

Equality Impact Assessment Form



Directorate: Housing and Inclusion		Service: Property Services	
Completed by: Will Berkley		Date: October 2016	
Subject Title: HRA Policy Option - Mains Water			
1. DESCRIPTION			
Is a policy or strategy being produced or revised:		Yes	
Is a service being designed, redesigned or cutback:		Yes	
Is a commissioning plan or contract specification being developed:		No	
Is a budget being set or funding allocated:		Yes	
Is a programme or project being planned:		No	
Are recommendations being presented to senior managers and/or Councillors:		Yes	
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):		No	
Details of the matter under consideration:		The removal of the main water replacement programme from the HRA capital budget.	
<p><i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i></p>			
2. RELEVANCE			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):			
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>			
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>			
3. EVIDENCE COLLECTION			
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?		Council tenants	
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?		Universal service, no particular group affected more.	

Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	No No No No No No No No No No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Council tenants
What will the impact of the work being carried out be on usage/the stakeholders?	No impact envisaged
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	Around three in five (62%) Council tenant respondents agree with the proposal not to carry out a mains replacement programme. Older respondents appeared more likely to agree with the proposal, with 65% of those aged 45 or over agreeing compared to 33% of 25 to 44 year olds.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Universal service which will not disproportionately affect any particular group with protected characteristics.
If any further data/consultation is needed and is to be gathered, please specify:	N/A
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The decision to cancel the programme will not result in any changes. Water will continue to be safe.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	The decision to cancel the programme will not result in any changes.
What actions do you plan to take to address any other issues above?	No Actions
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	N/A

Equality Impact Assessment Form



Directorate: Housing and Inclusion

Service: Property Services

Completed by: Will Berkley

Date: October 2016

Subject Title: HRA Policy Option - Fencing and Paving

1. DESCRIPTION

Is a policy or strategy being produced or revised:

Yes

Is a service being designed, redesigned or cutback:

Yes

Is a commissioning plan or contract specification being developed:

No

Is a budget being set or funding allocated:

Yes

Is a programme or project being planned:

No

Are recommendations being presented to senior managers and/or Councillors:

Yes

Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (**Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations**):

No

Details of the matter under consideration:

The removal of the programme to replace fencing and paving and to replace this with cyclic repairs from existing revenue budget.

*If you answered **Yes** to any of the above **go straight to Section 3***

*If you answered **No** to all the above **please complete Section 2***

2. RELEVANCE

Does the work being carried out impact on service users, staff or Councillors (stakeholders):

If **Yes**, provide details of how this impacts on service users, staff or Councillors (stakeholders):

*If you answered **Yes** go to **Section 3***

If you answered **No** to both Sections 1 and 2 provide details of why there is no impact on these three groups:

You do not need to complete the rest of this form.

3. EVIDENCE COLLECTION

Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?

Council tenants

If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?

Universal service, no particular group affected more.

Which of the protected characteristics are most relevant to the work being carried out?

Age	No
Gender	No
Disability	No
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Council tenants
What will the impact of the work being carried out be on usage/the stakeholders?	No impact
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	Seven in ten (70%) respondents to the HRA Policy Options consultation agree with the proposal to end the planned programme to replace fencing and paving from March 2017. 22% disagree with the proposal.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Universal service which will not disproportionately affect any particular group with protected characteristics.
If any further data/consultation is needed and is to be gathered, please specify:	N/A
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The decision to cancel the programme will not result in any disproportionate impact.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	Deteriorating condition of fencing and paving. Cancellation of the programme will be mitigated by inclusion within cyclical maintenance programmes. Following a paving assessment priority repair will be given to those tenants or family members with disabilities.
What actions do you plan to take to address any other issues above?	No actions
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	N/A

Equality Impact Assessment Form



Directorate: Housing and Inclusion

Service: Property Services

Completed by: Rick Hague

Date: October 2016

Subject Title: HRA Policy Option – Disabled Adaptations Policy

1. DESCRIPTION

Is a policy or strategy being produced or revised:

Yes

Is a service being designed, redesigned or cutback:

Yes

Is a commissioning plan or contract specification being developed:

No

Is a budget being set or funding allocated:

Yes

Is a programme or project being planned:

No

Are recommendations being presented to senior managers and/or Councillors:

Yes

Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (**Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations**):

Yes

Details of the matter under consideration:

Proposal to change the existing policy to make better use of our housing stock, make cost savings on adaptations and provide a better service for our disabled tenants.

*If you answered **Yes** to any of the above **go straight to Section 3***

*If you answered **No** to all the above **please complete Section 2***

2. RELEVANCE

Does the work being carried out impact on service users, staff or Councillors (stakeholders):

If **Yes**, provide details of how this impacts on

<p>service users, staff or Councillors (stakeholders):</p> <p><i>If you answered Yes go to Section 3</i></p>	
<p>If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups:</p> <p><i>You do not need to complete the rest of this form.</i></p>	
<p>3. EVIDENCE COLLECTION</p>	
<p>Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?</p>	<p>Council Tenants</p>
<p>If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?</p>	<p>Tenants or family who need an adaptation carrying out in their home. Tenants who are older or disabled are more likely to be affected.</p>
<p>Which of the protected characteristics are most relevant to the work being carried out?</p> <p>Age</p> <p>Gender</p> <p>Disability</p> <p>Race and Culture</p> <p>Sexual Orientation</p> <p>Religion or Belief</p> <p>Gender Reassignment</p> <p>Marriage and Civil Partnership</p> <p>Pregnancy and Maternity</p>	<p>Yes</p> <p>No</p> <p>Yes</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
<p>4. DATA ANALYSIS</p>	
<p>In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?</p>	<p>Tenants or family who require an adaption in a property to enable them to live there.</p>
<p>What will the impact of the work being carried out be on usage/the stakeholders?</p>	<p>Properties which have had disabled adaptations carried out will not have them removed or altered once they have become</p>

