

# Equality, Diversity, Cohesion and Integration Impact Assessment



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

<b>Directorate:</b> Housing Leeds	<b>Service area:</b> Capital Programme
<b>Lead person:</b> Neil Diamond	<b>Contact number:</b> 07891 271604
<b>Date of the equality, diversity, cohesion and integration impact assessment:</b> 11 <sup>th</sup> October 2017	

<b>1. Title:</b> Shakespeare Façade Repairs & External Wall Insulation
Is this a:
<input type="checkbox"/> <b>Strategy /Policy</b> <input checked="" type="checkbox"/> <b>Service / Function</b> <input type="checkbox"/> <b>Other</b>
<b>If other, please specify</b>

## 2. Members of the assessment team:

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service, specialist</b>
Neil Diamond	LCC	Planned Works Manager
Allan Naylor	LCC	Project Manager
David Glaister	LCC	Project Officer

### 3. Summary of strategy, policy, service or function that was assessed:

This project is to repair the external concrete render and to apply external wall insulation to the three high-rise multi-story blocks at Shakespeare Towers. This work is anticipated to start some time after March 2018 and last 12 months and should not include contractors entering domestic properties.

The works will increase the thermal efficiency of the buildings and benefit all tenants and leaseholders who live there. A programme of consultation has been implemented and will continue throughout the implementation phase of the project.

The contractor will be required to consider the wellbeing of all tenants and leaseholders while the works are being carried out:

- If any disabled parking bays are lost due to the positioning of equipment, a comparable number will be made available as close to the blocks as possible.
- Any temporary covered walkways will have appropriate lighting so visually impaired people can use.
- Each block has two access points; these must be maintained and kept free of obstructions throughout the construction phase.
- There may be security lighting currently in use; comparable provision must be in place during the implementation works, and any lighting temporarily moved must be reinstated when completed.

### 4. Scope of the equality, diversity, cohesion and integration impact assessment (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

#### 4a. Strategy, policy or plan

(please tick the appropriate box below)

The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>

**Please provide detail:**

#### 4b. Service, function, event

please tick the appropriate box below

The whole service (including service provision and employment)	<input type="checkbox"/>
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A specific part of the service (including service provision or employment or a specific section of the service)	<input checked="" type="checkbox"/>
Procuring of a service (by contract or grant)	<input type="checkbox"/>
<p><b>Please provide detail:</b>  This project will help maintain the council's housing stock to a safe and secure standard. Currently failing concrete render is posing a health &amp; safety risk. It is one project, amongst many, that contribute to the provision and maintenance of housing stock.</p>	

**5. Fact finding – what do we already know**  
Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.

(priority should be given to equality, diversity, cohesion and integration related information)

All tenants and stakeholders have been notified of the proposed works and invited to make comment. The local residents association has delivered information letters to each property and an open evening was held for people to meet with the LCC project manager.

All tenants and leaseholders were encouraged to express any concerns they had around the impact this project would have. Any concern were noted and mitigation strategies considered.

Leaseholders have received formal written notification of the proposals in line with national guidelines. No comments were returned.

**Are there any gaps in equality and diversity information**  
**Please provide detail:**

It is unlikely equality and diversity information held by the council will be relevant to this project. Information on particularly vulnerable tenants may have to be passed to contractors in order for them to deliver an appropriate service. Data management guideline will be put in place. Contractors will have little interaction with local residents.

**Action required:**

Assess if there are any particularly vulnerable tenants and if there is any data that needs to be transferred to the contractor. This will be done in conjunction with local housing management officials.

**6. Wider involvement – have you involved groups of people who are most likely to be affected or interested**

Yes

No

**Please provide detail:**

The local residents group has been included in consultation events. All properties have received written notification of the project.

**Action required:**

Continue to include the residents group in the implementation of this project.

**7. Who may be affected by this activity?**

please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

**Equality characteristics**

Age

Carers

Disability

Gender reassignment

Race

Religion or Belief

Sex (male or female)

Sexual orientation

Other

(Other can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being)

**Please specify:**

People may be disrupted by the noise of the works and by the access climbers fitted against the blocks. Some people may feel uncomfortable with contractors using the access climbers and being able to see in through their window. The contractor working on this project will have to provide tenant liaison services to ensure all residents receive sufficient notice of progress on site.

