



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) is the **simplest way** to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- **Section 1 of the EIA Tool: Initial Screening**, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

- The person who is making the decision or advising the decision-maker

Further Guidance

- [Step-by-Step Guidance to the questions](#)
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

| |
|--|
| Title of Proposal |
| Assessment of proposals to reduce level of front-line service provision at Housing Options Service that are above the contract level late (reflecting the increase in homelessness since 2010) in 2016/17. |
| Lead Officer |
| (i) Rebecca Ireland |
| (ii) Senior Housing Needs Manager |
| (iii) Housing |
| (iv) rireland@westminster.gov.uk |
| Has this project, policy or proposal had an EIA carried out on it previously? If yes, please state date of original and append to this document for information. |
| Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Date of original EIA: |
| Version number and date of update |
| <i>You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process.</i> Version 1: 4 th November 2015 |

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

| | |
|------------|---|
| 1.1 | What are you analysing? |
| | <p>The activity covered by this EIA relates to the provision of the Housing Options Service (HOS.) Since 2010 homelessness numbers have increased as the private rented sector market has become less affordable to households on benefits.</p> <p>To respond to this uplift in demand, increased resources of c. £590K p.a. (following a successful bid to CLG via London Councils) are being put into HOS over and above the contract level in place when the contract was competitively tendered. This policy relates to the proposal to reduce this additional sum on the basis of a review of front-line service delivery.</p> <p>This EIA does not focus on the work of HOS as a whole as this will be covered during future proposals to relet the contract.</p> |
| 1.2 | From a service user and staff perspective, does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following |

| groups? If so, is the impact positive or negative? | | | | | |
|--|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| | | None | Positive | Negative | Not sure |
| | Disabled people | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Particular ethnic groups | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Men or women (include impacts due to pregnancy/ maternity) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | People or particular sexual orientation/s | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | People on low incomes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | People in particular age groups | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Groups with particular faiths and beliefs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal? | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>The analysis of use of the Housing Options Service in meeting housing need (see section 2.1 below) highlights how the provision of services to meet housing need impacts across all groups.</p> <p>The service positively impacts on these groups through meeting housing need with changes to the service being reviewed</p> | | | | | |

If the answer is “negative” or “unclear” consider doing a full EIA

| 1.3 | What do you think that the overall NEGATIVE impact on groups and communities will be? | None / Minimal | Significant |
|--|--|----------------|--------------------------|
| | | X | <input type="checkbox"/> |
| <p><u>None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups. Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.</u></p> | | | |

1.4 Using the screening and information in questions 1.2 and 1.3, should a full

| | |
|------------|---|
| | assessment be carried out on the project, policy or proposal? |
| | Yes <input checked="" type="checkbox"/> |
| 1.5 | How have you come to this decision? |
| | <p>See section 2.1; the use of the HOS service is driven by the make-up of groups in housing need and in particular for the purposes of this EIA living in the private rented sector and in receipt of welfare benefits.</p> <p>The analysis above highlights how the housing options service meets the needs of a wide range of diverse groups and changes to this should be fully audited</p> |

SECTION 2: EQUALITY IMPACT ASSESSMENT

Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

| | | |
|------------|---|-----------|
| 2.1 | Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal | |
| | <ul style="list-style-type: none"> <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i> | |
| | How many people use the service currently? What is this as a % of Westminster's population? | See below |
| | Disabled people | See below |
| | Particular ethnic groups | See below |
| | Men or women (include impacts due to pregnancy/maternity) | See below |
| | People of particular sexual orientations | See below |
| | People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment | See below |
| | People on low incomes | See below |
| | People in particular age groups | See below |
| | Groups with particular faiths and beliefs | See below |
| | Any other groups who may be affected by the proposal? | See below |

The annual equalities analysis looks at demand for social housing so we understand our customers, and also at social housing lets, which help ensure our policies are not discriminatory.

