

**Tameside & Glossop Strategic Commission  
Equality Impact Assessment (EIA) Form**

**APPENDIX 1**

<b>Subject / Title</b>	Changes to the Provision of a Housing Options Service
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<b>Team</b>	<b>Department</b>	<b>Directorate</b>
Community Safety & Homelessness	Homelessness	Operations & Neighbourhoods

<b>Start Date</b>	<b>Completion Date</b>
October 2021	March 2022

<b>Project Lead Officer</b>	John Gregory
<b>Contract / Commissioning Manager</b>	
<b>Assistant Director/ Director</b>	Emma Varnam/Ian Saxon

<b>EIA Group (lead contact first)</b>	<b>Job title</b>	<b>Service</b>

**PART 1 – INITIAL SCREENING**

*An Equality Impact Assessment (EIA) is required for all formal decisions that involve changes to service delivery and/or provision. Note: all other changes – whether a formal decision or not – require consideration for an EIA.*

*The Initial screening is a quick and easy process which aims to identify:*

- *those projects, proposals and service or contract changes which require a full EIA by looking at the potential impact on, or relevance to, any of the equality groups*
- *prioritise if and when a full EIA should be completed*
- *explain and record the reasons why it is deemed a full EIA is not required*

*A full EIA should always be undertaken if the project, proposal and service / contract change is likely to have an impact upon, or relevance to, people with a protected characteristic. This should be undertaken irrespective of whether the impact or relevancy is major or minor, or on a large or small group of people. If the initial screening concludes a full EIA is not required, please fully explain the reasons for this at 1e and ensure this form is signed off by the relevant Contract / Commissioning Manager and the Assistant Director / Director.*

<b>1a.</b>	<b>What is the project, proposal or service / contract change?</b>	To end the existing contract for provision of a Housing Options Service (currently provided by Jigsaw Homes) and bring the Housing Options Service back under control of TMBC
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<b>1b.</b>	<b>What are the main aims of the project, proposal or service / contract change?</b>	To improve the service, capitalise on positive changes brought about by covid, introduce a positive culture aimed at preventing homelessness and ensure the service runs as efficiently and cost-effectively as possible
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**1c. Will the project, proposal or service / contract change have either a direct or indirect impact on, or relevance to, any groups of people with protected equality characteristics? Where there is a direct or indirect impact on, or relevance to, a group of people with protected equality characteristics as a result of the project, proposal or service / contract change please explain why and how that group of people will be affected.**

Protected Characteristic	Direct Impact / Relevance	Indirect Impact / Relevance	Little / No Impact / Relevance	Explanation
Age			X	The service is a universal one, available to all Tameside residents. There are no proposals to change any aspect of the service which may have a direct or indirect impact on any protected groups
Disability			X	As above
Ethnicity			X	As above
Sex			X	As above
Religion or Belief			X	As above
Sexual Orientation			X	As above
Gender Reassignment			X	As above
Pregnancy & Maternity			X	As above
Marriage & Civil Partnership			X	As above

**Other protected groups determined locally by Tameside and Glossop Strategic Commission?**

Group (please state)	Direct Impact/Relevance	Indirect Impact/Relevance	Little / No Impact/Relevance	Explanation
Mental Health			X	As above
Carers			X	As above
Military Veterans			X	As above
Breast Feeding			X	As above

**Are there any other groups who you feel may be impacted by the project, proposal or service/contract change or which it may have relevance to? (e.g. vulnerable residents, isolated residents, those who are homeless)**

Group (please state)	Direct Impact/Relevance	Indirect Impact/Relevance	Little / No Impact/Relevance	Explanation
Low or no income groups				

*“Low or no income groups” should be included as a key consideration when assessing the impact*

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of your project, proposal, policy or service/contract change.

Wherever a direct or indirect impact or relevance has been identified you should consider undertaking a full EIA or be able to adequately explain your reasoning for not doing so. Where little / no impact or relevance is anticipated, this can be explored in more detail when undertaking a full EIA.

<b>1d.</b>	<b>Does the project, proposal or service / contract change require a full EIA?</b>	<b>Yes</b>	<b>No</b>
			<b>X</b>
<b>1e.</b>	<b>What are your reasons for the decision made at 1d?</b>	The service is a universal one, available to all Tameside residents. There are no proposals to change any aspect of the service which may have a direct or indirect impact on any protected groups	

If a full EIA is required please progress to Part 2.

