

# 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

<b>Directorate</b>	<b>Housing</b>
<b>Title of proposed change</b>	<b>Household Support Fund</b>
<b>Name of Officer carrying out Equality Analysis</b>	<b>Janice Nuth</b>

## 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.*

### **Household Support Fund 2023-2024**

The Secretary of State for Work and Pensions (“the Secretary of State”) has allocated Croydon Council £6,027,379 Household Support Fund Grant (HSF) for the period 1 April 2023 - 31 March 2024.

#### **Overview and aim of the fund**

The purpose of the HSF is to provide cost of living crisis support to vulnerable households most in need, to help those who are struggling to afford energy and water charges, food, and related essentials such as appliances.

The funding can also be used to support wider appropriate essentials such as transport related costs and housing costs (in exceptional circumstances, where existing support does not meet this need), .

Authorities are expected to prioritise support with energy costs, particularly for households who may not be eligible for other help that the Government has recently made available but are nevertheless in need and require crisis support.

#### **Target groups**

The Fund is intended to cover a wide range of low-income households in need including families with children of all ages, pensioners, unpaid carers, care leavers and disabled people.

Those groups who may not have benefited from any of the recent cost of living support, this may include, but is not limited to people who are entitled to but not claiming qualifying benefits for other Cost of Living Payment, people who are claiming Housing Benefit and people who begin a claim or return to a benefit after the relevant qualifying period.

Groups who are vulnerable to rising prices even though they are supported through these schemes, for example large families or single-income families.

#### **Publicity**

- The Croydon webpage for the Housing Support Fund and Multi-Media publications including Facebook and twitter
- Professional and Community Promotion including named Community, Voluntary and Faith Sector partners
- 
- Agenda item for Statutory Partnership Boards, Management Team Meetings
- Electronic and paper flyers and word of mouth
- Local family and community hubs, GP surgeries, agency referrals
- Periodic information pack sent to the partnership distribution list, flyers distributed to key sites, residents' associations,
- Promotional bus / mobile campaign vehicle to visit key target areas with greatest need

Allocation of Funds		
Allocation	Purpose/ client group	Amount
Education	School age children experiencing energy/food poverty, or at risk of food poverty during school holidays.	£3,080,040
Discretionary Support Team	Direct applicants help with energy/water/food/essentials/ emergency/ housing costs in exceptional circumstances.	£ 900,000
Social Housing	Social tenants with higher energy needs/ energy paid via service charges/ not eligible for other funds.	£ 700,000
Revs & Benefits	To distribute to qualifying residents in accordance with the HSF criteria through the Council Tax service.	£ 600,000
Housing Need	Households at risk of homelessness/in temporary accommodation not covered by other support	£ 245,000
VCF distribution	A proportion of HSF will be allocated to a named voluntary sector organisation to award to qualifying residents in crisis.	£ 80,000
CEYP	Care experienced young people	£ 80,000
Carers	Unpaid carers including those not known to other services	£ 80,000
Children Service	Vulnerable families with children known to social services	£ 67,000
Adult Services	Vulnerable adults known to social services	£ 60,000
Fund admin	Two admin officers to process applications /funds	£ 80,000
Publicity	Publicity to provide rolling promotion of funds through the year	£ 35,000
Healthy homes	Practical support for households in 'no heat' situations	£ 20,000
Contingency;		£ 339
<b>Total</b>		<b>£6,027,379</b>

### 3. Impact of the proposed change

#### Distribution of Funds

The HSF will be distributed in three ways:

#### A) Application based support

- Top-ups for pre-paid energy and water meters
- Assistance with energy and water bills/ debts
- Food vouchers
- Essential items relating energy or water e.g., clothing, bedding, heater, appliance
- Essential items relating to food e.g., slow cooker, microwave, cooker, fridge
- Items related to essential transport e.g., travel ticket, bicycle, and helmet
- Other essential household items e.g., furniture, minor adaptations, draft excluders
- Housing support (in exceptional circumstances, excluding mortgage payment)

#### B) Direct support

- Fixed credits to rent/ service charge/ Council Tax accounts
- Food vouchers for school children entitled to free school meals
- Gifted energy efficient oil filled radiators for no-heat households

