# Equality, Diversity, Cohesion and Integration (EDCI) 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

| | |
|---|---|
| **Directorate:** Communities, Housing and Environment. | **Service area:** Strategy & Investment |
| **Lead person:** Paul Rounding | **Contact number: 01133781196** |
| **Date of the equality, diversity, cohesion and integration impact assessment:** 22/11/2022 | |

| |
|---|
| **1. Title: Halliday Court, Garforth, Re-Roofing** |
| Is this a:<br>☐ **Strategy / Policy** ☒ **Service / Function** ☐ **Other**<br><br>**If other, please specify** |

**2. Members of the assessment team**:

| **Name** | **Organisation** | **Role on assessment team**<br>**For example, service user, manager of service, specialist** |
|---|---|---|
| Paul Rounding | Leeds City Council | Capital Programme Manager |
| Neil Margetson | Leeds City Council | Capital programme Project Manager |
| Harrison North | Leeds City Council | QS |
| | | |
| | | |

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

As part of Leeds City Council's plans to improve Housing Quality and in particular Council Housing, the sheltered housing complex Halliday Court, Garforth has been identified as requiring re-roofing. The roof is a flat roof, and the work will have minimal visible effect on the external appearance of the building.

The works will involve removing the existing roofing covering and replacing with new. In

addition, insulation will be increased to the most up to date Building Regulation standard which will improve energy efficiency to this building. It is expected the works will allow for a 20-year Labour & Material Warranty

The total cost of the works is estimated to be £650,000.00.

Works involve the following:

External:

- Stripping off and enabling works in preparation for the new roof.
- Installation of new flat roofing system to include for improved insulation to allow a U Value of 0.16 W/m$^2$K in line with current Building Regulations.

**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**<br>(please tick the appropriate box below) | |
|---|---|
| The vision and themes, objectives or outcomes | ☐ |
| The vision and themes, objectives or outcomes and the supporting guidance | ☐ |
| A specific section within the strategy, policy or plan | ☐ |
| **Please provide detail:** | |

| **4b. Service, function, event**<br>please tick the appropriate box below | |
|---|---|
| The whole service<br>(including service provision and employment) | ☐ |
| A specific part of the service<br>(including service provision or employment or a specific section of the service) | ☐ |
| Procuring of a service<br>(by contract or grant) | X |
| **Please provide detail:**<br><br>The Re-Roofing of Halliday Court, Garforth has been scoped to meet the aspirations set out in the | |

Best Council Plan but in particular, the objectives of:

- Supporting communities and tackling poverty.
- Promoting sustainable and inclusive economic growth.

The planned work is also strongly aligned to meet the Best Council Plan ambitions of:

- Improving energy performance in homes, reducing fuel poverty.

The scope of this EDCI assessment is the full programme of works required as part of this procurement exercise. This includes, site preparation, and all preparatory work including the removal of the current fixtures and fittings required for the installation of the re-roofing outlined in section 3.

**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)

**STAR Survey – Satisfaction with heating**

We are aiming to improve customer satisfaction of our residents with the properties they live in. In particular we want to improve customer satisfaction through the reduction of repairs which inhibit the resident's quality of life, including physical and mental wellbeing.

We know that the property set for inclusion within this scheme is approximately a 50 year old complex constructed to house residents in 1 bedroom flats who are over 55 years old. Some of the residents within this retirement complex have complained about persistent leaks to their flats to local Ward Members.

We aim to work with the residents and demographics within the included properties to tailor the communication plan to be most effective to meet the resident's needs. Demographic data will play a key part to the communications plan and will play a part in contractual agreement between Leeds City Council and the contractor installing the works. This will allow for EDCI considerations to be taken into account when setting up a site compound and completing any works on properties.

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

Data regarding the number of residents who do not speak English as a first or preferred language.

**Action required:**

Allow for increased support to any vulnerable residents.

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

| | | | |
|---|---|---|---|
| X | **Yes** | | **No** |

**Please provide detail:**

Ward Members from Garforth are aware of the scheme and supportive of the works being carried out.

Resident engagement will take place through various mechanisms throughout the planned works:

- An information / consultation event will be planned for residents to inform them of the planned works and developments on site and to answer any initial questions they have in respect of the works and timescales. Written communication will also be drafted informing residents of works along with clear FAQs.

**Action required:**

A communication plan has been developed to ensure regular and effective communications with local residents and other key stakeholders on the decision making and planned works approach and formulation of all the key material will be drafted into a timeline to be agreed by the project team.

**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**

| | | | | | |
|---|---|---|---|---|---|
| X | **Age** | X | **Carers** | X | **Disability** |
| | **Gender reassignment** | | **Race** | | **Religion or Belief** |
| | **Sex (male or female)** | | **Sexual orientation** | | |
| X | **Other - Language (i.e. English is the resident's preferred/first language of communication).** | | | | |

**(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:**

**Age:** Residents who require more assistance will need to be considered for when the installation is to be undertaken and also in regard to communication.