Demand for housing in 2014

Only households with priority for housing under the Allocations Scheme are registered, so the profile of the housing register is driven by the eligibility criteria. Like previous years, certain ethnic groups (Black, Asian, Chinese and Other Middle Eastern) continued to have higher levels of housing need compared with their share of the population (see chart 1 below). White households continued to be under represented on the register in 2014 compared to their population share, making up 26% of need and 62% of the population

Chart 1: Housing need compared with the Westminster population

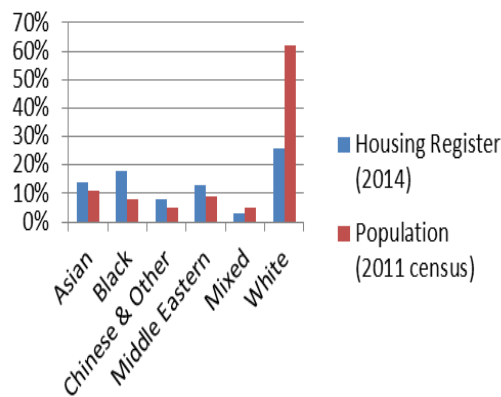
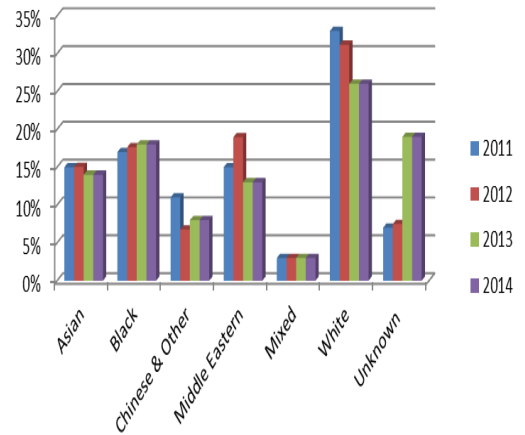


Chart 2: Make up of the register over time



The profile of the register has changed over time – most notably the proportion of White households has fallen. In 2011 they made up 33% of the register compared with 26% in 2014. The proportion of households with an Unknown ethnic origin rose in 2013 and this continued in 2014.

Thirty six per cent of applicants needed three or more bedrooms, and some ethnic groups continued to have an above average need for them i.e. 53% of Asian and 50% of Middle Eastern households needed larger homes.

A higher proportion of women (66%) were lead applicants on the housing register compared with their 49% share of the population.

The 25-44 age group continued to make up the biggest share (54%) of the housing register in 2014, albeit at a lower proportion than in 2013 when they made up 68%. They also make up the largest group in the Westminster population at 42%. Older people (65 and over) are slightly under represented making up 10% of the register and 11% of the population – although their proportion on the register has fluctuated over time as chart 4 shows.

Chart 3: Housing register 2014 compared with Westminster population (age)

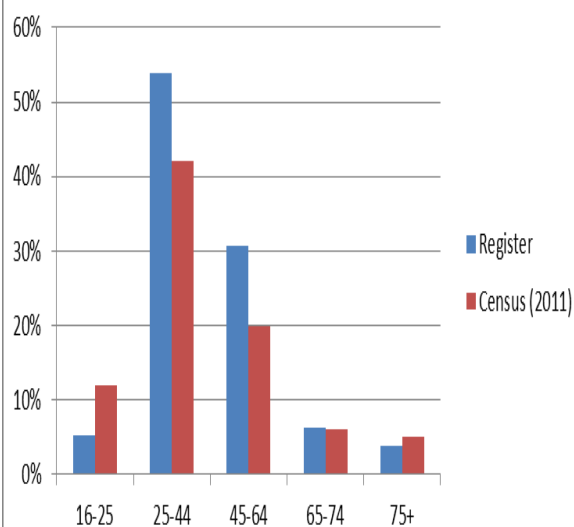
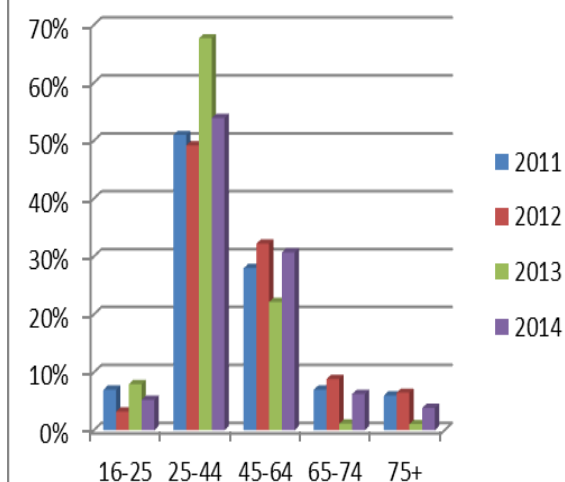


