

APPENDIX 4

Equality Impact Assessment

Housing Capital Programme 2008/14

Service Improvement

Pro-forma and Guidance

Leicester City Council

EIA area: Housing Capital Programme 2008/09 and 2009/14
Lead Officer: Dave Pate

Equality Impact Assessments (EIA)

Why do an EIA?

Local government as a service provider and as an employer must meet its statutory equality responsibilities, which cover all of the equality strands, these being age, disability, gender, race, religion/belief and sexual orientation. We must promote equality of opportunity among the diverse range of Leicester residents and service users, as well as proactively tackle discrimination that negatively impacts on the lives of people within the city.

If service providers do not take account of people's various 'equalities' needs, as listed below, the way they provide information and services to people could work against the people they aim to serve. The impact on the service will be low user take up and low levels of customer satisfaction.

The purpose of the equality impact assessment is to assess whether there are any barriers in place that prevent people using a service or benefiting from a policy. The assessment helps you identify positive and negative impacts affecting service users based on the equality strands below. It also helps you identify any organisational barriers unintentionally affecting users and enable you to identify action that needs to be taken to address adverse issues. The Equality Standard for Local Government enables us to track how well we are doing in demonstrating that the Council embodies good equalities practice and performance.

The equality impact assessment is also an opportunity for you to think about the role you and your service play in promoting equality and delivering equality outcomes, also include equality outcomes that are already in place for your service. An equality impact assessment is based on **evidence and not assumptions**.

Equality 'strands'

- Gender (access to services, work life balance, needs of carers)
- Race (BME issues, language needs and cultural/social traditions)
- Age (the needs of young and old people compared to the rest of the population)
- Disability (individual needs across a variety of disabilities and wider issues within society)
- Religion or belief (influence on access to services and workforce issues)
- Sexual orientation (discrimination faced by lesbian, gay and bisexual people).

How often do you carry out an EIA on your service/policy?

All department management teams have set out a schedule of EIAs for their services and key policies.

An EIA is NOT a one-off activity. The population of Leicester is constantly changing and many of our services change regularly to keep up with changing service demands: generated by population changes or legal changes by the Government affecting provision.

When you are preparing for any changes to your service, you should undertake an EIA with that change in mind.

When you are proposing a new policy, you should undertake an EIA testing your assumptions about the new policy. Once the policy is being implemented, carry out another EIA to see if there are any unforeseen equalities impacts.

Every year as you prepare your service plan, you should review the past year's user take up against the equality strands, to determine whether you are managing to meet this diversity of need. You should assess how well you are doing in meeting your equality outcomes. Any required changes should be picked up in your service plan. The service plan will be the main document against which the Council will assess how well we are doing in providing equality outcomes for the people of Leicester.

What is an EIA?

An equality impact assessment enables you to identify whether your service or policy discriminates against any individuals or groups categorised by the six equality streams. The assessment framework helps you identify positive and negative impacts that your service or policy may have on its intended users. It also helps you identify any organisational barriers unintentionally limiting access to users and enables you to identify action that needs to be taken to address adverse issues.

Legal Requirements:

Our legal statutory requirements are as follows:
Race Relations Act 1976, Amendment Act 2000
Disability Discrimination Acts 1995 and 2005
Equal Pay Act 1970
Sex Discrimination Act 1975, Amendment 2005
Equality Act 2006, which introduces Gender Duty
Gender Recognition Act 2004

Employment Equality Religion & Belief and Sexual Orientation Regulations 2003
Equality Act Religion & Belief and Sexual Orientation Regulations 2007
Employment Equality Age Regulations 2006
Civil Partnership Act 2005

Assess the relevance

The starting point for an Equality Impact Assessment is to assess the equality impact on your particular service, function or policy and ensure that this is proportionate to the relevance of equality for your EIA area.

Proportionality: the weight given to equality strands should be proportionate to its relevance to a particular function. This may mean giving greater consideration and resources to functions/policies that have most effect on the public or employees of the council.

Relevance: Certain equality strands will be more relevant to some functions than others.

When thinking of the above look at those functions/services/policies, which have an impact on the delivery of front line services or actual front line services themselves, as well as those, which form the core business for departments and divisions.

Also are there any functions/services/policies, where service problems have been identified around equalities, areas of public concern around how our services are provided and low take up.

Also planned service changes, such as new policy development, review of existing policies and reorganisation of service(s).

Your EIA outcomes need to be fed into your service plan, and updated on an annual basis.

In order for an Equality Impact Assessment to be carried out effectively, an assessment team of between 4-6 people needs to be set up, with members having relevant knowledge/experience of the particular area or those who can contribute effectively.

Assessment team members can consist of front line staff, managers, service users, contractors/partners, etc.

Equality Impact Assessment	
Name of service, function or policy	Housing Capital Programme 2008/09 to 2009/14
Date of assessment	January 2009
Lead officer & contact details	Dave Pate - Service Director, Housing Improvement and Repairs - 29 6801
List others involved in the assessment	Gurjit Minhas - Strategy and Performance Officer (Equal Opportunities lead) Danny McGrath – Principal Accountant Martin Bromley – Head of Renewal and Grants Service Helen McGarry – Service Improvement Unit Manager Julia Keeling – Head of Housing Development

Stage 1: Scope the Terms of Reference

The first stage of beginning the EIA is to reflect on the current service/function or policy and its impact on the six equality strands. It will be helpful to have an initial 'mind mapping' session with review team colleagues to establish the full extent of equality and diversity issues that will help in informing the terms of reference for the actual EIA.

Equality and diversity issues

What are the equality and diversity issues in relation to the service, function or policy?

Age:

People of all ages will benefit from the overall investment in housing in Leicester. Some older tenants particularly benefit from the investment in initiatives such as improvements to sheltered schemes, lifetime bathrooms, disabled adaptations to council houses, care in the community alarm systems and other projects in their locality supported by the Capital Programme. In the private sector older homeowners and disabled people benefit from the provision of improvement grants and Disabled Facilities Grants (DFGs). Due to the reduction in capital receipts there is an overall modest decrease in funds available for all initiatives, in comparison to previous years. However the amount allocated to (DFGs) has reduced significantly, as a result of the decrease in capital receipts. This means that we will not be able to meet the needs of some older disabled people who need adaptations in their own homes.

Disability:

Disabled people will benefit from the overall investment in housing in Leicester. Some disabled people will particularly benefit from the lifetime bathroom programme, disabled adaptations to council houses, DFGs and care in the community alarm systems. Due to the reduction in capital receipts there is an overall modest decrease in funds available for all initiatives, in comparison to previous years. However the amount allocated to DFGs have reduced significantly, as a result of

the decrease in capital receipts. This means that we will not be able to meet the needs of some disabled people who need adaptations in their own homes.

Gender:

People will benefit from the overall investment in housing in Leicester. People facing harassment may particularly benefit from care in the community alarm systems, security systems and improvements to estates and hostels. Due to the reduction in capital receipts there is a modest decrease in funds available for all these initiatives, in comparison to previous years.

Race:

People will benefit from the overall investment in housing in Leicester. Investment has been made in the City to develop suitable housing for people in housing need. This includes large family accommodation, which has been identified as a housing need for some BME households in the city. Due to the reduction in capital receipts there is a modest decrease in funds available for all initiatives, in comparison to previous years. Improvements to security systems, estates and hostels will benefit people experiencing racial harassment.

Religion/Belief:

People will benefit from the overall investment in housing in Leicester. Services could contact local places of worship and make available information about the various initiatives that people could benefit from. Services need to be culturally appropriate and sensitive to the religious requirements of tenants and residents.

Sexual Orientation:

People will benefit from the overall investment in housing in Leicester. Services could contact the Lesbian, Gay, Bisexual and Transgender (LGBT) Centre and make available information about the various initiatives that people could benefit from. Services need to be LGBT friendly and sensitive to the needs of people from LGBT backgrounds. People experiencing homophobic harassment will benefit from improvements to security systems and hostels.

Terms of reference

Terms of reference/ scope for the EIA

This assessment is on the proposals contained within the report on the housing capital programme for the next five years. It has been proposed that the programme, if approved, will invest almost £118m in Leicester homes over the next five years. The programme funds initiatives such as:

- Modernising council properties
- Private sector decent homes through home improvement, repair and energy efficiency grants
- Environmental budgets for community associations
- Door entry systems
- Loft insulation and other energy works
- New central heating systems
- Balcony replacement programme on St Peters Estate
- Provision for Digital Television in high rise properties
- Replacement radio/mobile working system
- Adaptation works for disabled people

It has also been proposed that £400, 000 be set aside next year to tackle infrastructure issues on estates such as repairing fencing, lighting, grounds maintenance and security measures.

There has been some reduction in planned expenditure due to the decrease in capital receipts as Right to Buy sales have fallen.

There are statutory controls on how much money can be spent on Housing Revenue Account projects and how much can be spent on General Fund initiatives. The Housing Revenue Account covers investment in council housing and the General Fund covers investment in private sector properties and other HRA schemes.

The report also asks members to approve the use of commuted sums realized in the year for the

acquisition of new affordable housing through either HomeCome or RSLs.
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Stage 2: Preliminary Assessment

Part 1:

In order to complete the table below, it may be useful to carry out a quick audit of current data or information, for instance from:

- Value for Money.
- Inspections.
- Demographic data, census information.
- Equality profile of clients: information on which groups use/receive service and which don't but may wish to do so, etc.
- Consultation information, complaints, feedback, and research: what do different groups think of the service.
- Views of front line staff, stakeholders and key partners.

Information on the service/function or policy	
What are the aims/objectives /purpose of the service or policy?	<p>The general aims of the Housing Capital Programme are to support:</p> <ul style="list-style-type: none"> • Environmental Strategic Objective, Part G, of the Councils Corporate plan • Enhancing education by providing warmer homes for families with children • Meeting requirements of the business plan from the stock options appraisal • Decent Homes Standard • Six LAA targets which include 2 that are LPSA2 targets • One Leicester and Delivering Excellence
What are the key performance targets/ indicators for the service or policy? i.e. including value for money indicators.	<p>The LAA targets that the Capital Programme supports are:</p> <ul style="list-style-type: none"> • Ensure that all Council properties meet the Decent Homes Standard by 2010 and beyond • Increase the percentage of private sector homes meeting the Decent Homes Standard* • Empty Homes brought back in use* • The number of affordable homes developed for those people excluded from the private rented housing market

	<ul style="list-style-type: none"> • Reduce CO₂ emissions for Leicester City Council as a whole • Energy Efficiency Targets <p>* These are also LPSA 2 targets</p>
Who are the key stakeholders, partners, groups for your service or policy?	<p>Tenants Residents Leaseholders Owner Occupiers Tenants and Residents Associations Disabled People Members Housing Improvement and Repairs Service Housing Renewal, Options and Development Community Care Services Housing Accommodation and Tenancy Support and Revenues and Benefits Older People's Services Strategy, Commissioning, Performance and Business Support Other Departments Contractors Housing Support Providers Education Establishments</p>

Part 2:

Initial equality considerations

The equality aims of the Housing Capital Programme link into the departmental equality aims, which

<p>What are the equality aims/objectives for the service or policy?</p>	<p>are to ensure we comply with the requirements of the Equality Standard. Various service areas have also outlined their commitment to meet the Diversity Key Lines of Enquiry, which have been produced by the Audit Commission and these are:</p> <ul style="list-style-type: none"> ▪ Ensuring service user profile are monitored by equality strands. ▪ Analysing monitoring information and using it to shape more appropriate services. ▪ Ensuring information is available in a range of languages and formats as required. ▪ Working towards a representative workforce and service take up. ▪ Service adheres to departmental and corporate equality policies. ▪ Ensure service complies with the Commission for Racial Equality Code of Practice in Rented Housing.
<p>What are the current equality targets/indicators for the service or policy?</p>	<p>As above</p> <p>Current equality targets for the housing management service are: % of tenants satisfied with overall service.</p>
<p>What equality outcome for your service or policy are you working towards?</p>	<p>To ensure that the proposed housing Capital Programme does not impact adversely on any particular group of service users.</p>
<p>Are there any equality barriers for your service or policy?</p>	<p>Some of the potential barriers may be:</p> <ul style="list-style-type: none"> • Customer access to information about services • How information is communicated to users • The ease of use of information provided • Availability of information in different languages and formats • Ensuring contractors apply same equality standards • Information provided on rights/entitlements etc. • Physical access to services

