



EQUALITY IMPACT ASSESSMENT (EIA) PRO-FORMA

This pro-forma is to be used to determine whether an Equality Impact Assessment (EIA) is required for a proposed policy, strategy or significant decision relating to service provision; and for recording details and outcomes of an impact assessment.

Title of policy / strategy, or brief description of the decision relating to service provision	Resident Involvement and Community Development Strategy 2009 -2012
Lead EIA Officer and Job Title (The EIA lead must be a manager)	Alethea Dougall – Head of Resident Involvement and Community Development
EIA Team Members	Samantha Sizeland – Housing Diversity Manager Abdullah Hossain – Community Development Officer
Director and Head of Service	Sandra Fawcett – Director of Housing London Alethea Dougall - Head of Resident Involvement and Community Development
Does the EIA relate to an existing policy? (Yes / No)	Yes. The Resident Involvement and Community Development Strategy has been in existence since 2009, however it has been updated to incorporate the review of Swan governance and changes in regulatory standards during 2010.
Who implements the Policy?	The Strategy is implemented primarily by the Resident Involvement and Community Development Team, but also applies to all housing teams.
Date that the Policy / strategy is due for review (if applicable)	July 2012

This pro-forma should be used to:

- Determine and record whether an Equality Impact Assessment (EIA) is required
- Determine and record the focus of an EIA if one is required
- Record the evidence considered
- Record the outcome of the impact assessment
- Record mitigating actions to be taken and measurable targets to assess progress.

Equality Impact Assessments are required to be undertaken on all proposed policies, strategies and significant decisions that could potentially have an adverse or disproportionate impact on any of the diverse communities for which Swan provides services. An EIA should address potential impact in respect of ethnicity / race, gender, transgender, disability, age, sexual orientation and religion or belief where relevant. This pro-forma also asks you to consider socio-economic status and community cohesion and have due regard for the protected characteristics introduced by the new Equality Act.

It is essential that officers refer to the **Equality Impact Assessment Guidance** when completing this pro-forma. The pro-forma is in two parts.

Part A: This part helps you determine and record whether an EIA is necessary and is essential documentary evidence to show that the Swan considers equality in respect of all significant policy and function decisions it makes. Part A must be completed in respect of all proposed policies, strategies or significant decisions that have an impact on service functions. Part A also helps you determine and record the focus of the EIA, if one is required. Part A covers steps 1 and 2.

Part A should be completed by a manager, with support from staff in the relevant service area (forming an EIA Team). Part A must be authorised by the manager responsible for the policy, strategy, or function before proceeding to Part B of the Impact Assessment. Housing managers should also ensure that drafts of both Part A and Part B are sent to the Housing Diversity Manager for comments before they are finalised.

Part B: Proceed to Part B if it is determined in Part A that a full EIA is required and once the focus of the EIA has been determined and agreed. This part of the pro-forma covers steps 3 to 6 as described in the Guidance.

Please remember that the completion of an EIA and the actions identified within it are the responsibility of the relevant service manager.

Equality Impact Assessment Part A:

Reason and context for the new policy, strategy, proposal or decision

Please set out the aims and objectives of and contextual reasons for the proposed policy, strategy or decision. Contextual reasons may include changes in legislation, demographic changes or budgetary considerations. Alternatively, if this information is provided in another document, please append to this form.

The Resident Involvement and Community Development Strategy was developed in summer 2009. The Strategy was the result of staff and residents working in partnership to agree key resident involvement objectives for Swan. These were designed to meet local needs and aspirations over a three year period.

The Strategy has recently been updated to reflect the review of Swan governance, the development of the new Regional Committees in London and Essex and the new Residents Value for Money Panel.

Our aims and objectives for delivering resident involvement and community development over the next three years are listed below.