**PART 2 – FULL EQUALITY IMPACT ASSESSMENT**

<b>2a. Summary</b>

<b>2b. Issues to Consider</b>

<b>2c. Impact/Relevance</b>

<b>2d. Mitigations</b> (Where you have identified an impact/relevance, what can be done to reduce or mitigate it?)	
<i>Impact/Relevance 1 (Describe)</i>	<i>Consider options as to what we can do to reduce the impact/relevance</i>
<i>Impact/Relevance 2 (Describe)</i>	<i>Consider options as to what we can do to reduce the impact/relevance</i>
<i>Impact/Relevance 3 (Describe)</i>	<i>Consider options as to what we can do to reduce the impact/relevance</i>
<i>Impact/Relevance 4 (Describe)</i>	<i>Consider options as to what we can do to reduce the impact/relevance</i>

<b>2e. Evidence Sources</b>

<b>2f. Monitoring progress</b>		
<b>Issue / Action</b>	<b>Lead officer</b>	<b>Timescale</b>
<i>Required</i>	<i>Required</i>	<i>Required</i>

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<b>Signature of Contract / Commissioning Manager</b>	<b>Date</b>
<b>Signature of Assistant Director / Director</b>	<b>Date</b>

*Guidance below to be removed from the completed EIA template submitted to Executive Board, Executive Cabinet or Strategic Commissioning Board (SCB)*

**Tameside & Glossop Strategic Commission  
Equality Impact Assessment (EIA) Guidance**

The purpose of an EIA is to aid compliance with the public sector equality duty (section 149 of the Equality Act 2010), which requires that public bodies, in the exercise of their functions, pay ‘due regard’ to the need to eliminate discrimination, victimisation, and harassment; advance equality of opportunity; and foster good relations. To this end, there are a number of corporately agreed criteria:

- An Equality Impact Assessment (EIA) is required for all formal decisions that involve changes to service delivery. All other changes, whether a formal decision or not, require consideration for the necessity of an EIA.
- The decision as to whether an EIA is required rests with the relevant Project Lead or Contract / Commissioning Manager, in consultation with the appropriate Assistant Director / Director where necessary. Where an EIA is not required, the reason(s) for this must be detailed within the appropriate report by way of a judgement statement.
- EIAs must be timely, with any findings as to the impact or relevance of a change in policy or procedure which affects residents, the public, service users, patients or staff, being brought to the attention of the decision maker in the body of the main accompanying report. As such, EIAs must be conducted alongside the development of any policy change, with appropriate mitigations integrated into its development where any potentially detrimental or inequitable impact is identified.

**How to complete the EIA Form**

EIAs should always be carried out by at least 2 people, and as part of the overall approach to a service review or service delivery change. Guidance from case law indicates that judgements arrived at in isolation are not consistent with showing ‘due regard’ to the necessary equality duties.

**Part 1 – Initial Screening**

The Initial Screening is a quick and easy process which aims to identify:

- those projects, proposals and service / contract changes which require a full EIA by looking at the potential impact on, or relevance to, any of the equality groups
- prioritise if and when a full EIA should be completed
- explain and record the reasons why it is deemed a full EIA is not required

A full EIA should always be undertaken if the project, proposal and service / contract change is likely to have an impact upon, or relevance to, people with a protected characteristic. This should be undertaken irrespective of whether the impact or relevance is major or minor, or on a large or

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small group of people. If the initial screening concludes a full EIA is not required, please fully explain the reasons for this at 1e and ensure this form is signed off by the relevant Contract / Commissioning Manager and Assistant Director / Director.

Wherever a direct or indirect impact or relevance has been identified you should consider undertaking a full EIA or be able to adequately explain your reasoning for not doing so. Where little / no impact or relevance is anticipated, this can be explored in more detail when undertaking a full EIA.

The table below is an example of what part 1c of the screening process may look like. In this example we have used a review of the services delivered at Children’s Centres and the impact or relevance this may have.

<b>1c. Will the project, proposal or service / contract change have either a direct or indirect impact on, or relevance to, any groups of people with protected equality characteristics? Where there is a direct or indirect impact on, or relevance to, a group of people with protected equality characteristics as a result of the project, proposal or service / contract change please explain why and how that group of people will be affected.</b>				
<b>Protected Characteristic</b>	<b>Direct Impact / Relevance</b>	<b>Indirect Impact / Relevance</b>	<b>Little / No Impact / Relevance</b>	<b>Explanation</b>
Age	✓			Children’s Centre services are targeted to the 0 to 5 age group
Disability		✓		Some Children’s Centre users may be disabled
Ethnicity		✓		Children’s Centre users come from a range of ethnic backgrounds
Sex		✓		Children’s Centres aren’t sex specific but evidence shows service users are predominantly women
Religion or Belief			✓	
Sexual Orientation			✓	
Gender Reassignment			✓	
Pregnancy & Maternity	✓			Children’s Centres provide services to pregnant women
Marriage & Civil Partnership			✓	
<b>NHS Tameside &amp; Glossop Clinical Commissioning Group locally determined protected groups?</b>				
Mental Health			✓	
Carers		✓		
Military Veterans			✓	
Breast Feeding	✓			Children’s Centres provide services to pregnant women and new mothers
<b>Are there any other groups who you feel may be impacted by the project, proposal or service/contract change or which it may have relevance to?</b>				

