

Equality Analysis Form

An Equality analysis enables us to target our services, and our budgets, more effectively and understand how they affect all our communities. It also helps us comply with the Equalities Act 2010.

For more information about when you should carry out equality analysis, which should do this and the support available, go to the equality analysis intranet page.

This form has four sections

- 1: decide whether a full equality analysis is needed. If not, you do not complete sections 2-4.
- 2: gathering evidence
- 3: determining actions
- 4: decision and next steps

Appendix One – Decision-making process

Appendix Two - data broken down by Protected Characteristics

1. Decide whether a full equality analysis is needed

1.1 What are you analysing?

Question	Guidance	Answer
What is the name of your change or review?	The change or review may involve: <ul style="list-style-type: none"> o policies, strategies and frameworks o budgets o plans, projects and programmes o staff structures (including outsourcing) o the use of buildings o commissioning (including re-commissioning and de-commissioning) o services (for example, how and where they are delivered) o processes (for example thresholds, eligibility, entitlements, and access criteria) 	To enter into a 10 year lease of Windsor House, London Road, Croydon, and to use the accommodation to meet the Council's duty to house homeless households in accordance with the Housing Act 1996 (as amended).
Why are you doing this?	For example, we are considering cutting a service.	To fulfil the Council's legal obligations to secure accommodation for homeless households towards whom it has a legal duty under the Housing Act 1996 (as amended).
What is likely to be different when you have finished?		The Council will have secured additional accommodation to fulfil its legal obligations towards homeless households.
What will be the main outcomes or benefits from making this change?		The Council will be able to provide suitable accommodation for homeless households and, potentially, reduce the number of homeless households accommodated in unsuitable accommodation, for example in B&B accommodation with shared facilities (for longer than 6 weeks).
What stage is your change at now?	See appendix one for the main stages at which equality analyses need to be started or updated.	Report to Cabinet in October 2015. Cabinet approval is required before entering into this lease agreement.

An equality analysis must be completed before any decisions are made.

If you are not at the beginning stage of your decision making process, you must inform your Director that you have not yet completed an equality analysis.

1.2 Who could be affected and how?

Question	Guidance	Answer
Who are your internal stakeholders?	For example, groups of council staff, members	Members, officers
Who are your external stakeholders?	For example, groups of service users, service providers, trade unions, community groups and the wider community?	Homeless households, voluntary organisations supporting homeless households, residents of Croydon
Does your proposed change relate to a service area where there are known or potential equalities issues?	Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response. If you don't know, you may be able to find out on the Croydon Observatory (http://www.croydonobservatory.org/)	Yes - Homeless households tend to be headed by a younger person than the general population, are more likely to have a female head of household, and tend to be from a Black or Minority Ethnic group.
Does your proposed change relate to a service area where there are already local or national equality indicators?	You can find out from the Equality Strategy (http://intranet.croydon.net/corpdept/equalities-cohesion/equalities/docs/equalitiesstrategy12-16.pdf). Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response	Yes". the change relates to a service area where there are already local equality objectives / indicators Croydon's Equality and Inclusion Policy and the Strategy mentions the following objectives / priorities: <ul style="list-style-type: none"> • Make Croydon a place of opportunity and fairness by tackling inequality, disadvantage and exclusion ‘ • Work in partnership to provide a diverse supply of decent homes and a range of housing services that meet the lifetime needs of individuals and families and make for sustainable and thriving communities’

<p>Would your proposed change affect any protected groups more significantly than non-protected groups?</p>	<p>Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response. For a list of protected groups, see Appendix Two.</p>	<p>Yes – Homeless households are more likely to have a female head of household than the general population, as well tending to be younger than the general population and to be from a Black or Minority Ethnic group.</p> <p>The long lease for Windsor House is likely to improve the supply of suitable accommodation for the above groups that are over-represented in homelessness.</p>
<p>Would your proposed change help or hinder the council in eliminating unlawful discrimination, harassment and victimisation in relation to any of the protected groups?</p>	<p>Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response</p>	<p>Yes. Entering into long lease for Windsor House is likely to help address any discrimination that groups that share a “protected characteristic”.</p> <p>The long lease for Windsor House is likely to improve the supply of suitable accommodation for homeless households, among whom females, younger people and people from a BME background are over-represented</p>
<p>Would your proposed change help or hinder the council in advancing equality of opportunity between people who belong to any protected groups and those who do not?</p>	<p>Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response</p>	<p>Yes - Entering into long lease for Windsor House is likely to help in advancing equality of opportunity between people who belong to any protected groups and those who do not, through improving the supply of suitable accommodation for homeless households, among whom females, younger people and people from a BME background are over-represented.</p>
<p>Would your proposed change help or hinder the council in fostering good relations between people who belong to any protected groups and those who do not?</p>	<p>Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response</p>	<p>Entering into long lease for Windsor House would help in fostering good relations between people who belong to any protected groups and those who do not, through improving the provision of suitable accommodation for homeless households.</p>

1.3 Decision

If you answer "yes" or "don't know" to ANY of the questions in section 1.2, you should undertake a full equality analysis. This is because either you already know that your change or review could have a different/significant impact on protected groups (compared to non-protected groups) or because you don't know whether it will (and it might).

Decision	Guidance	Response
<p>No, further equality analysis is not required</p>	<p>Please state why not and outline the information that you used to make this decision. Statements such as 'no relevance to equality' (without any supporting information) or 'no information is available', could leave the council vulnerable to legal challenge. You must include this statement in any report used in decision making, such as a Cabinet report</p>	<p>No, further equality analysis is not required, because the decision to enter into a long lease for Windsor House is to enable the Council to fulfil its statutory obligations (to secure accommodation for homeless households). It is not a change in policy, the start of a new project, or a cut in an existing service – it is simply a decision in fulfilment of a statutory requirement.</p> <p>The outcome of the decision will be to the benefit of homeless households, and should result in more being placed in suitable accommodation, and reducing the number of households living in unsuitable accommodation (i.e. In shared bed and breakfast accommodation for longer than 6 weeks).</p> <p>Delivery of the proposed outcomes will be monitored.. Equality monitoring data will be collected on homeless households. This will enable us to evidence that equality groups that share a "protected characteristic will benefit from more suitable accommodation.</p>
<p>Yes, further equality analysis is required</p>	<p>Please state why and also indicate</p> <ul style="list-style-type: none"> - when you expect to start your full equality analysis - the deadline by which it needs to be completed (for example, the date of submission to Cabinet). - where and when you expect to publish this analysis (for example, on the council website). <p>You must include this statement</p>	<p>N/A</p>

	in any report used in decision making, such as a Cabinet report.	
Officers that must approve this decision	Name and position	Date
Report author	Dave Morris, Housing Strategy Manager	24 September 2015
Director	Leonard Asamoah, Director of Housing Needs	24 September 2015
Please email this completed form to data.equalities@croydon.gov.uk, together with an email trail showing that the your director has approved it.		
1.4 Feedback from the corporate equalities team		
Name of officer	Yasmin Ahmed	
Date reviewed by equalities team	5 October 2015	
Please send this document to - the person responsible for making the decision - democratic services, the corporate programme office or procurement as appropriate in time for the relevant decision making meeting		