Chart 4: Make up of the register over time (age)



Less than 1% of households needed a fully wheelchair adapted property which is the same as the 2006 housing needs survey estimate for the overall Westminster’s population.

Lets 2013/14

The proportion of lets to different groups during 2013/14 is unlikely to reflect the profile of the register as:

The make-up of the register changes over time and there is delay (often of many years) between registering for a property and a let due to supply shortages

There is a particular shortage of family sized units and studios and one bedrooms make up nearly 50% of the stock – so groups needing larger properties will inevitably wait longer

Households are prioritised for properties through a priority system and a quota of properties are let each year to each priority group

The majority of lets are through choice based lettings (CBL) so applicants can choose whether to bid for properties.

However comparing lets in 2013/14 with the profile of the register is still useful to ensure there are no major discrepancies.

As the following table shows, overall lets to most ethnic groups were lower than their share of the register. This is with the exception of White groups where they were higher which is likely to be due to White groups making up a larger proportion of demand in the past (see chart 2) and by them having a greater need for smaller units which are more readily available.

Lets and ethnicity

| Ethnicity | % Register 2014 | % Lets 2013/14 (including CBL and direct offers) | Bids per let |
|-----------------|-----------------|--|--------------|
| Asian | 14% | 11% | 119 |
| Black | 18% | 14% | 139 |
| Chinese & Other | 8% | 8% | 122 |

| | | | |
|----------------|-----|-----|------------|
| Middle Eastern | 13% | 10% | 218 |
| Mixed | 3% | 3% | 182 |
| Unknown | 19% | 21% | 126 |
| White | 26% | 33% | 78 |
| Average | | | 122 |

Most groups actively participated in CBL with Middle Eastern and Mixed groups making higher than average numbers of bids per let. White households made lower than average bids per let which is consistent with previous years' findings.

Age

The table below illustrates there was a higher proportion of lets to young people (16-24) compared with their proportion on the register in 2014 and a significantly lower proportion to the 25-44 age group which is likely to be due to the shortage of family sized units and a more readily available supply of studio/s and one bedroom properties. The proportion of lets to older people was higher than their proportion on the register which is due to the available supply of community supported housing.

There was a higher proportion of lets to young people (16-24) compared with their proportion on the register and a significantly lower proportion to the 25-44 age group. This is likely to be due to the greater availability of studios and one bedroom properties and a shortage of family sized units.

Lets compared with need by age

| Age | % Register 2014 | % All lets 2013/14 | % CBL lets 2013/14 | Lets per CBL let |
|---------|-----------------|--------------------|--------------------|------------------|
| 16-24 | 5% | 8% | 6% | 81 |
| 25-44 | 54% | 43% | 43% | 183 |
| 45-64 | 31% | 33% | 37% | 92 |
| 65-74 | 6% | 9% | 9% | 33 |
| 75 plus | 4% | 8% | 5% | 32 |
| Average | | | | 122 |

Previous reports have noted that younger and older age groups make below average bids per let and this continued in 2013/14 as the above table shows reflecting that there is greater availability of community supportive housing for older people. In addition support is available for anyone not bidding and people are contacted by the Housing Options Service if not participating and can be offered automated bidding.

This section should be completed for all proposals that will impact on staff.

