

Equality (Impact) Assessment Form



Organisation or Department	Regeneration and Protection Division
Service Area / Section	Strategic Housing (incorporating Private Sector Housing Team)

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
Part A	08/10/07	Lead officer(s)	Ken Wardale	Head of Regeneration and Protection	12/10/07
		Others on the review team	Alan Blundell	AD – Regulatory Services	
Susan Gambles	AD – Economic Regeneration				
Keith Molloy	Economic Regeneration Manger				
Patricia Evans	Policy and Programmes Manager				
Maurice Dearden	Principal Licensing Officer				
Julie Middlehurst	Acting Chief Trading Standards Officer				
Ron Sherwood	Acting Food Health and Safety Service Manager				
Dave Young	Environmental Protection Service Manager				

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			Steve Sargent	Housing Strategy – Service Manager	
			Anees Mank	Private Sector Housing Service Manager	
Part B		Lead officer(s)	Peter Layland	Assistant Director – Housing Regeneration	April 2008
		Others on the review team	Steve Sargent		
Part C		Lead officer(s)	Peter Layland	Assistant Director – Housing Regeneration	April 2008
		Others on the review team	Steve Sargent		
Part D		Lead officer(s)	Peter Layland	Assistant Director – Housing Regeneration	April 2008
		Others on the review team	Steve Sargent		
Part E		Lead officer(s)			
		Others on the review team			

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Part A: Assessing Relevance and Prioritising Areas

List functions and policies	For which of the following parts of the general duty, in the areas of gender, disability and race does it apply?			Are there other groups that need to be considered	Priority
	1. Promoting equality of opportunity 2. Eliminating discrimination 3. Encouraging participation and positive attitudes and relations between groups			Age, class, faith, sexuality	1, 2 and 3 = high Any 2 = medium Any 1 = low
	Disability	Gender	Race	Please state which groups below:	
Strategic Housing (incorporating Private Sector Housing Team)					
Strategic Housing	1,2,3	1,2,3	1,2,3	Age, Class	High

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Part B: Assessment of services and policies

How is your service organised?

	Answer and evidence to show this	Action Points
1. Purpose of the service	<p>The purpose of the Housing Strategy Service is to ensure people have access to an affordable, decent home of choice in a good neighbourhood.</p> <p>The Private Sector Housing Team make homes healthy, safe, secure and warm by providing grant or loan assistance and using enforcement powers.</p>	
2. List policies included in this assessment	<p>Housing Strategy (2002-07) & its sub-strategies:</p> <ul style="list-style-type: none"> ○ Affordable Housing Strategy (2006-10), ○ Homelessness Strategy (2003-08), ○ Older Persons Housing Action Plan (2005), ○ Private Sector Housing Strategy (2006-10) 	<p><i>Need to Update:</i></p> <ul style="list-style-type: none"> ○ Housing Strategy, ○ Homelessness Strategy, ○ Older Persons Hsg Strategy. <p><i>Need to Develop:</i></p> <ul style="list-style-type: none"> ○ Refugee & Migrant Strategy, ○ Gypsy & Travellers Strategy, ○ Hsg Strategy for People with Learning Disabilities.
3. Please list your stakeholders and customers	Residents and future residents in Housing Need. All agencies that provide Housing, Housing related support and advice.	
4. Considering the type of service you provide and who your customers are, please outline how your service intends to communicate with different groups of people e.g. pictorial representations, tapes etc. Please ensure that priority is given to making services accessible rather than making information about services accessible.	The Housing Strategy Team is a strategic service that uses partners and stakeholders to deliver operational services. With the exception of the future Housing strategy for People with Learning Disabilities, there are no plans to translate policy documents into other formats. Emphasis is given to ensuring their services are accessible generally through strategy development and more specifically by developing inter-agency standards and protocols.	

