

Equality Analysis Form

1. Introduction

1.1 Purpose of Equality Analysis

The council has an important role in creating a fair society through the services we provide, the people we employ and the money we spend. Equality is integral to everything the council does. We are committed to making Croydon a stronger, fairer borough where no community or individual is held back.

Undertaking an Equality Analysis helps to determine whether a proposed change will have a positive, negative, or no impact on groups that share a protected characteristic. Conclusions drawn from Equality Analyses helps us to better understand the needs of all our communities, enable us to target services and budgets more effectively and also helps us to comply with the Equality Act 2010.

An equality analysis must be completed as early as possible during the planning stages of any proposed change to ensure information gained from the process is incorporated in any decisions made.

In practice, the term '**proposed change**' broadly covers the following:-

- Policies, strategies and plans;
- Projects and programmes;
- Commissioning (including re-commissioning and de-commissioning);
- Service review;
- Budget allocation/analysis;
- Staff restructures (including outsourcing);
- Business transformation programmes;
- Organisational change programmes;
- Processes (for example thresholds, eligibility, entitlements, and access criteria).

2. Proposed change

Directorate	Housing
Title of proposed change	Household Support Fund
Name of Officer carrying out Equality Analysis	

2.1 Purpose of proposed change (see 1.1 above for examples of proposed changes)

Briefly summarise the proposed change and why it is being considered/anticipated outcomes. What is meant to achieve and how is it seeking to achieve this? Please also state if it is an amendment to an existing arrangement or a new proposal.

The Department of Work and Pensions (DWP) has announced the Household Support Fund (HSF) to support vulnerable residents between 5th October 2021 and 31st March 2022.

Overview and aim of the fund

Croydon has been allocated £3,013,689.49.

The primary aim of the fund is to reduce food & fuel poverty this winter, by providing residents with access to food and fuel who may otherwise go without. Support will also be provided for other essentials associated with food & fuel. This includes but isn't limited to beds, bedding, warm clothing & essential white goods linked to food. Where needed the fund will be used to support with wider essentials that can help reduce poverty this winter including help with other bills, clothing & one off housing cost (where no other support is available).

The fund also empathises the need to support children in vulnerable households, therefore at least 50% of the Household Support Fund must be used to support families with children.

Below is details on how Croydon aims to achieve the above.

Targeted work

Croydon will target vulnerable residents that will be in eligible for Household support fund. This will be achieved by using internal & external services.

Internally

A total of £1,121,128.80 has been allocated to Education, Housing, Adult Social Care, Children Social Care and Revenues to support up to 9,545 residents. These services work with vulnerable residents and are best placed to identify and support residents that meet the requirement for the HSF. The fund will help bolster the support they already provide to ensure that fuel & food poverty can be reduced this winter. Services have already begun to identify residents and will continue to do so between now and March.

Externally

We know not all residents engage with the council and some get assistance from community groups. To help community groups meet this demand part of the HSF will be set up as a grant that community groups can apply for. This will ensure that the money will be used by the organisations best placed to deliver the above outcomes and reach as many of our residents, who might have been missed out.

Schools

To tackle food poverty among children during the school holidays £1,312,500 has been allocated to Croydon schools. Schools will provide food during 5 weeks of school holidays for 17,500 families in receipt of free school meals. An additional £416,250.00 will support SEND, Elective Home Schooling, 16-19 year and children under 5 with food over 5 weeks holidays. The aim is to target and support 5,550 children.

Applications process

To ensure that Croydon can reach as many residents that could benefit from the HSF £388,492 has been made available for direct applications and referrals from other external and internal services. The Discretionary Support team will administrate this using their knowledge and past experience to maximise the fund and support the right applicants.

3. Impact of the proposed change

Important Note: It is necessary to determine how each of the protected groups could be impacted by the proposed change. Who benefits and how (and who, therefore doesn't and why?) Summarise any positive impacts or benefits, any negative impacts and any neutral impacts and the evidence you have taken into account to reach this conclusion. Be aware that there may be positive, negative and neutral impacts within each characteristic.

