

Equality Impact Assessment (EIA)

Stage 2 – Full Assessment

Your Details

Team or Service Area	Business Services
Name of Service,	Governance
Lead Officer	Alison Foy
Others Involved	Charlie Martin, Fiona Graham
Date of Assessment	8/9/11

STEP 1 – Identifying the purpose or aims

1. What type of Service Area is this?

Existing	X
New / Proposed	
Changing / Updating	

2. What are the aims of this Service?

The aim of the Governance Service is to ensure that GGHT as a business is compliant with the social housing regulator, the Charity Commission requirements and the legal obligations of a company. The Board have ultimate responsibility for setting the strategic direction and leading the company. They need to be assured that there are mechanisms in place that ensure that legislation, guidelines, policies and procedures are being followed.

3. What outcomes do you want to achieve through having this Service?

The outcomes GGHT wants to achieve through having the Governance Service is to:

- Set the strategic direction of the organisation to be inclusive and take into account the needs of the surrounding communities.
- Ensure the organisation has an inclusive workforce and communities
- Having a financially viable organisation
- An organisation which is legally compliant
- An organisation which is complaint with the regulators regulations.
- An organisation which follows its vision, aims and values.
- Transparency and accountability



4. Who is this Service aimed at and in what way?

This service is aimed at:

- The Board - as it sets how they run the organisation
- Staff – it shows staff how the organisation is governed and the standards they should expect.
- Customers – It gives customers confidence that the organisation is governed correctly and decisions are being made with their best interests at heart and also gives them an opportunity to be involved as there are 5 tenant Board member positions.
- Partners – It shows partners that the organisation is governed correctly and again if a member of a partner organisation decides they would like to be on the Board, they can follow the recruitment process for an independent or co-opted member.
- Warrington Borough Council - It shows WBC that the organisation is governed correctly and the council also have 3 councillors who sit on the GGHT Board. Currently the Chair has served as a councillor for 11 years which ensures integrated working with the council.

5. Does this Service already promote equality of opportunity in any way? If the answer is 'YES' please give examples.

Yes it does in the following ways:

- Board recruitment – The policy has a completed EIA to ensure that there are no barriers within the policy; ensuring a fair and equal process for recruiting people to the Board.
- Board Structure – There is an E&D champion on the Board (currently vacant) to ensure that the principles of inclusion are considered throughout the decision making process as the Board have a legal obligation for E&D.

Also, a large proportion of the governance policies have had an EIA. Probity, Whistle-blowing, shareholding membership to ensure that there are no barriers. All policies and practices will receive EIA's.

6. Who did you consult with when writing this Service?

Name of individual / team / group or Organisation you consulted with	What did they say?	What does this tell you?
Tenants were consulted with on the Articles of Association for GGHT	They wanted to keep the AGM, ensure Board members were aware of the rotation arrangements and that leaseholders can apply but the seat should not be reserved, they apply under tenant Board Member	That the process for retiring is clear and Board members are aware of this when they join the Board.



Tenants were consulted on the Board recruitment policy.	They agreed with all that was written in the document.	No amendments required.
Trowers & Hamlin (Legal Advisors)	They advised on a number of the governance policies and standing orders which were produced in 2010 for transfer. They stated that the policies are legally accurate.	Policies/structures do not discriminate against individuals
David Tolson Partnerships	Provided advice on policies and standing orders. They stated that the policies are legally accurate	No amendments required.
Deafness support group, Warrington disability partnerships.	Both groups were contacted to comment on a couple of policy statements but were unable to provide feedback due to timescales.	Relationships with groups which support individuals within the protected characteristics were not well established.
Tenant Services Authority (TSA)	They commented on governance structure/policies/Articles and advised that the structure is acceptable which enabled registration with the TSA	From a regulators perspective the structures are open

What are the **Key findings** of your consultation and feedback

- The consultation showed that more work needed to be done in creating relationships with the local community groups covering the protected characteristics. This has been done with the appointment of the Equality & Diversity officer as a group has been set up covering all protected characteristics called the Working Together Group which can be and has been used for consultation on policies in future.
- After some work with tenants and through amending some processes; tenants now feel that the process for retiring is clear and Board members are also aware of this when they join the Board.
- Tenants believed that the Board Recruitment policy was clear which means they understand the recruitment process and may apply in future.
- GGHT is legally compliant in regards to governing the organisation and also has an acceptable governance structure



Were there gaps any in your consultation?

