

## Equality Impact Assessment Form



<b>Directorate: Housing &amp; Inclusion</b>	<b>Service: Housing Management</b>
<b>Completed by: Nicola Bradley</b>	<b>Date: 23.11.22</b>
<b>Subject Title: Housing Allocations Policy</b>	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	Yes <span style="float: right;"><i>*delete as appropriate</i></span>
Is a service being designed, redesigned or cutback:	No
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:	No
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:	Update to the Councils Housing Allocations Policy
<p><i>If you answered <b>Yes</b> to any of the above go straight to Section 3</i></p> <p><i>If you answered <b>No</b> to all the above please complete Section 2</i></p>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No* <span style="float: right;"><i>*delete as appropriate</i></span>
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 Section 3</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: <i>You do not need to complete the rest of this form.</i>	
<b>3. EVIDENCE COLLECTION</b>	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	
If the work being carried out relates to a	

<p>universal service, who needs or uses it most? (Is there any particular group affected more than others)?</p>	<p>The Policy will be applied to existing and future housing applicants and will not disadvantage any one group in terms of their housing needs and our ability to meet them.</p>														
<p>Which of the protected characteristics are most relevant to the work being carried out?</p> <p>Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity</p>	<p>Yes No Yes No No No No No No Yes</p>														
<p><b>4. DATA ANALYSIS</b></p>															
<p>In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?</p>	<p>The Councils Allocations Policy aims to promote equality of opportunity and allocate social housing within the borough to those applicants in most housing need.</p> <p>The following table shows the breakdown in terms of age of main applicant. This shows that there is a fairly even distribution in terms of the age groups wishing to access housing.</p> <table border="1" data-bbox="847 1308 1331 1615"> <thead> <tr> <th>Age</th> <th>Number of applicants</th> </tr> </thead> <tbody> <tr> <td>16-17</td> <td>1</td> </tr> <tr> <td>18-24</td> <td>167</td> </tr> <tr> <td>25-35</td> <td>394</td> </tr> <tr> <td>36-60</td> <td>507</td> </tr> <tr> <td>60+</td> <td>270</td> </tr> <tr> <td>Grand Total</td> <td>1339</td> </tr> </tbody> </table> <p>7.5% of applicants have a physical disability and require and adapted property.</p> <p>83.7% of applicants identify as White British, with 90.1% of applicants being UK nationals.</p>	Age	Number of applicants	16-17	1	18-24	167	25-35	394	36-60	507	60+	270	Grand Total	1339
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<p>What will the impact of the work being carried out be on usage/the stakeholders?</p>	<p>The proposed changes</p>														

	<ul style="list-style-type: none"> <li>• aim to increase the number of allocations to those in most need by updating the level of priority given to those who are homeless.</li> <li>• Remove Community contribution criteria which is currently disadvantages those who are unable to work due to disability, caring responsibility etc.</li> <li>• assist expectant parents in securing suitable accommodation prior to the birth of their child, households with an expectant mother will now for the purposes of assessing overcrowding be treated as though the child has been born at 30 weeks of pregnancy.</li> </ul>
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?	Results of survey have been used to highlight areas of the policy that need to be updated.
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?	Data relating to current live applications Data relating to the allocations of housing
If any further data/consultation is needed and is to be gathered, please specify:	12 week public consultation to be carried out with customers and other interested agencies and support groups.
<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)?	There will be a positive effect on homeless applicants in terms of being given more priority which will relieve their homelessness more quickly. There will be a positive impact on those who are unable to work due to disability. Where appropriate pregnant applicants will be considered for additional priority when an additional room would be required for the new baby.
<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,	There is no negative impact.

explain why this is the case (e.g. legislative or financial drivers etc.).	
What actions do you plan to take to address any other issues above?	No actions  <i>If no actions are planned state no actions</i>
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	1 year after implementation by Tenancy Service Manager

## **Example Equality Service Monitoring Form**



### **Equality Service Monitoring**

To help us monitor the accessibility and effectiveness of our services, please complete the monitoring form overleaf.

#### **Why are we asking for this information?**

Under the Equality Act 2010, as a public authority, we are required to demonstrate that we are paying 'due regard' to issues that affect all sections of the community across the functions and services that we carry out as an organisation. Monitoring who is using and who is not using our services is a big part of this.

The information we collect helps us to improve our services. It shows us if some people are not making the most of our services, and where we need to make changes to them.

#### **What happens to the information?**

Some people worry about giving information in case it should fall into the wrong hands. There are strict laws (Data Protection Act 1998) to make sure that we protect the information we collect and to deal with it responsibly. Our service managers use the information we collect to find out what they need to do to improve their services, policies and strategies so that they meet the needs of all our residents and other stakeholders.

#### **Aren't some of the questions a bit personal?**

It may seem that we are being nosy, but we ask everyone the same thing. We understand that you might be protective of your personal information, but if we don't know who is using our services, it is harder for us to deliver them appropriately.

# Equality Service Monitoring Form



Please complete this form to help us continue to improve our services

	<i>Please write in answer or tick box</i>						
1. <b>What is your full home postcode?</b> e.g. L39 2DF							
2. <b>What was your age on your last birthday?</b>							
3. <b>Are you a deaf person or do you have a disability?</b> (The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day- to- day activities)	<input type="checkbox"/> Yes <input type="checkbox"/> No						
4. <b>Are you...</b>  Is your gender the same as the gender you were born?	<input type="checkbox"/> Male <input type="checkbox"/> Female  <input type="checkbox"/> Yes <input type="checkbox"/> No						
5. <b>What is your religion?</b>	<input type="checkbox"/> Baha'i <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> No religion/belief  Any other religion/belief – please write in below						
6. <b>What is your sexual orientation?</b>	<input type="checkbox"/> Bisexual <input type="checkbox"/> Gay man <input type="checkbox"/> Heterosexual / straight <input type="checkbox"/> Lesbian / gay woman						
7. <b>Which best describes your ethnic background?</b>							
<table border="0"> <tr> <td style="vertical-align: top;"> <b>A White</b>  <input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British  <input type="checkbox"/> Irish  <input type="checkbox"/> Gypsy or Irish Traveller  <input type="checkbox"/> Any other White European background, please write below:   <input type="checkbox"/> Any other White background, please write below:             </td> <td style="vertical-align: top;"> <b>B Mixed/multiple ethnic groups</b>  <input type="checkbox"/> White and Black Caribbean  <input type="checkbox"/> White and Black African  <input type="checkbox"/> White and Asian  <input type="checkbox"/> Any other Mixed/multiple ethnic background, please write below:             </td> </tr> <tr> <td style="vertical-align: top;"> <b>C Asian/Asian British</b>  <input type="checkbox"/> Indian  <input type="checkbox"/> Pakistani  <input type="checkbox"/> Bangladeshi  <input type="checkbox"/> Chinese  <input type="checkbox"/> Any other mixed/multiple ethnic background, please write below:             </td> <td style="vertical-align: top;"> <b>D Black/African/Caribbean/Black British</b>  <input type="checkbox"/> African  <input type="checkbox"/> Caribbean  <input type="checkbox"/> Any other Black/African/Caribbean background, please write below:             </td> </tr> <tr> <td></td> <td style="vertical-align: top;"> <b>E Other ethnic group</b>  <input type="checkbox"/> Arab  <input type="checkbox"/> Any other ethnic group, please write below:             </td> </tr> </table>		<b>A White</b> <input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White European background, please write below:  <input type="checkbox"/> Any other White background, please write below:	<b>B Mixed/multiple ethnic groups</b> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed/multiple ethnic background, please write below:	<b>C Asian/Asian British</b> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other mixed/multiple ethnic background, please write below:	<b>D Black/African/Caribbean/Black British</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black/African/Caribbean background, please write below:		<b>E Other ethnic group</b> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group, please write below:
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