consider opening times; physical access; translation and interpretation services
- What methods do you use to promote or advertise the service?
- What measure do you undertake to reach traditionally excluded communities
- Has your service been subject to any complaints, which involve equality issues?
- What consultation exercises have been carried out over the last 2 years and/or are planned in the near future?
- Are there any additional equalities monitoring information you want to collect

Section 3 - Data collection and analysis

- Profile of service user
- Profile of service users – using census and ward data
- Profile of staff delivering the service – staff and partners
- Profile of training available and who has had it – staff, partners, and residents reps.
- Does the customer profile of your service reflect the local population or the relevant target group or is there under or over representation by certain groups?
- Any Gaps in data information required?

Section 4 - Consultation

- What consultation exercises have been carried out over the last 2 years/are planned in the near future.
- Consultation includes; research; needs analysis; ongoing consultation and involvement in service development.
- Make sure hard-to-reach/hear communities or sections of communities are consulted.
- Repeat section 5 if necessary in light of responses to consultation.
- When making a final decision on the policy, take assessments and consultations fully into account.

Section 5 - Assessment

- Identify if there is any differential effect of the policy on different equality from the information available above
- How are people from each equality group (race, gender, disability, age, faith /believes, sexual orientation) reflected in the take up of services?
- If there are differential impacts are they adverse, unlawful or positive?
- Are there other ways in which the service could be provided which would achieve its aims without adverse or unlawful impact?
- How does the policy contribute to better Community Cohesion?
- What opportunities are there for positive good relations between different communities cross-cultural contact between different communities to take place.
- In what way does the policy work to eliminate discrimination
- How does the policy promote equal opportunities
- Identify if there are groups other than those already considered that may be adversely affected by the policy. This could include effects of peoples physical and mental health needs
- What is the custom and practice in the provision or allocation of this policy? Could these have a disproportionate impact on the equality target groups?

Section 6 - Adverse Impact

- Specify measure that can be taken to remove or minimize the disproportionate impact or adverse impact identified. If there was none, then identified how disproportionate impact or adverse effect could be avoided in the future.

Section 7 - Monitoring and Review of policy

- Make arrangements to monitor and review for adverse impact in the future.

Section 8 - Conclusions and Recommendations

- Does the policy comply with equalities legislation, including the duty to promote race, gender and disability equalities?
- Yes or No. If No please comment on how this is to be remedy
- What are the main areas requiring further attentions
- How will the results of the EQIA feed into the performance planning process
- How and when will the policy be monitored
- Suggested consultation for the future
- For recommendations please complete improvement plan.

Section 9 - Publish the Results

- We have a statutory specific duty to publish the results of our EQIA, consultation and monitoring.
- The improvement plan and the list of consultations need to put on Ascham Homes's website.