



# EQUALITY IMPACT ASSESSMENT TEMPLATE

Version Number	<b>2</b>
Policy Grouping/Directorate(s)	<b>Resources</b>
Title of document assessed.	<b>Mutual Governance Excellence Framework</b>
Author/Reviser/Owner	<b>Naheed Kauser</b>
Date of Current Version	<b>27.02.19</b>
Review Date	<b>27.02.22</b>

Approved By:	Date
HR & Governance Committee	27.02.19

Rochdale Boroughwide Housing Limited is a charitable community benefit society.

FCA register number 31452R.

Registered Office: Sandbrook House, Sandbrook Way, Rochdale OL11 1RY.

Registered as a provider of social housing. RSH register number: 4607

**Appendix 1 - Equality Impact Assessment – Initial Decision Form.**

Directorate	Resources	Team	Legal and Compliance
Person(s) completing this form	Naheed Kauser	Contact details	<a href="mailto:Naheed.kauser@rbh.org.uk">Naheed.kauser@rbh.org.uk</a>
Others involved		Start date of this assessment	22.2.19
Title of Policy, Strategy or Service Review being assessed.	Mutual Governance Excellence Framework	Date of implementation of Policy, Strategy or Service Review.	20.3.19
Is this an existing Policy or Strategy	Existing <input type="checkbox"/> x	New <input type="checkbox"/>	
Brief description of the Policy, Strategy or Service Review	Suite of Governance documents that underpin the mutual governance model		
Who will be affected by this Policy, Strategy or Service Review		Yes/No/Unsure	Comments
	Customers (tenants, potential tenants)	x	<b>As members of the Representative Body /Board Members of the Society</b>
	Public (e.g. visitors, family members of tenants etc.)	x	<b>Any family members who are also Members of the Society</b>
	Employees	x	<b>As members of the Representative Body /Board Members of the Society</b>

Have Customers, Public or employees been involved in the development of this policy, strategy or review If yes, please state who was involved and how?	Customers	✓	<b>Tenant Representatives on a Task and Finish Group</b>
	Public	✗	
	Employees	✓	<b>Employee Representatives on a Task and Finish Group</b>
Any other supporting information used.	<p>The Board has a member who is an equality and diversity champion- role is to raise awareness and challenge on equality and diversity issues</p> <p>The Membership Strategy reports on equality and diversity of membership – scope of newly established Membership Task and Finish Group is to review the representativeness of the Representative Body which also features on the Representative Body Learning and Development Plan</p> <p>NHF Code of Governance – one of the nine principles is ‘Diversity and Inclusion’ – There is fairness and equality of opportunity and recognition of diversity in all aspects of the organisation’s governance.</p> <p>Equality and Diversity considerations in Board Report proforma- training on equality and diversity is on the development plan for both Representative Body and Board</p>		
Equality Group	<b>Positive Impact</b> High/low/none	<b>Negative Impact</b> High/low/none	<b>Comments</b>
Age		low	Young people are currently under-represented in the governing bodies – this will be considered in the recruitment and election processes.
Disability		None	Adjustments can be made to format documents ( currently we are enlarging documents to assist one Representative Body Member) Accessibility of meeting venues – taxis available for travel to and from meetings –( this is currently being provided for a number of Representatives with mobility issues)
Gender Reassignment		None	Do not specify that there has to be a specific gender for either Board member or Representative Role – in the meetings and reports, reference is made to people in their role – suitable facilities are available at meeting sites
Marriage and Civil Partnership		None	nil

Pregnancy and Maternity		None	This would be considered a valid absence for Representatives –
Race		None	Translator or interpreter available if English not first language As detailed above both the Membership Strategy and the Task and Finish Group are reviewing the representativeness of the Representative Body with the desire to increase diversity of the Representative Body
Religion and Belief		None	Doesn't affect membership –religious days would be considered as valid absence if necessary – not an issue presently but would adjust practice accordingly –timing of meetings, option of refreshments available to suit religious or other beliefs
Sex/Gender		None	As detailed above both the Membership Strategy and the Task and Finish Group are reviewing the representativeness of the Representative Body with the desire to increase diversity of the Representative Body
Sexual Orientation		None	Nothing to preclude joining any of the governing bodies- Individuals are referred to by roles in reports
Other groups – please state. e.g. <ul style="list-style-type: none"> <li>• employees</li> <li>• carers</li> <li>• homeless</li> </ul>			Carers - Both Board and Representative Body members can reclaim costs relating to child care and adult care responsibilities – there is express provision for this in the rules and expenses policy Both Representatives and Board Members are subject to a Code of Conduct – any individual verbalizing or displaying inappropriate behavior this can be challenged – Code of Conduct and disciplinary framework to deal with this
	Which Group		What other information do you need to complete the impact decision

In relation to each group – are there any areas where you are unsure about the impact and more information is needed?		How will you gather this? Young people – this needs to be considered in the monitoring of the Membership Strategy which is being undertaken by the Task and Finish Group
Following completion of this stage is stage 2 necessary? Have you identified any issues that you consider to have an adverse ( <b>negative</b> ) effect on people from the following groups?  Please delete yes/no as appropriate to give answer		
Age		No
Disability		No
Gender Reassignment		No
Marriage and Civil Partnerships		No
Pregnancy and Maternity		No
Race		No
Religion and Belief		No
Sex/Gender		No
Sexual Orientation		No

**If NO IMPACT IS IDENTIFIED**

**Action – No further assessment is required.**

**If YES IMPACT IS IDENTIFIED**

**Action – Full Equality Impact Assessment is needed – Appendix 2**