

# Putting Residents First - Equality and health analysis

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## Guidance notes

### Things to remember:

Under the Public Sector Equality Duty (PSED) public authorities are required to have due regard to the aims of the general equality duty when making decisions and when setting policies. Understanding the affect of the council's policies and practices on people with different protected characteristics is an important part of complying with the general equality duty. Under the PSED the council must ensure that:

- Decision-makers are aware of the general equality duty's requirements.
- The general equality duty is complied with before and at the time a particular policy is under consideration and when a decision is taken.
- They consciously consider the need to do the things set out in the aims of the general equality duty as an integral part of the decision-making process.
- They have sufficient information to understand the effects of the policy, or the way a function is carried out, on the aims set out in the general equality duty.
- They review policies or decisions, for example, if the make-up of service users changes, as the general equality duty is a continuing duty.
- They take responsibility for complying with the general equality duty in relation to all their relevant functions. Responsibility cannot be delegated to external organisations that are carrying out public functions on their behalf.
- They consciously consider the need to do the things set out in the aims of the general equality duty not only when a policy is developed and decided upon, but when it is being implemented.

Best practice guidance from the Equality and Human Rights Commission recommends that public bodies:

- Consider all the [protected characteristics](#) and all aims of the general equality duty (apart from in relation to marriage and civil partnership, where only the discrimination aim applies).
- Use equality analysis to inform policy as it develops to avoid unnecessary additional activity.
- Focus on the understanding the effects of a policy on equality and any actions needed as a result, not the production of a document.
- Consider how the time and effort involved should relate to the importance of the policy to equality.
- Think about steps to advance equality and good relations as well as eliminate discrimination.
- Use good evidence. Where it isn't available, take steps to gather it (where practical and proportionate).

- Use insights from engagement with employees, service users and others can help provide evidence for equality analysis.

Equality analysis should be referenced in community impact statements in Council reports. Community impact statements are a corporate requirement in all reports to the following meetings: the cabinet, individual decision makers, scrutiny, regulatory committees and community councils. Community impact statements enable decision makers to identify more easily how a decision might affect different communities in Southwark and to consider any implications for equality and diversity.

The public will be able to view and scrutinise any equality analysis undertaken. Equality analysis should therefore be written in a clear and transparent way using plain English. Equality analysis may be published under the council's publishing of equality information, or be present with divisional/departmental/service business plans. These will be placed on the website for public view under the council's Publications Scheme.

Equality analysis should be reviewed after a sensible period of time to see if business needs have changed and/or if the effects that were expected have occurred. If not then you will need to consider amending your policy accordingly. This does not mean repeating the equality analysis, but using the experience gained through implementation to check the findings and to make any necessary adjustments.

Engagement with the community is recommended as part of the development of equality analysis. The council's Community Engagement Division and critical friend, the Forum for Equality and Human Rights in Southwark can assist with this (see section below on community engagement and [www.southwarkadvice.org.uk](http://www.southwarkadvice.org.uk)).

Whilst the equality analysis is being considered, Southwark Council recommends considering health and wellbeing implications, as health and health inequalities are strongly influenced by the environment we live and work in. As a major provider of services to Southwark residents, the council has a legal duty to reduce health inequalities and this is reflected in its values and aims. For this reason, the council recommends considering health & wellbeing impacts in all equality analyses, not forgetting to include identified potential mitigating actions.

**Section 1: Equality analysis details**

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<b>Proposed policy/decision/business plan to which this equality analysis relates</b>	- <b>Putting Residents First Standards</b>
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<b>Equality analysis author</b>	Sebastian Rios / Ferenc Morath				
<b>Strategic Director:</b>	Michael Scorer				
<b>Department</b>	Housing and Modernisation	<b>Division</b>	Asset Management		
<b>Period analysis undertaken</b>	March 2020 to January 2021				
<b>Date of review (if applicable)</b>					
<b>Sign-off</b>		<b>Position</b>	Service Development Officer	<b>Date</b>	12/04/2021

