

# Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability



# Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability

<b>Title of Policy/ Proposal</b>	Tenant Participation Strategy 2020+
<b>Completion Date</b>	17 <sup>th</sup> December 2019
<b>Completed by</b>	Deborah Piner
<b>Lead officer</b>	Stephanie Irvine

### Type of Initiative:

- Policy/Strategy
- Programme/Plan
- Project
- Service
- Function
- Other .....
- New or Proposed
- Changing/Updated
- Review or existing

### 1. Briefly describe the policy/proposal you are assessing.

Set out a clear understanding of the purpose of the policy being developed or reviewed (e.g. objectives, aims) including the context within which it will operate.

Tenant Participation Strategy 2020 - 2023 which sets out the framework for how tenant participation will work in East Lothian. Refer to TP Strategy document – Our Vision on page 4.

## 2. What will change as a result of this policy?

We will continue to promote and increase tenant involvement in the influencing and scrutinising of our housing services, resulting in improved services for tenants. Increase the provision of information and continue to create better working relationships between staff and tenants.

Increase the knowledge and understanding of tenant participation legislation to make sure we meet our legal requirements. Promote our activities which will be offered in a variety of ways to make sure we offer all our tenants the opportunity to get involved in a way that suits them.

## 3. Do I need to undertake an Integrated Impact Assessment?

High Relevance	Yes/no
1. The policy/ proposal has consequences for or affects people	Yes
2. The policy/proposal has potential to make a significant impact on equality	Yes
3. The policy/ proposal has the potential to make a significant impact on the economy and the delivery of economic outcomes	No
4. The policy/proposal is likely to have a significant environmental impact	No
Low Relevance	
5. The policy/proposal has little relevance to equality	-
6. The policy/proposal has negligible impact on the economy	-
7. The policy/proposal has no/ minimal impact on the environment	-
<b>If you have identified low relevance please give a brief description of your reasoning here and send it to your Head of Service to record.</b>	

**If you have answered yes to 1, 2, or 3 above, please proceed to complete the Integrated Impact Assessment.**

**If you have identified that your project will have a significant environmental impact (4), you will need to consider whether you need to complete a Strategic Environmental Assessment.**

**4. What information/data/ consultation have you used to inform the policy to date?**

Evidence	Comments: what does the evidence tell you?
Data on populations in need	Information from our Tenant Satisfaction Survey 2019 and Rent Consultation 2019 shows that we have tenants who have different demographics and varying needs.
Data on service uptake/access	There is a demand for our service and tenants access the service in different ways e.g. by phoning the council, going in to a local office or by letter, email etc.
Data on quality/outcomes	Our annual Landlord Report to Tenants and Annual Assurance Statement shows us how the service is performing.
Research/literature evidence	We reviewed our current TP Strategy and looked at: EL Council Plan, East Lothian Plan, Local Housing Strategy, Community Housing & Homelessness Service Plan and other landlord's tenant participation strategies.
Service user experience information	In some areas of the service there are point of service satisfaction surveys carried out to get feedback on the quality of the service.
Consultation and involvement findings	We have consulted with our tenants, ELTRP, local tenants and residents groups, staff and other stakeholders on our draft strategy.
Good practice guidelines	We researched the Scottish Government and TIS Guides and Checklist on tenant participation and scrutiny. Other stakeholder tenant participation strategies.
Other (please specify)	
Is any further information required? How will you gather this?	

5. How does the policy meet the different needs of groups in the community?

	Issues identified and how the strategy addresses these
<p><b>Equality Groups</b></p> <ul style="list-style-type: none"> <li>• Older people, people in the middle years,</li> <li>• Young people and children</li> <li>• Women, men and transgender people (includes issues relating to pregnancy and maternity)</li> <li>• Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems)</li> <li>• Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers)</li> <li>• Refugees and asylum seekers</li> <li>• People with different religions or beliefs (includes people with no religion or belief)</li> <li>• Lesbian, gay, bisexual and heterosexual people</li> <li>• People who are unmarried, married or in a civil partnership</li> </ul>	<p>We offer tenants a menu of options for involvement so that they can get involved in a way that suits them. We also make sure that we use:</p> <ul style="list-style-type: none"> <li>• Accessible venues</li> <li>• Venues that are local for tenants</li> <li>• Meet tenants at a time and in a place that suits them</li> <li>• Provide information in a range of ways and in different formats i.e. braille, large print, audio etc.</li> <li>• Provide signers and translation services on request</li> <li>• Provide a loop system at meetings</li> <li>• Let tenants choose their level of involvement and how they would like to get involved</li> <li>• Choose a range of different and interactive ways to engage with tenants</li> </ul> <p>We also make sure that we provide resources, such as:</p> <ul style="list-style-type: none"> <li>• Pay venue hire for local group meetings</li> </ul>

