



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:**

Tenancy Services

**Business Service:**

Director of Tenancy Services

**Lead Officers Name:**

Performance Management & Policy Officer

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

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

Skills to Work 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 main aim of the Skills to Work Strategy is to ensure all residents who can work receive the necessary information and support the need to enable them to work. Ultimately increasing economic activity leading to a reduction in child poverty, benefit dependency and deprivation. The four key priorities within the strategy are:

1. Embedding tackling worklessness into our organisation culture
2. Pre-employment support of unemployed and economically inactive residents
3. Improving employability
4. Getting people into work

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

- Ready for Work - Full employment in our generation (DWP 2007)
- The Hills Review - 'Ends and Means' The Future Roles of Social Housing (2007)
- Leading the Way - Regional Economic Strategy (2006-16)
- Newcastle Partnership's Sustainable Community Strategy and Local Area Agreement (2008-11)
- Newcastle City Council Employability Plan (2008-11)
- Your Homes Newcastle Delivery Plan (2009-10)
- Your Homes Newcastle Financial Inclusion Strategy (2007)

**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?**

- This strategy applies to all customers however as worklessness effects certain social groups and communities more than others, likely to have a greater impact on the following groups:
  - Lone parents
  - People with a disability or long term illness
  - Women from black minority ethnic groups
  - Young people not in work, education or training
- This strategy outlines how we will work with the following stakeholders: Newcastle Futures, Crisis Skylight Centre, Cyrenians, Bu Futures East, Connexions, Work First, Shaw Trust and Job Centre Plus.
- The strategy also outlines the impact upon all YHN staff involved.

**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?**

- The strategy aims to ensure that, by providing the right education, training and support, all those who can work are able to. The strategy will improve the way that YHN work with other organisations across the city to ensure the correct service and support is required. All customers currently out of work will benefit from the strategy, however additional measures will be implemented to ensure that those most likely to be effected by worklessness are given additional and specialised support. The strategy will have positive effect on the overall cohesion and prosperity of communities across the city.

**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?**

- The strategy is available to all staff via the YHN intranet. It has been advertised via the screen saver pop up facility. A team brief will be held once the Worklessness Co-coordinator is in post. It has been promoted comprehensively to the relevant Support and Car Teams.
- The strategy has been circulated to all relevant stakeholders, is available on the external YHN webpage and will continue to be promoted at all relevant events held across the city. It has also been promoted through the Newcastle Prevention Network.
- The strategy is available to all customers through the external YHN webpage. Additionally, the strategy will be advertised as individual initiatives within the strategy are launched.

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

- Residents
- Staff
- Newcastle Futures
- Newcastle City Council
- Strategic Independent Advisory Group (SIAG)
- Work First

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

- The strategy was informed by the following:
- Source-Office for National Statistics First Release: Work and Worklessness among households (2008)
- ONS annual population survey April 2007- March 2008
- DWP benefit claimants - working age client group (May 2008)
- Newcastle City Council STATUS Survey 2008
- Consultation with staff, customers and partners.
- No gaps identified

**AGE**

<b>Impact Against...</b>	<b>Impact Type</b>	<b>Detail of Impact Identified</b>
<u>Younger People</u>	<u>Positive</u>	Strengthening existing links with Connexions (provide employment and training advice to 13-19 year olds) will ensure that young people seeking employment or training receive specialised support.
<u>All Age Groups</u>	<u>Neutral</u>	Working in partnership with Newcastle Futures will ensure that people of all ages from 16 plus receive the required support to access training and employment opportunities.
<u>Younger People</u>	<u>Positive</u>	Facilitating two young people into craft apprenticeship interviews during 2009/10.
<u>Older People</u>	<u>Positive</u>	Partnership with Newcastle Futures who work with and refer to the Quality of Life Partnership which supports older people into employment.
<u>Younger People</u>	<u>Positive</u>	Strengthening links between YHN's Young People's Service and Job Centre Plus to assist young people and parents, supported by the Family Intervention Project, into training and employment.
<u>All Age Groups</u>	<u>Positive</u>	Providing 49 jobs within YHN as training/work placements over the next eighteen months through the Future Jobs Fund.
<u>Younger People</u>	<u>Positive</u>	Customers of the Young People's Service are encouraged to access the 'Care to Learn' fund provided by Connexions.
<u>All Age Groups</u>	<u>Negative</u>	The provisions provided to overcome the barriers to employment and ensure our services and initiatives are accessible for all are not clearly outlined (i.e. childcare solutions). This may discourage particular groups from accessing services.