2.2 *Build up a picture of the makeup of the workforce profile in the service affected.*

| <p>What is the workforce profile of the service? As a percentage, how does this compare to the profile of Westminster City Council workforce?</p> <ul style="list-style-type: none"> • Age • Disability • Gender • Gender Reassignment • Ethnicity • Pregnancy and Maternity • Religion/Belief • Sex • Sexual Orientation | <table border="1"> <thead> <tr> <th rowspan="2">Group</th> <th colspan="2">Service</th> <th colspan="2">Council</th> </tr> <tr> <th>No</th> <th>%</th> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td colspan="5">Age</td> </tr> <tr> <td>16-24</td> <td></td> <td></td> <td>35</td> <td>2%</td> </tr> <tr> <td>25-29</td> <td></td> <td></td> <td>148</td> <td>7%</td> </tr> <tr> <td>30-44</td> <td></td> <td></td> <td>893</td> <td>43%</td> </tr> <tr> <td>45-59</td> <td></td> <td></td> <td>854</td> <td>41%</td> </tr> <tr> <td>60-64</td> <td></td> <td></td> <td>115</td> <td>5%</td> </tr> <tr> <td>65 +</td> <td></td> <td></td> <td>33</td> <td>2%</td> </tr> <tr> <td colspan="5">Disability</td> </tr> <tr> <td>Yes</td> <td></td> <td></td> <td>66</td> <td>3%</td> </tr> <tr> <td>No</td> <td></td> <td></td> <td>897</td> <td>43%</td> </tr> <tr> <td>Not Known</td> <td></td> <td></td> <td>1115</td> <td>54%</td> </tr> <tr> <td colspan="5">Ethnicity</td> </tr> <tr> <td>Asian/Asian British</td> <td></td> <td></td> <td>145</td> <td>7%</td> </tr> <tr> <td>Black/Black British</td> <td></td> <td></td> <td>416</td> <td>20%</td> </tr> <tr> <td>Mixed</td> <td></td> <td></td> <td>62</td> <td>3%</td> </tr> <tr> <td>White</td> <td></td> <td></td> <td>1371</td> <td>66%</td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td>42</td> <td>2%</td> </tr> <tr> <td>Unknown</td> <td></td> <td></td> <td>83</td> <td>4%</td> </tr> <tr> <td colspan="5">Gender</td> </tr> <tr> <td>Female</td> <td></td> <td></td> <td>1192</td> <td>57%</td> </tr> <tr> <td>Male</td> <td></td> <td></td> <td>886</td> <td>43%</td> </tr> <tr> <td colspan="5">Pregnancy and Maternity</td> </tr> <tr> <td colspan="5"> <ul style="list-style-type: none"> • Are any staff pregnant or on maternity • How are they affected by this change </td> </tr> <tr> <td colspan="5">Religion & Belief</td> </tr> <tr> <td colspan="5">There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included</td> </tr> <tr> <td colspan="5">Sexual Orientation</td> </tr> <tr> <td colspan="5">There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included</td> </tr> <tr> <td colspan="5">Gender Reassignment</td> </tr> <tr> <td colspan="5">Data on Gender Reassignment is currently not available but it is unlikely that this proposal will impact either positively or negatively on the protected characteristic of gender reassignment. The consultation process should identify any issues that need to be considered with regards to this protected characteristic.</td> </tr> </tbody> </table> | Group | Service | | Council | | No | % | No | % | Age | | | | | 16-24 | | | 35 | 2% | 25-29 | | | 148 | 7% | 30-44 | | | 893 | 43% | 45-59 | | | 854 | 41% | 60-64 | | | 115 | 5% | 65 + | | | 33 | 2% | Disability | | | | | Yes | | | 66 | 3% | No | | | 897 | 43% | Not Known | | | 1115 | 54% | Ethnicity | | | | | Asian/Asian British | | | 145 | 7% | Black/Black British | | | 416 | 20% | Mixed | | | 62 | 3% | White | | | 1371 | 66% | Other | | | 42 | 2% | Unknown | | | 83 | 4% | Gender | | | | | Female | | | 1192 | 57% | Male | | | 886 | 43% | Pregnancy and Maternity | | | | | <ul style="list-style-type: none"> • Are any staff pregnant or on maternity • How are they affected by this change | | | | | Religion & Belief | | | | | There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included | | | | | Sexual Orientation | | | | | There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included | | | | | Gender Reassignment | | | | | Data on Gender Reassignment is currently not available but it is unlikely that this proposal will impact either positively or negatively on the protected characteristic of gender reassignment. The consultation process should identify any issues that need to be considered with regards to this protected characteristic. | | | | |
