

AVHL Equality Impact Assessment (EIA) Template

1. Details

Division	Corporate Services
Team	BICI Team
Lead Person (Owner)	Tenant Scrutiny Steering Group (supported by Alan Thorpe)
Date of EIA	27 July 2011

2. Is this a:

Strategy <input type="checkbox"/>	Policy <input type="checkbox"/>	Service <input type="checkbox"/>	Function <input checked="" type="checkbox"/>	Other, please specify
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3. Is it:

New <input checked="" type="checkbox"/>	Proposed <input type="checkbox"/>	Already exists but is being reviewed <input type="checkbox"/>
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4. Members of assessment team

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Dot Scahill	Tenant	SSG
Barbara Walton	Tenant	SSG
Jennie Vaughan	Tenant	SSG
Margaret Bunt	Tenant	SSG
Madeleine Ullah	Tenant	SSG
Rachel Vernelle	Independent	Independent Tenant Advisor
Ian Montgomery	AVHL	Supporting officer
Sarah Lockwood	AVHL	Equality Advisor

5. What is the aim of the strategy/policy/service?

<p>To establish a tenant's group, independent from but working alongside the Board, to:</p> <ul style="list-style-type: none"> • Provide a 'critical friend' challenge to policy makers and decision makers • Enable the voice and concerns of tenants and communities to be heard • Be carried out by 'independent minded customer who lead and own the scrutiny process • Drive improvement in public services
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6. Will the strategy/policy/service directly affect stakeholders? (e.g. service users, customers, contractors, Board members)

Yes No

If you have answered no to question 6 there is no need to carry out the full impact assessment. However you must get questions 1-7 signed off by the Service Improvement Officer.

If you have answered yes to question 6, you must continue to complete to full EIA.

- 7. Think about what evidence you already have that will help you to decide how your strategy/policy/service etc. affects different groups.** E.g. Have you had any complaints of discrimination about the service/policy etc? Do customer satisfaction surveys tell you that some groups are more or less satisfied than others? Look at the data that tells you who is using your service, is there a particular group that tends not to use your service? Have you done any consultation about your service/policy strategy and what has this told you?

Tenant Scrutiny Steering Group has been set up to lead on and oversee the establishment of the Tenant Scrutiny Panel. This group will consider

- Recruitment to the TSP
- Communications around and within the TSP
- TSP Terms of Ref and Code of Conduct
- Training & Development requirements of the TSP

In order to promote equality of opportunity throughout the process the SSG agreed to:

- keep membership of the SSG flexible to include tenants & leaseholders
- vary meeting venues
- respect each other
- SSG members to be e-mailed and sent paperwork by mail at least 2 days before meeting
- utilise different communication methods to inform wider tenant base of tenant scrutiny progress e.g. newsletter, tenant conference 21st. June, Area Panels
- allow onto the SSG any interested party from an area that was not currently represented

When the SSG discussed the recruitment and selection of the Scrutiny Panel the following membership principals were discussed:

- **Geographical representation.** The group agreed the principle that a broad geographical spread would be desirable to represent the difference in place and community. This would need to be formally built into the structure with membership being dependent mostly, but not wholly, on where someone lives.
- **If possible seek ‘anyone legitimately living in an Aire Valley Homes property’.** This would therefore include leaseholders, and those residents not on a formal tenancy agreement, but legitimately living with a tenant, such as a carer, spouse, relatives etc. It was later agreed that the principle should be amended to **anyone living in an AVH property for a year or more aged over 18.**
- Agreed that they should use the term ‘involved tenant’, not ‘experienced’ tenant and that in principle a **mixture of involved and non-involved tenants form the final membership.**

The group also looked at the AVHL Tenant profile, and it was agreed that any under-

represented group should be targeted in the recruitment process to help achieve a balanced and appropriate membership. The Scrutiny Panel will reflect the geographical make up, age and ethnic mix of AVH tenants. It will also have a mix of tenants who are new to being involved and others who have more experience. The Panel will reflect the geographical spread of AVH properties through having a target of four members coming from each Area Panel area.

The SSG agreed that all tenants would be written to and invited to apply followed by a number of varied communications such as the tenant newsletter. However, to maximise interest they would compliment with additional methods such as text message, social media and website, digital TV, local radio, press releases etc. SSG will be involved in the publicity material.

It was therefore agreed that for the purposes of recruitment there should be a target for a 4/4/4 split i.e. 4 people from each Area Panel area and remainder of SP up to the maximum agreed of 15no. being from other areas.

No tenant or resident volunteer should be out of pocket as a result of taking part in any event arranged by AVH. Any reasonable expenses incurred by Scrutiny Panel members will be reimbursed by AVH. This could include:

- Travel costs, either by public transport (bus, train or taxi) or mileage costs of traveling by private car;
- Costs of paying someone to care for a dependent so you can attend;
- Care costs so that your children are safe and looked after while you get involved.

All applicants will be asked to complete an equal opportunities monitoring form in order for us to monitor how the application has been promoted across different community groups.

Promoting equality features as a key role of a scrutiny panel member

8. What are the desired outcomes for the end user?

That the functions of the TSP are appropriately communicated so as to encourage representation in line with the resident profile, that once recruited members are in a position to be fully supported and participate in the panel to benefit AVHL

9. Would the service user/member of staff receive a different outcome if they shared any of the following protected characteristics?

<p>Age <input type="checkbox"/> for example would you receive a different outcome according to your age? N/A Anyone over 18 is eligible to apply to sit on</p>	<p>Disability <input type="checkbox"/> for example would you receive a different outcome if you had a disability or impairment? N/A disabled people are</p>	<p>Gender reassignment <input type="checkbox"/> for example would you receive a different outcome if you were transgender? N/A Whether or not a</p>
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scrutiny panel	eligible to apply to sit on the panel	customer has been through the gender reassignment process will not determine their eligibility on the SP
Marriage & civil partnership <input type="checkbox"/> for example would you receive a different outcome if you were married or in a civil partnership? N/A Whether or not a customer is married or in a civil partnership will not determine their eligibility on the scrutiny panel	Pregnancy & maternity <input type="checkbox"/> for example would you receive a different outcome if you were pregnant or on maternity leave? N/A Whether or not a customer is pregnant or has had a baby will not determine their eligibility on the scrutiny panel	Race <input type="checkbox"/> for example would you receive a different outcome according to your race? N/A Customers of all races are eligible to apply for SP
Religion or belief <input type="checkbox"/> for example would you receive a different outcome according to your religion or belief? N/A Customers of all religions and beliefs are eligible to apply for SP	Sex <input type="checkbox"/> for example would you receive a different outcome according to whether you are male or female? N/A Both men and women are eligible to apply for the SP	Sexual orientation <input type="checkbox"/> for example would you receive a different outcome according to your sexual orientation, i.e. depending on whether you are gay, lesbian, heterosexual or bisexual? N/A a person's sexual orientation will not determine their eligibility on the scrutiny panel

10. If you have marked any of the boxes in question 9, will that outcome be adverse/negative?

Yes No

11. You now need to consider whether or not you can justify any negative outcomes. Complete the action plan below to demonstrate how you intend to overcome or justify any adverse impact.

Action	Timescale	Measure/Justification	Lead person
Target any under-represented group	Recruitment campaign	Advertising promoted through different	SSG with support from

Action	Timescale	Measure/Justification	Lead person
(Positive Action) in the recruitment process to help achieve a balanced and appropriate membership according to protected characteristics and taking into consideration the following: <ul style="list-style-type: none"> - geography - mixture of involved and non involved tenants - race - religion or belief - gender - disability - age - sexual orientation 	Aug 11- Jan12	channels of communication, different forum/community groups etc. All tenants to be written to and invited to apply, followed by a number of varied communications such as the tenant newsletter. However, to maximise additional communications should be used as text message, website, digital TV, local radio, press releases etc All communication should signpost as to where they can access alternative formats e.g. large print	Carla Yeomans, AVHL Marketing & Communications Officer
Ensure training and meeting venues are appropriate and accessible for all panel members (see attached checklist)	Once recruitment complete in Jan 2012	Training is designed and delivered according to the individual needs of the recruited panel	SSG
Recruitment pack- signpost how to request alternative formats-	September 2011	Recruitment Pack includes signpost for alternative formats	Sarah Lockwood to supply SSG with strapline to be included on Recruitment Pack

12. Remember, where there is little or no evidence as part of question 7, you should consider doing some consultation with the stakeholders that it is likely to affect. Add this to your action plan if this is what you intend to do.

13. Governance & Ownership- state here who has approved the action plan

Name	Job Title	Date
Alan Thorpe	Customer Involvement Officer	7/9/11

14. Publishing

Date signed off by E Project Team/Service Improvement Officer	7 September 2011
Date published	7 September 2011