**Disability:** Residents with a physical health disability, will be provided information specifically pertaining to accessibility to the house throughout the planned works. Where potential disruption to public transport, disability taxis or heating / hot water cannot be avoided, provisions will be made prior to any disruption of service, with timely communications to affected residents.

Residents with a mental health disability, will be provided with contact details for the Capital Programme team where they can access tailored information, advice and support in relation to the planned works, with signposting to support services where required. Other disability requirements shall be managed and monitored upon disclosure via the outreach support package offered by the Capital Programme team with support from Housing Management.

**Carers:** Any designated carers will require continual access to provide caring services. Accessibility will be maintained to residential properties at all times. Where respite facilities have been deemed necessary; arrangements will be communicated by the Planned Works team, to ensure there is no disruption to carer services throughout the planned works.

**English not as a first/native language:** All residents will be informed and communicated in a supportive way. Any residents requiring more support in relation to language and communication barriers for example is to be considered and further supported on an individual basis. All written communications if required will be made available in other languages.

**Stakeholders**

| | | | | | |
|---|---|---|---|---|---|
| X | **Services users** | X | **Employees** | | **Trade Unions** |
| X | **Partners** | X | **Members** | X | **Suppliers** |
| | **Other please specify** | | | | |

**Service Users:** Service Users will be directly impacted by the works and the impact should overall be positive when the works have been completed in full. Some service users may experience negative impacts whilst the works are in progress due to the nature of construction/installation works, however Leeds City Council will work to mitigate and manage these negative impacts throughout the planned works.

**Employees/Partners:** Any employee or contractor working on behalf of Leeds City Council who intends to be on site during the planned works of the District Heating Clusters programme will be expected to have completed all mandatory training and development in relation to Equality, Diversity, Cohesion and Inclusion. Thus, ensuring that any equality characteristic across the full spectrum (detailed above) is not affected by the behaviours and actions of any employee, contractor or sub-contractor fulfilling duties as discharged by Leeds City Council.

**Members:** Ward members may receive enquiries from their constituents regarding the works, thus a good communication plan with ward members is necessary and they will be communicated with at various key stages of the project or when there is a significant update to provide them.

**Suppliers**: It is anticipated that the work will provide a boost to the local economy and to local suppliers who can supply goods/materials needed for the necessary construction to complete the required retrofits. With COVID-19 impacting severely on the local and national economy, this project should provide a positive benefit to suppliers and the supply chain.

**Potential barriers**

| | | | |
|---|---|---|---|
| | **Built environment** | X | **Location of premises and services** |

| | | | |
|---|---|---|---|
| ☐ | **Information and communication** | X | **Customer care** |
| X | **Timing** | ☐ | **Stereotypes and assumptions** |
| ☐ | **Cost** | X | **Consultation and involvement** |
| ☐ | **Financial exclusion** | ☐ | **Employment and training** |

☐ **specific barriers to the strategy, policy, services or function**

**Please specify**

**Timing:** Due to the timeline to complete these works by June 2023, timing is a key risk/barrier identified on the project. Work is being undertaken to an agreed project plan, taking into account any timing constraints as well as maintaining high quality of work and governance surrounding the procurement.

**Location of Premises/Services:** The location of the site compound/site office will need to be in a location which also maintains access for residents, this will be managed carefully with the contractor and agreed with Leeds City Council before it is set up.

**Customer Care:** Due to the number of retrofits being carried out on the properties included within the scope of this scheme, good customer care is required. A high level of support for customers is planned in throughout the scheme, starting prior to any installation work with consultation with local residents and carrying out both throughout construction on site and following the completion of any works.

**Consultation and Involvement:** Due to the importance of achieving a high level of engagement from local residents and ward members, extensive consultation is planned for this scheme. A potential barrier is ensuring that consultation reaches as many residents as required. Consultation will therefore be planned in a variety of formats to reach as many residents as possible.

**8. Positive and negative impact**

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

**8a. Positive impact:**

- Reduced carbon emissions – As part of the re-roofing work being carried out to this complex improved roof insulation will be installed thus helping the council achieve its aims of becoming carbon neutral by 2030.
- Reduce the maintenance, servicing and repairs requirement on equipment – By carrying out this work will reduce damp problems and it will negate the need to repair the roof, thus saving the council money in the long term.

- Increased employment and job opportunities available to residents within Leeds – Under the Key Performance Indicators proposed as part of the Tender process, the contractor who would be working alongside Leeds City Council will have a commitment to offering employment and job opportunities to residents within Leeds.

- Increased resident engagement - The project will see the Council and the delivery partner work closely with tenants to understand what their key concerns are and work with them to ensure the long-term effectiveness and efficiency of the measures installed.

**Action required:**

- Establish, monitor, and review on a monthly basis; the benefits realisation plan to ensure corrective actions are in place so that the project's intended benefits are realised and obtained.
- Review lessons learned from similar schemes to ensure that any areas of improvement or good practice is captured and acted upon for this project.

**8b. Negative impact:**

- Residents may become unsettled when the work is carried out on this property, and during the installation of new equipment.
- The local main roads and site entrances will experience greater traffic and greater amounts of parked construction vehicles, causing competition for parking space / accessibility constraints.
- Installation works on site may cause unacceptable levels of noise pollution, dust and debris, a temporary reduction of green space, and skips visible for waste management; these could result in resident complaints.