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<p>You should consider issues such as literacy, language and disability. Please refer to the Council's guidance on Plain English, Corporate standards and the Council's Translation and interpretation policy.</p>	<p>When undertaking consultation, various formats are used. Where reading skills are known to be an issue, consultation is done face-to-face e.g. 50 interviews recently undertaken with Gypsies & Travellers by Gypsies and Travellers, people with learning disabilities interviewed by a charity that supports people with learning disabilities. When general consultation takes place, people asked (in pictorial format) to ring a free phone number if they have difficulty completing the form.</p> <p>The role of the PSH is to target deprived communities and those with disabilities; whilst leaflets are produced in as plain English as possible, they do contain some detailed technical information. Rather than translate or over simplify this information, officers visit applicants to explain the grant process and complete applications with individuals.</p>	<p>Recently commissioned consultants to carry out a Housing Needs Survey (to complete by Mar 08) – postal survey, 16,000 questionnaires to be sent out. Additional work is being considered to target BME groups who would otherwise have difficulty understanding the questionnaire.</p>
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Part B: Assessment of services and policies

Working in partnership working, procurement and commissioning

5.	Please list any aspects of your functions or policies that are delivered externally or with external partners	<p>Whilst the Housing Strategy Team produce the strategies outlined above, most of the actions within them are delivered by external partners.</p> <p>Most partners we work with are funded through Supporting People (who monitor E&D) or RSL's who are monitored by the Housing Corporation.</p>
6.	Has the procurement equality procedure been followed in each case?	Yes

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7.	Please list any aspects of your functions or policies that are provided under contract for external organisations or partners	Wigan & Leigh Housing manage the Council's housing stock and we have contracted out the Council's homelessness functions. W&LH have already achieve L3 of the ESG.	
8.	Are you aware of the other organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?	N/A	
9.	Has the procurement equality procedure been followed for items your service procures?	Yes	

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	developed Housing & Support Needs Analysis for 15 client groups which cover most of the Social Identify Groups.	analysis using available data sources.
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Part B: Assessment of services and policies

Is your service provided and accessed fairly?

Consider each equality group in turn and state which aspects of your work:

- Affect some groups differently, state how and why
- Promote equality and address unmet need
- Contribute to inequality
- Encouraging participation, and positive attitudes and relations between groups

N.B. The following evidence represent examples of the work the Housing Strategy and Private Sector housing Teams are involved in rather than a comprehensive list.

		Answer and evidence to show this	Action Points
10. Age	Affect some groups differently	All policies and strategies aim to reduce inequalities in accessing accommodation, support and advice.	
	Promote equality and address unmet need	Older Persons Housing Action Plan, Supporting People Strategy and work being undertaken on developing a new Homelessness Strategy directly that targets older people and younger homeless people.	Review Homelessness Strategy
	Contribute to inequality	None	
	Encourage participation, positive attitudes and relations between groups	All strategies focus on providing sustainable accommodation within communities (with appropriate advice and support where required), promoting positive relations between groups. E.g. Key aim in Older Persons Hsg Action Plan is to enable people to live in their own homes longer with appropriate support.	

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11. Class	Affect some groups differently	All policies and strategies aim to reduce inequalities in accessing accommodation, support and advice.	
	Promote equality and address unmet need	The Private Sector Housing Strategy targets areas of deprivation and offers (means tested) grants to improve housing conditions. The Affordable Housing Strategy aims to enable all people to access an affordable home within a balanced community. It specifically targets the intermediate housing market to enable newly forming households to access affordable part-ownership and rented housing. All other strategies positively affect deprived households, e.g. those on lower incomes less able to resolve their own accommodation problems and therefore more likely to become homeless as a result. Homelessness Strategy seeks to prevent & reduce impact of homelessness through target advice and support.	Analyse results of Housing Needs analysis / review Housing and Affordable Housing Strategies. Review Homelessness Strategy.
	Contribute to inequality	None	
	Encourage participation, positive attitudes and relations between groups	Affordable Housing Strategy focuses on sustainable, mixed communities. Guidance to developers states that affordable housing on new sites should be mixed across the whole development and should look no different to other housing. The strategy also takes an area based approach to ensure that there is not an over-concentration of affordable housing in some areas and shortage in others.	

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Part B: Assessment of services and policies

Is your service provided and accessed fairly? Continued...

