

Appendix 5 – Equality Impact Analysis

The equality impact analysis (EIA) process ensures that we do not disadvantage customers and staff who have Protected Characteristics (<https://www.gov.uk/guidance/equality-act-2010-guidance>). In addition to publishing equality information every year the EIA is the council's main way of ensuring we meet our Statutory Public Sector Equality Duty under the Equality Act 2010.

It is important to consider the equality impact before designing or changing a policy, project or service in any way. You should complete an EIA when considering any sized project which will impact people including:

- Developing a service specification
- Commissioning a service
- Providing a new service to residents
- New staff working procedure
- Refreshing and updating a policy
- Removal of service
- Developing a strategy
- Changing a service
- As part of consultation process
- Changes to services delivered jointly with other agencies

There are 4 sections to this Equality Impact Analysis. Answer all the sections and questions. If you are unable to answer any questions this indicates you need more work so that you can answer the question with confidence and evidence*.

If you need any guidance or assistance completing your Equality Impact Analysis contact Emma McIntosh (Engagement Officer) emma.mcintosh@harrogate.gov.uk

*Evidence could include information from consultations; voluntary group feedback; satisfaction and usage data (i.e. complaints, surveys, and service data); and reviews of previous strategies

YOUR GUIDE TO COMPLETING AN EQUALITY IMPACT ANALYSIS

Section 1

In Section 1 identify background information to the policy, project or service you are analysing.

Section 2

In Section 2 highlight any likely impact on equalities as a result of the policy, project or service. You must have evidence* to support this. Impacts can be positive and negative

Section 3

Create an action plan which explains what you will be doing as a result of carrying out this analysis

Section 4

The responsible officer (completing this assessment) must now check the analysis and sign Section 4 and have the relevant senior manager also check and approve this analysis, and sign the relevant part of Section 4. Monitor and review your policy, project or service once it has been implemented to ensure any future adverse effects are mitigated. Ensuring the Equality Impact Analysis is kept up to date will form a core part of this.

SECTION 1

Name of activity/policy/project/decision/function being assessed	Compulsory purchase of 4A Beech Lane, Spofforth, North Yorkshire, HG3 1AN and 16 Greenfields Drive, Harrogate, North Yorkshire, HG2 7BL.
Aims of policy/project/service	To seek approval to authorise the making of a Compulsory Purchase Order (CPO) under Section 17 (1) (b) of the Housing Act 1985 for the acquisition of 4A Beech Lane, Spofforth, North Yorkshire, HG3 1AN and 16 Greenfields Drive, Harrogate, North Yorkshire, HG2 7BL, and their subsequent disposal, for the purpose of providing housing accommodation.
Is this new or existing?	It is being proposed. 4A Beech Lane, Spofforth, North Yorkshire, HG3 1AN and 16 Greenfields Drive, Harrogate, North Yorkshire, HG2 7BL are in poor condition and continue to deteriorate, causing blight to the neighbourhood and concern to the local residents. They are a wasted housing resource in an area of high housing demand and following renovation and improvement could provide a much needed family home for a local family. It is recommended that authority be granted for the use of CPO powers under the Housing Act 1985, with the subsequent back to back sale by auction with legal covenants to occupy and refurbish the properties to a minimum standard and within a set timescale , bringing them back into use with minimal financial risk.
Who is responsible for policy or decision, or advising on decision, and also responsible for this equality analysis	The Empty Homes Officer is responsible for the equality analysis. Cabinet, Management Board, Cabinet Member for Housing and Safer Communities, Director of Community and Head of Housing and Property are responsible for the decision.
What customer/profile data have you already got? What does it tell you about who is currently using/accessing the service?	SHMA – need for affordable housing HBC Housing Waiting List 2011 census – demographics
What information/evidence do you have on current and future service users and what impact could the change make?	HBC Housing Waiting List
What consultation (either new for the purpose of this change or carried out previously, but relevant) has	Letters sent to the owners of the properties about the necessary action.

been carried out to engage service users on the change?	
Who are the customers/Stakeholders of the service?	The owners having their homes purchased through a CPO and the future beneficiaries of the properties once bought.
List the information and evidence you are using to inform this equality analysis.	HBC Empty Homes Strategy
Summarise the key findings of the information listed above	Attempts have been made by the Empty Homes Officer to engage the owners of 4A Beech Lane, Spofforth, North Yorkshire, HG3 1AN and 16 Greenfields Drive, Harrogate, North Yorkshire, HG2 7BL to get the properties occupied. During this time they have continued to fall further into disrepair causing problems for the surrounding community. Attempts have been made to offer to purchase the properties which have not been accepted. Using the Empty Homes Strategy once all alternative options have been followed the last resort is to pursue a compulsory purchase order.

SECTION 2

Do you have enough information to complete section 2? If not then you will need to complete some engagement/research with the service area to know your customer

2.1 Negative Impact?

	Is the likely effect to be negative on any of the Protected Characteristics	Please describe the effect and evidence that supports this*	How will you ensure the negative impact is removed? Copy into the action plan
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	listed below (please mark all that apply)			
	Yes	No		
Age		No		
Disability		No		
Gender re-assignment		No		
Pregnancy and maternity		No		
Race		No		
Religion or belief		No		
Sex		No		
Sexual Orientation		No		
Marriage/ Civil partnerships		No		

*Evidence could include information from consultations; voluntary group feedback; satisfaction and usage data (i.e. complaints, surveys, and service data); and reviews of previous strategies.

2.2 How are you going to address any negative impact?

Which of the options below best describes how you are going to address the impact described above?	Answer
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1. No major change - the Equality Impact Analysis demonstrates that the policy is robust and that the evidence shows no potential for discrimination and that all opportunities to promote equality have been taken.	The EIA demonstrates that the proposal is robust and that the evidence shows no potential for discrimination and that all opportunities to promote equality have been taken.
2. Adjust the policy to remove barriers or better promote equality.	
3. Continue the policy despite potential for adverse impact or missed opportunities to promote equality.	
4. Urgent action must be taken if the policy shows actual or potential unlawful discrimination contact Emma McIntosh, Engagement Officer	

2.3. Positive Impact?

	Is the likely effect to be positive (please mark all that apply)		Provide examples of good equality practice or benefits to people with protected characteristics arising from the implementation of this service/policy etc	How will you promote equality and communicate good practice? Copy into the action plan in Section 3
	Yes	No		
Age		No		

Disability		No		
Gender re-assignment		No		
Pregnancy and maternity		No		
Race		No		
Religion or belief		No		
Sex		No		
Sexual Orientation		No		
Marriage/ Civil partnerships		No		
What measures does and could the policy include to promote equality and foster good relations				The proposal will increase the number of homes available on the market to all groups, including some protected groups.

SECTION 3

ACTION PLAN

The Public Sector Equality Duty is also a continuing duty, requiring attention and a review of decisions post-implementation. Therefore, every Equality Impact Analysis should result in an action plan that sets out the arrangements for reviewing the actual impact of a new policy or changes to an existing policy once it has been implemented.

The action plan could include actions in the following categories:

- Involvement and consultation;
- Further data collection and evidence gathering;
- mitigating disproportionate or adverse impact; and/or
- taking any opportunity to advance equality and foster good relations.

You can produce the action plan by using the template below or by creating one on Covalent. This link provides guidance on producing an action plan in Covalent or through service planning.

	Action	By when
1	Work with HBC legal team to confirm the Compulsory Purchase Order	Once the order is approved by Cabinet
2	Ensure the properties are sold and an agreement reached with the buyer so that the property is occupied after renovation.	Sale of the properties
3		
4		
5		

SECTION 4

Based on the information in section 2, what is the decision of the responsible officer (please select one option below):

No negative equality impact (your analysis shows there is no impact) - sign assessment below

Tick here
[]

Please summarise your responses here

Adverse impact but continue (record objective justification for continuing despite the impact)-complete sections below []

This EIA had been checked and approved by responsible officer (sign and print name)		Date	
This EIA has been checked and approved by senior manager (sign and print name)		Date	

(1) Attach your completed Equality Impact Analysis to your decision/recommendation report

(2) Please send the completed Equality Impact Analysis to Emma McIntosh, Engagement Officer, emma.mcintosh@harrogate.gov.uk

(3) Upload the completed Equality Impact Analysis to the relevant service improvement action on covalent

Date of Equality Impact Analysis Review:

Even after your activity/policy/project/decision/function has been implemented; it is recommended that analysis is undertaken every three years, and that this analysis is updated at any significant points in between. The purpose of any update is that the actual effects will only be known after the implementation of your policy, project or service. Additionally, area demographics could change, leading to different needs, alternative provision can become available, or new options to reduce an adverse effect could become apparent.