

	DBC Equality Impact Assessment Form			

Directorate: Housing and Regeneration
Service: Housing Landlord, Property & Place
Policy / function / activity being reviewed:
Supporting Directorate Support Officer:
Date completed and by whom: 28th June 2012, Simon Smith Asset Team Leader
Review date: 28th June 2013

Step 1 – Identifying the Purpose / Aims

1. What type of policy, service, activity or function is this?

Housing Maintenance Procurement Options Appraisal for services to commence in April 2014

2. What is the aim and purpose of the policy, activity, service or function?

To ensure Dacorum Borough Council's approach to the delivery of Housing Maintenance from April 2014 has considered all options available. To ensure that a robust and transparent process has been undertaken and that the interests of members, staff, tenants and residents are protected.

3. Outline any proposals being considered.

All options for the delivery of this service are being considered.

4. Who is the policy, activity, service or function intended to help / benefit / serve?

Dacorum residents in particular the Council Tenants and Leaseholders.

5. Does the policy, activity, service or function have any specific aims or objectives in relation to equality, social inclusion or community cohesion?

The activity will use existing policies to fit in with the customers' needs through disability and any particular social or community needs.

Step 2 – Considering existing information and what this tells you

6. Summarise any data / research or performance management information about the policy, function or activity that is available.
This could include equalities monitoring information; surveys; complaints or grievances.

Data / Information
The process will incorporate existing policies and procedures depending on the area of work. For example: A complaints procedure is in operation. Satisfaction surveys are undertaken to assess the service provided by the contractor(s). Weekly performance reports are produced to monitor compliance rates.

7. Is there any evidence of negative differential impact on any of the Nine Protected Characteristics or any other cluster group? (Some equality categories may be more relevant than others)

Race or Ethnicity
None
Sex (Gender)
None
Gender Reassignment and Transgender
None
Sexual Orientation
None
Age
None
Disability
None
Religion or belief/ faith communities
None
Marriage and Civil Partnerships
None

Pregnancy and Maternity
None
Socio Economic Duties (Socially excluded communities or groups)
Provision of affordable housing – no excluded communities or groups

Step 3 – Assessing the Impact

8. Is there any evidence of higher or lower take-up of the service, facility or opportunity by any group /community and if so, is there an explanation for this?

No evidence

9. Could any of the associated rules, requirements or regulations of the function, activity or policy affects the accessibility of the service/ activity to any groups or communities?

Those suffering from mental health or physical disability may not be aware that access is required to undertake servicing or repairs, which could impact upon the ability to maintain the properties. If sufficient information regarding the tenant's individual circumstance is available this can be considered when arranging appointments.

10. If the impact or effects are adverse for any community or group, can they be defended i.e. in order to provide equality for another community under legislation or policy?

Every effort will be made to ensure the impact on these groups is managed effectively.

Step 4 – Dealing with adverse or unlawful impact

11. What can be done to improve the policy, service, function or any proposals in order to reduce or remove any adverse impact or effects identified?

This process is concerned with the needs of the property and not directly to the individuals. The majority of households are accessed without any barriers or problems. The service is constantly being reviewed and improvements implemented. Liaison with professional services team, social services, TSO's and the provision of lead engineers by the contractors.

12. What would be needed to be able to do this? Are the resources available?

A major part of the procurement process will include ensuring the contract reflects the requirements of all tenants and residents.

Step 5 – Consultation and Feedback

13. Outline your proposals to consult with those affected on proposed changes.

Brief all stakeholders involved in the process.

Step 6 – The decision

14. What needs to be done?

Ensure the impacts are considered at the relevant stages of the procurement process and apply all necessary checks during the pre qualification and tender stages of the contractors
Equal Opportunities Policy
Communicate to all interested parties.

Step 7 – Monitoring, review and evaluation

15. What monitoring and review mechanisms are in place or will be developed?

Review all policies on an annual basis.
Evaluation on a case by case basis against the policy.
Audit of the process.

Step 8 – The service plan

16. What needs to be included in the Service Development Plan?

Awareness and monitoring of equality issues and impact as and when appropriate.

17. Does an Action Plan need to be put together to ensure everything is actioned?

No – this will be contained within the procurement project scope.

Step 9 – Publishing the Results

The EqIA will be published on the Council's website; therefore as the author of the document it is your responsibility to ensure that it is written in an understandable way, free from Council jargon.

In order for the EqIA form to be published it must be reviewed and signed off by the relevant Head of Service. It is the service manager's responsibility to ensure that this is done.

Once the form this has been completed an electronic copy should be sent to Anne Stunell / Emma Harvey – Human Resources, ext. 2089 / 2258