



Equality Impact Assessment questionnaire

(covering race, gender, disability, sexual orientation, religion or belief and age)

This Equality Impact Assessment (EqIA) seeks to assess the impacts of your service, function, policy or strategy on people who are legally protected from discrimination (this is people belonging to one or more of these groups: race, religion, disability, sexual orientation, religion or belief and age).

Conducting this EqIA will ensure that any positive or negative impacts on people legally protected from discrimination are highlighted and the necessary action is taken to ensure equality in our services.

This impact assessment must be reviewed at least every three years.

Build the next review of this service/policy into your departments' Management Plan.

Service or Policy Area:	Affordable Housing
Service Unit:	Housing and Planning Services
Officer Completing Assessment:	Rose Newbury
Telephone:	████████████████████
Date:	30 January 2009

General

Q.1	Please provide a brief description of this service/policy including its aims and objectives
	<ol style="list-style-type: none"> 1. Delivery of Housing Capital Programme relating to the provision of housing accommodation; working with Housing Corporation and other funding agencies for the delivery of housing investment in Malvern Hills area. 2. Research into Housing Needs, including Parish Housing needs 3. Housing Market assessment 4. Provision of additional affordable housing opportunities by working closely with the private sector, eg Landlord Forums, annual private sector mail shot to all owners of empty properties and landlords to try and encourage properties being brought back into use for persons registered with the Choice Based lettings scheme.
Q. 2	Please list the main stakeholders/beneficiaries/ recipients of this service/policy
	<ol style="list-style-type: none"> 1. Housing Corporation 2. Registered Social Landlords ie organisations registered and approved by the Tenant Services Authority and the Homes and Community Agency to provide social housing for rent 3. Applicants registered on the Choice Based lettings system 4. Private developers 5. Legal Services department
Q. 3	If this service/policy is provided by another organisation behalf of the Council, please give the names of these organisations
	<p>Partnership working with the agencies indicated below in respect of the following areas of work:</p> <ol style="list-style-type: none"> 1. Housing Needs research and housing market assessments, :all District Councils in Worcestershire and south Warwickshire; Worcestershire County Council; West Midlands Regional Assembly; Government Office West Midlands 2. Empty properties: private landlords, advice agencies, Worcestershire Hub 3. Older Persons Housing Strategy and research: all District Councils in Worcestershire; Worcestershire County Council.

Consultation

Q. 4	Please list any consultation activity with internal or external customers carried out over the last year: e.g. satisfaction surveys, focus groups or citizens panel exercises etc.
	<ol style="list-style-type: none"> 1. Housing Needs assessment 2. Parish Housing needs assessments 3. Gypsy and Travellers Survey 4. Consultation on Housing Strategy 5. Older Persons Housing Survey 6. Equality and Diversity Assessment undertaken in relation to the Choice Based Lettings scheme 7. Research commissioned by Festival Housing Group 'Building Knowledge' The Housing Needs of the Black and Minority Ethnic Population in Herefordshire and Worcestershire 2006
Q. 5	Please list any arrangements you have made, or are planning for consulting with groups protected from legal discrimination on your service/policy
	<ol style="list-style-type: none"> 1. Housing Strategy widely consulted upon 2. Housing Needs assessment and consultation 3. Undertaken Gypsy and Traveller survey 4. Older Persons Housing Needs survey recently undertaken across the County
Q. 6	Please list groups protected from legal discrimination you have consulted with
	<ol style="list-style-type: none"> 1. <i>Consultation on Housing Strategy</i> 2. <i>Gypsies and Travellers – Gypsies and Travellers consulted about their current and future need for permanent sites (including extended family needs)</i>
Q. 7	Please state how you consult with members of your staff about your service/policy
	<ol style="list-style-type: none"> 1. Team Briefs 2. Circulation for comment on draft policies and strategies 3. Inform magazine

Q. 8	Please list any changes to your service/policy that you have made, or you plan to make as a result of consultation with groups protected from legal discrimination
	We are preparing a joint strategy for the South Worcestershire authorities in respect of Gypsy and Traveller site provision

Discrimination

Q. 9	Please list any evidence you have of this service/policy having an adverse impact on any groups (internal or external) protected from legal discrimination
	Rural Allocation policies and restricted allocation policies may indirectly discriminate against ethnic groups, persons with disabilities. These policies liable to result in discrimination against accepted homeless persons – some of which may be vulnerable through disability etc.
Q. 10	If the function or policy is discriminatory, is positive action justifiable to overcome the discrimination?
	Note: this is my own view and such cases have to be decided by Courts as to whether this action can be deemed as discriminatory However I raised this issue with a Barrister who facilitated training on Equality and Diversity for Council staff a couple of years ago – and the Trainer agreed with my concerns on this policy
Q. 11	Could the function or policy have an adverse impact on relations between groups protected from legal discrimination? If so, please describe
	Not as far as we are aware

