

SLHD Equality Impact Assessment Key Findings 2012

Listed below are the Equality impact Assessments carried out in 2012

- Solid Fuel Servicing
- Health & Safety
- Pay Protection
- Closure of Cash Offices
- Customer Care Policy
- Business Delivery Plan
- Rechargeable Repairs
- Flexible Retirement Policy July 2012
- LGPS Employer Disc statement July 2012
- Vulnerable Persons Policy
- Petty cash
- E&D Policy 2012
- Right to Work

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Propert Services</p> <p>Function, policy or proposal name: Solid Fuel Servicing</p> <p>.....</p> <p>Function or policy status: Existing (new, changing or existing)</p> <p>Name of lead officer completing the assessment:</p> <p>Dave Norman</p> <p>Date of assessment: 16.01.12.....</p>	<p>If a tenant does not respond to an appointment letter and is absent for the appointment, staff will pay visits to the property to engage with the tenant. If this is unsuccessful, alternate contacts for that tenant will be looked for using TASK. All suspicious circumstances and vulnerability cases are reported.</p> <p>SLHD do not discriminate against any individual s or groups of people. All servicing is carried out in line with SLHD policies and procedures including the Staff Diversity Guide.</p> <p>Smoke alarms are tested and provided if absent in all properties.</p> <p>If a tenant has a heating loss, we will supply fan heaters until the work is complete. Any extra cost incurred is refunded if requested by the tenant.</p>	

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Health and Safety</p> <p>Function, policy or proposal name:</p> <p>Health and Safety policy.....</p> <p>Function or policy status: Existing (new, changing or existing)</p> <p>Name of lead officer completing the assessment:</p> <p>Mike Maczuga</p> <p>Date of assessment: 18/01/2012.....</p>	<p>Consultations are held with union and non-union members at each review and alteration. Consultation is held with staff that may be affected by changes. Joint Safety Council and Health, Safety and Asbestos Group have been consulted. Risk assessments are based on tasks but there is an opportunity for line managers to carry out individual assessments based on needs and requirements.</p> <p>St Leger adopt any exemption required by legislation.</p>	<p>Ongoing monitoring of legislation related to St Leger activities to ensure compliance.</p> <p>Consultation with relevant stakeholders to ensure the Policy reflects the needs of St Leger employees and customers.</p>

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Human Resources</p> <p>Function, policy or proposal name: change in employee terms and conditions</p> <p>Function or policy status: changing (new, changing or existing)</p> <p>Name of lead officer completing the assessment:</p> <p>Karen Nolan</p> <p>Date of assessment: 9 January 2012</p>	<p>There is a proposed change to current terms and conditions.</p> <p>The proposal forms part of a package of proposed changes to terms and conditions currently under consultation with staff and trade unions. The proposal will contribute £40K towards St Leger Homes' target to save £2.2 million in 2012/13.</p> <p>If implemented the proposal will result in a reduction in income for employees directly affected. Actions are being taken to mitigate the impact of the proposed change.</p>	<p>Consultation with staff and trade unions to be concluded.</p> <p>A one off compensatory payment has been offered to employees who voluntarily agree to the change. ACAS has been approached to facilitate this.</p> <p>Money advice will be offered to the employees whose pay will be affected.</p> <p>Support will be give to those who wish to seek an alternative job with the organisation through application and interview skills training.</p>

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Housing Services</p> <p>Function, policy or proposal name: Closure of Cash Offices</p> <p>Function or policy status: Changing (new, changing or existing)</p> <p>Name of lead officer completing the assessment: Dave Abbott</p> <p>Date of assessment:23/01/2012</p>	<p>Improved payment methods</p> <p>Service improvement</p> <p>Cashable savings, avoiding the need to make service cuts elsewhere</p> <p>The local housing advice service will continue</p> <p>Should be able to introduce with very little disruption to tenants</p>	<p>Survey of Pay Point locations</p> <p>Need to contact all existing service users face to face</p> <p>Contact Carers using CPQ data</p> <p>Consult with Union & staff</p> <p>Some buildings leased from private companies & lease not yet due for renewal – investigate alternatives</p>

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Business Planning & Improvement</p> <p>Function, policy or proposal name: Customer Care Policy</p> <p>Function or policy status: Existing</p> <p>Name of lead officer completing the assessment:</p> <p>Louise Cameron</p> <p>Date of assessment: 01/02/12.....</p>	<p>SLHD do not discriminate against any individual s or groups of people. All services are carried out in line with SLHD policies and procedures including the Staff Diversity Guide.</p> <p>All staff are Equality & Diversity trained on a regular basis. Any discrimination is reported and dealt with in appropriate manner.</p> <p>We provide accessible services for all people. All public SLHD offices are DDA compliant.</p> <p>Translations are available if required and in line with the business needs.</p>	<p>To continue to offer a high level of services to all our customers. Ensure services change to suit the need of the customer, business and legislation.</p> <p>The Customer Care policy is reviewed annually.</p>

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Customer Services</p> <p>Function, policy or proposal name:</p> <p>Business Delivery Plan</p> <p>Function or policy status:</p> <p>Existing</p> <p>Name of lead officer completing the assessment:</p> <p>Janet Clarke</p> <p>Date of assessment:13/04/12</p>	<p>The ethos of the document is to meet the needs of our customers based on strategic priorities set by DMBC</p> <p>Strategic theme 2 –“Developing Stronger Communities” is designed to meet the needs of all the Citizens of Doncaster regardless of Equality Strand. The Document covers all disability, vulnerability, Hate Crime and consistency in service delivery based on our understanding built from the information in our customer profile data. Our key equality document is the Framework for fairness (Single Equality Scheme), This covers all Equality Strands and how we meet the need s of the customers and staff as an organisation.</p> <p>The Housing Choices section explains arrangements for meeting the needs of people with disability and older people.</p> <p>The Business Plans Borough Strategic Theme 5 Priority – “Improving Health and Support for Independent Lives” covers financial inclusion and the impact of the new Welfare Reform Act.</p> <p>There is a consistency through out the document in delivering community cohesion and developing community relations but Strategic theme 2 –“Developing Stronger Communities” is the key priority for delivering this</p>	<p>No further action required at this stage.</p>

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Repairs & Maintenance</p> <p>Function, policy or proposal name: Rechargeable Repairs</p> <p>Function or policy status: existing</p> <p>Name of lead officer completing the assessment: Mark Angell</p> <p>Date of assessment: 26/06/2012</p>	<p>Translation services are available on request in line with the business need.</p> <p>Vulnerable customers may be exempt from paying the recharge costs dependent on specific circumstances.</p> <p>Costs will be given before the works are carried out.</p> <p>We offer information and advice on repairs and support tenants if they wish to carry out their own repairs to avoid charges.</p> <p>Financial inclusion – alternative payment options are available for customers.</p> <p>Monitoring of rechargeable repairs policy to be carried out to identify tenant groups experiencing excessive recharges.</p> <p>Vulnerability issues to be picked up where tenants are having numerous potential recharges where the costs are being waived.</p>	<p>Establish process for recording instances where recharge costs are being waived.</p> <p>Agree reporting responsibilities and mechanisms for monitoring of rechargeable repairs by protected characteristics</p>

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Human Resources</p> <p>Function, policy or proposal name: Flexible Retirement Scheme</p> <p>Function or policy status: New (new, changing or existing)</p> <p>Name of lead officer completing the assessment: Karen Nolan Date of assessment: 20 July 2012</p>	<p>The provision for flexible retirement is contained within the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended)</p> <p>Eligible employees who are members of the local government pension scheme may request approval to retire flexibly with access to their pension benefits subject to a reduction in hours or reduction in grade and corresponding reduction in pay as set out in the policy.</p> <p>Non members of the local government pension scheme who wish to work flexibly may submit a flexible working request under flexible working scheme.</p> <p>No negative impact was found.</p>	<p>Monitoring of flexible retirement decisions will be set in place by the Human Resources Service Manager as part of the implementation of the policy.</p>

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Human Resources</p> <p>Function, policy or proposal name:</p> <p>Local Government Pension Scheme Employer Discretions Statement of Policy</p> <p>Function or policy status: New (new, changing or existing)</p> <p>Name of lead officer completing the assessment:</p> <p>Karen Nolan</p> <p>Date of assessment: 20 July 2012</p>	<p>Discretionary powers for employers are contained within the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended) and Local Government Pension Scheme (Administration) Regulations 2007.</p> <p>Eligible employees who are members of the local government pension scheme and former employees who have deferred benefits may request that EMT exercise certain discretionary powers on compassionate grounds.</p> <p>All employees have the opportunity to join the pension scheme.</p> <p>Where discretions are not currently exercised this is on business / financial grounds.</p> <p>No negative impact was found.</p>	<p>Monitoring of flexible retirement decisions will be set in place by the Human Resources Service Manager as part of the implementation of the policy.</p>

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Corporate Services</p> <p>Function, policy or proposal name:</p> <p>Vulnerable Persons Policy</p> <p>Function or policy status: existing (new, changing or existing)</p> <p>Name of lead officer completing the assessment:</p> <p>Mahroof Hussain</p> <p>Date of assessment: 28.08.12.....</p>	<p>This policy has a positive impact on all equality strands. The aim is to ensure all of St. Leger Homes' services are accessible to all groups.</p> <p>The Policy has not yet been given to the ASB Panel who meet to address the unmet needs of vulnerable people.</p>	<p>Monitoring systems are to be put into place and outcome, delivery and statistical information will be collated and analysed.</p> <p>Awareness to be raised to all. Information; to be sent out to all supporting organisations and housing associations, passed on through to contractors via customer care groups and E&D Steering group meetings, notifications to be published in Houseproud Magazine and vulnerability awareness to continue being raised during ongoing E&D training for staff.</p> <p>Head of Housing Services to take the policy to the ASB panel to ensure it is incorporated into any ASB case involving St. Leger Homes tenants.</p>

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Repairs & Maintenance</p> <p>Function, policy or proposal name: Rechargeable Repairs</p> <p>Function or policy status: existing</p> <p>Name of lead officer completing the assessment: Mark Angell</p> <p>Date of assessment: 26/06/2012</p>	<p>Translation services are available on request in line with the business need.</p> <p>Vulnerable customers may be exempt from paying the recharge costs dependent on specific circumstances.</p> <p>Costs will be given before the works are carried out.</p> <p>We offer information and advice on repairs and support tenants if they wish to carry out their own repairs to avoid charges.</p> <p>Financial inclusion – alternative payment options are available for customers.</p> <p>Monitoring of rechargeable repairs policy to be carried out to identify tenant groups experiencing excessive recharges.</p> <p>Vulnerability issues to be picked up where tenants are having numerous potential recharges where the costs are being waived.</p>	<p>Establish process for recording instances where recharge costs are being waived.</p> <p>Agree reporting responsibilities and mechanisms for monitoring of rechargeable repairs by protected characteristics</p>

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Finance</p> <p>Function, policy or proposal name: Petty Cash Policy</p> <p>Function or policy status: New</p> <p>Name of lead officer completing the assessment: Michelle Lightfoot</p> <p>Date of assessment: 22/10/12</p>	<p>This is an internal policy to ensure the control of petty cash and manage usage</p>	<p>Adhere to the policy and review on a regular basis.</p>

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Corporate Services</p> <p>Function, policy or proposal name:</p> <p>Equality & Diversity Policy.....</p> <p>Function or policy status: Changing (new, changing or existing)</p> <p>Name of lead officer completing the assessment:</p> <p>Mahroof Hussain</p> <p>Date of assessment: 5.11.12.....</p>	<p>Make wider groups eg – TARAs more aware of the policy and what it means to them and the services they should expect.</p> <p>Refresh staff on the Policy.</p>	<p>Awareness to be raised to all. Information; to be sent out to all supporting organisations and housing associations, passed on through to contractors via customer care groups and E&D Steering group meetings, notifications to be published in Houseproud Magazine and vulnerability awareness to continue being raised during ongoing E&D training for staff.</p>

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Human Resources</p> <p>Function, policy or proposal name: Right to Work in the UK</p> <p>Function or policy status: new procedure documenting existing recruitment practices and processes. (</p> <p>Name of lead officer completing the assessment: Karen Nolan</p> <p>Date of assessment: 23 November 2012</p>	<p>There is a statutory duty for employers to prevent illegal working by carrying out document checks on job candidates / prospective employees to check they have the Right to Work in the UK before they start employment.</p> <p>Compliance with this procedure will protect St Leger Homes from possible prosecution or fines.</p>	<p>Briefings to be arranged for managers and staff involved with recruitment.</p>