Where an impact is unknown, state so. If there is insufficient information or evidence to reach a decision you will need to gather appropriate quantitative and qualitative information from a range of sources e.g. Croydon Observatory a useful source of information such as Borough Strategies and Plans, Borough and Ward Profiles, Joint Strategic Health Needs Assessments <http://www.croydonobservatory.org/> Other sources include performance monitoring reports, complaints, survey data, audit reports, inspection reports, national research and feedback gained through engagement with service users, voluntary and community organisations and contractors.

3.1 Deciding whether the potential impact is positive or negative

Table 1 – Positive/Negative impact

For each protected characteristic group show whether the impact of the proposed change on service users and/or staff is positive or negative by briefly outlining the nature of the impact in the appropriate column. . If it is decided that analysis is not relevant to some groups, this should be recorded and explained. In all circumstances you should list the source of the evidence used to make this judgement where possible.

Protected characteristic group(s)	Positive impact	Negative impact	Source of evidence
Age	<p>The grant determination specifies that at least 50% of the fund must be spent on families. This will ensure access to food, fuel and other essentials.</p> <p>£1,728,750 will provide food for 5 weeks of school holidays for 23,050 children in receipt of free school meals or income low enough to qualify for free school meals.</p> <p>During previous Covid Funds we identified a group of children excluded from</p>	<p>Although adult social care will identify some vulnerable adults in the borough there will not be any targeted work for those not known to Adult social care or other services.</p> <p>Besides food there is no targeted work for young people living independently not in homeless accommodation.</p>	Information provided by the education department and schools

	<p>accessing the funds available through schools. Work has been done to identify these groups of vulnerable families and £416,250.00 will be used to support this cohort.</p> <p>Vulnerable older people will have access to the fund through Adult Social Care team.</p> <p>Younger people who are homeless or at risk of homelessness will have access to the fund through the homelessness service. The Single Homelessness service & Rough Sleepers will be supporting single adults in homelessness accommodation and rough sleeping. The Prevention team will be using the funds to prevent adults (including young adults) from becoming homeless.</p> <p>The fund will also be used to support Care leavers with food.</p>		
Disability	<p>Adult social care will be supporting vulnerable adults known to their service.</p> <p>The Single Homelessness service have a cohort of adults with mental health issues. The fund will allow the SHS to provide these residents with support that they previously would not have received.</p>	<p>There is no allocation of the fund aimed specifically for residents with disabilities. Vulnerable adults with disabilities not known to adult social care or the Single Homelessness service may not know about the fund. This could mean a group of residents who will not apply for the help they require even if they are eligible.</p>	<p>Cases the teams have supported</p>
Gender	<p>9.6% of Men & 8.2% of women in Croydon are unemployed. 7,635 men & 9,855 women are claimants.</p> <p>In the 5 ward identified by Policy and Practice (PiP) as having the highest number of households most at financial risk there is a high amount of male claimants compared to female despite being smaller in population. The fund will provide</p>	<p>These groups are not targeted and their engagement will be subject to them apply for the fund.</p>	<p>Policy and practice tool https://liftdashboard.co.uk/</p> <p>Observatory http://www.croydonobservatory.org/</p>

	additional financial support to these residents.		
Gender Reassignment	<p>The fund will be available for all residents based on their financially vulnerability. Where required the service will be tailored to meet the needs of protected characteristics.</p> <p>Work will be done to publicise the fund to as many residents in Croydon. The aim is to reach all protected characteristic groups that may be at financial risk so they can access the fund. Most of this will be achieved by working with 3rd sector organisations that we know target and support residents who have protective characteristics.</p>	none	
Marriage or Civil Partnership	<p>43% of Croydon's residents are married or in a Civil Partnership. Of the 43%, 21% live in the 5 wards identified by PiP as being at most financial risk. The fund will provide support to this cohort of residents.</p> <p>However it is important to highlight that PiP shows that across the borough 84% of those most at financial risk are single or loan parents.</p>	none	<p>Policy and practice tool https://liftdashboard.co.uk/</p> <p>Observatory http://www.croydonobservatory.org/</p>
Religion or belief	The support provided will ensure the beliefs of different cultural or religious groups about food is taken into consideration.	none	
Race	53% of Croydon's residents are BAME of this 35% live in the 5 wards identified by PiP as having the highest number of households at financial risk. The BAME population makes up 73% of those 5 wards.	none	<p>Policy and practice tool https://liftdashboard.co.uk/</p> <p>Observatory http://www.croydonobservatory.org/</p>