	<p>void.</p> <p>Adapted properties will be offered to current tenants who require the same adaptations in their own homes or to tenants on the waiting list with these requirements.</p> <p>Adaptations will continue to be carried out where suitable properties are not available.</p>
<p>What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?</p>	<p>Tenant satisfaction with adaptations is high and it is unlikely that there will be any change to this as adaptations will still be carried out where necessary.</p> <p>There could be dissatisfaction where tenants are asked to move to another adapted property instead of having the work carried out in their current home.</p>
<p>What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?</p>	<p>The Policy was subject to public consultation in 2015 and received minimal negative feedback.</p> <p>As part of the HRA policy options consultation in 2016, the proposed changes have been consulted on.</p> <p>65% agreed with this proposal to change the policy. 18% disagreed with the proposal. 57% of people with a disability agreed compared to 70% of those with no disability.</p>
<p>If any further data/consultation is needed and is to be gathered, please specify:</p>	<p>None</p>
<p>5. IMPACT OF DECISIONS</p>	
<p>In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?</p>	<p>There will be a positive impact on people requiring adaptations as some will be able to move into accommodation which is suitable for their needs. However some tenants may have to move into new accommodation rather than have their current home adapted. The Council would meet any reasonable residual costs of a suitable move within the Borough.</p>

	There will be a saving made by making better use of adapted properties by allocating them to tenants who need them. There will also be a saving by not removing adaptations.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	There may be a negative impact to tenants who do not wish to move to an already adapted property.
What actions do you plan to take to address any other issues above?	No actions.
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	The Policy will be reviewed in 2018

Equality Impact Assessment Form



Directorate: Housing and Inclusion

Service: Property Services

Completed by: John Powell

Date: October 2016

Subject Title: HRA Policy Option - Introduce charging for gardening service

1. DESCRIPTION

Is a policy or strategy being produced or revised:

Yes

Is a service being designed, redesigned or cutback:

No

Is a commissioning plan or contract specification being developed:

No

Is a budget being set or funding allocated:

Yes

Is a programme or project being planned:

Yes

Are recommendations being presented to senior managers and/or Councillors:

Yes

Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (**Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations**):

Yes

Details of the matter under consideration:

To begin charging for gardening services currently offered free to Tenants who are unable to maintain their gardens due to a physical disability and have no able-bodied relatives or friends living within the Borough of West Lancashire.

Tenants over 65 years of age who are unable to maintain their garden and have no able-bodied relatives or friends living within the Borough of West Lancashire.

*If you answered **Yes** to any of the above **go straight to Section 3***

*If you answered **No** to all the above **please complete Section 2***

2. RELEVANCE

Does the work being carried out impact on service users, staff or Councillors (stakeholders):

If **Yes**, provide details of how this impacts on service users, staff or Councillors (stakeholders):

*If you answered **Yes** go to **Section 3***

3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Tenants over 65 and Tenants who are unable to maintain their gardens due to a physical disability.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	Council Tenants over 65.
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	Yes No Yes No No No No No No No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Tenants who are unable to maintain their gardens due to a physical disability or age and have no able-bodied relatives or friends living within the Borough of West Lancashire. Tenants over 65 years of age who are unable to maintain their garden and have no able-bodied relatives or friends living within the Borough of West Lancashire.
What will the impact of the work being carried out be on usage/the stakeholders?	Tenants will have to pay a nominal £5 per week charge for 26 weeks to cover some of the costs of this service. Gardens may become overgrown and unsightly if Tenants do not wish to pay this charge and do not make alternative arrangements to maintain their gardens.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	Generally Tenants are happy with the current service although there are requests that visits should be more frequent. Satisfaction levels could deteriorate if

	<p>charging is introduced.</p> <p>54% of tenants consulted in the HRA policy options process agreed with this proposal, while 38% disagreed with it.</p>
<p>What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?</p>	<p>Research into the market value of the service has been carried out to gauge an appropriate charge and the cost of the service to the council has been established.</p>
<p>If any further data/consultation is needed and is to be gathered, please specify:</p>	<p>Consultation with sheltered tenants affected by the proposal. Discussions with area Support Officers to help assess the impact on tenants.</p>
<p>5. IMPACT OF DECISIONS</p>	
<p>In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?</p>	<p>Potential negative impact on tenants who cannot afford the proposed service. Negative impact on areas where gardens are not maintained and become unsightly.</p>
<p>6. CONSIDERING THE IMPACT</p>	
<p>If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).</p>	<p>This is currently a free of charge service and the costs incurred are not currently being recovered. This proposal is to introduce a basic charge to help cover some of the cost of the service. Tenants will have a choice about whether to pay for the service or to not use it.</p>
<p>What actions do you plan to take to address any other issues above?</p>	<p>Evaluate the effect on the surrounding areas if certain gardens are not maintained. Look into any measures available to help tenants meet these new costs.</p> <p>Often these tenants are in larger homes than needed with gardens and an alternative offer of a move to sheltered accommodation will be made and the Council will meet any necessary reasonable moving costs.</p>
<p>7. MONITORING AND REVIEWING</p>	
<p>When will this assessment be reviewed and who will review it?</p>	<p>During 2017/18 by the Facilities Manager.</p>