

# Equality Analysis

Date Completed: 29/11/11

**Service area: Procurement**

**Board Report- Tenants Contents Insurance**

**Lead officer: Jennie Rosenthal/Linda Footer**

**Type of policy, function or service:**

**Change of provider**

Step 1 Make sure you have clear aims and objectives

**What is the aim of your procedure, policy, process or new service?**

**Procurement of new provider**

**Who is the procedure, policy, process or new service going to benefit or affect and how?**

**Optional contents insurance for tenants**

**What outcomes do you want to achieve?**

Better value for BHP and tenants

Fair and transparent procurement process

**What barriers are there to achieving these outcomes?**

None

## Step 2 Collecting your information

### **What existing information / data do you have (please specify your sources of information)**

Existing insurance policy

### **Using your existing data what does it tell you?**

Number of tenants participating, how much they pay, policy details

## Step 3 What is the impact?

### **Is there an impact on some groups in the community? (think about the nine protected characteristics as shown in the toolkit including other socially excluded communities or groups)**

There is no differential or adverse impact. The insurance is completely optional. It is offered to tenants when they sign their tenancy agreement and BHP periodically puts information in the newsletter offering the insurance. There is no obligation to take it out. Tenants can opt to purchase this insurance, purchase insurance elsewhere or have no insurance. It is completely up to them. It may be easier for residents on low income to pay for this weekly than to take out an annual insurance.

### **Race (including ethnicity)**

Once the insurance has been re-procured, information will be available in community languages in order to ensure the scheme is promoted to residents with a first language other than English.

### **Religion or belief**

N/A

### **Age**

N/A

### **Disability**

N/A

### **Sexual orientation**

N/A

**Sex**

N/A

**Gender re-assignment (including trans-gender)**

N/A

**Marriage and civil partnership**

N/A

**Pregnancy and maternity**

N/A

## Step 4 What are the differences?

**Are any groups affected in a different way to others as a result of the procedure, policy, process or new service?**

No

**Does your procedure, policy, process or new service directly or indirectly discriminate?**

No

**Additional information - If yes how are you going to change this?**

## Step 5 Now you need to consult

**Who have you consulted with?**

The Residents Board Scrutiny Panel will be consulted on Tuesday 13<sup>th</sup> December and any comments or views expressed will be passed to Board Members on 15<sup>th</sup> December at the scheduled board meeting.

**If you have not consulted yet please list who and how are you going to consult with specific groups or communities?**

N/A as the insurance is optional

## Step 6 Make a decision based on steps 2 - 5

**If you are in a position to change or introduce the procedure, policy, process or new service clearly show how it was decided on.**

It is an existing service which just needs re-procuring

**What changes or benefits have been made as a result of your consultation?**

N/A

**If you are in a position to introduce the procedure, policy, process or new service but still have information to collect or actions to complete to ensure all equality groups have been covered please list with timescales.**

**If you are not in a position to go ahead what actions are you going to take? (Please list actions with timescales)**

A review of the House Contents Policy will take place early in the New Year as part of the procurement process before the expiry of the existing contract in April 2012.

**How are you going to monitor the procedure, policy, process or new service, how often and who will be responsible?**

The take up rate of the House Contents Policy will be monitored annually by the Head of Corporate Services to ensure the take up of the scheme appears to be fair and representative across the protected characteristics of council tenants. This will be reported through to the Senior Management Team who will discuss and agree to address any perceived weaknesses in the scheme that come to light.

**Send an electronic copy of the EA to the corporate services team who will review the document. If this EA is attached to a confidential board report, send it to the Company Secretary only.**

**Your name: Jennie Rosenthal**

**Your contact number: ex 2297**

**This EA has been checked by: Linda Footer**