


South Staffordshire Council

Equality Impact Assessment Form

Key Information					
1*	Title of Function or Policy to be assessed: Pilot Choice Based Lettings Scheme				
2	Lead Officer: Pat Main, Housing Services Manager (Operations)				
3	IA Review Team (optional) Pat Main (SCC)				
4	Portfolio or Service Area: Housing Services (Operations) Community Services				
5	A summary of this Impact Assessment has been produced and is published (state where): On South Staffordshire Council's website				
6	Impact assessment started: June2006 Finished: October 2006				
7	The Impact Assessment				
8	Are there any other functions, policies or services which might be linked with this one for the purposes of this exercise? If YES, then discuss with Portfolio Manager or Head of Service before proceeding. None.				
9	Initial Assessment				
10	What are the aims/objectives/purposes of the function or policy? To improve access to affordable rented homes owned by housing associations within the South Staffordshire area by advertising available homes and allowing customers to express an interest via the Choice Based Lettings website, by telephone or by post.				
11	Who is it intended to affect or benefit (the target population)? The general public requiring social rented housing within the South Staffordshire area.				
12	Is it intended to impact differentially (positively or negatively) on different people or communities because of factors such as (tick):				
		yes - positively	yes - negatively	No	Don't know
13	Age			✓	
14	disability			✓	
15	gender			✓	
16	language			✓	
17	race, ethnicity, culture			✓	
18	religion or belief			✓	
19	sexuality			✓	
20	Are there any concerns that this function or policy may have unintended differential impacts on people or communities because of any of the factors listed in lines 13-19?				
21	Yes:	No: ✓	Don't Know:		
22	If yes, set them out briefly here:				
23	Are there any other concerns about other minorities amongst the target population who may be disadvantaged by the function's or policy's operation, or who may receive unequal treatment?				
24	Yes: ✓	No:	Don't Know:		

* Shaded boxes - there's more information in the Guidelines on completing an Equal Opportunities and Inclusion Impact Assessment Forms


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25	If yes, set them out briefly here		
	People who live outside of the district may receive unequal treatment, but this will be evaluated during the period of the pilot scheme.		
26	Are there any concerns about unintended impacts on other people or communities, outside the target population?		
27	Yes:	No: ✓	Don't Know:
28	If yes, set them out briefly here		
29	Is the function or policy legal?	Yes: ✓	No: Don't Know:
30	If No or Don't Know, seek legal advice.		
31	Should this function or policy proceed to a partial impact assessment or to a full assessment?		
32	Yes - partial: ✓	Yes - full:	No:
33	Signed (lead officer)		
34	Date: October 2006		
35	I agree/disagree with the conclusion at 32 above.  Signed (Director)		
36	If disagree, state whether full or partial assessment required, and reasons:		
37	Date: 31st October 2006 (Medium)		

38 Partial impact assessment						
	Assessment	Yes	No	D/k	N/a	Summarise evidence
39	Does the function or policy promote participation in democratic and community life?	✓				The scheme empowers people to make decisions about where they want to live.
40	does it help to provide <ul style="list-style-type: none"> • equal access to services, • information (including electronic information), and/or • employment? 	✓				Anyone can apply to register on the scheme through the website, or completing a form. The scheme is web based and all information regarding the scheme will be available through its website. Applicants will be aware of available properties and the client group to whom they have been offered through the website and other media.
		✓				
					✓	
41	is equal access sufficient to ensure equality of outcomes?	✓				The scheme incorporates established best practice from other pilot schemes that have been evaluated by ODPM. Outcomes will be monitored and evaluated throughout the pilot project to ensure that there is equality of outcomes. Where gaps are identified, this will be addressed through the project review.
42	or do we need to target specific communities, neighbourhoods, households or individuals?		✓			The basis of the scheme is that it is open to everyone therefore specific groups will not be targeted.
43	does it promote or celebrate diversity?	✓				It promotes diversity as all members of the community can apply for housing and will be successful based on predetermined criteria.
44	does it promote good relationships within and between communities?			✓		There are concerns about "outsiders" not being accepted into communities. This will be carefully examined when the pilot project is evaluated.

