

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> Housing
<b>Lead person:</b> Rob Goor	<b>Contact number:</b> 0113 3781092
<b>Date of the equality, diversity, cohesion and integration impact assessment:</b> October 2024	

**2. Title:** Procurement exercise to appoint a consultant to carry out Stock Condition Surveys to domestic properties

Is this a:

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

**If other, please specify**

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

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team For example, service user, manager of service, specialist</b>
Rob Goor	Housing Leeds	Deputy Head of Property Management
Katherine Curling	Housing Leeds	Investment Strategy Manger

<b>3. Summary of strategy, policy, service or function that was assessed:</b>
This assessment considers the impact that the procurement exercise to appoint a consultant to carry out Stock Condition Surveys to domestic Housing Leeds properties will have on residents living within council owned homes, as well as existing council teams.

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

<b>4b. Service, function, event</b> 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> Procurement exercise to appoint a consultant to carry out Stock Condition Surveys to domestic properties in-order to accelerate the overall Housing Leeds Stock Condition Survey programme, which is delivered through in-house teams, and support the delivery of a rolling 5 year programme to all homes.	

<p><b>5. Fact finding – what do we already know</b></p> <p>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.</p> <p>(priority should be given to equality, diversity, cohesion and integration related information)</p> <p>A rolling programme of stock condition surveying is already in place and targets all stock all Housing Leeds homes on a 5-year rolling programme. The programme targets all individual homes via pre-booked appointments.</p> <p>The programme therefore requires interaction with tenants and groups across the Housing Leeds resident demographic profile and across all protected characteristic groups.</p>
<p><b>Are there any gaps in equality and diversity information</b></p> <p><b>Please provide detail:</b></p> <p>Whilst equality data cannot be reported for all residents, this assessment will consider the impact of this procured service on all protected characteristic groups as well as those from non-protected characteristic groups.</p>
<p><b>Action required:</b></p> <p>N/A</p>

<p><b>6. Wider involvement – have you involved groups of people who are most likely to be affected or interested</b></p>
<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p><b>Please provide detail:</b></p>
<p><b>Action required:</b></p> <ul style="list-style-type: none"> <li>• A <b>Resident Communication Plan</b> will continue to be developed, with input from the Communications / Tenant Engagement teams, to ensure that key messages relating to the SCS programme are shared with residents in an accessible way.</li> </ul>

<p><b>7. Who may be affected by this activity?</b></p> <p>please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function</p>
<p><b>Equality characteristics</b></p>

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:

### Stakeholders

Services users

Employees

Trade Unions

Partners

Members

Suppliers

Other please specify

### Potential barriers

Built environment

Location of premises and services

Information  
and communication

Customer care

Timing

Stereotypes and assumptions

Cost

Consultation and involvement

Financial exclusion

Employment and training

specific barriers to the strategy, policy, services or function

Please specify

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**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:**

- The procurement will help to ensure that an accurate assessment and up to date record of property condition and any significant hazards is maintained. This will ensure all residents live in safe homes and have equal access to available improvement programmes.
- The procurement will speed up the assessment of all homes and therefore ensure that any hazards and urgent improvements are identified in a timely manner.
- The programme will help to identify issues in the homes of residents who do not routinely and proactively report hazards to the council.
- The procurement will trigger review of current access arrangements (to ensure that they are accessible and flexible to meet the diverse and individual needs of residents.
- The procurement will trigger the review of the resident engagement and communication plans with the input of the resident engagement teams.

**Action required:**

- Review of access procedures and engagement/communication plans to be reviewed and implemented as part of tender document preparation and mobilisation activity.

**8b. Negative impact:**

- Gaps in resident communication preferences and vulnerability data may prevent access to the homes some residents (from protected characteristics) being achieved easily
- Access to 100% of homes is unlikely to be achieved as the current law does not provide right of access for landlords to access homes to complete stock condition surveys.

**Action required:**

- Staff have established processes and tools to be able to communicate with residents whose first language isn't English and in other formats. These arrangements will be replicated within the operating procedures of the successful contractor.
- Data sharing agreements to be put in place to enable known person data to be shared with the contractor.
- The Housing Leeds Vulnerability Strategy project is addressing the gaps in residents vulnerability and communication preference data.

<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> N/A
<b>Action required:</b> N/A

<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> N/A
<b>Action required:</b> N/A

<b>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)</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Please provide detail:</b> N/A
<b>Action required:</b> N/A

**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>
Review of access procedures and engagement/communication plans to be reviewed and implemented as part of tender document preparation and mobilisation activity.	November 2024	Flexible access procedures in place  Communication of key messages relating to the	Kat Curling / Ian Montgomery
Staff have established processes and tools to be able to communicate with residents whose first language isn't English and in other formats. These arrangements will be replicated within the operating procedures of the successful contractor.	November 2024	Contract documents / performance standards require access to communication tools and provision of information in other formats.	Kat Curling / Roisin Donnelly
Enable sharing of person alerts with the contractor through an appropriate data sharing agreement.	January 2025	Sharing of alerts to identify individual needs and safety information	Kat Curling

**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
Adam Crampton	Head of Housing Asset Management	18 October 2024
<b>Date impact assessment completed</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:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: