

Start date 23/02/23

Part A

Initial Impact Assessment

Proposal name PSR Housing Project

Brief aim(s) of the proposal and the outcome(s) you want to achieve

The PSR Housing Project will permit Housing & Neighbourhoods to:

- enable foundational information and system elements required to implement their strategies and those of the Operational Services portfolio;
- transform their customer experience;
- create efficiencies through improvements to their digital applications and practice models helping to achieve the HRA 30 Year Plan.

The project brings together 8 key housing systems into one - NEC Housing. The new system is highly configurable and will provide a single view of Housing data.

Proposal type

Budget **non-Budget** If Budget, entered on Q Tier? **Yes** **No**

Q Tier reference 0014068700001

Year of proposal (s)

21/22 22/23 23/24 24/25 other

Decision Type

- Committee (select below)**
- Adult Health and Social Care Policy Committee
- Communities, Parks and Leisure Policy Committee
- Economic Development and Skills Policy Committee
- Education, Children and Families Policy Committee
- Housing Policy Committee
- Strategy and Resources Policy Committee
- Transport, Regeneration and Climate Policy Committee
- Waste and Street Scene Policy Committee
- Regulatory Committees (e.g. Licensing Committee)
- Other Policy Committee or sub-Committee
- Local Area Committees

Leader

Executive Director/Director

Officer Decisions (Non-Key)

Council (e.g. Budget and Housing Revenue Account)

Lead Committee Member Douglas Johnson

Lead Director for Proposal Ajman Ali

Person filling in this EIA form

Helen Wallis

Equality Lead Officer

Louise Nunn

Lead Equality Objective

<input checked="" type="radio"/> Understanding Communities	<input type="radio"/> Workforce Diversity	<input type="radio"/> Leading the city in celebrating & promoting inclusion	<input type="radio"/> Break the cycle and improve life chances
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Portfolio, Service and Team

Lead Portfolio

Operational Services

Is this Cross-Portfolio?

Yes No

Is the EIA joint with another organisation (eg NHS)?

Yes No

Please specify

Consultation

Is consultation required?

Yes No

If consultation is not required please state why

The proposal will have no major impact on equality – it will enable the Housing Service to progress various strategic initiatives which will have undergone consultation where appropriate.

Are Staff who may be affected by these proposals aware of them?

Yes No

Are Customers who may be affected by these proposals aware of them?

Yes No

If you have said no to either please say why

We have spoken to customer representatives throughout the project including:

- Reports to the Housing and Neighbourhoods Advisory Panel
- Report to Housing and Neighbourhood Partnership Group
- Focus groups with tenant representatives and people requesting rehousing
- Recipients of the Tenant Newsletter
- Followers of the Housing & Neighbourhoods Facebook page

The customer-facing elements of the proposal (new online portal) will be publicised to all customers closer to implementation of Phase 1 once the design has been finalised in order to best manage expectations and encourage channel shift from Day 1.

Initial Impact

Under the [Public Sector Equality Duty](#) we have to pay due regard to the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

For a range of people who share protected characteristics, more information is available on the [Council website](#) including the [Community Knowledge Profiles](#).

Identify Impacts

Identify which characteristic the proposal has an impact on tick all that apply

<input type="radio"/> Health	<input type="radio"/> Transgender
<input type="radio"/> Age	<input type="radio"/> Carers
<input checked="" type="radio"/> Disability	<input type="radio"/> Voluntary/Community & Faith Sectors
<input type="radio"/> Pregnancy/Maternity	<input type="radio"/> Partners
<input type="radio"/> Race	<input type="radio"/> Cohesion
<input type="radio"/> Religion/Belief	<input checked="" type="radio"/> Poverty & Financial Inclusion
<input type="radio"/> Sex	<input type="radio"/> Armed Forces
<input type="radio"/> Sexual Orientation	<input checked="" type="radio"/> Other

Cumulative Impact

Does the proposal have a cumulative impact?

- Yes No

<input type="radio"/> Year on Year	<input type="radio"/> Across a Community of Identity/Interest
<input type="radio"/> Geographical Area	<input type="radio"/> Other

If yes, details of impact

Does the proposal have a geographical impact across Sheffield?

- Yes No

If Yes, details of geographical impact across Sheffield

Local Area Committee Area(s) impacted

- All Specific

If Specific, name of Local Committee Area(s) impacted

Initial Impact Overview

Based on the information about the proposal what will the overall equality impact?

The project has identified only minor impacts on equality in the following areas:

Disability – the new system is browser-based allowing for the use of a variety of assistive technologies; it is also highly configurable which will support continuous improvement during the lifetime of the system to keep the user interface elements aligned with the latest guidance on accessibility.

Poverty & Financial Inclusion – the new system will provide customers with a single view of their housing-related financial obligations; this improved transparency will also streamline the pathways to the financial support offered by the Council.

Other – the configurability of the system and the 'data quality by design' approach means that we can ensure customers are accurately represented with respect to various equality characteristics (age, race, religion/belief, sex, sexual orientation) as required by government returns.

Is a Full impact Assessment required at this stage? Yes No

If the impact is more than minor, in that it will impact on a particular protected characteristic you must complete a full impact assessment below.

Initial Impact Sign Off

EIAs must be agreed and signed off by an Equality lead Officer. Has this been signed off?

Yes No

Date agreed

Name of EIA lead officer

Part B

Full Impact Assessment

Health

Does the Proposal have a significant impact on health and well-being (including effects on the wider determinants of health)?

Yes No *if Yes, complete section below*

Staff

Yes No

Customers

Yes No

Details of impact

Comprehensive Health Impact Assessment being completed

Yes No

Please attach health impact assessment as a supporting document below.

Public Health Leads has signed off the health impact(s) of this EIA

Yes No

**Name of Health
Lead Officer**

Age

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Disability

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Pregnancy/Maternity

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Race

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Religion/Belief

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Sex

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Sexual Orientation

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Gender Reassignment (Transgender)

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Carers

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Voluntary, Community & Faith sectors

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Partners

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Cohesion

Staff

Yes No

Customers

Yes No

Details of impact

Poverty & Financial Inclusion

Impact on Staff

Yes No

Impact on Customers

Yes No

Please explain the impact

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Other

Please specify

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

Action Plan and Supporting Evidence

What actions do you need to take following this EIA?

What evidence have you used to support the info in the EIA?

Detail any changes made as a result of the EIA

Following mitigation is there still significant risk of impact on a protected characteristic. Yes No

If yes, the EIA will need corporate escalation? Please explain below

Sign Off

EIAs must be agreed and signed off by an Equality lead Officer. Has this been signed off?

Yes No

Date agreed

Name of EIA lead officer

Review Date