	The fund will provide financial support to those residents across the borough in need of support.		
Sexual Orientation	0.3% of Croydon residents are in a registered same sex civil partnership, of which 18% live in the 5 wards identified by PiP as having the highest number of household's at most financial risk. The fund will provide support for these residents	The data does not include residents not in a registered same-sex civil partnership. Work will need to be done to ensure that the fund is published to residents not in registered same-sex civil partnership	Policy and practice tool https://liftdashboard.co.uk/ Observatory http://www.croydonobservatory.org/
Pregnancy or Maternity	Funds have been used to support children under 5 with food. This will target new mothers working with early help	There is no targeted work for expected mothers. There is also no targeted work for mothers with new born outside of support with food.	Information provided by education services

Important note: You must act to eliminate any potential negative impact which, if it occurred would breach the Equality Act 2010. In some situations this could mean abandoning your proposed change as you may not be able to take action to mitigate all negative impacts.

When you act to reduce any negative impact or maximise any positive impact, you must ensure that this does not create a negative impact on service users and/or staff belonging to groups that share protected characteristics. **Please use table 4 to record actions that will be taken to remove or minimise any potential negative impact**

3.2 Additional information needed to determine impact of proposed change

Table 2 – Additional information needed to determine impact of proposed change

If you need to undertake further research and data gathering to help determine the likely impact of the proposed change, outline the information needed in this table. Please use the table below to describe any consultation with stakeholders and summarise how it has influenced the proposed change. Please attach evidence or provide link to appropriate data or reports:		
Additional information needed and or Consultation Findings	Information source	Date for completion

For guidance and support with consultation and engagement visit <https://intranet.croydon.gov.uk/working-croydon/communications/consultation-and-engagement/starting-engagement-or-consultation>

3.3 Impact scores

Example

If we are going to reduce parking provision in a particular location, officers will need to assess the equality impact as follows;

1. Determine the Likelihood of impact. You can do this by using the key in table 5 as a guide, for the purpose of this example, the likelihood of impact score is 2 (likely to impact)
2. Determine the Severity of impact. You can do this by using the key in table 5 as a guide, for the purpose of this example, the Severity of impact score is also 2 (likely to impact)
3. Calculate the equality impact score using table 4 below and the formula **Likelihood x Severity** and record it in table 5, for the purpose of this example - **Likelihood (2) x Severity (2) = 4**

Table 4 – Equality Impact Score

Severity of Impact	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
	Likelihood of Impact			

Key

Risk Index	Risk Magnitude
6 – 9	High
3 – 5	Medium
1 – 3	Low

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Table 3 – Impact scores

<p>Column 1</p> <p>PROTECTED GROUP</p>	<p>Column 2</p> <p>LIKELIHOOD OF IMPACT SCORE</p> <p>Use the key below to score the likelihood of the proposed change impacting each of the protected groups, by inserting either 1, 2, or 3 against each protected group.</p> <p>1 = Unlikely to impact 2 = Likely to impact 3 = Certain to impact</p>	<p>Column 3</p> <p>SEVERITY OF IMPACT SCORE</p> <p>Use the key below to score the severity of impact of the proposed change on each of the protected groups, by inserting either 1, 2, or 3 against each protected group.</p> <p>1 = Unlikely to impact 2 = Likely to impact 3 = Certain to impact</p>	<p>Column 4</p> <p>EQUALITY IMPACT SCORE</p> <p>Calculate the equality impact score for each protected group by multiplying scores in column 2 by scores in column 3. Enter the results below against each protected group.</p> <p>Equality impact score = likelihood of impact score x severity of impact score.</p>
Age	2	1	2
Disability	2	1	2
Gender	1	1	1
Gender reassignment	1	1	1
Marriage / Civil Partnership	1	1	1
Race	1	1	1
Religion or belief	1	1	1
Sexual Orientation	1	1	1
Pregnancy or Maternity	1	1	1

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4. Statutory duties

4.1 Public Sector Duties

Tick the relevant box(es) to indicate whether the proposed change will adversely impact the Council's ability to meet any of the Public Sector Duties in the Equality Act 2010 set out below.