Yes there were gaps within the consultation.

The groups that were consulted with in regards to tenants were all aged over 65 and were White British – this is not reflective of the customer demographic. More work needs to be done in consulting with Governance’s hard to reach groups which includes LGB people, people of ethnic minorities, younger people, disabled people and transgender people.

The governance team would also have liked to consult with groups from the specific protected characteristics to ensure that the policies which impact on customers had no barriers, particularly for Board recruitment. This will happen in future through the Working Together Group.

7. What are the impacts on the following diverse groups?

For each group, answer these questions in your answer:

- a. Does this service impact differently towards these groups than any other group?
- b. Is the impact negative? If yes, why? If no, why?
- c. Is the impact positive? If yes, why? If no, why?

People of different age groups

- The recruitment aspect of the service has been designed so that there are no barriers to inclusion however traditionally there has been a lack of interest from **Younger people** i.e. under 35. – The [Board profile](#) demonstrates the age profile of the Board.

Older people – traditionally older people i.e. those over 40 have been Board members. A recent recruitment campaign has attracted Board members over the age of 30. Although older people are usually appointed to the Board GGHT will now be analysing the applicant data to assess whether or not younger people are applying for the roles. This way we can target actions depending on whether we need to encourage younger people to apply or help younger people understand what we are looking for in the Board member application process.

- The Board has a responsibility to ensure that GGHT as an organisation does not discriminate against any of the protected characteristics and this includes age. The Board have agreed a performance management framework for equality & diversity which consists of an E&D Policy, Single Equality Scheme, suite of performance indicators, EIA timetable and also E&D action plan.
- All governance policies have been reviewed since 2009 and have EIA’s to ensure that they do not discriminate against anyone.

People who have different ethnicities (African, British, Asian etc)

- In relation to the recruitment aspect of the service, currently GGHT is reflective of the current customer demographic through ethnicity and there is representation of the BME community on the Board. 8.33% of the Board are BME.

[Board recruitment adverts](#) are created to encourage people from all ethnicities to apply



(attached advert); but unfortunately we do not have any applicant data on ethnicity to show us whether or not people from different ethnicities are applying for the vacancies. This is something we will monitor in future as a result of this exercise.

There has also been targeted recruitment advising of the vacancies to our hard to reach groups which include LGB people, younger people, BME groups and disabled people – evidence attached from 2009 within question 8 of this document. Recently, the WTG were advised of the vacancies and asked for views on [how to attract wider representation](#).

- All Board agenda's have the accessibility panel attached to ensure that language is not a barrier to involvement. No one has ever requested to translate a Board Agenda so maybe our translator and interpreter services should be publicised at recruitment level and this can be monitored in future.
- The Board has a responsibility to ensure that GGHT as an organisation does not discriminate against any of the protected characteristics and this includes ethnicity. The Board have agreed a performance management framework for equality & diversity which consists of an E&D Policy, Single Equality Scheme, a suite of performance indicators, EIA timetable and also E&D action plan.
- All governance policies have been reviewed since 2009 and have EIA's to ensure that they do not discriminate against anyone.

Male or Female

- There are no negative impacts on either gender as there is a 50/50% representation of both genders on the GGHT Board. This demonstrates that there are no barriers within the recruitment process and also means the Board reflect the community.
- The Board has a responsibility to ensure that GGHT as an organisation does not discriminate against any of the protected characteristics and this includes ethnicity. The Board have agreed a performance management framework for equality & diversity which consists of an E&D Policy, Single Equality Scheme, a suite of performance indicators, EIA timetable and also E&D action plan.
- All governance policies have been reviewed since 2009 and have EIA's to ensure that they do not discriminate against anyone.

Lesbian, gay, bisexual people

- Currently 1.5% of customers are LGB but there are no known lesbian, gay or bisexual Board members currently serving on the Board. There is also no history of Board members with another sexual orientation other than heterosexual serving on the Board.

Unfortunately we have not recorded applicant data to the Board so we do not know whether we have been receiving applicants who are LGB either. This will be recorded in future as a result of this exercise and an analysis of applicant data will be carried out after each recruitment exercise – this way we can act accordingly and also work with WTG as we have been doing to try to attract more LGB applicants.

- The Board has a responsibility to ensure that GGHT as an organisation does not discriminate against any of the protected characteristics and this includes by sexual orientation. The Board



have agreed a performance management framework for equality & diversity which consists of an E&D Policy, Single Equality Scheme, a suite of performance indicators, EIA timetable and also E&D action plan.

- All governance policies have been reviewed since 2009 and have EIA's to ensure that they do not discriminate against anyone.

Transgender or Transsexual people

- Currently GGHT has 0.71% of transgender customers although there are no known Transgender members currently serving on the Board. There is also no history of Board members who were transgender serving on the Board.

Unfortunately we have not recorded applicant data to the Board so we do not know whether we have been receiving applicants who are Transgender either. This will be recorded in future as a result of this exercise and an analysis of applicant data will be carried out after each recruitment exercise – this way we can act accordingly and also work with WTG as we have been doing to try to attract more Transgender applicants.

- The Board has a responsibility to ensure that GGHT as an organisation does not discriminate against any of the protected characteristics and this includes by transgender status. The Board have agreed a performance management framework for equality & diversity which consists of an E&D Policy, Single Equality Scheme, a suite of performance indicators, EIA timetable and also E&D action plan.
- All governance policies have been reviewed since 2009 and have EIA's to ensure that they do not discriminate against anyone.
- The Chair of the Board attended Trans awareness training (July 2011) facilitated by TransWirral. This was so she could filter the information through to the Board and also keep this group in mind when making decisions due to a great understanding of their needs. This should hopefully impact positively for the Trans community. Evidence of this is shown here: [P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\Q&A Trans learning month.doc](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\Q&A Trans learning month.doc)

People with different religions or beliefs

- The current Board profile on religion or belief (Q1 2011/12) is below:

Religion	Profile of the Board	Customer profile
Buddhist	0.00%	0.20%
Christian (Includes Church of England, Roman Catholic and Christian Orthodox)	33.30%	64.60%
Hindu	0.00%	0.06%
Jewish	0.00%	0.09%
Muslim	0.00%	0.66%
Rastafarian	0.00%	0.03%
Sikh	0.00%	0.03%
No religion or belief	8.30%	16.88%
Other religion or belief	0.00%	2.37%
Prefer Not to say	58.30%	15.02%



- Currently 58.3% of the Board preferred not to say when answering a question regarding their faith or belief. The first action will be to raise the profile of why we need this information to the Board and also try to achieve 100% profile information on the Board.

As the Boards profile is not reflective of the GGHT customer profile GGHT needs to ensure the Board has the knowledge of the various different religions and belief's so they can use this knowledge as part of their decision making process. The Board will be receiving training on 'understanding unconscious bias' which will cover religion and belief in Quarter 1 or 2 of 2012. This will give the Board the tools they need to understand the impact of various religions and beliefs on GGHT and the housing sector.

Unfortunately we have not recorded applicant data to the Board so we do not know whether we have been receiving applicants who are of different religions either. This will be recorded in future as a result of this exercise and an analysis of applicant data will be carried out after each recruitment exercise to ensure there are no barriers in the recruitment process for any individual or group.

- When devising meeting times, all Board members are consulted to establish what the best time is for them; this way we can take into account if there is a need to have meetings at different times due to prayer times.
- Anyone with dietary requirements due to religion/belief is catered for as refreshments are provided at Board meetings
- The Board has a responsibility to ensure that GGHT as an organisation does not discriminate against any of the protected characteristics and this includes by religion or belief (or lack of). The Board have agreed a performance management framework for equality & diversity which consists of an E&D Policy, Single Equality Scheme, a suite of performance indicators, EIA timetable and also E&D action plan.
- All governance policies have been reviewed since 2009 and have EIA's to ensure that they do not discriminate against anyone.

People with dependants (*children*) or with caring responsibilities

- Due to an Equality Impact Assessment being carried out on the Board recruitment Policy (attached as evidence) it was brought to the attention of staff that people with dependants may not be applying for roles within the Board due to not knowing about our commitment to reimburse childcare or carers costs. GGHT now promotes our willingness to do this through all literature associated with recruitment onto the Board therefore there is a positive impact: An example of the recruitment literature is here: (add link)
- GGHT has Board members who are parents but it is not known if there are any Board members who are carers. This could be monitored as a result of this exercise as well as monitoring applicant data for this.
- Meeting times and dates have been considered when arranging Board/Committee meetings and Board Members can request for times/dates to be considered so it does not impact on caring / parenting responsibilities.
- The Board has a responsibility to ensure that GGHT as an organisation does not discriminate



against any of the protected characteristics and this includes by pregnancy, maternity or paternity (or caring responsibilities). The Board have agreed a performance management framework for equality & diversity which consists of an E&D Policy, Single Equality Scheme, a suite of performance indicators, EIA timetable and also E&D action plan.

- All governance policies have been reviewed since 2009 and have EIA's to ensure that they do not discriminate against anyone.

People who are visually impaired or blind

- Currently there are no blind or visually impaired people who sit on GGHT's Board. Although this has only been the profile of the Board since 24th February 2011 when our visually impaired Board member finished their term in office of 2 years.

The Board member didn't want to be treated any differently but did advise that yellow paper would assist them to undertake their role. Yellow paper was ordered and all teams that were involved in Board paper production were aware of the requirement to use yellow paper and a larger font size. An [instruction](#) was sent to Senior Management advising them that if there were any last minute papers they needed to provide a yellow copy. This is a positive impact and shows that there are no barriers for visually impaired people in becoming Board members.

- Unfortunately GGHT has not recorded applicant data to the Board so we do not know whether we have been receiving applicants this year who are blind or visually impaired. This will be recorded in future as a result of this exercise and an analysis of applicant data will be carried out after each recruitment exercise to ensure there are no barriers in the recruitment process for any individual or group.
- Board members are provided with IT equipment whereby software can be added as a reasonable adjustment to assist a Board member to fulfil their role.
- The Board has a responsibility to ensure that GGHT as an organisation does not discriminate against any of the protected characteristics and this includes by disability. The Board have agreed a performance management framework for equality & diversity which consists of an E&D Policy, Single Equality Scheme, a suite of performance indicators, EIA timetable and also E&D action plan.
- All governance policies have been reviewed since 2009 and have EIA's to ensure that they do not discriminate against anyone due to a disability.
- GGHT does not know if there are other blind and visually impaired people who are applying for Board member roles and so we will monitor applications data as a result of this EIA.

People who are deaf or have a hearing impairment

- Currently there are no deaf Board members or Board members with a hearing impairment and we have not monitored previous applications to the Board so we are not sure if there are any barriers within the recruitment process.
- Meetings of the Board are usually held in the Town Hall and the meeting room has a hearing loop fitted. Outside of meetings staff would be able to communicate to Board members with hearing impairment / deafness by face to face communication, text-talk, email or through a



British Sign Language interpreter sent by our partner the Deafness support Network (DSN)

- There is also one known negative impact – if a Board member was also a committee member and used hearing loop this technology is not currently available in the room where meetings are held.
- The Board has a responsibility to ensure that GGHT as an organisation does not discriminate against any of the protected characteristics and this includes by disability. The Board have agreed a performance management framework for equality & diversity which consists of an E&D Policy, Single Equality Scheme, a suite of performance indicators, EIA timetable and also E&D action plan.
- All governance policies have been reviewed since 2009 and have EIA's to ensure that they do not discriminate against anyone due to a disability.
- DSN have brought to our attention that deaf people don't usually follow the stereotypical recruitment procedure and so work needs to be done with DSN to find an accessible way to promote vacancies to deaf people and also ensure that we have procedures in place to help the deaf person carry out their roles equally to everyone else.

People who have mobility issues or who use a wheelchair

- Currently GGHT does not have any Board members who have mobility issues or who use a wheelchair. Although there is a history of Board members with mobility impairments which shows there are no barriers to involvement.
- Unfortunately GGHT has not officially recorded applicant data to the Board so we do not know whether we have been receiving applicants this year who are wheelchair users or who are mobility impaired. This will be recorded in future as a result of this exercise and an analysis of applicant data will be carried out after each recruitment exercise to ensure there are no barriers in the recruitment process for any individual or group. Although during a recent Board recruitment campaign, one of the applicants declared a disability and the selection panel relocated to an accessible venue to ensure that the applicant could access the building
- All Board meetings are held in venues which are accessible. Committee meetings could be moved to a venue that is accessible if needed as currently they are held in Bank House which is inaccessible for people who use a wheelchair. The use of accessible venues could possibly be promoted more to ensure potential Board members are aware of our commitment to including people with mobility impairments.
- The Board has a responsibility to ensure that GGHT as an organisation does not discriminate against any of the protected characteristics and this includes by disability. The Board have agreed a performance management framework for equality & diversity which consists of an E&D Policy, Single Equality Scheme, a suite of performance indicators, EIA timetable and also E&D action plan.
- All governance policies have been reviewed since 2009 and have EIA's to ensure that they do not discriminate against anyone due to a disability.

People who have mental ill health issues



- There is a negative impact in relation to Board Recruitment for people with certain types of ill mental health issues. Company law states that individuals who have a mental disorder and either admitted to hospital under the Mental Health Act 1983 or who have a court order made relating to the illness or to appoint someone to look after their property or other affairs; are not allowed to become Board members.

Also, [The Articles of Association](#) state that a person would be disqualified from the Board if they are wholly or partially prevented from personally exercising any powers or rights which that person would otherwise have as a result of a court order by reason of that persons mental health or of they have become physically or mentally incapable of acting as a Board member and may remain so for a period of at least 3 months (as evidenced by a written opinion to the Company by a registered medical practitioner who is treating the person)

This is publicised in the [Board member information pack](#) and also the [application form](#).

- People with ill mental health conditions which do not result in hospitalisation or a court order against them are eligible to apply to the Board. Currently there is one member of the Board who has seasonal affective disorder and they find support is available if needed and achieve their duties very well.
- Unfortunately GGHT has not officially recorded applicant data to the Board so we do not know whether we have been receiving applicants this year who have ill mental health. This will be recorded in future as a result of this exercise and an analysis of applicant data will be carried out after each recruitment exercise to ensure there are no barriers in the recruitment process for any individual or group.
- The Board has a responsibility to ensure that GGHT as an organisation does not discriminate against any of the protected characteristics and this includes by disability. The Board have agreed a performance management framework for equality & diversity which consists of an E&D Policy, Single Equality Scheme, a suite of performance indicators, EIA timetable and also E&D action plan.
- All governance policies have been reviewed since 2009 and have EIA's to ensure that they do not discriminate against anyone due to a disability.

People who have hidden illnesses *(including Cancer, HIV, Aids etc)*

- GGHT recently had a Board member who was diagnosed with Cancer. The Board were very supportive and allowances were made in regards to meetings and workload.

GGHT's Articles require Board members to attend Board meetings and if 6 consecutive meetings are missed the Board could decide to remove the Board member from the Board. However if the Board/Chair of the Board were made aware of a hidden illness that was affecting attendance this power wouldn't be used.

- Currently there are no Board members with declared hidden illnesses.
- The Board has a responsibility to ensure that GGHT as an organisation does not discriminate against any of the protected characteristics and this includes by disability. The Board have agreed a performance management framework for equality & diversity which consists of an E&D Policy, Single Equality Scheme, a suite of performance indicators, EIA timetable and also



E&D action plan.

- All governance policies have been reviewed since 2009 and have EIA's to ensure that they do not discriminate against anyone due to a disability.

People who have learning disabilities *(including dyslexia, autism / aspergers, developmental)*

- In regards to being a member of the Board and the expectations of Board members; this may have a negative impact on people who have learning disabilities. The format of Board papers often includes lots of information in a written format. Board members are expected to read these papers in advance prior to attending the meetings.

During targeted recruitment, it could be promoted that The Board Support & development Officer would be able to meet the Board member prior to the meetings to discuss the content of the report and answer any questions and ensure that there were no ambiguities for the Board member.

- GGHT does not currently have anyone on the Board who has declared they have a learning disability. Unfortunately GGHT has not officially recorded applicant data to the Board so we do not know whether we have been receiving applicants this year who have learning disabilities. This will be recorded in future as a result of this exercise and an analysis of applicant data will be carried out after each recruitment exercise to ensure there are no barriers in the recruitment process for any individual or group.
- The Board has a responsibility to ensure that GGHT as an organisation does not discriminate against any of the protected characteristics and this includes by disability. The Board have agreed a performance management framework for equality & diversity which consists of an E&D Policy, Single Equality Scheme, a suite of performance indicators, EIA timetable and also E&D action plan.
- All governance policies have been reviewed since 2009 and have EIA's to ensure that they do not discriminate against anyone due to a disability.

