



supporting people

Strategic Housing Services

Kirklees Good Practice Guide 2 Equality & Diversity Level C

Standards, Evidence and Guidance Notes to assist providers in maintaining a Level C on C1.5 Fair Access, Diversity and Inclusion.

Standards				Evidence				Comments	
Supported housing	✓	Sheltered housing	✓	Floating support	✓	Very short term accom.	✓	HIAs	✓
i	The eligibility criteria and application process are publicised and freely available.			The eligibility criteria, means of prioritising applications and the application process are written down and described in plain language. Copies are provided to all enquirers.				<p>Eligibility criteria are distributed to Kirklees Information Points (KIPs), Social Services Information Points (SSIPs) and other relevant agencies and communities.</p> <p>The SP Team accepts that providers can not always be held responsible for information once it reaches its destination, however providers maintain distribution lists showing where and when information has been sent.</p>	
ii	The assessment and allocations processes are up-to-date and ensure fair access to the service.			<p>There is a documented procedure that specifies how enquiries and applications are processed, assessed and prioritised.</p> <p>The procedures have been reviewed within the last five years.</p> <p>The assessment procedure ensures that service user's needs are compared objectively with the eligibility criteria of the service.</p>				<p>The evidence itself doesn't demonstrate whether the processes are fair.</p> <p>For providers who are required to produce and publish a race equality scheme, the impact assessment process which is required as part of a race equality scheme will help to demonstrate the policies and processes and ensure fair access to services.</p>	

Standards				Evidence				Comments	
Supported housing	✓	Sheltered housing	✓	Floating support	✓	Very short term accom.	✓	HIAs	✓
iii	<p>There are written policies covering equal opportunity (EOP), anti-discriminatory practice (ADP) and harassment.</p>			<p>The policies exist and cover discrimination on grounds of:</p> <ul style="list-style-type: none"> • gender, • age, • religion, • race, • disability, • nationality and sexuality. <p>The policies cover staff and service users and address access to services and employment.</p> <p>The equal opportunities policy is in accordance with the:</p> <ul style="list-style-type: none"> • Race Relations Act 1976, • Disability Discrimination Act 1995, • Human Rights Act 1998, • Sex Discrimination Act 1975 <p>and subsequent amendments to these.</p> <p>The policies are in accordance with the Commission for Race Equality Code Of Practice.</p> <p>The policies have been reviewed within the last five years.</p>				<p>Policies should take into account the recent introduction of regulations covering age, sexual orientation, religion and belief.</p> <p>Consideration must be given to the collection of equality monitoring data in so far as it will help to identify areas of imbalance within employment and service delivery.</p>	

Standards				Evidence				Comments	
Supported housing	✓	Sheltered housing	✓	Floating support	✓	Very short term accom.	✓	HIAs	✓
iv	There is a recruitment and selection policy that aims to eliminate discrimination in recruitment processes.			Recruitment and selection policy is less than 5 years old.					
v	Staff are familiar with the above policies.			Policies are covered in induction programmes. Staff are able to describe key features of the policies.				In addition to specific training related activities, discussions and information can be exchanged through existing workplace mechanisms such as team meetings and away days.	
vi	Information is made available to service users about the availability of cultural and religious organisations and centres.			There are prominently available posters, leaflets etc., and/or support plans, key-working notes etc. record that information has been imparted.				Although not a specific requirement within the QAF, it would be good practice to include organisations which support a range of equality and diversity issues such as gender, disability, age (particularly young people) and sexual orientation.	

For more information contact the Supporting People Team on:

Tel: 01484 221721

Email: supporting.people@kirklees.gov.uk

Website: www.kirklees.gov.uk/supportingpeople

Or by post at: Supporting People Team

4th Floor

Oldgate House

Huddersfield

HD1 6QF

This document was produced in December 2006 by Kirklees Supporting People Team using information collected from provider questionnaires in September 2006; collaborative working with KMC's Equality & Diversity Team and shared Best Practice with other AA's.