Service Delivery

Q. 12	Please list any alternative ways to improve access to your service/policy by groups protected from legal discrimination. <i>Include this in the Action Plan attached.</i>
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	<ol style="list-style-type: none"> 1. Extended provision of information via the HUB website – this may include new planning guidance tailored to Gypsy and traveller needs 2. Public meetings and exhibitions, attendance at Parish Council meetings by invitation 3. Housing Surgery at Tenbury 4. Landlord Fayres 5. Distribution of housing advice and information leaflets – through website; HUB. Advice Agencies; Contractors; relevant groups/organisations within the district 6. Planning – public meetings 7. Mobile Housing Advice unit – in rural locations 8. Internet – access to planning applications
Q. 13	Please list any alternative ways to improve understanding of your service/policy by groups protected from legal discrimination. <i>Include this in the Action Plan attached.</i>
	As above

Monitoring	
Q. 14	Please describe how monitor of take up of your service/policy
	<ol style="list-style-type: none"> 1. Details of new affordable dwellings reported to Performance mgt team for insert into a performance report 2. Quarterly report to Executive Committee 3. TEN updates 4. National Indicator NI 155 – Number of affordable homes delivered (quarterly) – reported to Head of Service, Port folio member and Performance Mgt team
Q. 15	How are the results of any monitoring analysed, reported and publicised?
	<ol style="list-style-type: none"> 1. Reported annually in Council Plan 2. Reported within the Housing Services Mgt plan 3. Reported via Housing Strategy Review - annually

Q. 16	Does an analysis of your customer base against baseline population figures for the District show that you are reaching all groups in your area? If not, which groups are adversely affected?
	<ul style="list-style-type: none"> • Gypsy Traveller population around 200 (South Housing Market Area Assessment 2008) <p>Gypsy and Traveller Accommodation Assessment 2008 identified need for 252 new pitches to be provided in sub region over the next 5 years (of which 44 pitches were needed in Malvern) – ie 28 permanent; 8 for Travelling Showpeople; 10 temporary stopping places.</p>
Q. 17	Please list any performance targets relating to equality in your function
	<p>Provision of affordable housing – Housing Strategy seeks to ensure the housing needs of all residents in the district are met by enabling the provision of affordable housing and enabling access to affordable housing solutions. This is an objective of current Housing Strategy. NI 155 relates to numbers of new affordable Housing. Local Indicator (currently numbered HLPI 13 – due to be renumbered – monitors access opportunities to housing)</p>
Q. 18	Please list any plans you have to introduce new targets on equality in your service/policy <i>Include this in the Action Plan attached.</i>
	None

Miscellaneous

Q. 19	If your function is provided by a private sector or voluntary sector organisation on a contract basis, please list any arrangements you have made or plan to make to make sure that these organisations ensure equality.
	<p>Obtain relevant copies of Equality and Diversity Statements of relevant partners both private and public Where available obtain copies of Equality and Diversity requirements re surveys undertaken</p>
Q. 20	Have you received any complaints about your service/policy in respect of equality issues? If so, please give a brief description
	No

Q. 21	Please list any staff training issues on equality arising from this assessment
	Enabling Equality and Diversity awareness training for staff through formal training, team briefs and intranet
Q. 22	Does your service/policy result in any financial support being given to people protected from legal discrimination within the voluntary and community sector. If yes, please list organisations and amounts.
	CAB – grant paid annually towards their provision of housing advice generally
Q. 23	How do you plan to publicise the results of this assessment?
	<p>Available on public access Website</p> <p>Team briefing</p> <p>Actions incorporated into Housing Services Mgt Plan</p>

ACTION PLAN

Please detail any action that you plan to take as a result of this impact assessment

Objective	Action/s	Lead Officer	Completed by
Publication of Equality Impact Assessment and anti discrimination policy	Add to housing service Website and include in Housing Services Mgt Plan; Sharepoint Ensure colleagues are aware of the Assessment through Sharepoint; team briefs, Team Talk	Housing Manager and Enabling Officers	June 2009
Access to services	Consideration be given to the adequacy of any venues used for meetings, exhibitions, landlord fayres, Parish Survey events, housing advice offices, mobile housing advice units	Housing Manager and Enabling Officers	Ongoing
Access for all	Ensure all documentation used by service is accessible to all Ensure access to printed/electronic information	As above	Ongoing
To understand we understand the needs of minority groups with regards service design and delivery	Undertake a major review of Housing Strategy and Affordable Housing targets in consultation with relevant representative local groups	Head of Service and Housing Manager	July 2009
Access for all	Monitoring of groups who take up service and also monitor excluded from housing due to local lettings schemes	Housing Manager	As Above
Ensure partners/contractors have Equality and Diversity policies and practices in place	Obtain copies of relevant policies where possible	Enabling Officer	September 2009
Internet access	Liaise with planning colleagues re this action	Enabling officer	September 2009
Enable staff within Housing have undertake Equality and Diversity Training	Ensure future training if available Aim to arrange seek training on the implications on housing on the new Equality Bill	Housing Manager/enabling officer	Training undertaken 2009 Manager to attend training on Equality Bill in August 2009