

Equality Analysis Form

The following questions will document the effect of your service or proposed policy, procedure, working practice, strategy or decision (hereafter referred to as 'policy') on equality, and demonstrate that you have paid due regard to the Public Sector Equality Duty.

1. RESPONSIBILITY

Department	Chief Executives	
Service	Customer Support and Collections	
Proposed policy	Local Discretionary Hardship Fund	
Date		
Officer responsible for the 'policy' and for completing the equality analysis	Name	Claire Jenkins
	Post Title	Head of Customer Support and Collections
	Contact Number	0161 253 7050
	Signature	
	Date	
Equality officer consulted	Name	Karen Brockway
	Post Title	Customer Contact Coordinator
	Contact Number	0161 253 5124
	Signature	
	Date	

2. AIMS

What is the purpose of the policy/service and what is it intended to achieve?	<p>The Welfare Reform Act abolishes the discretionary element of the Social Fund currently administered by the Department for Work and Pensions. Local authorities are seen as the most appropriate to deliver a new local provision. Our scheme broadly seeks to replace elements of the abolished fund (Crisis Loans and Community Care Grants) to assist certain vulnerable people.</p> <p>The scheme must come into effect April 2013 and aims to help:</p> <p>People in short-term need because of a crisis or emergency And Support vulnerable people to remain or settle in the community</p>
Who are the main stakeholders?	<p>Vulnerable residents of Bury claiming income related benefits Bury Council Advice Agencies</p>

3. ESTABLISHING RELEVANCE TO EQUALITY

3a. Using the drop down lists below, please advise whether the policy/service has either a positive or negative effect on any groups of people with protected equality characteristics. If you answer yes to any question, please also explain why and how that group of people will be affected.

Protected equality characteristic	Positive effect (Yes/No)	Negative effect (Yes/No)	Explanation
Race	No	No	
Disability	Yes	No	The scheme aims to help certain vulnerable people with specific items that may assist them to remain in the community
Gender	No	No	
Gender reassignment	No	No	
Age	Yes	No	The scheme aims to assist vulnerable young people leaving care homes and establishing a sustainable tenancy in the community. It also aims to help the elderly leaving resident residential care to re-establish themselves in the community.
Sexual orientation	No	No	
Religion or belief	No	No	
Caring responsibilities	Yes	No	The scheme aims to assist vulnerable people remain in the community rather than going into residential or institutional care.
Pregnancy or maternity	No	No	
Marriage or civil partnership	No	No	

3b. Using the drop down lists below, please advise whether or not our policy/service has relevance to the Public Sector Equality Duty. If you answer yes to any question, please explain why.

General Public Sector Equality Duties	Relevance (Yes/No)	Reason for the relevance
Need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	No	
Need to advance equality of opportunity between people who share a protected characteristic and those who do not (eg. by removing or minimising disadvantages or meeting needs)	Yes	The local discretionary hardship fund will assist certain specified vulnerable groups in the community.
Need to foster good relations between people who share a protected characteristic and those who do not (eg. by tackling prejudice or promoting understanding)	No	

If you answered 'YES' to any of the questions in 3a and 3b

Go straight to Question 4

If you answered 'NO' to all of the questions in 3a and 3b

Go to Question 3c and do not answer questions 4-6

3c. If you have answered 'No' to all the questions in 3a and 3b please explain why you feel that your policy/service has no relevance to equality.

4. EQUALITY INFORMATION AND ENGAGEMENT

4a. For a service plan, please list what equality information you currently have available, **OR** for a new/changed policy or practice please list what equality information you considered and engagement you have carried out in relation to it.

Please provide a link if the information is published on the web and advise when it was last updated?

(NB. Equality information can be both qualitative and quantitative. It includes knowledge of service users, satisfaction rates, compliments and complaints, the results of surveys or other engagement activities and should be broken down by equality characteristics where relevant.)

Details of the equality information or engagement	Internet link if published	Date last updated
Consultation with the Welfare Reform Board and interested groups including CAB.		

4b. Are there any information gaps, and if so how do you plan to tackle them?

5. CONCLUSIONS OF THE EQUALITY ANALYSIS

<p>What will the likely overall effect of your policy/service plan be on equality?</p>	<p>The overall effect of the Local Discretionary Hardship Fund will be a positive one. It will look to protect certain specified vulnerable people in a short term immediate crisis (lack of food) as well as assisting those who require basic essential items as part of a new tenancy or improving conditions to stay in the community following significant lifetime events.</p>
<p>If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?</p>	<p>No</p>
<p>Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.</p>	<p>The scheme will require a close working relationship with other service providers within the Council i.e. Adults, Children’s Services and Third Sector organisations.</p>
<p>What steps do you intend to take now in respect of the implementation of your policy/service plan?</p>	<p>Obtain elected member endorsement Prepare administrative practices and processes Publicise</p>

6. MONITORING AND REVIEW

If you intend to proceed with your policy/service plan, please detail what monitoring arrangements (if appropriate) you will put in place to monitor the ongoing effects. Please also state when the policy/service plan will be reviewed.

Ongoing effects will be monitored through customer contact, caseload and regular monitoring.

COPIES OF THIS EQUALITY ANALYSIS FORM SHOULD BE ATTACHED TO ANY REPORTS/SERVICE PLANS AND ALSO SENT TO THE EQUALITY INBOX (equality@bury.gov.uk) FOR PUBLICATION.