|---|---|-------|---------|------|---------|--|----|---|----|---|------------|--|--|--|--|-------|--|--|----|----|-------|--|--|-----|----|-------|--|--|-----|-----|-------|--|--|-----|-----|-------|--|--|-----|----|------|--|--|----|----|-------------------|--|--|--|--|-----|--|--|----|----|----|--|--|-----|-----|-----------|--|--|------|-----|------------------|--|--|--|--|---------------------|--|--|-----|----|---------------------|--|--|-----|-----|-------|--|--|----|----|-------|--|--|------|-----|-------|--|--|----|----|---------|--|--|----|----|---------------|--|--|--|--|--------|--|--|------|-----|------|--|--|-----|-----|--------------------------------|--|--|--|--|--|--|--|--|--|------------------------------|--|--|--|--|---|--|--|--|--|---------------------------|--|--|--|--|---|--|--|--|--|----------------------------|--|--|--|--|--|--|--|--|--|
| | Group | | Service | | Council | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | No | % | No | % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Age | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 16-24 | | | 35 | 2% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 25-29 | | | 148 | 7% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 30-44 | | | 893 | 43% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 45-59 | | | 854 | 41% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 60-64 | | | 115 | 5% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 65 + | | | 33 | 2% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Disability | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Yes | | | 66 | 3% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | No | | | 897 | 43% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Not Known | | | 1115 | 54% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ethnicity | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Asian/Asian British | | | 145 | 7% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Black/Black British | | | 416 | 20% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Mixed | | | 62 | 3% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | White | | | 1371 | 66% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Other | | | 42 | 2% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Unknown | | | 83 | 4% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Gender | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Female | | | 1192 | 57% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Male | | | 886 | 43% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pregnancy and Maternity | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> • Are any staff pregnant or on maternity • How are they affected by this change | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Religion & Belief | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sexual Orientation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gender Reassignment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Data on Gender Reassignment is currently not available but it is unlikely that this proposal will impact either positively or negatively on the protected characteristic of gender reassignment. The consultation process should identify any issues that need to be considered with regards to this protected characteristic. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Using the information above, are any groups of staff | n/a does not impact on Council employed staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | disproportionately represented compared to the Council workforce? | |
| | Does TUPE apply to this proposal? | |
| | Will the reorganisation/restructure result in an increase or decrease in staff numbers? If so, approximately how many? | |
| | Will the reorganisation/restructure result in changes in job roles or terms and conditions for staff? If so, what changes are proposed? | |
| | | |