#### C) Discretionary emergency support

- First point of contact capped immediate crisis assistance
- Distributed by/or referrals from, schools, social workers, carer support
- Vouchers for warm clothing, shoes or food, pre-paid energy top-up, travel cost
- In exceptional circumstances one-off cash help


**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><u>Children</u> Ringfenced £3,080,000 to School age children experiencing energy/food poverty, or at risk of food poverty during school holidays</p>	<p><u>Children</u> Pre-school children from families with low incomes</p>	<p>Population by broad age group Croydon (2021) Age &lt; 15 = 19% Age 15-64 = 67% Age 65+ = 14%</p>  <p>Children living in families with Relative Low Income (2020/21)</p> <table border="1"> <thead> <tr> <th>Location</th> <th>% of children</th> </tr> </thead> <tbody> <tr> <td>Croydon</td> <td>15.6</td> </tr> <tr> <td>London</td> <td>16.6</td> </tr> <tr> <td>England</td> <td>18.5</td> </tr> </tbody> </table> <p>Source: DWP/ONS</p>	Location	% of children	Croydon	15.6	London	16.6	England	18.5
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	<ul style="list-style-type: none"> <li>• Ringfenced ££67,000 emergency support vulnerable families with children known to social services</li> <li>• Targeted publicity</li> <li>• Multi-channel accessible routes</li> <li>• Digital and non-digital</li> <li>• Specialist TPO promotion</li> </ul> <p><u>Older People</u></p> <ul style="list-style-type: none"> <li>• Older people on low incomes in need will be considered for application-based support and discretionary emergency support.</li> <li>• Targeted publicity</li> <li>• Multi-channel accessible routes</li> <li>• Digital and non-digital</li> <li>• Specialist TPO promotion</li> </ul>	<p><u>Older People</u></p> <ul style="list-style-type: none"> <li>• Older people will not receive the direct payment for the fuel element of service charges as the winter fuel payment can be used for this purpose.</li> <li>• Perceived stigma of asking for support</li> <li>• Digital application process</li> <li>• May be less likely to approach the Council than a VCF organisation for assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Take-up of funded hours in early years settings is much lower than regional and national averages</li> <li>• The percentage of care leavers in Croydon known to be in suitable accommodation is much lower than the regional and national figures</li> <li>• The number of looked after children in Croydon remains the highest in London</li> </ul> <p><a href="#">Source Croydon Borough Profile Dec 2022 (Borough Profile Executive Summary)</a></p> <p><b>Winter Fuel Payment</b></p> <ul style="list-style-type: none"> <li>• If you were born before 26 September 1956 you could get between £250 and £600 to help you pay your heating bills. This is known as a 'Winter Fuel Payment'.</li> <li>• <a href="#">The amount you get</a> includes a 'Pensioner Cost of Living Payment'. This is between £150 and £300. You'll get this extra amount in both winter 2022 to 2023 and winter 2023 to 2024. This is in addition to any other <a href="#">Cost of Living Payments</a> you get with your benefit or tax credits.</li> </ul> <p><a href="#">Winter Fuel Payment: Overview - GOV.UK (www.gov.uk)</a></p>
Disability	<p><u>Mental Health</u> <u>Physical Disability</u> <u>Learning Disability</u></p> <ul style="list-style-type: none"> <li>• Ringfenced £ 80,000 unpaid carers, £ 60,000 ASC emergency support budget</li> <li>• Targeted publicity</li> <li>• VFS engagement</li> <li>• Multi-channel accessible routes</li> <li>• Digital and non-digital</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of Awareness of HSF for people with sensory impairment neuro-divergence or a physical or mental health challenges or learning difficulties</li> <li>• Access and communication challenges with the application process for people with sensory impairment , neuro-</li> </ul>	Disabilities In Croydon 2021

- Specialist TPO promotion

### Disability Cost of Living Payment

Residents may be entitled to a Disability Cost of Living Payment of £150 if they get any of the following benefits on a certain date:

- Attendance Allowance
- Constant Attendance Allowance
- Disability Living Allowance for adults
- Disability Living Allowance for children
- Personal Independence Payment
- Adult Disability Payment (in Scotland)
- Child Disability Payment (in Scotland)
- Armed Forces Independence Payment
- War Pension Mobility Supplement

This guidance will be updated with the qualifying date for the payment when it has been announced.

