

Equality analysis report

Use this report template to record your equality analysis. This report is a written record that demonstrates that you have shown *due regard* to the need to **eliminate unlawful discrimination, advance equality of opportunity and foster good relations** with respect to the personal characteristics protected by equality law. Due regard must be paid at formative stages of policy or service development, changes, or withdrawal.

To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:

- Factsheet 1: Equality Profile of the Epping Forest District
- Factsheet 2: Sources of information about equality protected characteristics
- Factsheet 3: Glossary of equality related terms
- Factsheet 4: Common misunderstandings about the Equality Duty
- Factsheet 5: Frequently asked questions
- Factsheet 6: Reporting equality analysis to a committee or other decision making body

If you require further help, please contact the Performance Improvement Unit.

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Use of small amount of the Government's Flexible Homelessness Support Grant Additional part-time deputy Hostel Manager Continued Management Fees to Genesis Housing Association for Quarter 1 Use of Zinc Arts accommodation for 3 single homeless applicants in Quarter 1
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	Temporary accommodation for Single Vulnerable Homeless People Additional staffing to meet increasing homelessness pressures at Norway House North Weald Continued use of accommodation managed by Genesis Housing Association for homeless applicants
Relationship with other policies / projects:	EFDC Housing Allocations Scheme – the Council's policy for assessing need and priority for council housing accommodation. HRA Business Plan 2016-17 – the Housing Register is assessed and housing need is reflected in the new build plans EFDC Strategic Housing Market Assessment EFDC Combined Policies Local Plan 1998 alterations 2006 – plans for EFDC community infrastructure and future development to meet the needs of the local population and improve resources.

	EFDC Homeless Strategy EFDC homelessness leaflet 2011 - currently being updated EFDC KPI COM004 - How many households were housed in temporary accommodation P1E 2015-16 Q1,2,3,4 submissions EFDC Procurement Rules April 2016
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Name of senior manager for the policy / project:	Alan Hall, Director of Communities
Name of policy / project manager:	Roger Wilson, Assistant Director (Housing Operations)
Other relevant documentation:	ONS Census Data 2011 ONS Subnational population projections for England 2012 – based on 2011 Census Strategic Housing Market Assessment for West Essex & East Herts 2015 Parking Standards Design and Good Practice. Government-equalities-office Housing Act 1996 – Part VII Housing Act 1985 Mental Health Joint Strategic Needs Assessment (JSNA) Local Authority District - Indices of deprivation via www.gov.uk Homeless Health – JSNA 2014 full report Statutory Homelessness Statistical Release October to December 2015 The Homelessness (Priority Need for Accommodation) (England) Order 2002 Detailed local authority level homelessness figures: July to Sept 2016 & Apr-Jun.xlsx via www.gov.uk

Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	<p>If yes, state which protected groups:</p> <p>Age Disability Pregnancy and maternity</p>
	<p>If no, state reasons for your decision:</p>

Step 3. Gather evidence to inform the equality analysis

What evidence have you gathered to help you understand the impact of your policy or service change or withdrawal on people? What does your evidence say about the people with the protected characteristics? If there is no evidence available for any of the characteristics, please explain why this is the case, and your plans to obtain relevant evidence. Please refer to Factsheet 2 ‘Sources of evidence for the protected characteristics’

Characteristic	Evidence (name of research, report, guidance, data source etc)	What does this evidence tell you about people with the protected characteristics?
Age	Housing Act 1985 Housing Act 1996 – Part VII	<p>‘Homelessness’: -The person has no accommodation, anywhere, that is available for occupation and they are legally entitled to occupy; or have accommodation but cannot gain entry to it, or it is a mobile home and there is nowhere to part it; or you have accommodation but it is not reasonable for you to live there; for example if you have been in hospital with a serious health problem and would no longer be able to cope in that property, even with support.</p> <p>Threatened with homelessness if it is likely that you will become homeless within 28 days.</p> <p>If a lack of accommodation forces you to be separated of your family who would normally live with you.</p>
	ONS Census Data 2011	<p>Epping Forest District</p> <p><u>Population & migration</u></p> <ul style="list-style-type: none"> • 18.4% 0-15 years old • 10.1% - 16-24 years old • 32.9% - 25-49 years old <p><u>Age Structure within the district</u></p> <ul style="list-style-type: none"> • 1.2% - 15 years old • 2.5% - 16-17 years old • 2.2% - 18-19 years old • 5.3% - 20-24 years old • 5.3% - 25-29 years old • 20.5% - 30-44 years old <p><u>Population Density</u></p> <ul style="list-style-type: none"> • Essex No. of persons per hectare 3.7% (124,659) East of England - 3.1% (5,846,965.) • England – 4.1 % (53,012,456.) <p><u>Resident population est Mid 2014</u></p> <ul style="list-style-type: none"> • 7,200 – 15-19 years old • 7,200 – 20-24 years old • 7,400 – 25-29 years old • 7,800 - 30-34 years old • 8,100 – 35-39 years old • 9,100 – 40-44 years old

		<p><u>Homelessness (Statutory) 2011</u></p> <p>Total as of 31 March 2011</p> <ul style="list-style-type: none"> • Temporary accommodation: -47 • B&B - 5 • Hostel style - 32 • LA or RSL Owned accom - 9 • Private Sector - 1 • Other types - 0 																														
	EFDC KPI COM004 - How many households were housed in temporary accommodation	<p>The number of households in temporary accommodation provided under homelessness legislation has increased: - 2016-17</p> <ul style="list-style-type: none"> • Q1 – 103 • Q2 – 111 • Q3 - 101 																														
	Detailed local authority level homelessness figures: July to Sept 2016 & Apr-Jun.xlsx via www.gov.uk	<p>Epping Forest</p> <p>Applicant's age when accepted as eligible: -</p> <table border="1"> <thead> <tr> <th>Age</th> <th>Apt-Jun 16</th> <th>Jul-Sept 16</th> </tr> </thead> <tbody> <tr> <td>16-24</td> <td>0</td> <td>5</td> </tr> <tr> <td>25-44</td> <td>9</td> <td>6</td> </tr> </tbody> </table>	Age	Apt-Jun 16	Jul-Sept 16	16-24	0	5	25-44	9	6																					
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	<p>EFDC Homelessness Strategy</p> <p>and P1E 2015-16 Q1,2,3,4</p>	<p>Pg 12:</p> <p>Number of applicants to whom a full duty is owed</p> <table border="1"> <thead> <tr> <th>2012/13</th> <th>2013/14</th> <th>2014/15</th> </tr> </thead> <tbody> <tr> <td>61</td> <td>65</td> <td>52</td> </tr> </tbody> </table> <p>Priority Need Analysis</p> <table border="1"> <thead> <tr> <th>Priority need category</th> <th>2012/13</th> <th>2013/14</th> <th>2014/15</th> <th>2015/16</th> </tr> </thead> <tbody> <tr> <td>16/17 years</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Formerly in care & aged 18-20yrs</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> </tr> <tr> <td>Old age</td> <td>1</td> <td>3</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	2012/13	2013/14	2014/15	61	65	52	Priority need category	2012/13	2013/14	2014/15	2015/16	16/17 years	1	1	0	0	Formerly in care & aged 18-20yrs	0	1	1	0	Old age	1	3	1	1				
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	P1E 2015-16 Q1,2,3,4 submissions	<p>Usage of B&B hotels etc</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Apt / Jun</th> <th>Jul / Sept</th> <th>Oct / Dec</th> <th>Jan / Mar</th> </tr> </thead> <tbody> <tr> <td>B&B Hotels</td> <td>9</td> <td>16</td> <td>19</td> <td>22</td> </tr> <tr> <td>Hostel</td> <td>41</td> <td>42</td> <td>43</td> <td>38</td> </tr> <tr> <td>Women's refuge</td> <td>6</td> <td>8</td> <td>6</td> <td>9</td> </tr> <tr> <td>Other</td> <td>17</td> <td>17</td> <td>27</td> <td>32</td> </tr> <tr> <td>Total</td> <td>73</td> <td>83</td> <td>95</td> <td>101</td> </tr> </tbody> </table>	Type	Apt / Jun	Jul / Sept	Oct / Dec	Jan / Mar	B&B Hotels	9	16	19	22	Hostel	41	42	43	38	Women's refuge	6	8	6	9	Other	17	17	27	32	Total	73	83	95	101
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Disability	Local Authority District - Indices of Deprivation via www.gov.uk Mental Health JSNA	<p>Mental Health JSNA Pg 29</p> <p><u>Deprivation and Poverty</u></p> <p>Deprivation can often be an indicator of mental health need as it is related to many associated risks (housing, employment, poverty). Some of the most deprived and affluent areas of England are located in Essex.</p> <p><u>Index of Multiple Deprivation (IMD)</u></p> <ul style="list-style-type: none"> • Essex 2015 IMD is 17.2 compared to 21.8 nationally. • Epping Forest – 15.263 • Harlow – 23.558 • Tendring – 28.445 • Brentwood – 9.881 <p>Mental Health JSNA Pg 31</p> <p>“...70% of people accessing homelessness services have a mental health problem. Many of these people do not receive the support they need to overcome their mental health and substance misuse problems.”</p> <p>Within this document it states:-</p> <p><i>“a survey of 152 homeless people in Essex..” “..the majority suffered from stress, anxiety or depressions. 84% of participants experienced at least 1 of these and 63% experienced all three.”</i></p> <p>Nearly half reported using drugs and alcohol as coping mechanisms. Approx. 41% had been diagnosed with a mental health condition (0.7% of the Essex population is on a GP Mental Health Conditions Register). Approx. 1 third with mental health issues are currently receiving support.</p>															
	Demographic Information in Local Plan – BGP1 Housing Background Paper	Pg. 12 Paragraph 1.39 <i>“...overall housing need increased by 641 households to take account of concealed and homeless households that would not be captured by the household projections.”</i>															
	EFDC Homelessness Strategy Pg14 and P1E 2015-16 Q1,2,3,4	<p>Priority Need Analysis</p> <table border="1"> <thead> <tr> <th>Priority need category</th> <th>2012/13</th> <th>2013/14</th> <th>2014/15</th> <th>2015/16</th> </tr> </thead> <tbody> <tr> <td>Physical disability</td> <td>3</td> <td>0</td> <td>6</td> <td>6</td> </tr> <tr> <td>Mental illness or disability</td> <td>1</td> <td>6</td> <td>5</td> <td>7</td> </tr> </tbody> </table>	Priority need category	2012/13	2013/14	2014/15	2015/16	Physical disability	3	0	6	6	Mental illness or disability	1	6	5	7
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	Statutory Homelessness Statistical Release October to December 2015 Homelessness (Priority Need for Accommodation) (England) Order 2002	<p>In 2002 an Order made under the 1996 Act extended the priority need categories to include applicants who: -</p> <ul style="list-style-type: none"> • are aged 16 or 17; • are aged 18 to 20 and previously in care, were previously in custody; were previously in HM Forces; or • were forced to flee their home because of violence or the threat of violence. 															

Pregnancy and maternity	Statutory Homelessness Statistical Release October to December 2015	Priority need groups include households with dependent children and/or a pregnant woman and individuals who are vulnerable in some way. Individuals are classed as vulnerable if they: have mental illness or physical disability; are a young person (16 to 17 years old, or 18 to 20 years old and vulnerable as a result of previously being in care); were vulnerable as a result of previously being in custody; were vulnerable as a result of previously being in HM Forces; or were forced to flee their home because of violence or the threat of violence.																									
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Dependents / caring responsibilities	Detailed local authority level homelessness figures: July to Sept 2016 via www.gov.uk and P1E 2015-16 Q1,2,3,4	<p>Epping Forest</p> <p>Applicant households: - 2015-16</p> <table border="1"> <thead> <tr> <th></th> <th>Apt / Jun</th> <th>Jul / Sept</th> <th>Oct / Dec</th> <th>Jan / Mar</th> </tr> </thead> <tbody> <tr> <td>Couple with dependent children –</td> <td>2</td> <td>5</td> <td>1</td> <td>3</td> </tr> <tr> <td>Female with dependent children</td> <td>16</td> <td>8</td> <td>9</td> <td>11</td> </tr> <tr> <td>Male with dependent children</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td></td> <td>18</td> <td>13</td> <td>10</td> <td>14</td> </tr> </tbody> </table>		Apt / Jun	Jul / Sept	Oct / Dec	Jan / Mar	Couple with dependent children –	2	5	1	3	Female with dependent children	16	8	9	11	Male with dependent children	0	0	0	0		18	13	10	14
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Gender reassignment	None identified	None identified																									
Marriage/civil partnership	None identified	None identified																									
Race / ethnicity	EFDC Homelessness Strategy Pg 13 and P1E 2015-16 Q1,2,3,4	<p>Ethnicity of all Homeless applicants is set out in the table below.</p> <table border="1"> <thead> <tr> <th>Ethnicity</th> <th>2012/13</th> <th>2013/14</th> <th>2014/15</th> <th>2015/16</th> </tr> </thead> <tbody> <tr> <td>White British/Irish</td> <td>72</td> <td>59</td> <td>56</td> <td>93</td> </tr> </tbody> </table>	Ethnicity	2012/13	2013/14	2014/15	2015/16	White British/Irish	72	59	56	93															
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		Bangladeshi /Pakistani/Indian	3	8	9	1
		African /Caribbean	0	1	1	3
		Mixed Ethnicity	0	0	1	0
		Other	0	3	0	1
		Not stated	39	33	28	27
		Total	114	104	95	125
Religion or belief						
Sex						
Sexual orientation						
Staff	Consultation with Norway House staff members	Have strong concerns for staff safety and that of other residents due to the increasing number of occupants at Norway House with the addition of single vulnerable people. This highlights the need for additional staffing.				

