

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> Communities, Housing & Environment	<b>Service area:</b> Strategy & Investment
<b>Lead person:</b> Michael Field	<b>Contact number:</b> 01133781361
<b>Date of the equality, diversity, cohesion and integration impact assessment:</b> 12/04/2024	

**1. Title:** Cavity & Loft Insulation Project

Is this a:

**Strategy / Policy**
                         
  **Service / Function**
                         
  **Other**

**If other, please specify**

Carbon reduction capital works programme to allow for the installation of energy efficiency measures to properties throughout Leeds City Council's area. These measures include installing cavity & loft insulation. There is a requirement for Energy Performance Certificates (EPC) to allow for Right to Buys and Mutual Exchanges.

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

Name	Organisation	Role on assessment team For example, service user, manager of service, specialist
Michael Field	Leeds City Council	Capital Programme Manager
Kirsty Aldersey	Leeds City Council	Planned Works Team Leader
Dylan Bhandal	Leeds City Council	Quantity Surveyor

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

As part of the council's plans to improve energy efficiency and tackle fuel poverty in our housing, the council plans to deliver energy efficiency improvements across various areas of

Leads to improve cavity and loft insulation.

Works involve the following:

1. Energy Performance Certificate Surveys.
2. Installing Cavity & Loft Insulation.

**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"/>
<b>Please provide detail:</b>	

**4b. Service, function, event**  
 please tick the appropriate box below

The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input type="checkbox"/>
Procuring of a service (by contract or grant)	<input checked="" type="checkbox"/>
<b>Please provide detail:</b>	
<p>The Cavity &amp; Loft Insulation Project has been scoped to meet the aspirations set out in the Best Council Plan but in particular, the objectives of:</p> <ul style="list-style-type: none"> <li>• Supporting communities and tackling poverty.</li> <li>• Promoting sustainable and inclusive economic growth.</li> </ul>	

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.

### **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 with more efficient heating through cavity & loft installation.

We know that the properties set for inclusion within this scheme are in many cases over 50 years old which do not have cavities filled with cavities. There are occasions where insulation will have to be replaced in older homes as the existing insulation has deteriorated and is the cause of damp to properties. Each property will receive a survey prior to works being carried out to ensure of the works effectiveness.

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 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**

Yes

No

**Please provide detail:**

Housing strategy & investment colleagues have been involved in providing insight, perspective and feedback on the planned works approach. Properties that are identified as having an EPC rating

worse than C are to be considered prior to any other housing to ensure these energy efficiency installations are directed to those most vulnerable to Fuel Poverty.

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

- Typically this engagement will involve contacting individual Tenants via letter, telephone, e-mail or SMS Text as needed to help the Tenant receive this work.

**Action required:**

A communication plan will be developed to ensure regular and effective communications with those residents affected by the works and other key stakeholders on decision making.

**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**

- |                                     |   |                                     |                           |                                     |                           |
|-------------------------------------|---|-------------------------------------|---------------------------|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | <b>Age</b>  | <input checked="" type="checkbox"/> | <b>Carers</b>             | <input checked="" type="checkbox"/> | <b>Disability</b>         |
| <input type="checkbox"/>            | <b>Gender reassignment</b>  | <input type="checkbox"/>            | <b>Race</b>               | <input type="checkbox"/>            | <b>Religion or Belief</b> |
| <input type="checkbox"/>            | <b>Sex (male or female)</b>   | <input type="checkbox"/>            | <b>Sexual orientation</b> |                                     |                           |
| <input checked="" type="checkbox"/> | <b>Other - Language (i.e. English is the resident's preferred/first language of communication).</b> |                                     |                           |                                     |                           |

(**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 regards 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**

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> <b>Services users</b> | <input checked="" type="checkbox"/> <b>Employees</b> | <input type="checkbox"/> <b>Trade Unions</b>         |
| <input checked="" type="checkbox"/> <b>Partners</b>       | <input checked="" type="checkbox"/> <b>Members</b>   | <input checked="" type="checkbox"/> <b>Suppliers</b> |
| <input type="checkbox"/> <b>Other please specify</b>      |  |  |

**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**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Built environment</b>             | <input checked="" type="checkbox"/> <b>Location of premises and services</b> |
| <input type="checkbox"/> <b>Information and communication</b> | <input checked="" type="checkbox"/> <b>Customer care</b>                     |
| <input checked="" type="checkbox"/> <b>Timing</b>             | <input type="checkbox"/> <b>Stereotypes and assumptions</b>                  |

<input type="checkbox"/> <b>Cost</b>	<input checked="" type="checkbox"/> <b>Consultation and involvement</b>
<input type="checkbox"/> <b>Financial exclusion</b>	<input type="checkbox"/> <b>Employment and training</b>
<input type="checkbox"/> <b>specific barriers to the strategy, policy, services or function</b>	

**Please specify**

**Customer Care:** Due to the number of properties included within the scope of this scheme, good customer care and support is required during the works. Support for customers is planned in throughout the scheme, including for employing a Technical Officer to ensure the Contractor is carrying out its duties using due diligence and care for the customer.