<b>Stakeholders</b>		
<input checked="" type="checkbox"/> Services users	<input type="checkbox"/> Employees	<input type="checkbox"/> Trade Unions
<input checked="" type="checkbox"/> Partners	<input checked="" type="checkbox"/> Members	<input type="checkbox"/> Suppliers
<input type="checkbox"/> Other please specify		
<b>Potential barriers.</b>		
<input checked="" type="checkbox"/> Built environment	<input type="checkbox"/> Location of premises and services	
<input type="checkbox"/> Information and communication	<input type="checkbox"/> Customer care	
<input type="checkbox"/> Timing	<input type="checkbox"/> Stereotypes and assumptions	
<input type="checkbox"/> Cost	<input checked="" type="checkbox"/> Consultation and involvement	
<input type="checkbox"/> Financial exclusion	<input type="checkbox"/> Employment and training	
<input type="checkbox"/> specific barriers to the strategy, policy, services or function		
<b>Please specify</b>		
Tenants, leaseholders and stakeholders have been updated on a regular basis. Effective communication continues to be an essential component of this project.		

<p><b>8. Positive and negative impact</b></p> <p>Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers</p>
<p><b>8a. Positive impact:</b></p>
<p>By approaching this project with an inclusive mind-set tenants will be reassured that the works to the exterior of their home will provide them with a safer and better insulated place to live; and the disruption will not adversely affect their lives.</p> <p>The works will have a positive impact on all tenants and leaseholders within all three of the Shakespeare blocks.</p>

<b>Action required:</b>
Regular information updates are required; open channels of communication should be maintained at all times.

<b>8b. Negative impact:</b>
Some older, or disabled, people may have to walk further to their temporary car parking space during the construction phase of this project.
Some vulnerable people may be disturbed by the correspondence informing them of these works. They may also be disproportionately affected by the noise and disruption around the site.
<b>Action required:</b>
The communication skills of the project team and of the contractors will be essential to reassuring tenants that works will cause minimal impact.

<b>9. Will this activity promote strong and positive relationships between the groups/communities identified?</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Please provide detail:</b> These are simply external repairs and the installation of external wall insulation.
<b>Action required:</b> None

<b>10. Does this activity bring groups/communities into increased contact with each other? (e.g. in schools, neighbourhood, workplace)</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Please provide detail:**

These are simply external repairs and the installation of external wall insulation. People may meet to discuss the project with the residents association.

**Action required:**

Support the residents association when required.

**11. Could this activity be perceived as benefiting one group at the expense of another?** (e.g. where your activity/decision is aimed at adults could it have an impact on children and young people)

Yes

No

**Please provide detail:**

The improvements to the thermal efficiency of the Shakespeare towers will benefit everyone who lives there; not one particular group.

**Action required:**

None

**12. Equality, diversity, cohesion and integration action plan**

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

<b>Action</b>	<b>Timescale</b>	<b>Measure</b>	<b>Lead person</b>
Provide ongoing support to the residents association.	Ongoing to the completion of the project, anticipated to be March 2019.	Are LCC confident all tenants understand what is happening to the three towers?	Project Manager Allan Naylor
Ensure there are open communication channels between residents and contractors during the construction phase of this project.	During the 12 month construction phase; Approx. March 2018- March 2019.	Tenants feel well informed and are comfortable with the level of information they are receiving.	Project Manager Allan Naylor



<b>Action</b>	<b>Timescale</b>	<b>Measure</b>	<b>Lead person</b>

**13. Governance, ownership and approval**

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job Title	Date
Neil Diamond	Planned Works Manager	25/10/2017
<b>Date impact assessment completed</b>		<b>25/10/2017</b>

**14. Monitoring progress for equality, diversity, cohesion and integration actions** (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board  
Please specify which board
- Other (please specify)

**15. Publishing**

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality impact assessment should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality impact assessments that are not to be published should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk) for record.

Complete the appropriate section below with the date the report and attached assessment was sent:

For Executive Board or Full Council – sent to <b>Governance Services</b>	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent: 25/10/2017
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: