



Report to:

Human Resources & Equality Sub-Committee
 28 October 2008
 Northwards Housing Board
 11 November 2008

Item No:

15e

Title:	Board Report Template		
Date:	21 October 2008		
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Confidential:	Yes/No	No	
For: (Please tick action required)	NOTING	DISCUSSION	<input checked="" type="checkbox"/> APPROVAL

PURPOSE OF REPORT

Equality Impact Assessments (EIA) have now been implemented across Northwards. This report explains the process discussed by Board Members at the EIA Scrutiny training.

RECOMMENDATION

Human Resources & Equality Sub-Committee recommend that the Board approve the new Board Report Template.

IMPLICATIONS

Equality & Diversity:	
Financial:	
Staffing:	
Decency Target:	
Governance:	
Risk Assessment:	

Equality & Diversity Implications (Please tick where relevant):

BME	<input checked="" type="checkbox"/>	Lesbian/Gay/Bisexual/Transgender	<input checked="" type="checkbox"/>
Gender	<input checked="" type="checkbox"/>	Single Parents	<input checked="" type="checkbox"/>
Age	<input checked="" type="checkbox"/>	Domestic Violence	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Alcohol / Drug Mis-users	<input checked="" type="checkbox"/>

Consultation/Consideration:

	Yes, No or N/A:	Name:	Date:
Sub-Committee:	n/a		
Area Panel:	n/a		
Task Groups:	n/a		
Ward Councillors:	n/a		

Background

Members of the Board attended a briefing regarding Equality Impact Assessments (EIA). All Northwards Senior Managers have been trained to complete these assessments and are required to complete an assessment for all new policy, procedures or initiatives.

The Board Members present at the briefing discussed how best the Board could scrutinise that this requirement was being completed. It was proposed that a new section on the Board Report Template was required. It was further agreed that EIA reports should not be submitted for all reports. An exception report should be submitted only if there are significant equality implications. The Board should not consider a new policy, procedure or initiative unless an EIA has been completed. If the Board are not content with the EIA they may defer decisions until they are satisfied. All EIAs will be available on Covalent system should Board Members wish to review a full report.

This will replace the need for the section of the Board and Sub-Committee report which ask for Equality and Diversity implications. All six strands are considered when the EIA is completed.

This forms part of a review of Board Report Formats. Implications and Consultation/ Consideration sections will be reviewed in due course. It is important that we introduce EIA section to begin the scrutiny process.

Recommendation

Human Resources & Equality Sub-Committee is requested to approve the new Board Report Template.

	Report to: Northwards Housing Board <enter date of meeting here>	Item No: <div style="font-size: 48px; text-align: center;">?</div>

Title:			
Date:			
Author:		Tel No:	
E mail:			
Confidential:			
For: (Please tick action required)	NOTING	DISCUSSION	APPROVAL

PURPOSE OF REPORT

RECOMMENDATION

IMPLICATIONS	
Equality & Diversity:	<i>Please give detail for each rather than 'Yes' or 'No'</i>
Financial:	
Staffing:	
Decency Target:	
Governance:	
Risk Assessment:	

Equality Impact Assessment	
When a new policy, procedure or initiative is being submitted for approval an Equality Impact Assessment must have been completed. Please give details below.	
Function being assessed	
Section	
Date of assessment	
Person Responsible for assessment	
Is this a new or existing policy?	
If there are significant implications in terms of equality please append a summary report.	

Consultation/Consideration:

	Yes, No or N/A:	Name:	Date:
Sub-Committee:			
Area Panel:			
Task Groups:			
Ward Councillors:			