| 2.3 Summary (to be completed following analysis of the evidence above) | | | | | |
|---|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| | | None | Positive | Negative | Not sure |
| | Does the project, policy or proposal have the potential to have a <u>disproportionate</u> impact on any of the following groups? If so, is the impact positive or negative? | | | | |
| | Disabled people | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Particular ethnic groups | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Men or women (include impacts due to pregnancy/maternity) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | People of particular sexual orientations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | People on low incomes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | People in particular age groups | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Groups with particular faiths and beliefs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Are there any other groups that you think this proposal may affect negatively or positively? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | |

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

| | | |
|--|---|-----------|
| 3.1 | Consultation Information <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i> | |
| | The HOS conducts customer satisfaction surveys that consistently show satisfaction levels of above 90% (even during the recent increase in homelessness) A service user improvement group made up of current and former users of HOS meets regularly to discuss the service and proposed policy changes. | |
| 3.2 | What might the potential impact on individuals, groups or staff be? <i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i> | |
| | Generic impact (across all groups) | See below |
| | Men or women (include impacts due to pregnancy/maternity) | See below |
| | People of particular sexual orientation | See below |
| | People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment | See below |
| | Disabled people | See below |
| | Particular ethnic groups | See below |
| | People on low incomes | See below |
| | People in particular age groups | See below |
| | Groups with particular faiths and beliefs | See below |
| | Other excluded individuals and groups | See below |
| <p>There will be no discrimination arising from the policy change as it relates to continuing to meet the Council's statutory housing obligations</p> <p>HOS performs a statutory housing needs advice and assessment service for the Council and is thus accessible to all groups. This is underlined by the increase in numbers of homeless applications and acceptances since 2010 and illustrates the accessibility of the service. This is further supported by the fact that all individuals impacted by LHA caps were contacted directly and informed of the role of HOS and the support and assistance available.</p> <p>In order to ensure that the service continues to remain accessible we will continue to emphasise the availability of appointments for housing advice and assessment at a convenient time for the household. We will emphasise the importance of making contact with the Housing Options Service at the earliest opportunity before any housing crisis occurs that would require attending the service on an emergency.</p> <p>This will include promoting the use of e-mailing the Housing Options Service advisors directly and making contact through the website (which is currently increasing.)</p> <p>We will promote the use of and access to the comprehensive WCC website which contains housing advice and information on the service and free access is available in libraries and one stop shops.</p> <p>The emergency out of hours service for housing emergencies outside of the current opening hours will continue to be available.</p> | | |

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

| | | |
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| 4.1 | Where you have identified an impact, what can be done to reduce or mitigate the impact? <i>(Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).</i> | |
| | If numbers of homeless applications and acceptances significantly increase then it will not be possible to reduce the level of service provision proposed and still meet the Council's statutory duties and continued commitment to work with Adults and Children's Services to support the most vulnerable. | Levels of homelessness will continue to be monitored closely monthly and this will inform future resource allocation |

| | | |
|------------|---|--------------------------|
| 4.2 | Now that you have considered the potential or actual effect on equality, what action are you taking? | |
| | No major change (no impacts identified) | X |
| | Adjust the policy/proposal | <input type="checkbox"/> |
| | Continue the policy/proposal (impacts identified) | <input type="checkbox"/> |
| | Stop and remove the policy/proposal | <input type="checkbox"/> |

| | | |
|------------|--|--|
| 4.3 | Please document the reasons for your decision | |
| | The implementation of the policy is dependent upon activity levels not significantly increasing. As a result the policy will be adjusted according to how numbers of homeless households change during the year and is monitored closely on a monthly basis. | |

| | | |
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| 4.4 | How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored? | |
| | Housing supply and needs data will continue to be monitored monthly against forecasts and reported across the Council; any significant increases in demand will be responded to accordingly | |

| | | |
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| 4.5 | Conclusion <i>This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact</i> | |
| | As above there will be no discrimination arising from the policy change as it relates to continuing to meet the Council's statutory housing obligations | |

SECTION 5: Next Steps

| 5.1 | Action Plan <i>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</i> <i>NB. Add any additional rows, if required.</i> | | | | | | |
|-----|--|--------------------------|--|---------------------------|---|----------------------------|-----|
| | Action Required | Equality Groups Targeted | Intended Outcome | Resources Needed | Name of Lead, Unit & Contact Details | Completion Date (DD/MM/YY) | RAG |
| | Continue to update the website and promote the use of direct e-mailing HOS officers and contact through the website | All | Households requiring housing advice do not need to 'drop-in' to HOS to receive this | | Rebecca Ireland 020 7641 2029 rireland@westmins ter.gov.uk | 30/03/2016 | A |
| | Continue to advise households contacting the Housing Options Service of the option to make appointments to see housing advisors. | All | Households who make use of the Housing Options Service are able to make appointments | Within existing resources | Rebecca Ireland 020 7641 2029 rireland@westmins ter.gov.uk | 30/03/2016 | A |

5.2 Risk Table

| Ref | Risk | Impact | Actions in place to mitigate the risk | Current risk score | Further actions to be developed |
|------|-------------------|---|---|---|--|
| R1.1 | [Enter risk here] | [Enter here the likely impact if the risk came to pass] | [Record here any actions already in place to reduce the risk] | [Using the key below, enter the current risk score] | [Enter here any actions that can be developed in future to reduce the risk identified] |
| | | | | | |
| | | | | | |
| | | | | | |



THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

Signature:

Full Name:

Unit:

Email & Telephone Ext:

Date of Completion (DD/MM/YY):

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk