



**North Ayrshire Council
Equality Impact Assessment Form**

Equality Impact Assessment

This form will assist in carrying out an equality impact assessment of new, revised and existing policies and practices. Guidance on how to complete assessments is given in the Council's **Equality Impact Assessment Toolkit**. The form is mandatory and must be published on the Council website once the policy or practice has been approved.

Section 1 - Details

1.1. Service **Section**

1.2. Name of Policy or Practice being assessed:

Is it new Existing

1.3. List of participants in Equality Impact Assessment

1.4. Manager responsible for impact assessment

Name:

Designation:

1.5. Timetable

Date assessment started: (dd/mm/yyyy)

Completion date: (dd/mm/yyyy)

Section 2 – Aim and Relevance

2.1. What is the purpose of the policy or practice?

- It is proposed to increase the rent of the Ardrossan Hostel and Green Street, Saltcoats to re-align their rents with similar Homeless Hostel rents within North Ayrshire.
- It is proposed to increase the rent in Temporary Furnished properties as there has been no rent increase for these properties for the past 5 years.





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2.2. What are the anticipated notable outcomes (positive and negative)?

Positive - The rent increase will generate an additional income of £534,505 to North Ayrshire Council. (£527,030 for 2018/19) due to contractual arrangements)

There will be an equitable rent charge across Temporary Provision

Negative – The rent increase will affect homeless clients whose income is too high to qualify for Housing Benefit. The other category of clients who will be affected by this increase will be some students who are not 'eligible' to apply for Housing Benefit.

Any client who does not qualify for full Housing Benefit will still be able to apply for Discretionary Housing Payment to meet the shortfall and will be helped to complete this form by the Service Provider.

There may be an increase in rent arrears.



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2.3. Who is affected by the policy or practice as an internal or external service user?

Homeless clients whose income is too high to qualify for Housing Benefit.
Some students are not eligible for Housing Benefits.

2.4. Please indicate the equality groups likely to be affected by the policy:

Homeless clients whose income is too high to qualify for Housing Benefits.

2.5 Which aspects of the policy eliminate unlawful discrimination, harassment and victimisation?

N/A

2.6 Which aspects of the policy advance equality of opportunity between people which share a relevant protected characteristic and those who do not?

N/A

2.7 Which aspects of the policy foster good relations between people who share a protected characteristic and those who do not?

N/A

2.8 Have any cross cutting impacts been identified from other Council Services or Partner Agencies (multiple discrimination or accumulated effects of multiple proposals on a protected characteristic)?

N/A

2.9 If Crosscutting issues identified with other Services, what discussion/interaction has taken place to mitigate any potential negative impacts of accumulated proposals?

N/A

Section 3 – Collecting Information

3.1. What evidence is available about the needs of relevant groups?





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Source of Evidence

Demographic data,
including Census

N/A

Research

Benchmarking with other accommodation providers
within North Ayrshire.

Benchmarking across the 5 Local Authorities within
the South West Housing Options HUB.

Consultation &
survey reports

N/A

Equality Monitoring
Data

N/A

Inspection & audit
reports

N/A

Service user
feedback &
complaints

N/A

Ombudsman reports
& case law

N/A

Officer knowledge &
experience

Expertise is available in house to assist or signpost
clients who experience financial difficulties to utilise
any resources available.

3.2. Are there any gaps in evidence?

N/A





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Section 4 – Impacts

4.1. Could the proposed policy or practice have an impact on any of the following protected characteristics? (Positive or negative)

Protected Characteristic	Yes	No	Please explain
Age (Older people, children and young people)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability (Physical and Learning)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender reassignment (Where a person is living as the opposite gender to their birth)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy and Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race, ethnicity, colour, nationality or national origins (including gypsy/ travellers, refugees and asylum seekers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex (Women and Men)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation (Lesbian, gay and bisexual people)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	





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Other (Poverty, homelessness, ex offenders, isolated rural communities, carers, part-time workers, or people in a marriage/civil partnership)

Any person who makes a Homeless Presentation will be offered Temporary Accommodation regardless of their income.

Due to the proposal to increase the rent, a client whose income is too high to qualify for Housing Benefits would see an increase in the rent they would have to pay.

