

Appendix 3.

PART B – Equality Analysis Form

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

This form:

- Can be used to prompt discussions, ensure that due regard has been given and remove or minimise disadvantage for an individual or group with a protected characteristic
- Involves looking at what steps can be taken to advance and maximise equality as well as eliminate discrimination and negative consequences
- Should be completed before decisions are made, this will remove the need for remedial actions.

Note – An Initial Equality Screening Assessment (Part A) should be completed prior to this form.

When completing this form consider the Equality Act 2010 protected characteristics Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc. – see page 11 of Equality Screening and Analysis Guidance.

1. Title	
Equality Analysis title: Housing Services Fire Safety Policy	
Date of Equality Analysis (EA): 7 th December 2023	
Directorate: Adult Care, Housing & Public Health	Service area: Housing Property Services
Lead Manager: Kerry Brentnall	Contact number: 34959
Is this a:	
<input checked="" type="checkbox"/> Strategy / Policy	<input type="checkbox"/> Service / Function
	<input type="checkbox"/> Other
If other, please specify	

2. Names of those involved in the Equality Analysis (Should include minimum of three people) - see page 7 of Equality Screening and Analysis Guidance

Name	Organisation	Role (eg service user, managers, service specialist)
Lynsey Stephenson	RMBC	Head of Housing Property Services
Kerry Brentnall	RMBC	Housing Asset Manager
Philip Duffy	RMBC	Compliance Officer

3. What is already known? - see page 10 of Equality Screening and Analysis Guidance

Aim/Scope (who the Policy/Service affects and intended outcomes if known)

This may include a group/s identified by a protected characteristic, others groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)

The policy affects all council and private sector tenants. All of which have protected characteristics.

There is also an impact upon employees and contractors.

Individuals with a protected characteristic including age and health condition are more vulnerable in the event of a fire as they may find it more difficult to leave their home.

What equality information is available? (Include any engagement undertaken)

The housing service hold equality information on all council tenants and on its employees. This information is considered when a report is submitted.

Tenant representatives have been consulted on the draft policy.

Are there any gaps in the information that you are aware of?

The housing service do not collect equality information on pregnancy.

What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?

The completion of fire risk assessments and follow up actions are subject to a Key Performance Indicator which is monitored and reported to Senior Management Team.

Engagement undertaken with customers. (date and group(s) consulted and key findings)

The draft policy has been shared with tenant representatives in November 2023.

Engagement undertaken with staff (date and group(s) consulted and key findings)

The Compliance Officer has been consulted and is supportive of the proposals.

4. The Analysis - of the actual or likely effect of the Policy or Service (Identify by protected characteristics)

How does the Policy/Service meet the needs of different communities and groups? (Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity) - see glossary on page 14 of the Equality Screening and Analysis Guidance)

We will ensure fire safety advice is provided to all residents and is accessible including providing the information in braille, large print, audio or alternative languages.

We will respond appropriately to meet the needs of residents who inform us they have a disability such as a hearing impairment, visual impairment and mobility issue and will provide appropriate equipment or support to ensure that they are alerted in the event of a fire.

Where we identify an individual with a vulnerability who may be at a high risk of causing a fire within their home a referral will be made to the Fire Service for an assessment for fire protection items such as fire-retardant night wear, blankets and personal misting units.

We recognise that residents with some protected characteristics are over-represented in certain blocks that are higher risk in terms of fire safety, e.g. older people or those with disability/long term health conditions in former sheltered blocks. In these blocks, we will ensure that fire risk assessments are undertaken in person more frequently to ensure that communal areas are appropriately equipped with fire protection equipment such as emergency lighting, fire doors, and safety signs, as advised by a fire risk assessment.

Does your Policy/Service present any problems or barriers to communities or Groups?

No. the policy will be published on the Council website which is accessible.

Does the Service/Policy provide any positive impact/s including improvements or remove barriers?

A programme of fire risk assessments will be undertaken based upon the risk to identify potential hazards ensuring they are rectified which will reduce the risk of fire affecting residents.

What affect will the Policy/Service have on community relations? (may also need to consider activity which may be perceived as benefiting one group at the expense of another)

The Policy recommends a stay put policy unless the fire is directly affecting their flat which may cause some tenants to become nervous about remaining in their properties in the event of a fire in the building. A tenant with a physical disability may find it more difficult to evacuate their home in the event of a fire.

Please list any **actions and targets** that need to be taken as a consequence of this assessment on the action plan below and ensure that they are added into your service plan for monitoring purposes – see page 12 of the Equality Screening and Analysis Guidance.

5. Summary of findings and Equality Analysis Action Plan

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic - See page 11 of the Equality Screening and Analysis guidance

Title of analysis: Housing Services Fire Safety Policy
Directorate and service area: Adult Care, Housing & Public Health, Housing Services
Lead Manager: Lynsey Stephenson
Summary of findings:
There is a need to ensure a robust performance management framework to monitor completion of fire risk assessments and their actions.

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Implement a robust key performance indicator and monitoring framework to ensure fire risk assessments are completed within their designated timescale.	Age Disability Pregnancy/Maternity	March 2024
Implement a robust performance management framework to ensure actions from fire risk assessments are completed within their designated timescale.	Age Disability Pregnancy/Maternity	March 2024

*A = Age, D= Disability, S = Sex, GR Gender Reassignment, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage. C= Carers, O= other groups

6. Governance, ownership and approval		
Please state those that have approved the Equality Analysis. Approval should be obtained by the Director and approval sought from DLT and the relevant Cabinet Member.		
Name	Job title	Date
James Clark	Assistant Director for Housing	
Cllr Sarah Allen	Deputy Leader and Cabinet Member for Housing	

7. Publishing	
The Equality Analysis will act as evidence that due regard to equality and diversity has been given.	
If this Equality Analysis relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision a copy of the completed document should be attached as an appendix and published alongside the relevant report.	
A copy should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.	
Date Equality Analysis completed	07.12.23
Report title and date	Housing Services Fire Safety Policy
Date report sent for publication	
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	