45	does it help to prevent social exclusion?	✓				Anyone, including socially excluded groups, can apply for and be successful in their bid for available properties provided that they fulfil the agreed criteria.	
46	does it help to re-integrate excluded groups into mainstream society?	✓				Households that may have previously found it difficult to access social housing will be able to apply along with all other applicants on an equal basis.	
47	does it provide high quality, inclusive services?	✓				Yes.	
48	Does the existing evidence indicate the need for action to				Yes	No	D/k
49	• remove or minimise differential or adverse impacts					✓	
50	• ensure the function or policy is legal					✓	
51	• adapt it to have a positive impact on equalities and inclusion?					✓	
52	If No or Don't know at lines 39-47, do you need more evidence?		Yes (tick) go to 65.		No (tick) go to 53.		✓
53	Are there adequate systems in place to monitor the future impact of this function or policy in relation to				Yes	No	N/a
54	age					✓	
55	disability					✓	
56	gender					✓	
57	language (spoken languages and BSL)					✓	
58	race, ethnicity or culture					✓	
59	religion or belief					✓	
60	sexuality					✓	
61	If No to any of these, can a system be set up?				Yes: ✓		No:
62	If Yes, add to action plan (see line 65).						
63	If No, record reasons.						
64	As a result of this assessment, is a full impact assessment required?				Yes:		No: ✓
65	If NO, prepare and attach an action plan responding to the evidence. If no action plan is required, provide justification here.						
66	Signed (lead officer)						
67	<i>Head of Service to delete as required in lines 68-72.</i>						
68	I have seen and endorse the action plan.						
69	I am satisfied that robust monitoring systems are in place/ will be put into place.						
70	I am satisfied that where monitoring is not in place, the reasons are justified.						
71	I am satisfied that an action plan is not required.						
72	A full impact assessment is required.						
73	Comments or caveats?						
74	Signed Head of Service						
	Date:						

75	Full Impact Assessment		
76	Planning a full impact assessment Begin by recalling (refer back to your Initial Assessment) <ul style="list-style-type: none"> • your function or policy aims/objectives/purpose • who will benefit or be affected by the function or policy (the target population)? • who might be the excluded or marginalised groups within the target population? Then revisit your evidence from the partial impact assessment and identify where there may be gaps:		
77	Set up a consultation exercise tailored to reach both the target population and excluded or marginalised groups within it. You should also consult relevant staff and staff support groups. The scope of the consultation exercise will depend on the function or policy in question and what it is designed to achieve.		
78	Collect or commission further evidence if necessary.		
79	Attach list of those consulted, response to consultation, and any additional evidence		
80	Outcome of consultation <ol style="list-style-type: none"> Review the consultation in terms of inclusivity and equality, by asking <ul style="list-style-type: none"> • What are the views of those consulted on the contribution that the function or policy makes to equal opportunities and inclusion? • Are there any differences in responses between different groups? Note the views of those consulted on whether and how the function or policy should be revised or amended to ensure it makes a positive contribution to equal opportunities and inclusion. 		
81	Summarise the outcomes here:		
82	Your assessment based on all the evidence from whole process:		
83	Conclusions: Choose between:	Tick	
84	The function or policy has a differential impact (positive or negative) on a particular group or groups or individuals.		Go to 94
85	The function or policy does not have a differential impact (positive or negative) on a particular group or groups or individuals.		Go to 86
86. For functions or policies with no differential impact			
87	Can, or should, the function or policy be changed to have a positive impact on equalities and inclusion?	Yes:	No:
88	If YES, prepare an action plan.		
89	Are robust monitoring systems in place - see lines 53-60?	Yes:	No:
90	If No, can a system be set up?	Yes:	No:
91	If Yes, add to (or prepare) action plan.		
92	If No, record reasons.		
93	Go to 101.		
94. For functions or policies with a differential impact			
95	Prepare and attach an action plan		
96	Are robust monitoring systems in place - see lines 53-60?	Yes:	No:
97	If No, can a system be set up?	Yes:	No:
98	If Yes, add to action plan.		
99	If No, record reasons.		
100	Feedback has been given to those who were consulted.	Yes:	No:

101	Signed (lead officer)
102	Date
104	I have seen and endorse the action plan.
105	I am satisfied that robust monitoring systems are in place/ will be put into place.
106	I am satisfied that where monitoring is not in place, the reasons are justified.
107	I am satisfied that an action plan is not required.
108	I am satisfied that feedback has been given to those consulted (or with the reasons why this has not happened)
109	Comments:
110	 <p>Signed: Director of Community Services</p>
111	Date: 31st July 2008