If residents were getting a qualifying benefit from the Ministry of Defence and a

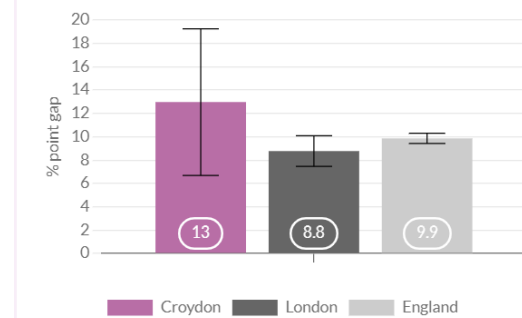
divergence, or physical, mental health challenges or learning difficulties

- Bicycles may not be suitable alternative transport for people with physical or neurological challenges
- May be less likely to approach the Council than a VCF organisation for assistance

Disability	Croydon
Total: All usual residents	100.0%
Disabled under the Equality Act	
Disabled under the Equality Act: Day-to-day activities limited a lot	6.1%
Disabled under the Equality Act: Day-to-day activities limited a little	8.0%
Not disabled under the Equality Act	
Not disabled under the Equality Act: Has long term physical or mental health condition but day-to-day activities are not limited	5.6%
Not disabled under the Equality Act: No long term physical or mental health conditions	80.3%

The correlation between low income and long-term health conditions

Gap in the employment rate between those with a long-term health condition and the overall employment rate (2021/22)



Source: OHID

Source [Croydon Observatory](#)

