

## **Colchester Borough Homes**

### **Equality Impact Assessment Form - An Analysis of the Effects on Equality**

#### Section 1: Initial Equality Impact Assessment

Name of policy/ decision to be assessed:

#### **Board Recruitment Policy**

1. What is the main purpose of the policy?

- To ensure that CBH complies with its obligations regarding the appointment of Board Members to fill vacancies as they arise.

2. What main areas or activities does it cover?

- It provides guidance for the recruitment and induction of new members of CBH's Board of Directors.
- It expands upon the Memorandum and Articles of Association, which lay down the requirements for board member selection
- It codifies procedures with regard to selections, elections and inductions.

3. Are there changes to an existing policy being considered in this assessment? If so what are they?

No

4. Who are the main audience, users or customers who will be affected by the policy?

- CBH Staff
- CBH Tenants and Leaseholders
- Other customers

5. What outcomes do you want to achieve from the policy?

- To ensure that CBH and its customers benefit from a talented, effective and diverse Board.

6. Are other service areas or partner agencies involved in delivery? If so, please give details below:

Colchester Borough Council

7. Are you aware of any relevant information, data, surveys or consultations which help us to assess the likely or actual impact of the policy upon customers or staff?

No

8. The 'general duty' states that we must have "due regard" to the need to:

- (a) eliminate unlawful discrimination, harassment and victimisation
- (b) advance equality of opportunity between people who share a 'protected characteristic'<sup>1</sup> and those who do not<sup>2</sup>
- (c) foster good relations between people who share a protected characteristic and those who do not<sup>3</sup>

Not all policies help us to meet the 'general duty', but most do.

*Where applicable, explain how this policy helps us to meet the 'general duty':*

The policy helps us to 'eliminate unlawful discrimination, harassment and victimisation' in the following way(s):

- The policy helps CBH to have clear and transparent processes and procedures which help to recruit a diverse Board.

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<sup>1</sup> The Equality Act's 'protected characteristics' include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief and sex and sexual orientation. It also covers marriage and civil partnerships, but not for all aspects of the duty.

<sup>2</sup> This involves having due regard, in particular, to the need to: (a) remove or minimise disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic; (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it, and (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

<sup>3</sup> This involves having due regard, in particular, to the need to (a) tackle prejudice, and (b) promote understanding.

The policy helps us to ‘advance equality of opportunity...’ in the following way(s):

- The policy helps CBH to have clear and transparent processes and procedures which help to recruit a diverse Board.

The policy helps us to ‘foster good relations...’ in the following way(s):

- None identified

9. This section helps us to identify any disproportionate impacts. Please indicate in the table below whether the policy is likely to particularly benefit or disadvantage any of the ‘protected characteristics’.

‘Protected characteristic’ group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Age	Older people (60+)		None identified		None identified
	Younger people (17-25) and children (0-16)	X	The policy may help CBH to recruit from underrepresented age groups		
Disability	Physical	X	The policy may help CBH to recruit people who have a disability thereby helping to ensure a profile more representative of its customers		
	Sensory				
	Learning				
	Mental health issues				
	Other – <i>specify</i>				
Ethnicity <sup>4</sup>	White		None identified		None identified
	Black	X	The policy may help CBH to recruit from ethnic minorities		
	Chinese				
	Mixed Ethnic Origin				
	Gypsies/ Travellers				
	Other – <i>please state</i>				
Language	English not first language		None identified	X	The policy and EqIA are in English. This may exclude people whose first language is not English.

<sup>4</sup> National Census 2011 categories are: Bangladeshi, Indian, Pakistani, Other Asian (Asian or Asian British), African, Caribbean, Other Black (Black or Black British), White and Black African, White and Asian, White and Black Caribbean (Mixed), British, Irish, Other White (White), Chinese, Other (Other Ethnic Group).

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks		None identified		None identified
Religion or Belief	People with a religious belief (or none)	X	The policy may help the CBH Board to become more diverse		None identified
Sex	Men		None identified		None identified
	Women		None identified		None identified
Gender Reassignment <sup>5</sup>	Transgender/ Transsexual <sup>6</sup>	X	The policy may help the CBH Board to become more diverse		None identified
Sexual Orientation	Bisexual, Heterosexual, Gay or Lesbian	X	The policy may help the CBH Board to become more diverse		None identified
Marriage and Civil Partnership	People who are married or in a civil partnership		None identified		None identified

10. If you have identified any negative impacts (above) how can they be minimised or removed?

**Language - The policy and EqIA are in English. This may exclude people whose first language is not English.**

*Staff will assist anyone whose first language is not English to access suitable translation services*

11. Could the policy discriminate<sup>7</sup> against any 'protected characteristic', either directly or indirectly<sup>8</sup>? **No**

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<sup>5</sup> The protected characteristic of gender reassignment is defined by the Equality Act 2010 as “a person proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.” This is a personal process that may involve medical interventions such as counselling, psychotherapy, hormone therapy or surgery, but does not have to.

<sup>6</sup> It is generally held that people who are *transgender* disguise their features or clothing to resemble their preferred sex, whereas people who are *transsexual* wish to change their body to completely resemble their preferred sex.

## Summary and findings of Initial Equality Impact Assessment

12. Please put a tick in the relevant box to confirm your findings, and what the next step is:

Findings	Action required
No negative impacts have been identified <input type="checkbox"/>	Sign off screening and finish.
<b>Negative impacts have been identified but have been minimised or removed X</b>	<b>Sign off screening and finish.</b>
Negative impacts could not be minimised or removed <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.
There is insufficient evidence to make a judgement. <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.

13. Name and job title of person completing this form:

- Andrew Harley and Jo Paget

14. Date of completion:

- February 2021

15. Date for update or review of this screening:

- February 2024 (or when this policy is reviewed)

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<sup>7</sup> The Council has a general duty to ‘eliminate unlawful discrimination, harassment and victimisation’. Direct discrimination occurs when a person is treated less favourably than another in a comparable situation because of their ‘protected characteristic’ whether on grounds of age, disability, pregnancy and maternity, ethnicity; religion or belief; sex (gender), sexual orientation, or marriage and civil partnership. Indirect discrimination occurs when an apparently neutral provision or practice would nevertheless disadvantage people on the grounds of their ‘protected characteristic’.

<sup>8</sup> If you answer ‘yes’ to question 11 (above) you will need to complete this section *and* go on to complete Section 2 in order to conduct a full Equality Impact Assessment.