

# Equality Impact Assessment Form



<b>Directorate: Housing and Inclusion</b>	<b>Service: Income Management and Financial Inclusion</b>
<b>Completed by: Jane Maguire</b>	<b>Date: 10/03/22</b>
<b>Subject Title: Leasehold Housing Management Policy</b>	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	Yes
Is a service being designed, redesigned or cutback:	Yes
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):	Yes
Details of the matter under consideration:	The implementation of a Leaseholder Policy
<i>If you answered <b>Yes</b> to any of the above <b>go straight to Section 3</b></i> <i>If you answered <b>No</b> to all the above <b>please complete Section 2</b></i>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No* <i>*delete as appropriate</i>
If <b>Yes</b> , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered <b>Yes</b> go to <b>Section 3</b></i>	
If you answered <b>No</b> to both Sections 1 and 2 provide details of why there is no impact on these three groups:	
<b>3. EVIDENCE COLLECTION</b>	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Leaseholders.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	The policy will be relevant to all Leaseholders of Council housing stock. Those who are subletting the property will be affected more than those who reside in the leasehold home.

Which of the protected characteristics are most relevant to the work being carried out?	
Age	No
Gender	No
Disability	No
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
<b>4. DATA ANALYSIS</b>	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	The policy is relevant to owners of ex council homes.
What will the impact of the work being carried out be on usage/the stakeholders?	The policy has a positive impact as it ensures a fair consistent approach for transparent charges as well as providing repayment options.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	As part of implementation a consultation exercise will be carried out with all leaseholders.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	N/A.
If any further data/consultation is needed and is to be gathered, please specify:	N/A.
<b>5. IMPACT OF DECISIONS</b>	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The policy will have a positive impact providing transparent charges for day to day and major works and support those who may have financial difficulties repaying the charges
<b>6. CONSIDERING THE IMPACT</b>	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers	No negative impact has been found. If any negative impact is identified, the policy will be revised to mitigate where possible.

etc.).	
What actions do you plan to take to address any other issues above?	No actions planned
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	This EIA will be reviewed when the policy is updated