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**Section 2: Brief description of policy/decision/business plan**

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<b>1.1 Brief description of policy/decision/business plan</b>
<p>This equality and health analysis has been completed alongside the review of the Putting Residents First (PRF) Standards. (major works consultation process)</p> <p>The PRF standards aim is to explain how the investment delivery team consults with residents and homeowners and how they can get involved during our major works projects.</p>

### Section 3: Overview of service users and key stakeholders consulted

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<b>2. Service users and stakeholders</b>	
<b>Key users of the department or service</b>	All residents, tenants, leaseholders (resident and non-resident), freeholders with service charges
<b>Key stakeholders were/are involved in this policy/decision/business plan</b>	<p>Members of the task and finish group set up under the direction of Michael Scorer at the beginning of 2019.</p> <p>Residents who attended the five area forums and the volunteers who came forward to become part of the review group to help the investment delivery team review the PRF standards.</p> <p>Once the review group was set up, a series of meetings were held.</p> <p>There were additional residents who joined the review group towards the end of the review.</p> <p>In total the review group consisted of a total 14 residents who volunteered from the Housing Forums, 7 of whom were tenants and the other 7 were leaseholders.</p> <p>When a draft copy of the proposed new standards was completed it was sent to other groups of residents within the council to help review the final document.</p> <p>The document was sent to the homeowners readers panels and residents who are members of the online residents panels interested in major works.</p> <p>Some of the key issues that were identified were the need to meet the multi language needs so all residents could easily understand the PRF process.</p> <p>Another issue identified were those residents who are unable to attend physical meetings and therefore the need to provide web based services such as text messages and online meetings.</p>

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## Section 4: Pre-implementation equality analysis

This section considers the potential impacts (positive and negative) on groups with 'protected characteristics', the equality information on which this analysis is based and any mitigating actions to be taken.

The first column on the left is for societal and economic issues (discrimination, higher poverty levels) and the second column on the right for health issues, physical and mental. As the two aspects are heavily interrelated it may not be practical to fill out both columns on all protected characteristics. The aim is, however, to ensure that health is given special consideration, as it is the council's declared intention to reduce health inequalities in the borough. The Public Health Team can assist with research and data.

<p><b>Age</b> - Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).</p>	
<p><b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b></p>	<p><b>Potential health impacts (positive and negative)</b></p>
<p>Positive impact: More residents will be able to attend meetings and be kept informed about major works projects.</p> <p>Negative: young people are not interested in attending physical meetings and therefore consultation now offers online and web services including online meetings.</p> <p>The elderly: not wishing to attend meetings due to fears of safety and accessibility. We are now offering online meetings but meetings are now offered during day and evening times.</p>	<p>None</p>
<p><b>Equality information on which above analysis is based</b></p>	<p><b>Health data on which above analysis is based</b></p>
<p>In order to identify vulnerable residents, we will use existing vulnerable lists and we will consult with RSOs and TMOs.</p>	<p>N/A</p>

<b>Mitigating actions to be taken</b>	
The introduction of the Commonplace website platform for major works projects, using text messages to keep residents informed of important updates, having day time and evening meetings, online meetings.	N/A

<b>Disability</b> - A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.	
<b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b>	<b>Potential health impacts (positive and negative)</b>
<p>Positive impact: More residents will be able to attend meetings and be kept informed about major works projects.</p> <p><b>Negative: Persons with disabilities not been able to attend meetings.</b></p>	N/a
<b>Equality information on which above analysis is based</b>	<b>Health data on which above analysis is based</b>
In order to identify vulnerable residents, we will use existing vulnerable lists and we will consult with RSOs and TMOs.	n/a
<b>Mitigating actions to be taken</b>	
<p>The introduction of the Commonplace website platform for major works projects, using text messages to keep residents informed of important updates, having day time and evening meetings, online meetings.</p> <p><b>Staff members will also ensure meeting venues will be accessible and aids provided for those with hearing difficulties.</b></p>	n/a

