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Your Homes  
Newcastle

## Equality Impact and Needs Assessments (EINA) Form

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### Form One

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#### Stage One - Basic Equalities Impact and Needs Assessment

##### General Information

###### Directorate:

Finance and Resources

###### Business Service:

Finance

###### Lead Officers Name:

Lisa Forrest

###### Members of the Equality Impact Assessment Team:

- Helena Hammock
- Lisa Forrest
- Chris Nicholson
- Amanda Roberts

###### Name of Policy, Procedure or Function being assessed:

Value For Money Strategy

###### Is this a New or Existing Policy, Procedure or Function?

- New Policy, Procedure or Function
- Existing Policy, Procedure or Function
- Don't Know

**What is the main aim of the policy, procedure or function? (include any priorities that may be applicable)**

The aim of the strategy is to enable YHN to deliver excellent services in an economic, efficient and effective way which will enable the provision of sustainable, good quality and desirable homes and contribute towards improving local communities.

**What are the main policies, legislation or procedures that this policy, procedure or function complies with?**

- 2004, 2007, 2010 Comprehensive Spending Reviews
- TSA regulatory framework
- National Indicator 179
- The Local Government Act 1999
- National Procurement Strategy for Local Government 2003
- Independent Review of Public Sector Efficiency: releasing resources to the frontline (Gershon 2004)
- Audit Commission - Value for Money Key Line of Enquiry

**Who is / would be affected by the policy or function, or by the way it is / will be carried out? who are the internal and external customers, group communities or any other stakeholders?**

- All customers
- All YHN staff
- Newcastle City Council
- Relevant partners
- Relevant external companies

**What outcomes do you want to achieve, why and for whom? i.e. what are the changes, improvements or benefits for customers groups or communities?**

- This strategy does not detail all value for money activity which is taking place across the organisation as much of this is everyday work. It is the purpose of this strategy to build upon what has already been achieved and fill any gaps identified. The document outlines our priority areas of work in regards to value for money and how we will improve and develop our current methods. These areas are:
  - Continuing to optimise the economy, efficiency and effectiveness of our services
  - Maximising opportunities to make efficiency savings through our procurement practices
  - Strengthening our existing value for money culture
  - Advancing the way we measure and report value for money
  - Value for money is a requirement for any successful organisation as it enables the delivery of high quality services, provides more choice and ensures needs and priorities are met. Successfully embracing value for money enables us to provide better homes, better services and contribute towards better neighbourhoods.

**Has the policy, procedure, or function been explained to those it might be affecting or currently affect, either directly or**

**indirectly? if so, to whom?**

- Once the strategy has been agreed we will launch it across the organisation, both internally and externally.

**Have you consulted anyone on the policy, procedure or function? if so, with whom?**

- We have consulted with customers through the Customer Finance Survey and the 'How we spend your rent' event.
- The YHN Finance and Resources Committee
- Key service managers
- YHN Wider Management Team
- VFM Strategy Project Group

**What information and data have you been able to use for Stage One? Have you identified any gaps? if so, what are these gaps?**

- Annual value for money gains
- Customer Finance Survey
- B&FP Customer Session 'How we spend your rent'
- ALMO VFM benchmarking activity
- HQN self assessment
- HouseMark Annual Core Benchmarking Cross Sector report
- YHN official report to the TSA
- YHN Customer Insight Policy
- YHN Customer Service Strategy
- YHN Corporate Procurement Strategy

**DISABILITY**

<b>Impact Against...</b>	<b>Impact Type</b>	<b>Detail of Impact Identified</b>
<u>All</u>	<u>Negative</u>	The strategy outlines that we will investigate the possibility of using SharePoint for time recording. People with a disability may work using different methods and to reach different outcomes to the majority of the organisation. If a system is implemented, we must ensure that allowances are incorporated into this for customers with a disability.



**STEP ONE**

**Identify the members of the Equality Impact and Needs Assessment Team - include any external advisors (Name, Organisation, Service User).**

**STEP TWO**

**Review the Main aim or purpose of the policy, procedure or function?**

**STEP THREE**

**Conduct Stage Two Equality Impact and Needs Assessment**

**What previous consultation was conducted and with whom?**

<b>Topics of Consultation Conducted:</b>	<b>Consultation Conducted with:</b>
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**Identify who will now be involved and why you have chosen these particular individuals or groups?**

<b>Who is now involved in the process?</b>	<b>Reasons why is this person involved?</b>
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**What previous information and data was used throughout the process in Stage One?**

**What additional information and data have you now collected through your use of Stage Two?**

**Please provide any other methods you have used for making your decisions on how to eliminate adverse or negative impacts.**



## Form Three - Improvement Plan

### DISABILITY

Identified Actions	Impact Type	Equality Area	Lead Officer	Completion Date	Resource Implications
Ensure that an EINA is completed when investigating the possibility of implementing a time recording system.	Negative	All	Head of Fina...	01/03/2012	Officer time - minimal

Date EINA Form Completed

17.01.2011

Proposed Date of Next Review

January 2012

Identified Person for the Next Review

Head of Finance

Signed and Agreed - Responsible Lead Officer

Signed and Agreed - Diversity Manager

Reviewed Signed and Agreed - Director

Date Agreed and Published