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	<p>qualifying benefit from DWP, they will get a Disability Cost of Living Payment from DWP only.</p>		<ul style="list-style-type: none"> <li>• Child Disability Payment (in Scotland)</li> <li>• Armed Forces Independence Payment</li> <li>• War Pension Mobility Supplement</li> </ul> <p>This guidance will be updated with the qualifying date for the payment when it has been announced.</p> <p>If you were getting a qualifying benefit from the Ministry of Defence and a qualifying benefit from DWP, you will get a Disability Cost of Living Payment from DWP only.</p> <p>Source <a href="https://www.gov.uk/government/publications/cost-of-living-payments-2023-to-2024">Cost of Living Payments 2023 to 2024 - GOV.UK (www.gov.uk)</a></p>																		
<p>Sex</p>		<p>These groups are not specifically targeted, and awards will be based on application</p>	<p>Population by sex for Croydon (2021)          Females 52%          Males 48%</p> <p>Source <a href="https://www.croydon.gov.uk/croydon-observatory">Croydon Observatory</a></p>																		
<p>Gender Reassignment Identity</p>	<p>Increased awareness and take up of the application-based HSF and discretionary HSF for groups with this protected characteristic will be actively promoted through targeted publicity distributed to Voluntary Community and Faith Sector partner organisations and Public Services such as LGBTQ+ and health services.</p>	<p>May be less likely to approach the Council than a VCF organisation for assistance</p>	<p><u>Gender Identity - Percentages (2021)</u></p> <table border="1"> <thead> <tr> <th></th> <th>Croydon</th> </tr> </thead> <tbody> <tr> <td>Total: All usual residents aged 16 years and over</td> <td>100.0%</td> </tr> <tr> <td>Gender identity the same as sex registered at birth</td> <td>91.6%</td> </tr> <tr> <td>Gender identity different from sex registered at birth but no specific identity given</td> <td>0.5%</td> </tr> <tr> <td>Trans woman</td> <td>0.2%</td> </tr> <tr> <td>Trans man</td> <td>0.2%</td> </tr> <tr> <td>Non-binary</td> <td>0.1%</td> </tr> <tr> <td>All other gender identities</td> <td>0.0%</td> </tr> <tr> <td>Not answered</td> <td>7.5%</td> </tr> </tbody> </table> <p>Source: ONS Census 2021.</p> <p><a href="https://www.croydon.gov.uk/croydon-observatory">Croydon Observatory</a></p>		Croydon	Total: All usual residents aged 16 years and over	100.0%	Gender identity the same as sex registered at birth	91.6%	Gender identity different from sex registered at birth but no specific identity given	0.5%	Trans woman	0.2%	Trans man	0.2%	Non-binary	0.1%	All other gender identities	0.0%	Not answered	7.5%
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<p>Marriage or Civil Partnership</p>		<p>These groups are not specifically targeted, and awards will be based on application.</p>	<p><b>4. MARRIAGE AND CIVIL PARTNERSHIP</b></p> <p><u>Marital and civil partnership status in Croydon (2021)</u></p> <table border="1"> <tr> <td>Does not apply</td> <td>80,321</td> <td>20.0</td> </tr> <tr> <td>Never married and never registered a civil partnership</td> <td>133,181</td> <td>34.0</td> </tr> <tr> <td>Married: Opposite sex</td> <td>127,503</td> <td>32.0</td> </tr> <tr> <td>Married: Same sex</td> <td>953</td> <td>0.2</td> </tr> <tr> <td>In a registered civil partnership: Opposite sex</td> <td>279</td> <td>0.1</td> </tr> <tr> <td>In a registered civil partnership: Same sex</td> <td>493</td> <td>0.1</td> </tr> <tr> <td>Separated, but still married</td> <td>8,197</td> <td>2.1</td> </tr> <tr> <td>Separated, but still in a registered civil partnership</td> <td>45</td> <td>0.0</td> </tr> <tr> <td>Divorced</td> <td>25,068</td> <td>6.3</td> </tr> <tr> <td>Formerly in a civil partnership now legally dissolved</td> <td>107</td> <td>0.0</td> </tr> <tr> <td>Widowed</td> <td>14,545</td> <td>3.7</td> </tr> <tr> <td>Surviving partner from civil partnership</td> <td>27</td> <td>0.0</td> </tr> <tr> <td><b>Total Population</b></td> <td><b>390,719</b></td> <td><b>100.0</b></td> </tr> </table>	Does not apply	80,321	20.0	Never married and never registered a civil partnership	133,181	34.0	Married: Opposite sex	127,503	32.0	Married: Same sex	953	0.2	In a registered civil partnership: Opposite sex	279	0.1	In a registered civil partnership: Same sex	493	0.1	Separated, but still married	8,197	2.1	Separated, but still in a registered civil partnership	45	0.0	Divorced	25,068	6.3	Formerly in a civil partnership now legally dissolved	107	0.0	Widowed	14,545	3.7	Surviving partner from civil partnership	27	0.0	<b>Total Population</b>	<b>390,719</b>	<b>100.0</b>
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<p>Religion or belief</p>	<p>Increased awareness and take up of application-based HSF and discretionary emergency HSF and reduction of stigma through promotion by voluntary community and faith sector partners who groups with this protected characteristic may engage with.</p> <p>The provision of vouchers for food and clothing to enable people to exercise choice relevant to their religion or belief</p>	<ul style="list-style-type: none"> <li>• Specific vouchers, charities or food banks may not accommodate religious requirements or beliefs for example with regards to food , clothing, and other associated expenses.</li> <li>• Groups with this protected characteristic may be less likely to apply directly to the Council for assistance due to religious custom or belief.</li> <li>• May be less likely to approach the Council than a VCF organisation for assistance</li> </ul>	<p><u>Religion - Percentages (2021)</u></p> <table border="1"> <thead> <tr> <th></th> <th>Croydon</th> </tr> </thead> <tbody> <tr> <td>Total: All usual residents</td> <td>100%</td> </tr> <tr> <td>Christian</td> <td>48.9%</td> </tr> <tr> <td>No religion</td> <td>25.9%</td> </tr> <tr> <td>Muslim</td> <td>10.4%</td> </tr> <tr> <td>Hindu</td> <td>5.9%</td> </tr> <tr> <td>Sikh</td> <td>0.4%</td> </tr> <tr> <td>Jewish</td> <td>0.2%</td> </tr> <tr> <td>Buddhist</td> <td>0.6%</td> </tr> <tr> <td>Other religion</td> <td>0.8%</td> </tr> <tr> <td>Not answered</td> <td>6.9%</td> </tr> </tbody> </table> <p><i>Source : ONS, Census 2021.</i>  Source <a href="#">Croydon Observatory</a></p>		Croydon	Total: All usual residents	100%	Christian	48.9%	No religion	25.9%	Muslim	10.4%	Hindu	5.9%	Sikh	0.4%	Jewish	0.2%	Buddhist	0.6%	Other religion	0.8%	Not answered	6.9%																	
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## Race