<b>Gender reassignment</b> - The process of transitioning from one gender to another.	
Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
N/A	

<b>Marriage and civil partnership</b> – In England and Wales marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples and must be treated the same as married couples on a wide range of legal matters. <b>(Only to be considered in respect to the need to eliminate discrimination.)</b>	
Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
N/A	

<b>Pregnancy and maternity</b> - Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.	
Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
<p>Positive impact: More residents will be able to attend meetings and be kept informed about major works projects.</p> <p><b>Negative: Some residents may not be able to attend meetings.</b></p>	

<b>Mitigating actions to be taken</b>	
<p>The introduction of the Commonplace website platform for major works projects, using text messages to keep residents informed of important updates, having day time and evening meetings, online meetings.</p> <p><b>Staff members will also ensure meetings venues will be accessible.</b></p>	

<p><b>Race</b> - Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. N.B. Gypsy, Roma and Traveller are recognised racial groups and their needs should be considered alongside all others</p>	
<b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b>	<b>Potential health impacts (positive and negative)</b>
<p>Positive: residents who do not speak English can now access translation services and the usage of Commonplace places means they can easily translate whole webpages to their native language.</p>	N/A
<b>Equality information on which above analysis is based</b>	<b>Health data on which above analysis is based</b>
N/A	N/A
<b>Mitigating actions to be taken</b>	
<p>The introduction of the Commonplace website platform for major works projects, using text messages to keep residents informed of important updates, having day time and evening meetings, online meetings.</p>	

<p><b>Religion and belief</b> - Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.</p>	
Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
Negative: having meetings around religious celebrations.	N/A
Equality information on which above analysis is based	Health data on which above analysis is based
N/A	N/A
Mitigating actions to be taken	
Adjusting meetings accordingly with residents, offering day and evening meetings, offering online meetings.	N/A

<p><b>Sex</b> - A man or a woman.</p>	
Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
n/a	

<b>Sexual orientation</b> - Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	
<b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b>	<b>Potential health impacts (positive and negative)</b>
n/a	
<p><b>Socio-economic disadvantage</b> – although the Equality Act 2010 does not include socio-economic status as one of the protected characteristics, Southwark Council recognises that this continues to be a major cause of inequality in the borough.</p> <p>Socio economic status is the measure of an area's, an individual's or family's economic and social position in relation to others, based on income, education, health, living conditions and occupation.</p>	
<b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b>	<b>Potential health impacts (positive and negative)</b>
n/a	

<p><b>Human Rights</b></p> <p>There are 16 rights in the Human Rights Act. Each one is called an Article. They are all taken from the European Convention on Human Rights. The Articles are The right to life, Freedom from torture, inhuman and degrading treatment, Freedom from forced labour , Right to Liberty, Fair trial, Retrospective penalties, Privacy, Freedom of conscience, Freedom of expression, Freedom of assembly, Marriage and family, Freedom from discrimination and the First Protocol</p>
<b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b>
n/a

## Section 5: Further actions and objectives

<b>5. Further actions</b>			
Based on the initial analysis above, please detail the key mitigating actions or the areas identified as requiring more detailed analysis.			
<b>Number</b>	<b>Description of issue</b>	<b>Action</b>	<b>Timeframe</b>
1	none		
2			
3			
4			
5			
6			
7			

<b>5. Equality objectives (for business plans)</b>				
Based on the initial analysis above, please detail any equality objectives that you will set for your division/department/service. Under the objective and measure column please state whether this objective is an existing objective or a suggested addition to the Council Plan.				
<b>Objective and measure</b>	<b>Lead officer</b>	<b>Current performance (baseline)</b>	<b>Targets</b>	
			<b>Year 1</b>	<b>Year 2</b>
Increase number of residents involved in major works consultation	Head of Investment	Not monitored	Establish baseline in 21/22	Set new improved targets for 22/23
To have a Commonplace for every new scheme in the programme	Head of Investment	Not monitored	50%	90%