Advancing equality of opportunity between people who belong to protected groups

Eliminating unlawful discrimination, harassment and victimisation

Fostering good relations between people who belong to protected characteristic groups

Important note: If the proposed change adversely impacts the Council's ability to meet any of the Public Sector Duties set out above, mitigating actions must be outlined in the Action Plan in section 5 below.

5. Action Plan to mitigate negative impacts of proposed change

Important note: Describe what alternatives have been considered and/or what actions will be taken to remove or minimise any potential negative impact identified in Table 1. Attach evidence or provide link to appropriate data, reports, etc:

Table 4 – Action Plan to mitigate negative impacts

Complete this table to show any negative impacts identified for service users and/or staff from protected groups, and planned actions mitigate them.				
Protected characteristic	Negative impact	Mitigating action(s)	Action owner	Date for completion
Disability	There will not be any targeted work for residents not known to Adult social care, the single homelessness service or other services	Work will be done to raise awareness of the fund with 3 rd party organisations that work with residents with a disability. Residents will be able to apply for support through the Discretionary Support team	Natasha Jebbison	10/01/22
Race		Although there is no negative impacts to maximize the positive impact work	Natasha Jebbison	10/01/22

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		will be done to raise awareness of the fund with 3rd sector groups.		
Sex (gender)		Although there is no negative impacts to maximize the positive impact work will be done to raise awareness of the fund with 3rd sector groups.	Natasha Jebbison	10/01/22
Gender reassignment		Although there is no negative impacts to maximize the positive impact work will be done to raise awareness of the fund with 3rd sector groups.	Natasha Jebbison	10/01/22
Sexual orientation		Although there is no negative impacts to maximize the positive impact work will be done to raise awareness of the fund with 3rd sector groups.	Natasha Jebbison	10/01/22
Age	There will be no targeted work for residents not known to Adult Social Care or other services.	Work will be done to raise awareness of the fund with 3 rd party organisations that work with older people and organistaion that support young people. Residents will be able to apply for support through the Discretionary Support team	Natasha Jebbison	10/01/22
Religion or belief		Although there is no negative impacts to maximize the positive impact work will be done to raise awareness of the fund with faith groups.	Natasha Jebbison	10/01/22
Pregnancy or maternity	There is no targeted work for expected mothers or for early years besides food.	Work will be done to raise awareness of the fund with 3 rd party organisations including children centers and Early help. Residents will be able to apply	Natasha Jebbison	10/01/22

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		for support through the Discretionary Support team		
Marriage/civil partnership		Although there is no negative impacts to maximize the positive impact work will be done to raise awareness of the fund with 3rd sector groups.	Natasha Jebbison	10/01/22

6. Decision on the proposed change

Based on the information outlined in this Equality Analysis enter **X** in column 3 (**Conclusion**) alongside the relevant statement to show your conclusion.

Decision	Definition	Conclusion - Mark 'X' below
No major change	Our analysis demonstrates that the policy is robust. The evidence shows no potential for discrimination and we have taken all opportunities to advance equality and foster good relations, subject to continuing monitoring and review. If you reach this conclusion, state your reasons and briefly outline the evidence used to support your decision.	
Adjust the proposed change	We will take steps to lessen the impact of the proposed change should it adversely impact the Council's ability to meet any of the Public Sector Duties set out under section 4 above, remove barriers or better promote equality. We are going to take action to ensure these opportunities are realised. If you reach this conclusion, you must outline the actions you will take in Action Plan in section 5 of the Equality Analysis form	x
Continue the proposed change	We will adopt or continue with the change, despite potential for adverse impact or opportunities to lessen the impact of discrimination, harassment or victimisation and better advance equality and foster good relations between groups through the change. However, we are not planning to implement them as we are satisfied that our project will not lead to unlawful discrimination and there are justifiable reasons to continue as planned. If you reach this conclusion, you should clearly set out the justifications for doing this and it must be in line with the duty to have due regard and how you reached this decision.	
Stop or amend the proposed change	Our change would have adverse effects on one or more protected groups that are not justified and cannot be mitigated. Our proposed change must be stopped or amended.	

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Will this decision be considered at a scheduled meeting? e.g. Contracts and Commissioning Board (CCB) / Cabinet	Meeting title: Date:
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7. Sign-Off

Officers that must approve this decision	
Equalities Lead	Name: _____ Date: _____ Position: _____
Director	Name: _____ Date: _____ Position: _____