

West/NorthWest Homes Impact Assessments Template

Section/Area		Lead Officer		Group Members:	
Name of the function to be assessed		Date of Assessment		Is this a new or existing policy/initiative/plan/strategy	

1. Briefly describe the function being assessed			
2. Who are the main stakeholders in relation to the function? (e.g. Customers and tenants, Board, Area Panels, RTG's, Community groups, Voluntary sector organisations etc).			
3. Who will be consulted as part of this Equality Impact Assessment (EIA) What types of consultation will be carried out?			
4. Could the function have a differential impact on racial groups?	Y	N	Please explain
What evidence exists to support your analysis?	Positive Impact: Negative Impact:		

5. Could the function have a differential impact due to age?	Y	N	
What evidence exists to support your analysis?	Positive Impact: Negative Impact:		
6. Could the function have a differential impact due to gender?	Y	N	
What evidence exists to supports your analysis?	Positive Impact: Negative Impact:		
7. Could the function have a differential impact on disabled people?	Y	N	
What evidence exists to support your analysis?	Positive Impact: Negative Impact:		
8. Could the function have a differential impact due to sexuality?	Y	N	
What evidence exists to support your analysis?	Positive Impact: Negative Impact:		

<p>9. In what areas could the differential impact identified in 4-8 be considered to be an adverse impact in this function? Please circle/underline</p>	<u>Race</u>		<u>Gender</u>	<u>Age</u>	<u>Disability</u>		<u>Sexuality</u>
<p>10. What solutions/targets will be introduced to overcome these adverse impacts? Please ensure that they are SMART (Tick which groups the solution/target will impact)</p>	Age	Disability	Gender	Race	Sexuality	Other	
<p>11. Which Plans, meetings or reports have these solutions/targets been transferred into?</p>	Name of plan, report or committee						
<p>12. How can this function, service, policy, strategy or plan be used to promote better community relations? Consider the community cohesion agenda.</p>							

<p>12 What is the impact of this function, service, policy, strategy or plan on community safety? (Section 17 of the Crime & Disorder Act 1988 imposes a duty on all local authorities to take account of the community safety dimensions in all its work. We need to consider potential contribution to the reduction of crime and disorder).</p>				
13.				
IMPACT UPON OTHER ASPECTS				
<u>Barrier</u>	<u>Action Needed</u>	<u>Lead Person</u>	<u>Time scale</u>	<u>Resource</u>
<p>14. Built Environment (If this function going to include using buildings? If so has access, safety and crèche facilities been taken into consideration?)</p>				
<p>15. Location (Does this function take into consideration transport services? Will removing this service cause disadvantage for various communities e.g. office closure?)</p>				

<u>Barrier</u>	<u>Action Needed</u>	<u>Lead Person</u>	<u>Time Scale</u>	<u>Resource</u>
16. Information and communication (Have you taken into account if this will need to be in different formats e.g. languages, large print, tape, electronic etc)				
17. Customer care and staff training (How are you planning to make staff aware of, or updating/changing this function?)				
18. Timing (Will this function impact on opening times, appointment and waiting systems, timescales or deadlines?)				
19. Costs of the service (If this function will occur a cost to our customers how might this impact upon certain groups e.g. those with lower income or no income?)				
20. Commenting, consultation (How will your consultation feedback be used to influence this function?)				
21. Specific Barriers (Other) (Are there any other areas that have not been considered?)				

22. Think of alternatives

Details of anything you plan to do differently after doing this Impact Assessment.

24. Monitoring and feedback (Detailed information of how and when you will review your service improvement plans or which Area Panel or Board Meeting or Staff Team within the business you will report the findings to, please give names and dates)

25. Tell people what you are doing

Information on how you will publicise decisions, actions and service improvements. Think of using internal and external publications e.g. our newsletter and other organisations' newsletters/publicity vehicles.