- Resident involvement will be at the heart of everything we do, involving residents to shape services and develop standards to meet their needs.
- Provide a wide range of ways in which residents can get involved that are inclusive and meaningful.
- Foster a sense of community within the areas that we operate in.
- Empower communities through effective participation and involvement.
- Provide support, learning and development opportunities to empower interested residents to make a difference.
- Increase satisfaction levels for opportunities for involvement by 3% each year, to 70% in 2012.
- Meet the regulatory standards for tenant empowerment.
- Meet the Audit Commission standards and aim for an excellent standard.
- Achieve value for money through efficient and effective working.

STEP ONE: Relevance - Is there potential for the policy, strategy or decision to have an impact on equality?

<p>An EIA should be undertaken if the policy, strategy or decision is <i>relevant</i> to the promotion of equality i.e. there is potential for it to have an impact in respect of the equality strands and protected characteristics listed. Please use the box below to identify how your policy or strategy might be relevant to these strands. Please note you are not asked at this stage to determine whether there will or will not be a negative or disproportionate impact – simply whether there is potential.</p>	
Ethnicity / Race	Resident Involvement and Community Development and the ways in which Swan delivers involvement opportunities is relevant to all of the equality strands / protected characteristics to some extent.
Disability	As above.
Gender (including pregnancy and maternity)	As above.
Transgender (including gender reassignment)	As above.
Age	As above.
Sexual Orientation	As above.
Religion/Belief	As above.
Marriage and Civil Partnership	As above.

If you think that your policy / strategy or significant decision has relevance to socio-economic status or community cohesion then please use the box below to describe how it might be relevant. Please note that you are not asked at this stage to determine whether there will or will not be a negative or disproportionate impact – simply whether there is potential.

Socio-economic Status	Resident Involvement and Community Development is vital for ensuring that resident views on socio-economic factors are taken into account.
Community Cohesion	Effective resident Involvement and community development plays an important role in building and maintaining community cohesion.

STEP TWO: Determine the Focus of the EIA

Please list below what you will look at when undertaking your EIA i.e. what will be the focus. In most cases the focus will be whether the policy or decision will ensure equality of access to its benefits or outcomes; whether there are likely to be barriers for particular communities or if there are likely to be negative or disproportionate impacts for particular communities.

Key focus of EIA:

- Assess the representation across equality groups in resident involvement and community development activities.
- Assess levels of satisfaction across equality groups with resident involvement and community development activities / opportunities.
- Assess whether opportunities for an inclusive approach to resident involvement are maximised.

Specific Focus in Relation to Equality Strands or Protected Characteristics:	
Ethnicity / Race	As per the overall focus outlined.
Gender (including Pregnancy and Maternity)	As per the overall focus outlined.
Transgender (including Gender Reassignment)	As per the overall focus outlined.
Disability	As per the overall focus outlined.
Age	As per the overall focus outlined.
Sexual Orientation	As per the overall focus outlined.
Religion/ Belief	As per the overall focus outlined.
Marriage and Civil Partnership	As per the overall focus outlined.

Key focus of EIA in relation to socio-economic status and / or community cohesion (if appropriate):

Assess whether opportunities to promote and maintain community cohesion are maximised.

Are there sufficient opportunities for residents to express their views about issues relating to socio-economic factors and are these views taken into account?

Does the current menu of training and activities provide adequate opportunities to enhance:

- Involvement in decision making and scrutiny
- Personal development and / or employment skills
- Community involvement.

Record whether or not an EIA is required:

Is an EIA required? <i>Please tick either yes or no</i>	Yes ✓	No
If yes, add target date for completion: May 2011 (due to the availability of further equality data).	Signature of Manager	
	Print Name: Alethea Dougall Head of Resident Involvement and Community Development	
	Date: 10 th November 2010	

Please note that:

- 1) **Housing Managers** should send their completed PART A to the Housing Diversity Manager for comments before it is finalised.
- 2) A copy should be passed to the Diversity Action Forum (DAF) once completed.
- 3) Managers should keep a signed copy for their records.
- 4) All other Swan managers should send a copy of the PART A pro-forma to Central Services for the corporate EIA Log (this will be done for Housing Managers by the Housing Diversity Manager once EIA's are agreed).