	<ul style="list-style-type: none"> • Way that service is provided – responsiveness to cultural and religious needs • Identification of potential adverse impacts for particular groups • Determining which DFG cases can be funded
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Stage 3: Monitoring

Collection of monitoring data (for both service users and internal users of services)							Evidence Please list type and location	
What service user/staff feedback information do you collect and how often?		Race	Gender	Disability	Age	Sexual Orientation	Religion	Satisfaction Surveys, Housing Management Status Survey Annual Tenant's Survey Leaseholder Survey
	Satisfaction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Complaints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Workforce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
What information on user take up do you collect?		Race	Gender	Disability	Age	Sexual Orientation	Religion	Tenant's Sign Up Slips DFG application forms
	Service use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Workforce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
What other monitoring information do you collect on service users/staff?	<p>The Equality profile of tenants is:</p> <p>People receiving DFGs have been monitored by age, ethnicity, and gender. The demand for DFGs has also been monitored.</p> <p>The Housing Register is monitored and the housing needs of households are identified through analysis.</p> <p>Development of affordable housing in the City is also monitored to meet the</p>							

	needs of various client groups.	
How do you track changes in user needs?	<p>Meetings and forums are held with tenants and residents by most services to inform them of changes and to seek their input to help shape future service provision.</p> <p>Satisfaction forms are analysed to identify any disparity between people from different backgrounds and levels of satisfaction.</p>	
Thinking about the six equality strands, and the monitoring information you have, are there any gaps for particular equality group?	<p>Age – Date of birth of tenants/ service users is collected and recorded</p> <p>Disability – Not all tenants/residents have disclosed their disability, some information has been collected and recorded.</p> <p>Gender – Information is collected and recorded.</p> <p>Race – Not all tenants/residents disclose their ethnicity, however the ethnicity of the majority of people has been collected and recorded.</p> <p>Religion/Belief – Information is not collected, the department is waiting for a corporate standard to be adopted.</p> <p>Sexual Orientation - Information is not collected, the department is waiting for a corporate standard to be adopted.</p>	

Stage 4: Consultation

Consultation will be an ongoing process throughout an EIA and will involve your colleagues from the outset. In developing your views on the service, function or policy you should also involve a number of stakeholders (both internal and external) including people who might challenge the views you have developed.

It is a legal requirement that consultation takes place with appropriate stakeholders as part of the EIA process, to gain their perspectives on the work that is being undertaken and the services delivered. To meet the race and gender duties, it is necessary to consult with interest groups. A requirement of the disability duty is that disabled people are directly engaged in the EIA process.

Internal consultation		Evidence Please list type and location
Have you involved staff groups, other members of staff, and other council departments in your assessment? <i>Please list those you have involved, as well as dates, etc.</i>	Staff from a number of divisions from the Adults and Housing Department have been involved in this assessment.	Please see names of people involved in this assessment.
Have you involved your Departmental Equality Officer and/or Departmental Equality Group/Forum?	The Departmental Equality Officer has been involved in this assessment and advice has been sought from the Corporate Head of Equalities.	

External consultation		Evidence Please list type and location
What consultation have you carried out with service users/stakeholders/partners to	Service managers have been consulted on the development of the Housing Capital Programme.	Service Managers

<p>inform this EIA? What problems did users/ stakeholders/partners raise that need to be addressed to improve your service/policy?</p>	<p>Services carry out regular consultation with tenants and service users on housing services provided. This consultation feeds into this assessment as the Housing Capital Programme is about the overall investment in housing in the City.</p> <p>Housing Management has now set up strategic meetings with tenants on a quarterly basis called Performance Panel Meetings. Areas offices hold quarterly tenants and leaseholder forum meetings. These are used to pick up local issues on estates and identify where capital programme money is spent. All estates have regular estate inspections. All offices have one off consultation exercises to find out the needs of tenants.</p> <p>The Head of Renewal and Grants Service attends the Physical & Sensory Disability Joint Planning Forum, which involves both service providers and service users.</p> <p>The DFG is less than officers would have liked.</p> <p>The Housing Capital Programme report was agreed at the Housing Performance Panel, the report includes the proposal that any new housing money generated would be used to support DFGs.</p>	<p>Minutes from Performance Panel meetings. Notes from areas office meetings with tenants. Reports from estates inspections.</p>
<p>How does the service impact on your users/stakeholders/ partners?</p>	<p>Overall the investment in housing in Leicester by the Housing Capital Programme has a very positive impact on tenants and residents. It means that homes are being modernised to meet the Decent Homes Standard, energy efficiency targets are being met and security and estate improvement measures are put in place.</p> <p>Although many disabled people are able to get adaptations in their homes, the number of people who will be able to access DFGs in the future will decrease as funding has been reduced. This is due to the reduction in capital receipts as council house sales have gone down. This will mean we are unable to meet the needs of some disabled people who</p>	

