

Equality Impact Assessment Form



Directorate: Housing and Inclusion	Service: Tenant Involvement
Completed by: Tracy Berry	Date: 16.09.16
Subject Title: Review of Tenant Engagement arrangements	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	No <i>*delete as appropriate</i>
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:	Reviewing the current methods of tenant involvement and their effectiveness and exploring new engagement methods
<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>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No* <i>*delete as appropriate</i>
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)?	Tenants, ward and parish councillors and staff
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)?	No

<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><i>*delete as appropriate</i></p> <p>No</p> <p>No</p> <p>No</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>There are a small number of tenants currently engaged through various methods.</p>
<p>What will the impact of the work being carried out be on usage/the stakeholders?</p>	<p>More tenants will engage with the service area in different ways which help to drive service improvements.</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>In previous surveys, tenants have shown good satisfaction levels with the opportunities to be involved but very few take them up. It is hoped that by improving how we collect feedback that we can engage more tenants and help to improve services and satisfaction levels.</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>Current activities being carried out involving tenants and the outcomes of these.</p>
<p>If any further data/consultation is needed and is to be gathered, please specify:</p>	<p>New methods will be monitored for their outcomes and costs.</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>Tenants can get involved in various ways to minimise any barriers they have e.g. completing a survey from home either by post, on-line or telephone so tenants can do this at any time and do not have to travel or have any associated costs with getting involved.</p>

	There may be some negative impact from the remaining tenants group as they will no longer be given a grant to support them.
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.).	Funding has already been given to the group for until April 17 which enable to continue to operate and decide how they want to go forward. It will enable them time to start to apply for other funding opportunities and fund raising. The TI team will support the group to find grants if requested.
What actions do you plan to take to address any other issues above?	Support the group by signposting them to other TRAs elsewhere as best practice examples to help them get ideas of how to continue to operate.
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	Officers to review each new engagement option 12 months to review its effectiveness and value for money