Section 5 – Assessment

5.1. Is there any evidence that the policy:

- **may result in less favourable treatment for particular groups?**
- **may give rise to direct or indirect discrimination?**
- **may give rise to unlawful harassment or victimisation?**

Yes No No evidence

If yes, give details

Households who are in employment account for approximately 2% of our homeless client group within temporary accommodation. These households will have a higher level of rent liability.

5.2. If you have identified a negative impact, how will you modify this?

Expertise is available in house to assist or signpost clients who experience financial difficulties to utilise any resources available.

Where a households is in employment but still in receipt of benefits, an application will be made for Discretionary Housing Benefit, to ensure temporary provision is affordable.

We will work on an individual basis with households who are in full time employment and have income levels which exclude them from additional benefit entitlement, to ensure we identify affordable temporary provision. This is approximately 10 households on an annual basis.

The Council has an in house rent deposit guarantee scheme who work to resettle households into the Private Rented Sector on a permanent basis. We are in the process of reviewing the practice of other Scottish Local Authorities to identify an affordable way to utilise Private Sector accommodation as an affordable model of temporary provision.





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5.3. Is the policy or practice intended to promote equality by permitting positive action or action to remove or minimise disadvantage?

Yes No

If yes, please give details

Every homeless households, irrespective of their circumstance has a right to temporary accommodation.

Section 6 – Consultation & Recommendations

6.1. Describe the consultation undertaken with equality groups, including details of the groups involved and the methods used.

Whilst there has been no consultation with Homeless Households, it is recognised that they currently pay the rent levels being proposed for the same service provision within North Ayrshire Hostels provided by the third sector.

The Council annual rent setting policy is consulted on through the Council's Tenancy matters, with every Council household being included (this includes all of our homeless households within dispersed furnished accommodation). We are now applying the historic approved rent increase to temporary provision.

Section 7 – Outcome of Assessment

7.1. Please detail the outcome of the assessment:

- No major alterations to policy assessed, EIA shows policy is robust
- Adjust the policy to remove barriers or better promote equality
- Continue the policy – there are justifications to continue the policy despite potential for adverse impact
- Stop and remove the policy as there is actual or potential; unlawful discrimination

7.2. Please detail recommendations, including any action required to address negative impacts identified

It is recommended that the increase be implemented and council officer's work with homeless people on an individual basis to ensure temporary accommodation is affordable.

7.3. Is a more detailed impact assessment needed?

No





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Section 8 – Monitoring

8.1. Describe how you will monitor the impact of this policy e.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure if outcomes are achieved.

The temporary accommodation team will monitor:-

- Refusal rates for temporary accommodation broken down by reason for refusal
- Rent arrears on a monthly basis as a measure of affordability
- Rates of lost contact as people not utilising temporary accommodation.

8.2. Describe how you will publish the results of monitoring arrangements?

The above information is measured through the Housing Service Performance management framework.

8.3. When is the policy or practice due to be reviewed?

This will be implemented from 1 April 2018.

8.4. Head of Service who has approved impact assessment

Please insert name and title of the Head of Service who has approved this assessment

Name:

Title:

Date:

Section 9 – Publication

9.1 All Equality Impact Assessments must be published on the Council website. Please forward to Andrew Hale (ahale@north-ayrshire.gov.uk)

Useful Guidance

Equality and Human Rights Commission: Assessing impact and the public sector duty: A guide for public authorities (Scotland) (2012)

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Section 1 - Details

1.1. Service **Section**

1.2. Name of Policy or Practice being assessed:

Is it new Existing

1.3. List of participants in Equality Impact Assessment

1.4. Manager responsible for impact assessment

Name:

Designation:

1.5. Timetable

Date assessment started: (dd/mm/yyyy)

Completion date:

18/01/2018

(dd/mm/yyyy)

Section 2 – Aim and Relevance

2.1. What is the purpose of the policy or practice?

To utilise a one off underspend from the CRC carbon allowance budget line.

2.2. What are the anticipated notable outcomes (positive and negative)?

By purchasing carbon allowance in advance at a subsequently cheaper rate an underspend in the available budget has been accrued for 2018/19.

2.3. Who is affected by the policy or practice as an internal or external service user?

No staff members or constituents are directly affected by this underspend. Instead the funds can be made available for use in additional Physical Environment led projects.

2.4. Please indicate the equality groups likely to be affected by the policy:

None.

2.5 Which aspects of the policy eliminate unlawful discrimination, harassment and victimisation?

None.

2.6 Which aspects of the policy advance equality of opportunity between people which share a relevant protected characteristic and those who do not?

N/A

2.7 Which aspects of the policy foster good relations between people who share a protected characteristic and those who do not?

N/A

Section 3 – Collecting Information

3.1. What evidence is available about the needs of relevant groups?

Source of Evidence

Demographic data,
including Census

N/A

Research

N/A

Consultation & survey
reports

N/A

Equality Monitoring
Data

N/A

Inspection & audit
reports

N/A

Service user feedback
& complaints

N/A

Ombudsman reports &
case law

N/A

Officer knowledge &
experience

N/A

3.2. Are there any gaps in evidence?

N/A

Section 4 – Impacts

4.1. Could the proposed policy or practice have an impact on any of the following protected characteristics? (Positive or negative)

Protected Characteristic

Yes

No

Please explain

Age

(Older people, children and
young people)

Disability

(Physical and Learning)

Gender reassignment
(Where a person is living as
the opposite gender to their
birth)

Pregnancy and Maternity

Race, ethnicity, colour,
nationality or national origins
(including gypsy/
travellers, refugees and
asylum seekers)

Religion or belief

Sex
(Women and Men)

Sexual Orientation
(Lesbian, gay and bisexual
people)

Other (Poverty, homelessness,
ex offenders, isolated rural
communities, carers, part-time
workers, or people in a
marriage/civil partnership)

Section 5 – Assessment

5.1. Is there any evidence that the policy:

- may result in less favourable treatment for particular groups?
- may give rise to direct or indirect discrimination?
- may give rise to unlawful harassment or victimisation?

Yes

No

No evidence

If yes, give details

5.2. If you have identified a negative impact, how will you modify this?

N/A

5.3. Is the policy or practice intended to promote equality by permitting positive action or action to remove or minimise disadvantage?

Yes

No

If yes, please give details

N/A

Section 6 – Consultation & Recommendations

6.1. Describe the consultation undertaken with equality groups, including details of the groups involved and the methods used.

N/A

Section 7 – Outcome of Assessment

7.1. Please detail the outcome of the assessment:

- No major alterations to policy assessed, EIA shows policy is robust
- Adjust the policy to remove barriers or better promote equality
- Continue the policy – there are justifications to continue the policy despite potential for adverse impact
- Stop and remove the policy as there is actual or potential; unlawful discrimination

7.2. Please detail recommendations, including any action required to address negative impacts identified

N/A

7.3. Is a more detailed impact assessment needed?

No

Section 8 – Monitoring

8.1. Describe how you will monitor the impact of this policy e.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure if outcomes are achieved.

N/A

8.2. Describe how you will publish the results of monitoring arrangements?

N/A

8.3. When is the policy or practice due to be reviewed?

N/A

8.4. Head of Service who has approved impact assessment

Please insert name and title of the Head of Service who has approved this assessment

Name:

Title

Date:

Section 9 – Publication

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Useful Guidance

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<http://www.equalityhumanrights.com>

Appendix F Contact Details

Budget enquiries

For high level queries or clarification on points of principle please contact David Forbes on 01294 324551. For service specific queries contact should be made as follows:

Service	Contact	Number (01294 32)
Education and Youth Employment	Angus Grossart	4455
Economy and Communities	Angus Grossart	4455
Place	Angus Grossart	4455
Health and Social Care	Lisa Duncan	4077
Finance and Corporate	Lisa Duncan	4077
Democratic Services	Lisa Duncan	4077

Risk Management enquiries

Service	Contact	Number (01294 32)
All Services	Alex Fitzharris – Risk and Insurance Manager	4515

Workforce Implications enquiries

Service	Contact	Number (01294 32)
All Services	Ainsley Young – HR Operations Manager	4671

Equality Impact Enquiries

Service	Contact	Number (01294 32)
Education and Youth Employment	Claire Reid	4442
Economy and Communities	Pam Crosthwaite	4749
Health and Social Care	Scott Bryan	7747
Place	Kevin Anderson	4344
Finance and Corporate	Ainsley Young	4671
Democratic Services	Andrew Hale	4148

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Name:

Designation:

1.5. Timetable

Date assessment started: (dd/mm/yyyy)

Completion date: (dd/mm/yyyy)

Section 2 – Aim and Relevance

2.1. What is the purpose of the policy or practice?

To reduce energy consumption through behaviour change.

2.2. What are the anticipated notable outcomes (positive and negative)?

A reduction in electricity, gas and water usage within Council owned buildings will help to reduce utility costs and carbon emissions associated with service provision. Furthermore, lessons learned in the workplace are hoped to be transferred to the home, helping to reduce domestic utility costs and further reducing carbon emissions in the area.

2.3. Who is affected by the policy or practice as an internal or external service user?

North Ayrshire Council employees are affected by this strategy as the actions within are focussed on improving how employees use energy in the workplace.

2.4. Please indicate the equality groups likely to be affected by the policy:

None. The aim of the strategy is to encourage behaviour change for all members of staff.

2.5 Which aspects of the policy eliminate unlawful discrimination, harassment and victimisation?

None.

2.6 Which aspects of the policy advance equality of opportunity between people which share a relevant protected characteristic and those who do not?

N/A

2.7 Which aspects of the policy foster good relations between people who share a protected characteristic and those who do not?

N/A

Section 3 – Collecting Information

3.1. What evidence is available about the needs of relevant groups?

Source of Evidence

Demographic data, including Census

N/A

Research

N/A

Consultation & survey reports

N/A

Equality Monitoring Data

N/A

Inspection & audit reports

N/A

Service user feedback & complaints

N/A

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N/A

Officer knowledge & experience

N/A

3.2. Are there any gaps in evidence?

N/A

Section 4 – Impacts

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Disability (Physical and Learning)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

<p>Gender reassignment</p> <p>(Where a person is living as the opposite gender to their birth)</p>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<div style="border: 1px solid black; height: 95px;"></div>
<p>Pregnancy and Maternity</p>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<div style="border: 1px solid black; height: 95px;"></div>
<p>Race, ethnicity, colour, nationality or national origins (including gypsy/ travellers, refugees and asylum seekers)</p>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<div style="border: 1px solid black; height: 115px;"></div>
<p>Religion or belief</p>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<div style="border: 1px solid black; height: 95px;"></div>
<p>Sex</p> <p>(Women and Men)</p>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<div style="border: 1px solid black; height: 115px;"></div>
<p>Sexual Orientation</p> <p>(Lesbian, gay and bisexual people)</p>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<div style="border: 1px solid black; height: 115px;"></div>
<p>Other (Poverty, homelessness, ex offenders, isolated rural communities, carers, part-time workers, or people in a marriage/civil partnership)</p>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<div style="border: 1px solid black; height: 95px;"></div>

Section 5 – Assessment

5.1. Is there any evidence that the policy:

- may result in less favourable treatment for particular groups?
- may give rise to direct or indirect discrimination?
- may give rise to unlawful harassment or victimisation?

Yes

No

No evidence

If yes, give details

5.2. If you have identified a negative impact, how will you modify this?

N/A

5.3. Is the policy or practice intended to promote equality by permitting positive action or action to remove or minimise disadvantage?

Yes

No

If yes, please give details

N/A

Section 6 – Consultation & Recommendations

6.1. Describe the consultation undertaken with equality groups, including details of the groups involved and the methods used.

N/A

Section 7 – Outcome of Assessment

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7.2. Please detail recommendations, including any action required to address negative impacts identified

N/A

7.3. Is a more detailed impact assessment needed?

No

Section 8 – Monitoring

8.1. Describe how you will monitor the impact of this policy e.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure if outcomes are achieved.

Electricity, gas and water consumption will continue to be monitored throughout this strategy, and staff feedback will be collated to identify areas of further development.

8.2. Describe how you will publish the results of monitoring arrangements?

The results will be published quarterly using the Council's performance management system, Pentana.

8.3. When is the policy or practice due to be reviewed?

2020

8.4. Head of Service who has approved impact assessment

Please insert name and title of the Head of Service who has approved this assessment

Name:

Title

Date:

Section 9 – Publication

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