

Appendix 3

Equality Impact Assessments conducted 2007/08 – actions or issues arising

Name of Policy or service area	Actions/issues arising out of assessment	Target/date for completion
Young Persons Housing Strategy	<ul style="list-style-type: none"> • Confirm the percentage of BME population. Aged 16-25 • Devise a monitoring system to record the number of housing advice queries from lesbian, gay, bisexual or transgender clients. • Consider the extent to which young people with complex needs are not considered within the scope of this strategy. • Consider whether sexuality and religion should be included on application forms in the future. This is regarded as a corporate issue for the equality steering group to consider. • Review the promotional material available to ensure all religions and sexual orientation is positively promoted. • Consult employees and referral agencies to identify if they believe that disadvantage or unfavourable outcomes could be experienced by certain groups. 	2009
Rent Deposit Scheme	<ul style="list-style-type: none"> • Referral of EIA results to Landlords' Forum • To check take-up of scheme by clients (for whom English is not their 1st language) to ascertain utility of translation of form and guidance into Polish and Portuguese 	2009
Homelessness Strategy	<p>No immediately identified issues other than to continue to monitor the need for translation of advice literature into different community languages together with any trends in households accessing this service.</p>	N/A
Choice Based Lettings	<p>Stage 2 assessment required</p> <ul style="list-style-type: none"> • To ascertain whether the aims of the CBL policy and best practice are compatible with the corporate equality targets, as well as CBL equalities best practice recommended by the DCLG and EHRC • To decide whether to translate any of the CBL materials into other languages • To ascertain whether the CBL policy will affect any of the groups assessed using the EIA process • To frame a monitoring process to scrutinise the effects of the shift of policy to CBL, and 	2009

Appendix 3

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	<p>direct lets</p> <ul style="list-style-type: none"> • To monitor the utilisation of the different media to access the CBL service • Monitoring language take up and the use of other media to access the service • To make any recommendation that will widen access, and to frame a monitoring procedure that will track access by affected groups 	
<p>Enabling new development procedures</p>	<ul style="list-style-type: none"> • Ask Housing Associations if they have completed any EIA's • Consider whether the development of specialist homes for people with disabilities and for those in need of supported housing are in line with the identified need, pro rata, and monitor the resources that are available to develop such schemes (including shared ownership option) • Consider whether adherence to the Lifetime Home standard should be rolled out further in the district as a policy. This will follow research into local RSL policy, national policy, evaluation and cost analysis. • Consider the role of low cost home ownership in meeting the need of target groups by analysing the income of these groups and discussing the issue with lead commissioners of health and social care • Consider how up to date the data is that is used in the development programme is. Identify any secondary data or prevalence data that could also be used to inform the programme • Consult with Housing Corporation/RSLs/Others • Consider the impact of the County Disability Strategy on local policies and procedures 	<p>2009</p>
<p>Housing Strategy 2006-2011</p>	<ul style="list-style-type: none"> • Consider the need for the production of the strategy translated into community languages or produced in large type or taped. • Reference of this EIA to Sub Regional Housing Groups 	<p>2009</p>

Appendix 3

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Older People Ageing Well Strategy	<ul style="list-style-type: none"> • Consider whether sexuality and religion should be included on application forms in the future. • Consider if publicity material positively encourages people from all religions and sexual orientation. • Ask other Councils what they have found when undertaking similar EIAs. • Explore what services supported housing services are available for older people with a learning disability and mental health needs. • Quantify the numbers or prevalence rate of older people with a learning disability and enduring mental ill health. 	2009
Disabled Facilities Grants	<ul style="list-style-type: none"> • Data analysis of applications, cancellations and time taken to process applications by ethnicity, age and gender to ensure that applications from certain groups do not disadvantage any group. • Consider whether people could 'fall through the net' if they are not literate in English and therefore do not return forms. • Consider whether sexuality and religion should be included on application forms in the future. • Consult staff and Occupational Therapists to identify if they believe that disadvantaged or unfavourable outcomes could be experienced by certain groups. • Ask other Councils what they have found when undertaking similar EIA`s 	2009
Empty Homes Strategy	<ul style="list-style-type: none"> • Referral of EIA to Landlords' Forum • Private Sector Housing Officer to record whether or not any assistance was requested or given to assist in the implementation of the strategy. 	2009
Housing Repairs Assistance	<ul style="list-style-type: none"> • Data analysis of applications, cancellations and time taken to process applications by ethnicity to ensure that applications from certain groups do not disadvantage any group. • Consider whether people could 'fall through the net' if they are not literate in English and therefore do not return forms 	2009

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	<ul style="list-style-type: none"> • Consider whether sexuality and religion should be included on application forms in the future. • Consult staff and Occupational Therapists to identify if they believe that disadvantage or unfavourable outcomes could be experienced by certain groups. • Ask other Councils what they have found when undertaking similar EIAs. 	
Communications & Marketing Strategy	<ul style="list-style-type: none"> • Ensure there are links between the Communications & Marketing Strategy and the Corporate Equality Policy and Consultation & Engagement Strategy • Ensure that the council's identity and logo are considered in terms of equality • Research into how other councils have incorporate equality issues into their Communication & Marketing Strategies 	2009
Consultation & Engagement Strategy	<ul style="list-style-type: none"> • Further work to understand the barriers to consultation in terms of gender, religious belief and sexual orientation • Review outcomes of this EIA after 1 year 	April 2009 April 2009
Partnership Framework	<ul style="list-style-type: none"> • Additional questions added to the Performance and Serving the Public sections in the Partnership Health check (do partners share the same approach to equality as HDC; how do the outcomes of the partnership link in with the needs around race, gender and disability • Review (after 12 months) to establish how successful the 2 additional questions are. 	Complete April 2009
Attendance management policy (sickness policy)	<ul style="list-style-type: none"> • To ensure that attendance issues are dealt with equitably across the organisation through research and evaluation. • To research and evaluate through identification of current practice across HDC • Evaluation of current practice identifying internal best practice and benchmarking externally as appropriate • To introduce a policy and procedure building on current best practice across the organisation built on: <ul style="list-style-type: none"> • Identification of current organisational best practice usage • Identification of sector best practice 	April 2009

Appendix 3

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	<ul style="list-style-type: none"> • Development of policy and procedure reflecting the culture and aims of the organisation <p>Following adoption of a policy and procedure to ensure through programme of training/attendance at managers meetings that implementation is applied equitably in all areas</p>	
<p>Leisure Development</p>	<p>Develop staff awareness and knowledge:</p> <ul style="list-style-type: none"> ○ Ensure staff awareness is reviewed as part of appraisal process. Ensure new staff members receive appropriate training <p>Encourage referrals from all sections of community to Exercise Referral by highlighting opportunities to health professionals:</p> <ul style="list-style-type: none"> ○ Continue to monitor referrals by equality and if numbers fall below expected ratios positively promote services. ○ Ensure that registration agreement with Health Professionals ensures access from point of referral for all the community where their medical condition allows. <p>Ensure appropriate information and resources for public:</p> <ul style="list-style-type: none"> ○ Review current provision of literature. ○ Continue to use positive role models in promotions. ○ Fully utilise all information channels – web technology, email, hard copy literature, Customer service centre etc. <p>Increase awareness of clubs and other partners:</p> <ul style="list-style-type: none"> ○ Encourage partner clubs and coaches to undertake appropriate training including: A Club for All, Equity in Your Coaching and Coaching Disabled Performers. ○ Work towards only working with partner organisations who have a commitment to equality and who have attended appropriate training. ○ Promote the availability of training courses in conjunction with Living Sport 	<p>All actions are on-going</p>
<p>Leisure Centres Customer Care Policy</p>	<ul style="list-style-type: none"> • Further research and evidence gathering to show the full range of accessible services offered by the leisure centres 	<p>April 2009</p>

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Unauthorised encampment & Travellers Policy	The preliminary evidence shows that all relevant equality and diversity issues involved in relation to all specialist activities with Gypsies and Travellers are under consideration and actions are in place to develop a number of issues. Stage 2 not required and no further objectives created.	N/A
Huntingdonshire Community Safety Partnership	<ul style="list-style-type: none"> • Seek sustainable funding for the Open Out Co-ordinator post (for next 5 years) • Assess effectiveness of linking the Open Out Co-ordinator post more closely to HDC and Cambridgeshire Constabulary's community safety units • Review Open Out 	Complete From April 2008 April 2009
Arts Service	<p>To ensure that people from minority cultures have equal access to information on arts events & activities:</p> <ul style="list-style-type: none"> ○ Identify & liaise with "community champions" to act as 2-way conduits of information to groups of people from minority cultures ○ Following work with community champions, develop specific projects for target groups, subject to identifiable need, capacity & funding ○ Provide relevant print for the projects in targeted languages <p>To ensure that people with disabilities have equal access to information on arts events & activities:</p> <ul style="list-style-type: none"> ○ Encourage local groups & societies to include reference to the accessibility of their venues on their own print & publicity 	<p>March 2009</p> <p>On-going</p> <p>On-going</p> <p>June 2008</p>
Statutory nuisance service	The preliminary evidence shows that all relevant equality and diversity issues involved in relation to the specialist service of Statutory nuisance have been given due consideration however a more detailed consultation exercise is planned	N/A
Health & Safety (external)	<p>To identify whether there are any areas of the service where people feel they have not been able to access the service or been treated unfairly because of Equality issues:</p> <ul style="list-style-type: none"> ○ To conduct a Customer and business survey and collate data. 	Jan 2008

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	<ul style="list-style-type: none"> ○ To identify and liaise with appropriate Community groups <p>Ensure appropriate information and resources for businesses and consumers:</p> <ul style="list-style-type: none"> ○ To review current provision of advisory literature. ○ Further review to be carried out in light of comments from consultation process <p>Develop Staff awareness and knowledge:</p> <ul style="list-style-type: none"> ○ Review staff awareness on equality and diversity issues and consider appropriate training or information as part of annual appraisal process and Personal Development Profile (PDP). Consider use of questionnaire to assess staff awareness ○ EIA as a standing item on team meetings ○ Consider EIA issues as part of management and peer review processes. ○ 6 Staff to attend Food Standards Agency (FSA) endorsed food and faith training session ○ Member Staff to attend Cambridgeshire Islamic awareness day, and feedback to rest of team 	<p>08/09</p> <p>On-going If required</p> <p>On-going</p> <p>Complete/on-going Complete/on-going Course arranged Feb 08 Complete</p>
Food Safety	<p>To identify whether there are any areas of the service where people feel they have not been able to access it or been treated unfairly because of Equality issues:</p> <ul style="list-style-type: none"> ○ To conduct a Customer and business survey and collate data. ○ To identify and liaise with appropriate Community groups <p>Ensure appropriate information and resources for businesses and consumers:</p> <ul style="list-style-type: none"> ○ To review current provision of advisory literature. ○ Further review to be carried out in light of comments from consultation process <p>Develop Staff awareness and knowledge:</p> <ul style="list-style-type: none"> ○ Review staff awareness on equality and diversity issues and consider appropriate training or information as part of annual appraisal process and PDP. Consider use of questionnaire to assess staff awareness ○ EIA as standing item on team meeting ○ Consider EIA issues as part of management and peer review processes. 	<p>Jan 2008 08/09</p> <p>On-going If required</p> <p>On-going</p> <p>Complete/on-going Complete/on-going</p>

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	<ul style="list-style-type: none"> ○ 6 Staff to attend FSA endorsed food and faith training session ○ Member Staff to attend Cambridgeshire Islamic awareness day, and feedback to rest of team 	Course arranged Feb 08 Complete
Procurement Strategy	<ul style="list-style-type: none"> ● Review government best practice and advice in terms of equality and procurement ● Amend the draft Procurement Strategy. ● Improve Equalities terms in to Councils standard Terms & Conditions. ● Develop the Equalities element of procurement training. ● Amend 'Expressions of Interest' and 'Pre-Qualification Questionnaire' to include equalities aspects. ● Write and publish guidance. ● Development assessment techniques to ensure equalities are given appropriate weight in evaluations. ● Amend website: ● Intranet to link to guidance and documentation. ● Internet to explain Council's equalities and procurement policy. ● Awareness campaign for all Officers. ● Introduce contract monitoring. 	
Web & Intranet Strategy	<ul style="list-style-type: none"> ● Target of AAA accessibility of 98% of pages by 2009 (subject to appropriate funding and resourcing + migration of site to new Microsoft SharePoint Platform) ● Monitoring of website and advice to employees to ensure that captions are included in all video files that are placed on the Internet ● Continued education of Authors and Editors on Accessibility issues. ● Continued adherence (and auditing) of the Web Authoring policy through drop in training sessions and phone advice. ● IMD will investigate value of "paid for" automatic translation. 	2009 On-going On-going On-going 08/09

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	<ul style="list-style-type: none"> • To continue to advise web authors creating surveys to contact Policy so that they can be checked for Equality and Disability questions. • IMD/ Customer Services to survey “hard to reach” groups and others who do not use web services. Website survey to include ethnicity and disability monitoring questions 	<p>On-going</p> <p>April 2009</p>
Recovery Policy	The preliminary evidence shows that all relevant equality and diversity issues have been considered – no actions are required	N/A
Benefits Prosecution Policy	<ul style="list-style-type: none"> • Further research and evidence gathering to demonstrate how current procedures are equitable and fair. 	June 2008
Cash payments	The preliminary evidence shows that all relevant equality and diversity issues have been considered – no actions are required	N/A
Planning – Development Control (informal discussion with applicants)	<ul style="list-style-type: none"> • Add a section on the Planning page (Internet) to promote the preliminary enquiry service (PENQ) • Team leaders to review PENQ reply progress as part of their weekly casework reviews • Amend Internet pages to clearly indicate that information in alternative formats can be provided 	To be confirmed
Development Planning Policy	<ul style="list-style-type: none"> • Use plain English and minimise jargon • Gather advice in respect of planning for Gypsies and Travellers • Encourage women to respond to consultations • Put in place a mechanism to receive comments in different formats • Better involve children and young people in relevant issues 	To be confirmed