

People Impact Assessment Template

For help in completing this assessment see the guidance notes at the end of these forms

Directorate: Communities	Service: Housing Service
Accountable Officer: Mohammed Bhula	Telephone & e-mail: 01452 396510
Date of assessment: 24/04/2019	Who was involved in completing this assessment? Mohammed Bhula
Name of service/function/policy/strategy or process: Housing Service	
Is this new or existing? New	

Part 1 – Screening

1. Please provide an Executive Summary of this service/function/policy/strategy or process, including the reasons behind the proposed change and who will deliver this service. Remember to demonstrate how you have shown due regard to both negative and positive aspects, for example:

Negative

- Discrimination, harassment, victimisation and any other prohibited conduct (state how you will eliminate this)
- Prejudice and lack of understanding (how will you foster good relations between people to tackle prejudice and promote good understanding?)
- Which protected characteristics could be negatively affected by this change? Use the table in question 2 to explain these fully

Positive

- Who is to benefit from this change, and what positive opportunities does this offer to Gloucester (residents, GCC and partner agencies)
- Advance equality of opportunity: (remove or minimise disadvantage; meet people's needs; take account of disabilities; encourage participation in public life). (Does not apply to marriage and civil partnership or pregnancy and maternity)
- How might ABCD approaches be implemented?

Tenancy Rescue/Homelessness Prevention initiatives involve payments and incentives to allow households to remain in their existing accommodation. It is available to all groups as long as they are threatened with homelessness within 56 days. No impact to groups with protected characteristics and all cases will be assessed on its merits in accordance with guiding principles outlined in report.

2. Which groups could be affected by this change, in either a negative or positive way?
 Please include the evidence (i.e. consultation/research) as to how you reached this decision.
(Positive – it could benefit, Negative – it could disadvantage, Neutral – neither positive nor negative impact or Not sure?)

'Protected Characteristic'	Type of impact, reason & evidence base for decision
Age	Neutral
Disability	Neutral
Gender	Neutral
Marriage and Civil Partnerships	Neutral
Pregnancy and Maternity	Neutral
Race (including Gypsy & Traveller)	Neutral
Religion/Belief	Neutral
Sexual Orientation	Neutral
Transgender	Neutral
Community Cohesion	Neutral
Other Socio-economic Groups (i.e. Single Parents)	Neutral
Any Human Rights implications?	Neutral

3. Is any part of this policy/service to be carried out wholly or partly by contractors?
 If yes, please consider equalities impact through procurement.

Yes No

4. Is a Full People Impact Assessment required? If you have identified any potential or actual negative impact you will need to complete a Full People Impact Assessment.

Yes No Date it is to be completed:

I AM SATISFIED A FULL PEOPLE IMPACT ASSESSMENT IS NOT REQUIRED

Author of People Impact Assessment to complete:		
Assessment completed by: Mohammed Bhula Role: Housing Team Leader	Date: 24/04/2019	
Manager/ Director to Complete		
Countersigned by: Role:	Date:	
Date Reviewed at SMT		
	Date:	
Cabinet Member to complete:		
Signature: Post:	Date:	

Please keep the signed hard copy with your team for auditing purposes and forward an electronic copy to Emily Jones, Community Wellbeing, so that it can be archived and published, where required: emily.bolland@gloucester.gov.uk

Part 2 – Full People Impact Assessment

1. Summarise the likely negative impacts for relevant groups identified in the screening process (start to think about possible alternatives)

2. What consultation/involvement activities have taken place or will need to take place with groups/individuals from each relevant equality group? (do not forget to use the Consultation Toolkit on the intranet & Focus)

3. What other research has been or will need to be carried out to help you with the assessment? Will you need support from other teams or departments to complete this?

4. Results of research/consultation (what does it tell you about the negative impacts?)

5. Conclusions & Action Planning

You should explain what negative impacts there may potentially be and how they have been reduced or removed. Remember to also highlight how positive impacts are to be improved or included.

Your final decisions or recommendations may include making immediate changes, stopping or proceeding with a new policy, justifying a decision or adding objectives/targets to the service development plan/equality scheme (long term changes).

You can use the template below to record your conclusions/actions. You should also make reference to any additional monitoring or research that is still required, or was not retrievable at the point of assessment, but will be required in subsequent reviews or in order to complete actions.

Impact/Issue	Action/Objective/Target or Justification	Will this remove negative impact?	Resources	Lead Officer & Timescale

6. How will you monitor, evaluate and check the policy in the future?

7. When will a review take place?

Please complete

We are satisfied that a full people impact assessment has been carried out.

Author of People Impact Assessment to complete:	
Assessment completed by: Role:	Date:
Manager/ Director to Complete	
Countersigned by: Role:	Date:
Date Reviewed at SMT	
	Date:
Cabinet Member to complete:	
Signature: Post:	Date:

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People Impact Assessment (PIA) - Helping you through the process

If you need support to complete any part of this assessment, please contact Emily Bolland.

PIAs are Gloucester City Council's agreed way of demonstrating we meet our Public Sector Equality Duties, which we have to do by law. The prompts in this PIA document will encourage you to consider the impact of your own service area on customers and colleagues, and encourage GCC to work in partnership more effectively whilst using strength-based approaches in our service delivery.

You should never consider doing an Impact Assessment on your own, it is much better to have several people talking through the assessment; more people will bring more thoughts to the table! Remember it should be an integral part of policy development not a last minute thought.

Best Practise for completing PIAs should involve the following people:

PIA screenings: Service/function manager, Equality & Diversity lead, and relevant frontline staff. **Full PIA:** Service/function manager, Equality & Diversity lead, customers, relevant frontline staff and other related teams, representatives from the relevant 'protected characteristics' groups, appropriate external and partner agencies, voluntary and community sector

Part 1 - The screening stage.

This should always be completed.

At this stage you should be assessing obvious positive or negative impact or gaps in knowledge about likely impact. It should be a relatively short process which makes use of any previous consultation results, any differences in user satisfaction among groups, personal knowledge and experience, research, reports, existing equality data about service usage, internet searches, internal and external specialist advice, employees with previous experience of similar work, known inequalities etc. **If the likely impact on a particular group is unknown, then action needs to be taken to acquire this information.**

Part 2 - Full People Impact Assessment

If the activity has the potential to cause adverse/negative impact or discriminate against different groups in the community it will require a full people impact assessment. In some cases it might be easy to put in place simple adjustments to eliminate any negative impact while you are working through the screening process, especially if you already have clear evidence/consultation and the process is an integral part of your policy development. These amendments should only be made at the screening stage if you are absolutely confident that no other impact will be identified. If you choose to do this you should clearly document the reasons/evidence and put in place monitoring to ensure action is taken if unanticipated impact occurs.

Part 2 of the template guides officers through the full people impact assessment process, ensuring that research/consultation with relevant equality groups has been carried out and leads to an action plan aiming to minimise the negative impact(s).

It is important to ensure sufficient time and resources are dedicated to the consultation/research process to encourage full participation. You should refer to the Consultation Toolkit to ensure your consultation follows good practice and protocol. The Focus system should also be used and is able to give you information relating to other consultation activities across the council as well as existing groups/volunteers you may be able to access.

Take a Proportionate Approach

Your approach to assessing the people impact of a policy, strategy, function, process or service should be proportionate to the likely impact it will have. Issues you should consider include:

- the number of people likely to be affected
- the size of the budget/amount of money involved
- the extent of the proposed change
- wider public policy implications

PIAs mean you will assess more rigorously the policies which are likely to have a significant impact on the local community.