Increased awareness and take-up of application-based HSF and discretionary emergency HSF by groups with this protected characteristic through voluntary community and faith sector organisations such as the Sickle Cell and Thalassaemia Centre.

Ringfenced £245,000 discretionary support for households in housing need (in emergency or temporary accommodation). Groups with this protected characteristic are disproportionately affected by homelessness

- Awareness of the HSF and access to application-based awards may be impeded where the applicant is not proficient in spoken ( or written) English
- May be less likely to approach the Council than a VCF organisation for assistance

## 6. RACE

### Croydon Population by Broad Ethnic in 2011 and 2021 - Percentages

	White	Black	Asian	Mixed	Other
Croydon 2011	55.1%	20.2%	16.4%	6.6%	1.7%
Croydon 2021	48.4%	22.6%	17.5%	7.6%	3.9%

Source: ONS Censuses 2011 and 2021.

In 2020/2021 around ¾ of homeless households in Croydon were made up of non-white households

### **Language**

#### **Proficiency in English where English is not the main language (2021)**

Can speak English very well 7.3%

Can speak English well 5.8 %

Cannot speak English well 2.5%

Cannot speak English 0.4%

#### **Percentage of Population by main language (excluding English)**

South Asian 4.8%

Other European 4.7%

Portuguese 1.3%

African 1%

Spanish 1%

Source [Croydon Observatory](#)

Sexual Orientation	<ul style="list-style-type: none"> <li>• VFS engagement</li> <li>• Targeted publicity</li> </ul>		<p><u>Sexual orientation – Percentages</u></p> <p style="text-align: right;">Croydon</p> <p>Total: All usual residents aged 16 years and over 100.0%</p> <p>Straight or Heterosexual 87.8%</p> <p>Gay or Lesbian 1.5%</p> <p>Bisexual 1.2%</p> <p>Pansexual 0.3%</p> <p>Asexual 0.0%</p> <p>Queer 0.0%</p> <p>All other sexual orientations 0.0%</p> <p>Not answered 9.1%</p> <p>Source: ONS Census 2021.</p> <p>Source <a href="#">Croydon Observatory</a></p>
Pregnancy or Maternity	<ul style="list-style-type: none"> <li>• VFS engagement</li> <li>• Targeted publicity</li> <li>• Multi-channel accessible routes</li> </ul>		Any relevant data on Pregnancy and Maternity for Croydon will be updated on the <a href="#">Croydon Observatory web page</a> when it is available

**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**

<b>Severity of Impact</b>	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
	<b>Likelihood of Impact</b>			