**Action required:**

A range of considerations will be taken into account by the contractor when carrying out these planned works, so that these works are taken forward appropriately and safely. These include:

- Establishing and maintaining a communications strategy which meets the needs of the council, and the residents of each construction site.
- Operating with openness and transparency in their methods for maintaining safe standards of work.

In addition, Leeds City Council will:

- Work with partners such as West Yorkshire Police and West Yorkshire Fire Service, to ensure that community safety and security is maintained.
- Engage with the Highways & Transportation team, to oversee the establishment of onsite traffic flow management systems which allow sustained access to the site to all vehicles and permit sufficient parking.
- Ensure a construction phase plan and health and safety plan are implemented, to ensure that safety standards are maintained for residents, and those in occupancy adjacent to the sites.
- Offer increased support to the residents affected by the works.

**9. Will this activity promote strong and positive relationships between the groups/communities identified?**

| | |
|---|---|
| [X] **Yes** | [ ] **No** |

**Please provide detail:**

This investment in the council's housing stock will help foster good relationships with the residents of this property set for inclusion within the scheme and active engagement to ensure this project addresses their key concerns. This scheme aims to serve all equality characteristics positively.

**Action required:**

Ensure a clear, communication strategy/plan is devised to foster good engagement and involvement from residents to input into the scheme.

**10. Does this activity bring groups/communities into increased contact with each other?** (for example, in schools, neighbourhood, workplace)

| | |
|---|---|
| [ ] **Yes** | [X] **No** |

**Please provide detail:**

This activity will focus on providing a new roof requiring no future repair issues. It is not anticipated that this activity will bring communities into increased contact with each other as improvement works are due to be concentrated solely on the improvement works to this property.

**Action required:**

The Council will explore with the contractor any scope for additional social value to the wider Leeds area, i.e. school visits, neighbourhood engagement, tree planting etc.

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

| | |
|---|---|
| [ ] **Yes** | [X] **No** |

**Please provide detail:**

The project will provide positivity to the residents and local area knowing it is being invested in by the council in order to become more sustainable, have a lower carbon impact, and a reductio in maintenance costs. This project if successful could be replicated across other housing owned by Leeds City Council.

**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)

| Action | Timescale | Measure | Lead person |
|---|---|---|---|
| **Communications**<br><br>As part of this project, a Communication plan will be developed and maintained to ensure regular and effective communications with:<br>• Residents and leaseholders of the properties identified for inclusion within the scheme<br>• Other internal and external stakeholders, detailed in Section 8b. | The Communications plan is a live document, monitored and updated by the Capital Programme team, and reviewed regularly through multi-disciplinary project team meetings and at site-level progress meetings. | • Timely and consistent messages/communications being released<br>• Number of resident / leaseholder communication-related complaints. | Paul Rounding/Neil Margetson |
| **Stakeholders**<br><br>Procurement of the preferred construction contractor will assure Leeds City Council that all health, safety and wellbeing standards / codes are being contractually adhered to throughout all of the planned works.<br><br>Leeds City Council will inform all contractors, subcontractors and employees of any necessary EDCI training and development to | Contracts will be agreed with the contractor by January 2023.<br><br>Contracts will be agreed with the contractor by January 2023. | Any concerns that arise will be dealt with in a professional and appropriate manner, in line with the contractor's equality and diversity policy. | Paul Rounding/Neil Margetson |

| Action | Timescale | Measure | Lead person |
|---|---|---|---|
| be undertaken, prior to commencement of planned works. | | | |
| **Notifications** – The required resident and site notices will be in place. | The appropriate building notices will be drafted by the building contractor. | Residents / leaseholder complaints regarding site notices and comms. | Contractor |
| **Impact to surrounding public areas**<br>• Engagement with LCC Highways & Transportation,<br>• LCC Public Rights of Way will be established to review the access for construction traffic to and from the site and if necessary. | Activity in plan to engage with the relevant partners and to submit and publish appropriate applications/notices, if necessary. | The appropriate application/regulation orders will be released in the public domain. | Contractor |
| **Governance**<br>• Local Councillors are advised and updated on the project/scope of work, including | Ongoing throughout key milestones of the project | | Paul Rounding/Neil Margetson |

| **13. Governance, ownership and approval**<br>State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment | | |
|---|---|---|
| **Name** | **Job title** | **Date** |
| Paul Rounding | Capital Programme Manager | 22/11/2022 |
| **Date impact assessment completed** | | **22/11/2022** |

| **14. Monitoring progress for equality, diversity, cohesion and integration actions** (please tick) | |
|---|---|
| ☐ | As part of Service Planning performance monitoring |
| X | As part of Project monitoring |
| ☐ | Update report will be agreed and provided to the appropriate board<br>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 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 **Governance Services** | Date sent: |
| For Delegated Decisions or Significant Operational Decisions – sent to appropriate **Directorate** | Date sent: |
| All other decisions – sent to equalityteam@leeds.gov.uk | Date sent: |