Other socially excluded communities or groups such as: financially excluded, Poor Health, Drug Addiction, Ex-Offenders, Refugees

- There may be a negative impact for these groups in relation to recruitment onto the Board. Legally individuals who are bankrupt are not eligible to join the Board. Individuals who are GGHT tenants and whom GGHT are taking legal action against for ASB or rent arrears are also excluded from joining the Board. Also, ex offenders- who have convictions for fraud, theft etc; are excluded from joining the Board.
- The Board has a responsibility to ensure that GGHT as an organisation does not discriminate against any of the protected characteristics and this includes by disability. The Board have agreed a performance management framework for equality & diversity which consists of an E&D Policy, Single Equality Scheme, a suite of performance indicators, EIA timetable and also E&D action plan.
- All governance policies have been reviewed since 2009 and have EIA's to ensure that they do not discriminate against anyone due to a disability.



STEP 2 – Statistical data, Performance information and Research?

8. What data do you have to draw upon to support this assessment?

Please summarise the main data / research and performance management information in the box below. Your EIA will be returned to you if you do not support your claims with evidence.

Information or Research used *(use this space to show the statistics / research or data you have used to support this document.)*

- Quarter 1 2011/12 Board profile information:
[P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\Q1 GGHT Diversity profile.xls](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\Q1 GGHT Diversity profile.xls)
- Application forms for Board members:
[P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\Application Form.pdf](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\Application Form.pdf)
- Job advert for Board members:
[P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\Job Advert - Independent and Co-opted Board Members.pdf](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\Job Advert - Independent and Co-opted Board Members.pdf)
- Articles of association:
[P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\Articles disqualification due to being incapable to act.DOC](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\Articles disqualification due to being incapable to act.DOC)
- Email evidence to senior management team regarding a board member:
[P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder>Email to SMT re Board papers for visual impairment.htm](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder>Email to SMT re Board papers for visual impairment.htm)
- Trans learning month Q&A:
[P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\Q&A Trans learning month.doc](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\Q&A Trans learning month.doc)
- Email regarding Board recruitment to a community group:
[P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\Targeted recruitment for Board positions.mht](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\Targeted recruitment for Board positions.mht)
- Working Together Group minutes:
[P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\Working Together Group Minutes March 2011.pdf](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\Working Together Group Minutes March 2011.pdf)



- Tenant Board member information pack:
[P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\Tenant Board Member Info Pack inc caring costs.pdf](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\Tenant Board Member Info Pack inc caring costs.pdf)
- Minutes from TCP meeting:
 1. [P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\Sub Group of TCP meeting 6.4.09.doc](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\Sub Group of TCP meeting 6.4.09.doc)
 2. [P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\TCP subgroup 20.5.10.doc](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\TCP subgroup 20.5.10.doc)
- EIA's on Board & Governance Policies:
 1. [P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\EIA stage 1 Probity Policy.doc](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\EIA stage 1 Probity Policy.doc)
 2. [P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\EIA stage 1 shareholding membership policy.doc](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\EIA stage 1 shareholding membership policy.doc)
 3. [P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\EIA stage 2 Board recruitment policy.doc](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\EIA stage 2 Board recruitment policy.doc)
 4. [P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\EIA Whistleblowing v2.doc](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\EIA Whistleblowing v2.doc)
 5. [P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance \(service area\)\Evidence folder\Equality Impact Assessment Screening for Board expenses & equipment policy 2010.doc](P:\E&D\Equality Impact Assessments\Equality Impact Assessments\EIA's 2011\Governance (service area)\Evidence folder\Equality Impact Assessment Screening for Board expenses & equipment policy 2010.doc)

What did this data tell you? *(use this space for the written analysis of the above data used)*

This data tells us the following:

- GGHT is legally compliant in regards to governing the organisation and also has an acceptable governance structure
- Good work has begun in creating partnerships with local diverse groups which has resulted in the creation of the Working Together Group (WTG)
- Consultation groups are very active in giving feedback on the service and also policies which is great for shaping the service. Unfortunately the profile of the consultation groups does not reflect the community in areas of age, race, disability, sexual orientation or religion or belief. More work needs to be done to ensure the service consults with our hard to reach groups to ensure their needs are taken into account when shaping the service.
- There is a lack of interest for younger people in regards to applying for the Board.
- Currently the service does not monitor the diversity profile of the applicants for the Board so we do not know if there are barriers to various groups in the application process.
- GGHT's board profile is currently reflective of the community profile by race which shows no barriers to the recruitment process for people who are BME.
- No one has ever requested to translate a Board Agenda at meetings - maybe our translator and interpreter services should be publicised at recruitment level and this can be monitored in future.
- There is a 50/50% representation of both genders on the GGHT Board. This demonstrates that



there are no current barriers within the recruitment process for men or woman.

- There are no known lesbian, gay or bisexual Board members currently serving on the Board. There is also no history of Board members with another sexual orientation other than heterosexual serving on the Board.
- There are no known Transgender members currently serving on the Board. There is also no history of Board members who were transgender serving on the Board.
- Currently 58.3% of the Board preferred not to say when answering a question regarding their faith or belief.
- When devising meeting times, all Board members are consulted to establish what the best time is for them; this way we can take into account if there is a need to have meetings at different times due to prayer times.
- As the Boards profile is not reflective of the local faith profile GGHT customer profile GGHT needs to ensure the Board has the knowledge of the various different religions and belief's so they can use this knowledge as part of their decision making process
- There are Board members who are parents but it is not known if any Board members are carers.
- The Board has a responsibility to ensure that GGHT as an organisation does not discriminate against any of the protected characteristics
- If a Board member was also a committee member and used hearing loop this technology is not currently available in the room where meetings are held.
- Deaf people don't usually follow the stereotypical recruitment procedure and so work needs to be done with DSN to find an accessible way to promote vacancies to deaf people and also ensure that we have procedures in place to help the deaf person carry out their roles equally to everyone else.
- Currently GGHT does not have any Board members who have mobility issues or who use a wheelchair.
- GGHT recently had a Board member who was diagnosed with Cancer. The Board were very supportive
- Legally individuals who are bankrupt are not eligible to join the Board. Individuals who are GGHT tenants and whom GGHT are taking legal action against for ASB or rent arrears are also excluded from joining the Board. Also, ex offenders- who have convictions for fraud, theft etc; are excluded from joining the Board
- For people with learning disabilities - during targeted recruitment, it could be promoted that The Board Support & development Officer would be able to meet the Board member prior to the meetings to discuss the content of the report and answer any questions and ensure that there were no ambiguities for the Board member

9. Does or could this Service area impact on relationships between diverse groups or communities? Please explain your answer

Yes, a well governed organisation ensures the organisation has robust strategies in place for managing the diverse communities. If the Board reflect the customer base it ensures people can see we are inclusive – if the board is not reflective than the Board should be at least trained in understanding the diverse communities so this can influence decision making.

If the Board don't take into account the local demographics and have a greater understanding of who our policies and practices affect, than this could damage the local communities.



10. What actions will you take to mitigate any negative impact that this Service area may cause?

- The Board will be trained in 'understanding unconscious bias' April 2012. This will ensure all Board members have a greater understanding of our local demographic and also communities so this can inform decision making.
- The Board will also receive quarterly updates on performance within eleven service areas in relation to equality & diversity. This way the Board can scrutinise performance and help monitor the E&D performance monitoring framework.
- The Governance service area has targets on increasing the diversity of the Board.

STEP 3- ACTION PLANNING

Where you have identified negative impacts, consider actions that could be taken to mitigate these and where you have identified positive impacts, consider actions you could take to ensure these are realised.

What is the Negative Impact?	What Action are you going to take?	How will you measure the effectiveness of your action?	Responsibility	Timescale	Agreed
The profile of the consultation groups does not reflect the community in areas of age, race, disability, sexual orientation or religion or belief	ensure the service consults with our hard to reach groups to ensure their needs are taken into account when shaping the service (possibly in new ways)	Feedback from the groups on any required amendments to the policy and services	CM	April 2012	
		Diverse groups are consulted with	CM	July 2012	
There is a lack of interest for younger people in regards to applying for the Board.	Target younger people in innovative ways to join the board	Number of young people expressing an interest in the position. Attending Board awareness events	CM	Annual basis	
Currently the service does not monitor the diversity profile of the applicants for the Board so we do not know if there are barriers to various groups in the application process	Begin to monitor the applicant data of the board on an annual basis	We will be able to see who is applying for positions on the Board and compare this against those that express an interest on the Board.	CM	October 2012	
No one has ever	translator services should	Determine how	CM	Ongoing	



What is the Negative Impact?	What Action are you going to take?	How will you measure the effectiveness of your action?	Responsibility	Timescale	Agreed
requested to translate a Board Agenda at meetings There are no known lesbian, gay or bisexual Board members currently serving on the Board.	be publicised and this can be monitored <ul style="list-style-type: none"> Actively raise the profile of GGHT as an inclusive LGB employer/service provider Target recruitment advertising towards LGB recruitment media. 	many requests are made for translation. Monitor the number of applications we receive from LGB applicants	GC/CK	ongoing	
There are no known Transgender members currently serving on the Board.	<ul style="list-style-type: none"> Actively raise the profile of GGHT as an inclusive transgender employer/service provider Target recruitment advertising towards trans recruitment media. 	Monitor the number of applications we receive from Trans tenants	CM	ongoing	
Currently 58.3% of the Board preferred not to say when answering a question regarding their faith or belief	Ensure the Board understand why we want to have the information	100% of Board profile info to be collated.	CM	Dec 2011	
We do not know the Boards religion profile so don't know if prayer times are needed	Board members are consulted to establish what the best time is for them; this way we can take into account if there is a need to have meetings at different times due to prayer times	100% of board data on religion collected	CM	Jan 2011	
The Boards profile is not reflective of the local faith profile	Ensure the Board has the knowledge of the various different religions and beliefs so they can use this knowledge as part of their decision making process	Board training and feedback from training. Decision making processes	CM	Q4 2011/12	
It is not currently know if there are Board members serving who are parents or carers	Start to collect this data with the profile information	Board profile data and through the claims via expenses and equipment. 100% collected data on parents and	CM	Jan 2011	



What is the Negative Impact?	What Action are you going to take?	How will you measure the effectiveness of your action?	Responsibility	Timescale	Agreed
		carers.			
The Board has a responsibility to ensure that GGHT as an organisation does not discriminate against any of the protected characteristics	This will be dealt with through E&D training	Feedback about meeting venues	CM	Q4 2011/12	
If a Board member was also a committee member and used hearing loop this technology is not currently available in the room where meetings are held.	Ensure that the Board support officer is aware of the Board members profile and can book a venue fit for purpose which is accessible for all attending.	CM understands Board members profile	CM	Dec 2011	
Deaf people don't usually follow the stereotypical recruitment procedure	Work needs to be done with DSN to find an accessible way to promote vacancies to deaf people and also ensure that we have procedures in place to help the deaf person carry out their roles equally to everyone else.	Number of applications or from deaf people Procedures in place to ensure CM knows what to have in place for deaf board members. Targeted recruitment data to deaf / hard of hearing tenants.	CM CM CM	March 2012	
Currently GGHT does not have any Board members who have mobility issues or who use a wheelchair	Analyse applicant data to ensure these people are applying to ensure there are no barriers to the recruitment process	There are no barriers to the recruitment process as the application pack asks for any adjustments that we may need to make as part of the selection process	CM	October 2011	
People with learning disabilities may be put off from joining the Board due to the amount of reading needed.	During targeted recruitment, it could be promoted that The Board Support & development Officer would be able to meet the Board member prior to the meetings to discuss the content of the report and answer any questions and ensure that	Promotion on recruitment material targeted at people with learning disabilities.	CM	July 2012	



What is the Negative Impact?	What Action are you going to take?	How will you measure the effectiveness of your action?	Responsibility	Timescale	Agreed
	there were no ambiguities for the Board member				
The Board are not fully reflective of the community profile	The Board will be trained in 'understanding unconscious bias' April 2012. This will ensure all Board members have a greater understanding of our local demographic and also communities so this can inform decision making	The provision of services across the organisation which have no barriers.	CM	Q4 2011/12	

Step 4 – The Next Step

Signed off by:

Fiona Graham – Business Manager Quality & Performance



Cam Kinsella – Equality & Diversity Officer



Date Signed Off:
31st October 2011