	<ul style="list-style-type: none"> <li>• Transport for volunteers to attend meetings</li> <li>• Crèche and child care expenses</li> <li>• In-kind support for things like photocopying for example</li> <li>• Travelling expenses to help tenants attend public meetings or events</li> <li>• Carers expenses</li> <li>• Being responsive to tenant's individual and specific needs</li> <li>• Training to assist tenants to participate</li> </ul>
<p><b>Those vulnerable to falling into poverty</b></p> <ul style="list-style-type: none"> <li>• Unemployed</li> <li>• People on benefits</li> <li>• Single Parents and vulnerable families</li> <li>• Pensioners</li> <li>• Care – experienced young people</li> <li>• Those leaving care settings (including children and young people and those with illness)</li> <li>• Homeless people</li> <li>• Carers (including young carers)</li> <li>• Those involved in the community justice system</li> <li>• Those living in the most deprived communities (bottom 20% SIMD</li> </ul>	<p>As above.</p>

areas) <ul style="list-style-type: none"> <li>• People misusing services</li> <li>• People with low literacy/numeracy</li> <li>• Others e.g. veterans, students</li> </ul>	
<b>Geographical communities</b> <ul style="list-style-type: none"> <li>• Rural/ semi rural communities</li> <li>• Urban Communities</li> <li>• Coastal communities</li> </ul>	As above.

**6. Are there any other factors which will affect the way this policy impacts on the community or staff groups?**

Having the resources and support networks available and in place so that we can be responsive to tenants' needs which may change over time. Learning from our experiences whilst carrying out our tenant participation activities. More involvement by tenants could lead to improvements and changes being made to our housing services. Involvement could also bring about changes in our communities.

**7. Is any part of this policy/ service to be carried out wholly or partly by contractors?**

Yes, and this is done through our Procurement process. The Tenants Information Service are currently contracted to provide independent development support to tenants, tenants and residents groups and East Lothian Tenants and Residents Panel.

If yes, how have you included equality and human rights considerations into the contract?

TIS are an equal opportunities employer.

**8. Have you considered how you will communicate information about this policy or policy change to those affected e.g. to those with hearing loss, speech impairment or English as a second language?**

We will offer to provide information in a range of different formats to accommodate any tenants who have specific needs. We will provide access to signers and interpreters on request.

**9. Please consider how your policy will impact on each of the following?**

Objectives	Comments
<b>Equality and Human rights</b>	
Promotes / advances equality of opportunity e.g. improves access to and quality of services, status	Neutral impact – we will provide equal opportunity to all our tenants to get involved and make sure that they can access our services. This may mean providing information in different formats and by offering tenants a range of ways to get involved which suits them. Some which may be supported by council staff or staff from the Development Support Project. This participation will hopefully lead to improvements in the quality of our service.
Promotes good relations within and between people with protected characteristics and tackles harassment	As above.
Promotes participation, inclusion, dignity and self control over decisions	As above.
Builds family support networks, resilience and community capacity	As above.
Reduces crime and fear of crime	As above.
Promotes healthier lifestyles including <ul style="list-style-type: none"> <li>• diet and nutrition,</li> </ul>	As above.



<ul style="list-style-type: none"> <li>• sexual health,</li> <li>• substance misuse</li> <li>• Exercise and physical activity.</li> <li>• Lifeskills</li> </ul>	
<b>Environmental</b>	
Reduce greenhouse gas (GHG) emissions in East Lothian (including carbon management)	<p>Neutral impact – although if these subjects come up through our tenant participation activity we can increase tenants’ knowledge and awareness of these topics which may in turn lead to a positive impact.</p>
Plan for future climate change	
Pollution: air/ water/ soil/ noise	
Protect coastal and inland waters	
Enhance biodiversity	
Encourage resource efficiency (energy, water, materials and minerals)	
Public Safety: Minimise waste generation/ infection control/ accidental injury /fire risk	
Reduce need to travel / promote sustainable forms of transport	
Improves the physical environment e.g. housing quality, public and green space	
<b>Economic</b>	
Maximises income and /or reduces income inequality	<p>Positive impact with participation helping to increase knowledge, skills, abilities and confidence. Although at present our engagement with young people is limited we are engaging with young people who are involved in East Lothian Champions Board, we hope to continue and extend this. We are also in the process of developing the My Place Project which is a peer-flat mate project.</p>
Helps young people into positive destinations	
Supports local business	
Helps people to access jobs (both paid and unpaid)	

Improving literacy and numeracy	We may also prioritise our activity to proactively engage with other under-represented groups during the life of this strategy.
Improves working conditions, including equal pay	
Improves local employment opportunities	

### 10. Action Plan

Identified negative impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person
None identified.				

### 11. Sign off by Head of Service

*Douglas Proudfoot*

Name Douglas Proudfoot

Date 11<sup>th</sup> March 2020