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<i>(e.g. vulnerable residents, isolated residents, low income households, those who are homeless)</i>				
<b>Group (please state)</b>	<b>Direct Impact/Rel evance</b>	<b>Indirect Impact/Rel evance</b>	<b>Little / No Impact/Rel evance</b>	<b>Explanation</b>
Lone Parents		✓		Children's Centre users may include lone parents
Disadvantaged families	✓			Children's Centres support the most disadvantaged families, with an aim to reduce inequalities in child development and school readiness.

**Part 2 – Full Equality Impact Assessment**

If a full EIA is required then part 2 of the EIA form should be completed.

**2a. Summary**

In this section you should:

- Explain the reason why the EIA was undertaken i.e. the main drivers such as a change in policy or legislation etc. This can be a combination of factors.
- Outline what the proposals are
- Summarise the main findings of the EIA - what are the main impacts or relevancies of the change in policy and what protected characteristic groups do they effect?
- Summarise what measures have been put in place to mitigate any negative impact or relevance and how the success of these measures will be monitored

It may be useful to complete this section towards the end of the EIA process.

**2b. Issues to Consider**

In this section you should give details of the issues you have taken into consideration when coming to your proposals / recommendations and outline the protected characteristic group(s) affected - Age, Ethnicity, Disability, Sex, Sexual Orientation, Religion / Belief, Gender Reassignment, Pregnancy/Maternity, Marriage/Civil Partnership, and how people associated with someone with a particular characteristic (i.e. a carer of a disabled and / or elderly person may be affected (you can refer to the information in 1c identifying those groups who may be affected).

Considerations should include (but are not limited to):-

- Legislative drivers. How have you considered the Equality Act, and the elimination of discrimination, victimisation and harassment, and the three arms of the PSED in coming to a decision / set of proposals i.e. the need to take into account the specific needs of disabled people above and beyond the general needs of other service users? You should consider similar circumstances where a similar service has been provided and changed, and whether this has been challenged. What rules / laws was it challenged under, and what lessons have you taken from this? This can include things such as Judicial Reviews or cases considered by the relevant Ombudsman.

- Comparative data and examples of learning from other areas / benchmarking (linked to legal issues as above)

- Financial considerations. How have your recommendation / proposals been shaped by finances / resources available (please note –legal rulings have indicated that the need to make savings alone is not likely to be deemed sufficient on its own to justify reduction in services – evidence of

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assessment of impact and relevance is required to ensure a safe and sound decision)

- Service user information. What information do you hold about service users and patients and their protected characteristics? How does this compare to comparative data i.e. national / regional picture?

- Consultation, engagement & feedback. What work has been done to ensure interested parties have been made aware of proposed changes, and that comments have been recorded and have the opportunity to influence the final decision? You should detail when consultation took place, those involved i.e. staff, service users, timescales. Any consultation should be timely in order to ensure that all participants are able to contribute fully.

### **2c. Impact/Relevance**

Use this section to outline what the impact or relevance of the changes being proposed is likely to be based on the evidence, and consultation & engagement? Will there be a disproportionate impact on, or relevance to, particular group/s? Does the evidence indicate that a particular group is not benefiting from the service as anticipated? What are the uptake / participation rates amongst groups? Where a greater impact on, or relevance to, a particular group is recorded, is this consistent with the policy's aims? Does the project, proposal and service / contract change include provision for addressing inequality of delivery / provision?

Try to distinguish clearly between any negative impacts or relevancies that are or could be unlawful (which can never be justified) and negative impacts or relevancies that may create disadvantage for some groups but can be justified overall (with explanation). Similarly, does the evidence point to areas of good practice that require safeguarding? How will this be done?

### **2d. Mitigations**

Where any potential impacts or relevancies have been identified as a result of the EIA, you should detail here what can be done to reduce or mitigate these.

### **2e. Evidence Sources**

Use this section to list all sources of information that the EIA draws upon. Evidence can include surveys & questionnaires, policy papers, minutes of meetings, specific service user consultation exercises, interviews etc

*NB – this section is not asking you to give details of your findings from these sources, just the sources from which evidence and considerations were drawn.*

### **2f. Monitoring Progress**

Use this section to identify any ongoing issues raised by the EIA, how these will be monitored, who is the lead officer responsible and expected timescale.

### **Sign Off**

Once the EIA is complete this should be signed off by the relevant Contract / Commissioning Manager and the Assistant Director / Director.