		Answer and evidence to show this	Action Points
12. Disability	Affect some groups differently	All policies and strategies aim to reduce inequalities in accessing accommodation, support and advice.	
	Promote equality and address unmet need	The Private Sector Housing Team offer “Disabled Facilities Assistance” for adaptations to homes. In process of revising the Housing Strategy for people with Learning Disabilities.	Develop Housing Strategy for People with Learning Disabilities
	Contribute to inequality	None	
	Encourage participation positive attitudes and relations between groups	Have recruited Housing Options Development Worker for people with Learning Disabilities to develop new accommodation options within ordinary housing. E.g. piloting Housemates scheme whereby someone with a learning disability who can access accommodation but needs additional support offers a free room to someone who can't afford to access accommodation but is able to offer low level support / befriending in exchange.	
14. Ethnicity	Affect some groups differently	All policies and strategies aim to reduce inequalities in accessing accommodation, support and advice.	
	Promote equality and address unmet need	Chair the Refugee & Migrants forum & developing a Refugee & Migrants Strategy which has an overarching aim to reduce social exclusion and inequalities in health by identifying and addressing the obstacles and barriers faced by refugees and migrants, particularly in relation to advice and support, housing, education, health and social care, training and employment services and development of community support networks.	Develop Refugee & Migrant Strategy Develop Gypsy & Traveller (accommodation) Strategy
	Contribute to inequality	None	

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	Encourage participation, positive attitudes and relations between groups	In addition to the above, Partnership Policy Framework for the Dispersal and Integration of Asylum Seekers seeks to positively promote community cohesion and integration by managing dispersal of asylum seekers in the borough. Held up as a national model of good practice by Borders & Immigration Authority.	Regularly review Partnership Policy Framework.
15. Gender	Affect some groups differently	All policies and strategies aim to reduce inequalities in accessing accommodation, support and advice.	
	Promote equality and address unmet need	Currently fund a Sanctuary scheme which supports Women at risk of violence. Also fund the Key Project who engage with and support rough sleepers (over 90% of whom are male)	Undertake review (with Supporting People) of accommodation services for women fleeing DV Review Homelessness Strategy
	Contribute to inequality	None	
	Encourage participation, positive attitudes and relations between groups	The Bridge Group and Inside Out are self help groups formed through support of the Key Project, tackling rough sleeping and substance misuse. Members of the groups have been trained to be 'Peer Assessors' to interview residents of supported housing schemes to assess the quality of management, support and facilities within housing projects.	
16.	Affect some groups differently	All policies and strategies aim to reduce inequalities in accessing accommodation, support and advice.	

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	Promote equality and address unmet need	Limited links, however chair the Refugee & Migrants forum & developing a Refugee & Migrants Strategy which has an overarching aim to reduce social exclusion and inequalities in health by identifying and addressing the obstacles and barriers faced by refugees and migrants, particularly in relation to advice and support, housing, education, health and social care, training and employment services and development of community support networks.	
	Contribute to inequality	None	
	Encourage participation, positive attitudes and relations between groups	Work with a number of faith based organisations who are helping tackle homelessness: Queens Hall Methodist Mission manage Key Project (working with rough sleepers) and Hot meals are provided 4 times per week furniture recycling shop, Green Pastures provide a number of houses targeting homeless and have purchased a building currently undergoing refurbishment which will be used as a drop in for rough sleepers.	
17. Sexuality	Affect some groups differently	All policies and strategies aim to reduce inequalities in accessing accommodation, support and advice.	
	Promote equality and address unmet need	None	
	Contribute to inequality	None	
	Encourage participation positive attitudes and relations between groups	None	
18.	Affect some groups differently	All policies and strategies aim to reduce inequalities in accessing accommodation, support and advice.	

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	Promote equality and address unmet need	None	
	Contribute to inequality	None	
	Encourage participation positive attitudes and relations between groups	None	

Go to part C

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	<p>meetings</p> <ul style="list-style-type: none"> ○ Series of “Housemates” events undertaken & organised targeting people with Learning Disabilities ○ Former rough sleepers trained to interview others to help 	
2. What consultation method/s will you use?	Postal, face to face (individual & group), stakeholder events	
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?	<ul style="list-style-type: none"> ○ Consultation with people who have previously been homeless is difficult. Former rough sleepers and former residents of supported housing trained to interview others to help inform future strategies. ○ Refugee & Migrant population extremely difficult to consult due to transient nature of population. Rely on views of agencies that work with this group (some of whom themselves are former asylum seekers etc) 	
4. Are there effective mechanisms to record and analyse the consultation responses?	Yes	
5. Date (and place if applicable) of consultation	All above undertaken late 2007 / early 2008	
6. Can you prove who you consulted with?	Yes	
7. Summary of consultation findings	Not yet complete – will be incorporated in: Housing Strategy, Homelessness Strategy, Gypsy & Traveller strategy, Housing Strategy for people with Learning Disabilities, Refugee & Migrant Strategy, Older Peoples Housing Strategy, Housing & Support Needs analysis (covering 15 client groups)	

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8. Where can full details of the consultation findings be found?	All will be published on: www.wigan.gov.uk/Services/Housing/HousingStrategyPolicy/HousingResearch.htm	
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Go to part D

Part D: Action Plan

Organisation/ Department	Environmental Services
Service Area	Housing Strategy
Responsible Officer	Steve Sargent

Transfer the action points identified whilst completing the previous sections, from the consultation and any rolled over from the previous Equality (Impact) Assessment into the first column. Using the test for relevance in part A indicate a level of importance for each action point in the second column. Complete the rest of the columns outlining who will complete the task and when and how this will be measured.

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Part D: Action Plan

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target
<p><i>When consultation complete, analyse outcome & update:</i></p> <ul style="list-style-type: none"> ○ Housing Strategy, ○ Homelessness Strategy, ○ Older Persons Hsg Strategy ○ Affordable Housing Strategy. 	High	Peter Layland Steve Sargent Angela Durkin Angela Durkin	04/08-12/08 01/08-06/08 04/08-12/08 04/08-12/08	Yes Yes Yes Yes	Strategies in place	
<p><i>When consultation complete, analyse outcome & develop:</i></p> <ul style="list-style-type: none"> ○ Refugee & Migrant Strategy, ○ Gypsy & Travellers Strategy ○ Hsg Strategy for People with Learning Disabilities. 	High	Steve Martlew Steve Martlew Steve Sargent	09/07-04/08 09/07-09/08 09/07-04/07	Yes Yes Yes	Strategies in place	
Continue to update Housing & Support Needs analysis using available data sources	Medium	Elements assigned to each member of Housing Strategy Team	Annually	Yes	Plans updated	
Undertake review (with Supporting People) of accommodation services for women fleeing DV Review Homelessness Strategy	High	Michelle Price / Michelle Kemp	TBC – project to be scoped	N/A	TBC	
Regularly review Partnership Policy Framework	Low	Peter Layland	Bi-annually	N/A		

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Completed by	S.Sargent	Date	4/Mar/08
Has the action plan been ratified? E.g. Cabinet, DMT	No	Date	
Have the actions been mainstreamed into the service plan?	Yes (currently writing service plan)	Date	
Who will the results of the Equality (Impact) Assessment be shared with?	All	Date	
How will the Equality (Impact) Assessment be published?		Date	
How and when will the action plan be monitored?	Through Service Plan		
Date of the next assessment			

Please email your completed Equality (Impact) Assessment to the Equality Policy Officer.

Part E: How do changes or new policies affect different groups?

	Answer and evidence to show this	Action Points
1. Function/policy	Undertake analysis of need, develop housing strategies for various groups as outlined above to attempt meet that need.	
2. Have you reviewed Parts A & B		

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3. Outline any proposed changes to the policy or service		
4. How will service users be affected by these changes		
5. Who is better off because of these changes		

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Part E: How do changes or new policies affect different groups? Continued...

	Answer and evidence to show this	Action Points
6. Who is worse off because of these changes?		
7. Who else do the changes affect?		
8. Will these changes affect the social identity groups differently? If yes please explain how and why this is appropriate.		
9. Can any adverse impact be justified in relation to the wider aims of policy? If so explain why.		
10. What is the potential effect on community cohesion?		

Go to part C, then update part D.