	need adaptations in their own homes.	
What positive impacts have been identified?	<p>Age - Investment in housing in the City benefits people from all age groups. Some older tenants particularly benefit from the investment in initiatives such as improvements to sheltered schemes, lifetime bathrooms, disabled adaptations to council houses, DFGs, care in the community alarm systems and other projects in their locality supported by the Capital Programme. The use of commuted sums will also allow housing providers to meet the needs of people needing wheelchair accessible housing by developing appropriate units in the City.</p> <p>Disability – Investment in housing benefits all people, including disabled people. DFGs assist people to live independently in their own homes. Some disabled people will particularly benefit from the lifetime bathroom programme, disabled adaptations to council houses and care in the community alarm systems. The use of commuted sums will also allow housing providers to meet the needs of people needing wheelchair accessible housing by developing appropriate units in the City.</p> <p>Gender - Investment in housing in the City benefits all tenants and residents. People facing harassment or fleeing domestic violence may particularly benefit from care in the community alarm systems, other security systems and improvements to hostels. The use of commuted sums will also allow the development of accommodation for those in need where there is not enough appropriate housing.</p> <p>Race - Investment in housing in the City benefits all tenants and residents. Investment has been made in the City to develop suitable housing for people in housing need. This includes large family accommodation, which has been identified as a housing need for some BME households in the city. Improvements to security systems, estates and hostels will assist people experiencing racial harassment. The use of commuted sums will also allow the development accommodation for those</p>	

	<p>in need where there is not enough appropriate housing.</p> <p>Religion/belief - Investment in housing in the City benefits all tenants and residents. The use of commuted sums will also allow the development accommodation for those in need where there is not enough appropriate housing.</p> <p>Sexual orientation - Investment in housing in the City benefits all tenants and residents. The use of commuted sums will also allow the development accommodation for those in need where there is not enough appropriate housing.</p>	
What negative impacts have been identified?	For all groups the reduction in capital receipts has resulted in a decrease in funds available for all initiatives, in comparison to previous years. The area most affected is DFGs, which will mean that we are not able to meet the needs of some disabled people who need adaptations in their homes.	

Organisational Barriers		
Are there any potential organisational barriers in place that could adversely affect any of your users? If yes, what are they?	<p>Some of the potential barriers may be:</p> <ul style="list-style-type: none"> • Customer access to information about services • How information is communicated to users • The ease of use of information provided • Availability of information in different languages and formats 	

	<ul style="list-style-type: none"> • Ensuring contractors apply same equality standards • Information provided on rights/entitlements etc. • Physical access to services • Way that service is provided – responsiveness to cultural and religious needs • Identification of potential adverse impacts for particular groups 	
Are there organisational barriers that only affect certain user groups?	<p>Age – Customer access to information about services</p> <p>Disability – Availability of information in different formats</p> <p>Gender - Customer access to information about services</p> <p>Race - Availability of information in different languages and formats</p> <p>Religion/belief - Way that service is provided – responsiveness to cultural and religious needs</p> <p>Sexual orientation – Customer access to information about services</p>	

Stage 5: Analysis and Recommendations

Assessment findings and impact

Summarise the main equalities issues that you have identified, from the monitoring data and consultation you have carried out.

Investment in housing in the City through the Housing Capital Programme benefits all tenants and residents in the City. The reduction in overall planned spending means that there is less money to finance initiatives that all people would benefit from. For 2008/09 it was estimated that the programme would total £27.584m, but due to the reduction in capital receipts the revised spend proposed is £26.297m.

The main equality issue identified is the significant reduction in DFGs due to the drop in Right to Buy sales. Equality Monitoring of people receiving DFG's shows:

The majority of recipients in 2006 to 2008 were between the ages of 65 and 85+ years old.

59% of the recipients were female in 2007

Approximately 50% of the recipients were Asian and 50% White over the last two years. The Asian population of the City is approximately 30%, therefore the percentage of Asian people receiving DFGs is significantly higher than the City average.

The demand for DFGs is growing and with reduced funding proposed for DFGs there could be a backlog of cases of approximately 1500 by 2013/14. This is an estimated figure that does not take into account any allowance for growth in demand. This will mean that we are not able to meet the needs of some disabled people who need adaptations in their homes to enable them to live independently. This will also impact on how the Council meets the Disability Equality Duty as outlined in the Disability Discrimination Act 2005. The Duty requires all public authorities to promote equality of opportunity for disabled people.

What are the main problems/barriers/issues that need to be

The Council needs to look into finding alternative sources of funding for DFG's to meet the needs of disabled people in the City.

addressed for specific equality groups?	
Recommendations	
What are your proposed recommendations for the equality strands?	Ensure information about services and initiatives is accessible to all groups. Ensure that tenants and residents are involved in shaping how capital programme initiatives are implemented over the next 5 years.
What are your proposed recommendations for other areas?	Any new housing money generated to be used to support DFGs. The Council to look into alternative sources of funding for DFG.

Stage 6:

Action Plan

All boxes must be completed, and relevant actions included for your service, i.e. where no further action is required against a strand please state this.

Equality Strand/ Activity	Action Required	Outcome for Service	Measures required	Lead Officer (Service Manager)	Timescale
For all Equality Strands	Review information about housing services and make changes where necessary to	Information about housing services is accessible to people from different	% increase in tenants and residents from all groups aware of services provided.	All housing divisions	

	<p>ensure it is accessible to all groups.</p> <p>Ensure that tenants and residents are involved in shaping how capital programme initiatives are implemented in the next 5 years.</p> <p>Any new housing money generated to be used to support DFGs.</p> <p>The Council to look into alternative sources of funding for the DFG.</p>	<p>backgrounds.</p> <p>Initiatives meet the needs of tenants and residents.</p> <p>Meet the needs of disabled people wishing to live independently in their own homes.</p> <p>Meet the needs of disabled people wishing to live independently in their own homes.</p>	<p>% of people satisfied with services.</p> <p>% of grants paid.</p> <p>% of grants paid.</p>	<p>All housing divisions</p> <p>All housing divisions</p> <p>Ann Branson – Service Director Housing Renewal Options and Development. Bhupen Dave Service Director for Community Care Services</p>	
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Next Steps:

Once an EIA has been completed, this is the start of an ongoing process and the following actions need to be taken:

EIA Outcomes:

The EIA should clearly state what the equality outcomes will be for the service/function or policy, and how these will be achieved, and success measured.

Completed EIAs:

- The lead officer should agree the completed EIA with the review team.
- The lead officer needs to contact the Departmental Equality Officer for feedback, and the necessary amendments made.
- The final completed EIA to be tabled at DMT/SMT and to be agreed.
- The final EIA also needs to be shared with relevant partners/stakeholders/service users, especially those involved in the EIA consultation.
- The EIA actions need to be included in the relevant service plan(s) and be part of the service planning process.

Report summary:

- The lead officer needs to complete the report summary and forward this to the Departmental Equality Officer and this will then be published via the internet and insite, in order to meet out statutory obligations.

Evaluation/feedback form:

- This form needs to be completed by the review team and lead officer and gives those involved in the EIA process an opportunity to provide their feedback/views, etc, on the whole process.

Monitoring/Review/Evaluation of EIA

The EIA will be monitored and updated via the action plan on an annual basis. The EIA lead officer will be responsible for providing the relevant information and this needs to be concise and detailed. Reports will be produced for Directorate/DMT/SMT and Departmental Equality Groups/Forums, detailing progress to date and any barriers/issues being identified.