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

**Table 3 – Impact scores**

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

#### **4. Statutory 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	<ul style="list-style-type: none"> <li>Lack of Awareness of HSF for people with sensory impairment neuro-divergence or physical or mental health challenges or learning difficulties</li> <li>Access and communication challenges with the application process for people with sensory impairment, neuro-divergence, or physical, mental health challenges or learning difficulties</li> <li>Bicycles may not be suitable alternative transport for people with physical or neurological challenges</li> <li>Some groups with this protected characteristic may be less likely to approach the Council than a VCF organisation for assistance</li> </ul>	<ol style="list-style-type: none"> <li>The publicity and application process will be inclusive and follow accessibility guidelines</li> <li>A targeted publicity campaign will include the involvement of specialist third party community/voluntary/faith and agency groups to reach groups with these protected characteristics</li> <li>A discretionary emergency payment will be made available for essential travel for people with disability affected by the cost-of-living crisis who do not get alternative support.</li> <li>A generic VCF can directly allocate HSF to qualifying applicants from a limited budget</li> </ol>	<p>x Caroline Beech</p> <p>4. Simon Bashford</p>	<ol style="list-style-type: none"> <li>Website May 2023</li> <li>Targeted publicity campaign – Summer/Autumn Winter 2023</li> <li>Discretionary emergency payments- Duration of scheme</li> <li>Arrangements for VCF to deliver a proportion of the fund date tbc</li> </ol>
Race	<p>Awareness of the HSF and access to application-based awards may be impeded where the applicant is not proficient in spoken ( or written) English.</p> <p>Some groups with this protected characteristic may be less likely to approach the Council than a VCF organisation for assistance</p>	<ol style="list-style-type: none"> <li>Publicity material and applications will be offered in community languages.</li> <li>working with the Voluntary, Community and Faith sector to promote the HSF</li> <li>A generic VCF can directly allocate HSF to qualifying applicants from a limited budget</li> </ol>	<p>Caroline Beech</p> <p>3. Simon Bashford</p>	<ol style="list-style-type: none"> <li>Website - May 2023</li> <li>Targeted publicity campaign - Summer/Autumn/Winter 2023</li> <li>Arrangements for VCF to deliver a proportion of the fund date tbc</li> </ol>

Sex				
Gender reassignment		1. Although no negative impact has been identified work will be done to raise awareness of the fund with third sector groups. to maximise the positive impact	Caroline Beech	1. Targeted publicity campaign - Summer/Autumn /Winter 2023
Sexual orientation		1. Although no negative impact has been identified work will be done to raise awareness of the fund with third sector groups. to maximise the positive impact	Caroline Beech	1. Targeted publicity campaign - Summer/Autumn /Winter 2023
Age	<p>People over sixty-five who pay for fuel within service charges who do not receive a direct payment towards increased service charges because they receive winter fuel payment</p> <p>It is generally considered to be understood that older people are less likely to claim support that is available</p> <p>Digital information and applications may be less accessible for older people</p> <p>Older people may be less likely to approach the Council than a VCF organisation for assistance</p>	<p>1. Work will be undertaken to publicise and access the fund in partnership with third party organisations that work with older people to raise awareness.</p> <p>2. An explanatory letter will be sent to people over sixty-five in the properties where adjoining households receive a direct payment explaining the rationale</p> <p>3. A generic VCF can directly allocate HSF to qualifying applicants from a limited budget</p>	<p>Caroline Beech</p> <p>3. Simon Bashford</p>	<p>1. Targeted publicity campaign - Summer/Autumn /Winter 2023</p> <p>2. Letter to affected residents September 2023</p> <p>3. Arrangements for VCF to deliver a proportion of the fund date tbc</p>





Adjust the proposed change	<p><b>The purpose of this fund is to have a positive impact on people who are in crisis many of whom evidence shows are likely to have one or more protected characteristics and have been targeted to ensure they benefit from the fund. However, some actions may have a potentially negative impact on certain groups. Where this has been identified careful consideration has been given to ensuring barriers are removed and reasonable adjustments are made to better promote equality. We will ask for confidential monitoring information as part of the application and allocation process to enable us to review the impact of these proposals</b></p> <p>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. <b>If you reach this conclusion, you must outline the actions you will take in Action Plan in section 5 of the Equality Analysis form</b></p>	x
Continue the proposed change	<p>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. <b>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.</b></p>	
Stop or amend the proposed change	<p>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.</p>	
Will this decision be considered at a scheduled meeting? e.g., Contracts and Commissioning Board (CCB) / Cabinet		Meeting title: May Cabinet Date: 24 May 2023

## 7. Sign-Off

<b>Officers that must approve this decision</b>	
<b>Equalities Lead</b>	<p><b>Name: Denise McCausland</b> <b>Date: 16/05/23</b></p> <p><b>Position: Equality Programme Manager</b></p>
<b>Director</b>	<p><b>Name: Beatrice Cingtho-Taylor</b> <b>Date: 16/05/23</b></p> <p><b>Position: Head of Temporary Accommodation (signed for Director)</b></p>