

Equality Impact Assessment Template

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. IDENTIFICATION OF FUNCTION, POLICY OR PLAN	
Name of function/policy/plan to be assessed	Housing Grants
Service/service area responsible	Housing Service
Name of person carrying out the assessment and contact details	John Richards, Assistant Director of Housing, Ext 2170, email: john.richards@orkney.gov.uk
Date of assessment	14/10/2011
Is the function/policy/plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly)	New Policy – Introducing a test of means for grant assistance for grants linked to disability.

2. INITIAL SCREENING	
What are the intended outcomes of the function/policy/plan?	To provide additional assistance for disabled applicants requiring adaptations and improvements to their property.
State who is, or may be affected by this function/policy/plan, and how	All those with disability requiring adaptations or linked improvements to their property.
How have stakeholders been involved in the development of this function/policy/plan?	These proposals have been developed by officials from a range of services involved in the provision of advice and support to disabled people including Occupational Therapy, Building Standards, Finance, Housing and Orkney Care & Repair.
Is there any existing data and/or research relating to equalities issues in this policy area? Please summarise. e.g. consultations, national	The Equalities Act 2010 requires that no-one be disadvantaged in receiving services from public agencies as a result of disability.

surveys, performance data, complaints, service user feedback, academic/consultants' reports, benchmarking (see equalities resources on OIC information portal)	
Could the function/policy have a differential impact on any of the following equality strands?	(Please provide any evidence – positive impacts/benefits, negative impacts and reasons)
1. Race: this includes ethnic or national groups, colour and nationality	No
2. Sex: a man or a woman	No
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	No
4. Gender Reassignment: the process of transitioning from one gender to another	No
5. Pregnancy and maternity	No
6. Age: people of different ages	No
7. Religion or beliefs or none (atheists)	No
8. Caring responsibilities	No
9. Marriage and Civil Partnership	No
10. Disability: people with disabilities (whether registered or not)	Yes, provides additional assistance to those who are disabled and who need assistance to adapt or improve their home.

3. IMPACT ASSESSMENT	
Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	N/A
Do you have enough information to make a judgement? If no, what information do you require?	N/A

4. CONCLUSIONS AND PLANNED ACTION

Is further work required?	Yes
What action is to be taken?	Monitoring the effect of the Test Of Means on grant take-up.
Who will undertake it?	The Grant Officers' Group
When will it be done?	Annually
How will it be monitored? (e.g. through service plans)	Through Service Plans

Signature

Date

Name

(BLOCK CAPITALS)

Please sign and date this form, keep one copy and send a copy to Corporate and Community Strategy. It should also be emailed to Corporate and Community Strategy.