**DISABILITY**

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<b>Impact Against...</b>	<b>Impact Type</b>	<b>Detail of Impact Identified</b>
<u>All</u>	<u>Positive</u>	Strengthening of partnership with Shaw trust and offering at least five work experience/work trials each year to their client
<u>All</u>	<u>Positive</u>	Development of partnership with Newcastle Futures who refer customers to Disability Employment Advisors, based within Jc Centre Plus, who specialise in supporting disabled people look for work.
<u>All</u>	<u>Neutral</u>	All training sessions within the customer training programme to be held in accessible venues and additional support provided where necessary.
<u>Blind/ Sight impairment</u>	<u>Neutral</u>	The development of a comprehensive resource booklet containing information and guidance for those wanting to get into employment or training is available in alternative formats
<u>All</u>	<u>Positive</u>	To improve access to pre-employment information and support the 'Talk to Us' bus will be used to hold community based employment information days across the city. This will ensure that the sessions are more accessible to tenants with mobility difficulties.
<u>All</u>	<u>Neutral</u>	The development of an employment page on the YHN webpage which is accessible to people with visual/hearing impairments will ensure that more tenants have access to employment information.
<u>All</u>	<u>Positive</u>	Implementation of construction skills/DIY training scheme will be developed to specifically encourage participation from tenants who are long term sick or disabled.
<u>All</u>	<u>Positive</u>	Development of partnership with Workfirst and offering at least five work experience/work trials to their clients.
<u>All</u>	<u>Neutral</u>	Providing p.c.'s and advertising job opportunities in Community Housing Offices which are fully accessible to all.
<u>All</u>	<u>Negative</u>	The provisions provided to overcome the barriers to employment and ensure our services and initiatives are accessible for all a

not clearly outlined (i.e. accessible buildings). This may discourage particular groups from accessing services.

## GENDER

Impact Against...	Impact Type	Detail of Impact Identified
All Genders	Neutral	All community events, workshops and support sessions are child friendly. When required and where possible child care will be provided.
All Genders	Neutral	The tenant training scheme was designed in consultation with tenants. All courses have been scheduled to make it easier for those with child care responsibilities to attend.
All Genders	Negative	The provisions provided to overcome the barriers to employment and ensure our services and initiatives are accessible for all are not clearly outlined (i.e. childcare). This may discourage particular groups from accessing services.

## RACE / ETHNICITY

Impact Against...	Impact Type	Detail of Impact Identified
All	Positive	YHN's partnership with Newcastle Futures ensures that BME tenants will receive employment and training support from JET, an organisation specifically aimed at people from BME communities.
All	Neutral	The development of a comprehensive resource booklet containing information and guidance for those wanting to get into employment or training is available in alternative format.
All	Negative	The strategy does not set objectives directly addressing worklessness amongst emerging communities, e.g. refugees and does not outline the development of partnerships with organisations that work predominantly with these groups.
All	Negative	The strategy does not include language support lines. This may disadvantage customers who do not speak English as their first language as they may not be able to access the strategy.
All	Negative	The provisions provided to overcome the barriers to employment and ensure our services and initiatives are accessible for all are not clearly outlined (i.e. interpretation services). This may discourage particular groups from access

services.

### RELIGION, FAITH OR BELIEF

Impact Against...	Impact Type	Detail of Impact Identified
<u>All</u>	<u>Neutral</u>	All training sessions within the customer training programme are to be scheduled with consideration given to the religious calendar.
<u>All</u>	<u>Negative</u>	The provisions provided to overcome the barriers to employment and ensure our services and initiatives are accessible for all are not clearly outlined (religious considerations). This may discourage particular groups from accessing services.

### SEXUAL ORIENTATION

Impact Against...	Impact Type	Detail of Impact Identified
<u>All</u>	<u>Positive</u>	The YHN LGBT staff network group is accessible to all YHN apprentices and work placement trainees.
<u>All</u>	<u>Neutral</u>	The strategy outlines YHN's commitment to delivering services throughout the city to people who need them, without discriminating against, stigmatising or patronising people (section 7.).



**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

### AGE

Identified Actions	Impact Type	Equality Area	Lead Officer	Completion Date	Resource Implication
Ensure that the Equality and Diversity section within the strategy outlines the provisions provided to overcome barriers to employment (i.e. childcare, alternative formats, accessible internet).	<u>Negative</u>	<u>All Age Groups</u>	Employabilit...	30/04/2010	To be completed by Employability Coordina Resource implications minimal.

### DISABILITY

Identified Actions	Impact Type	Equality Area	Lead Officer	Completion Date	Resource Implication
Ensure that the Equality and Diversity section within the strategy outlines the provisions provided to overcome barriers to employment (i.e. childcare, alternative formats, accessible internet).	<u>Negative</u>	<u>All</u>	Employabilit...	30/04/2010	To be completed by Employability Coordinat Resource implications minimal.

### GENDER

Identified Actions	Impact Type	Equality Area	Lead Officer	Completion Date	Resource Implicatio
Ensure that the Equality and Diversity section within the strategy outlines the provisions provided to overcome barriers to employment (i.e. childcare, alternative formats, accessible internet).	<u>Negative</u>	<u>All Genders</u>	Employabilit...	30/04/2010	To be completed by Employability Coordinator. Resource implications minimal.

### RACE / ETHNICITY

Identified Actions	Impact Type	Equality Area	Lead Officer	Completion Date	Resource Implicatio
Explore the possibility of	<u>Negative</u>	<u>All</u>	Employabilit...	30/04/2010	To be completed by

developing partnerships with organisations that address worklessness amongst emerging communities (RISE), e.g. refugees.					Employability Coordinator. Resource implications minimal.
Input language strap lines.	<u>Negative</u>	<u>All</u>	Employabilit...	30/04/2010	To be completed by Employability Coordinator. Resource implications minimal.
Ensure that the Equality and Diversity section within the strategy outlines the provisions provided to overcome barriers to employment (i.e. childcare, alternative formats, accessible internet).	<u>Negative</u>	<u>All</u>	Employabilit...	30/04/2010	To be completed by Employability Coordinator. Resource implications minimal.

#### **RELIGION, FAITH OR BELIEF**

<b>Identified Actions</b>	<b>Impact Type</b>	<b>Equality Area</b>	<b>Lead Officer</b>	<b>Completion Date</b>	<b>Resource Implications</b>
Ensure that the Equality and Diversity section within the strategy outlines the provisions provided to overcome barriers to employment (i.e. childcare, alternative formats, accessible internet).	<u>Negative</u>	<u>All</u>	Employability ...	30/04/2010	To be completed by Employability Coordinator. Resource implications minimal.

#### **SEXUAL ORIENTATION**

<b>Identified Actions</b>	<b>Impact Type</b>	<b>Equality Area</b>	<b>Lead Officer</b>	<b>Completion Date</b>	<b>Resource Implications</b>
Ensure that the Equality and Diversity section within the strategy outlines the provisions provided to overcome barriers to employment (i.e. childcare, alternative formats, accessible internet).	<u>Negative</u>	<u>All</u>	Employability ...	30/04/2010	To be completed by Employability Coordinator. Resource implications minimal.



Date EINA Form Completed

23 October 2009

Proposed Date of Next Review

30 April 2010

Identified Person for the Next Review

Employability Coordinator

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Signed and Agreed - Responsible Lead Officer

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Signed and Agreed - Diversity Manager

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Reviewed Signed and Agreed - Director

Date Agreed and Published

23 June 2010