Steps 4 & 5 Analyse the activity, policy or change (*The duty to eliminate unlawful discrimination*)

Based on the evidence you have analysed, describe any actual or likely adverse impacts that may arise as a result of the policy decision. Where actual or likely adverse impacts have been identified, you should also state what actions will be taken to mitigate that negative impact, ie what can the Council do to minimise the negative consequences of its decision or action.

<i>Characteristic</i>	<i>Actual or likely adverse impacts identified</i>	<i>Actions that are already or will be taken to reduce the negative effects identified</i>
Age	None identified	
Disability		
Pregnancy and maternity		
Dependents / caring responsibilities	None identified	None identified
Gender reassignment	None identified	None identified
Marriage and civil partnership	None identified	None identified
Race / ethnicity	None identified	None identified
Religion or belief	None identified	None identified
Sex	None identified	None identified
Sexual orientation	None identified	None identified
Staff	Impact on staff and occupant safety due to additional 6 additional occupants (single vulnerable people)	Additional staffing on-site will reduce the risk to staff Proposal for £5,000 per annum to be made (funded by HRA) for the

		appointment of a security company to provide security officers to attend Norway House, on an adhoc basis when required – to support staff and other resident on occasion when they feel at risk from residents particularly out of normal office hours or lone working.
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Step 6. The duty to advance equality of opportunity

Can the policy, service or project help to advance equality of opportunity in any way? If yes, provide details. If no, provide reasons. (Note: not relevant to marriage and civil partnership)

<i>Characteristic</i>	<i>Ways that this policy, service or project can advance equality of opportunity</i>	<i>Why this policy, service or project cannot help to advance equality of opportunity:</i>
Age	An additional staff member at Norway House, use of Zinc Arts and the continued use of Genesis accommodation will assist with being able to provides temporary accommodation for: - <ul style="list-style-type: none"> homeless young vulnerable adults those with a disability pregnant or with a very young baby until suitable permanent accommodation is located.	
Disability		
Dependents / caring responsibilities	Having additional staffing at Norway House will assist with providing temporary pods for vulnerable single adults avoiding the use of expensive B&B accommodation. Working with Zinc Arts will also reduce B&B hotel accommodation costs. Continuing to fund management fees for Genesis properties will provide much need accommodation for those with dependents and caring responsibilities	
Gender reassignment	None identified	None identified
Race / ethnicity	None identified	None identified
Religion or belief	None identified	None identified
Sex	None identified	None identified
Sexual orientation	None identified	None identified

The duty to foster good relations

Can the policy, service or project help to foster good relations in any way? If yes, provide details. If no, provide reasons. *(Note: not relevant to marriage and civil partnership)*

<i>Characteristic</i>	<i>How this policy, service or project can foster good relations:</i>	<i>Why this policy, service or project cannot help to foster good relations:</i>
Age	<ul style="list-style-type: none"> • Additional staffing at Norway House will assist with the “pods” project and generally bring much needed additional resource to the whole of the Hostel • Providing good standard accommodation to homeless applicants at the Zinc Arts Scheme will foster good relations with this client group • It is important to continue with the Genesis Scheme until consideration is given to its future 	
Disability		
Pregnancy and maternity		
Dependents / caring responsibilities		
Gender reassignment	None identified	
Race / ethnicity	None identified	
Religion or belief	None identified	
Sex	None identified	
Sexual orientation	None identified	
Staff		

Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
1. Employment of additional part-time Deputy Hostel Manager	Russell Wallace	Cabinet June 2017
2. Use of Zinc Arts accommodation	Russell Wallace	Cabinet 2017
3. Continues use of Genesis accommodation	Russell Wallace	Cabinet 2017
Name and job title of officer completing this analysis:	Roger Wilson Assistant Director (Housing Operations)	

Date of completion:	3.04.2017
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Alan Hall Director of Communities
Date of authorisation:	3 April 2017
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	3 April 2017

Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy.

Therefore you must:

- reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be updated as your policy or service changes develop, and it exists as a log of evidence of due regard;
- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

Your summary of equality analysis must include the following information:

- if this policy, service change or withdrawal is relevant to equality, and if not, why not;
- the evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- what the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- what you found when you used that evidence base to assess the impact on people with the protected characteristics;
- whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- whether or not your policy or service changes could help to foster good relations between communities.