**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

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**8a. Positive impact:**

- Increased energy efficiency – These homes have been selected as they are traditionally difficult to heat, causing residents to have high energy bills. This work will improve energy efficiency. In turn this will reduce resident energy bills, helping the aim of tackling fuel poverty across the city.
- Reduced carbon emissions – As part of the insulation work being carried out to these properties, it will greatly reduce the carbon emissions generated from providing energy to these properties, thus helping the council achieve its aims of becoming carbon neutral by 2030.
- Improved health and wellbeing of residents – Often these difficult to treat properties suffer from condensation which can lead to damp and draft problems. This can in some cases affect residents and contribute to ill health. By solving condensation issues caused by inefficient heating systems and giving greater control to residents to control their own heating it is hoped resident’s health and wellbeing will be improved and that the council can achieve its aim of improving the health and wellbeing of residents within the city.
- 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.

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**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:**

<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Action required:</b>
<ul style="list-style-type: none"> <li>• None</li> </ul>

<b>9. Will this activity promote strong and positive relationships between the groups/communities identified?</b>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please provide detail:</b>
<p>This investment in the council's housing stock will help foster good relationships with the residents of properties set for inclusion within this scheme and active engagement to ensure this project addresses their key concerns with heating their property will also promote strong and positive relationships between the council and residents. This scheme aims to serve all equality characteristics positively.</p>
<b>Action required:</b>
<p>Ensure a clear, communication strategy/plan is devised to foster good engagement and involvement from residents to input into the scheme.</p>
<b>10. Does this activity bring groups/communities into increased contact with each other? (for example, in schools, neighbourhood, workplace)</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Please provide detail:</b>
<p>This activity will focus on providing retrofits to increase energy efficiency of some of the Council's most inefficient properties. 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 properties.</p>
<b>Action required:</b>
<p>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.</p>

**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

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, reduce resident's energy costs and making their home more energy efficient.

**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
<p><b>Communications</b></p> <p>As part of this project, a Communication plan will be developed and maintained to ensure regular and effective communications with:</p> <ul style="list-style-type: none"> <li>• Residents and leaseholders of the properties identified for inclusion within the scheme</li> <li>• Other internal and external stakeholders, detailed in Section 8b.</li> </ul>	<p>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.</p>	<ul style="list-style-type: none"> <li>• Timely and consistent messages/communications being released</li> <li>• Number of no access visits from pre-and post-installation works</li> <li>• Number of resident / leaseholder communication-related complaints.</li> </ul>	<p>Michael Field/Kirsty Aldersey</p>
<p><b>Stakeholders</b></p> <p>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.</p> <p>Leeds City Council will inform all contractors, subcontractors and employees of any necessary EDCl training and development to</p>	<p>Contracts will be agreed with the contractor by August 2024.</p> <p>Contracts will be agreed with the contractor by August 2024.</p>	<p>Any concerns that arise will be dealt with in a professional and appropriate manner, in line with the contractor's equality and diversity policy.</p>	<p>Michael Field/Kirsty Aldersey</p>

<b>Action</b>	<b>Timescale</b>	<b>Measure</b>	<b>Lead person</b>
be undertaken, prior to commencement of planned works.			
<b>Notifications</b> – 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
<b>Impact to surrounding public areas</b> <ul style="list-style-type: none"> <li>• Engagement with LCC Highways &amp; Transportation,</li> <li>• LCC Public Rights of Way will be established to review the access for construction traffic to and from the site and if necessary.</li> </ul>	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
<b>Governance</b> <ul style="list-style-type: none"> <li>• Local Councillors are advised and updated on the project/scope of work, including</li> </ul>	Ongoing throughout key milestones of the project		Michael Field/Kirsty Aldersey

**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
Michael Field	Capital Programme Manager	12/04/2024
<b>Date impact assessment completed</b>		<b>12/04/2024</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: 21-6-24
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: