

Appendix C
EQUALITY IMPACT ASSESSMENT Part 1 & 2 – pro-forma

Directorate	Finance and Welfare	Service Housing	Assessment carried out by	Debbie Peters	
Area being assessed	Allocations Policy 2014	Date of Assessment	18 th August 2014	Is this a new or existing service/policy?	Existing policy revisions

PART 1 – INITIAL ASSESSMENT

1. What is the aim/ objective of the area being assessed?	<ul style="list-style-type: none"> • To meet the requirements of the Housing Act 1996 part VI • To set out the policies and procedures for letting of nominations to registered providers (RPs) in the District • To give reasonable preference to applicants in greatest need and prevent homelessness
2. Who is intended to benefit from it and how?	Any applicant for housing who is over the age of 16
3. If your service uses contractors, do you ensure that they comply with the Council's equal opportunities policy and relevant legislation?	Protocol with RPs in the district under the Sussex Homemove partnership. EIA carried out on the Homemove scheme across the partnership. RPs are monitored by the Homes and Communities Agency to ensure they comply with the Council's equal opportunities policies and relevant legislation.
4. Do you know who your service users are by age/ race/ disability/gender etc? (This could be obtained from results of recent consultation or surveys, equality monitoring data, demographic and other statistics).	Monitoring has been carried out of all applicants on the housing register by race, ethnicity, household group etc. through the housing register applications process.

<p>4. a) How are service users views gathered? (This could be through results of recent consultations or surveys, information from groups and agencies directly in touch with particular groups or analysis of complaints)</p> <p>b) How do you use this information?</p> <p>C) Do you publish the results, and where?</p>	<p>a) Extensive consultation with applicants through e mails to all those who had provided e mail addresses (638) on proposed changes to allocations policy. Details published on the website for a 10 week consultation period July 2014 to October 2014. .</p> <p>b) Parish and town Councils and stakeholders were also consulted via e mail which directed them to a specific area of the web site.</p> <p>We made further recommendations which came from the consultation and have been included in a report for the councils scrutiny committee.</p>	
<p>5. Could the area being assessed have a differential impact on racial groups?</p>	<p>NO</p>	<p>Please explain and provide any existing evidence (either presumed or otherwise):</p> <p>The web site included availability of a translation service.</p>
<p>6. Could the area being assessed have a differential impact on people due to their gender?</p>	<p>NO</p>	<p>Please explain and provide any existing evidence (either presumed or otherwise):</p> <p>No impact identified.</p>
<p>7. Could the area being assessed have a differential impact on people due to their disability?</p>	<p>NO</p>	<p>Please explain and provide any existing evidence (either presumed or otherwise):</p> <p>Accessibility for people with visual impairments, the scheme user guide is available in Braille and the Homemove website incorporates Browse Aloud software. Personalised property list, My Homemove, available free of charge for vulnerable applicants without internet access. A guide for clients with learning disabilities is also available.</p>
<p>8. Could the area being assessed have a differential impact on people due to their sexual orientation?</p>	<p>NO</p>	<p>Please explain and provide any existing evidence (either presumed or otherwise):</p> <p>No impact identified.</p>

<p>9. Could the area being assessed have a differential impact on people due to their age?</p>		<p>NO</p>	<p>Please explain and provide any existing evidence (either presumed or otherwise): No impact identified.</p>
<p>10. Could the area being assessed have a differential impact on people due to their religious or other belief?</p>		<p>NO</p>	<p>Please explain and provide any existing evidence (either presumed or otherwise): No impact identified although further consideration could be made of the different housing expectations held by different racial groups, e.g. larger households wishing to live as a family unit.</p>
<p>11. Could the area being assessed have a differential impact on people due to them having dependants/ caring responsibilities?</p>		<p>NO</p>	<p>Please explain and provide any existing evidence (either presumed or otherwise): No impact identified.</p>
<p>12. Could the area being assessed have a differential impact on people due to them being transgendered or transsexual?</p>		<p>NO</p>	<p>Please explain and provide any existing evidence (either presumed or otherwise): No impact identified.</p>
<p>13. Is there any evidence that people from different groups may have different expectations of the areas being assessed?</p>		<p>NO</p>	<p>Please explain and provide any existing evidence (either presumed or otherwise): No evidence to suggest this may be the case.</p>
<p>14. Is the policy likely to affect relations between certain groups, for example because it is seen as favouring a particular group or denying opportunities to another?</p>		<p>NO</p>	<p>Please explain and provide any existing evidence (either presumed or otherwise): Housing legislation sets out the categories of household groups who will be considered in reasonable preference groups for an allocation of accommodation and therefore, given preference for accommodation through the scheme. This can be seen as 'discriminatory' by those households who do not qualify. This is difficult to mitigate against because of the legal requirement to give priority to certain groups. However, advice and assistance is offered to those to who have limited or no preference under the scheme.</p>
<p>15. Is the policy likely to damage relations between any particular groups and the Council?</p>		<p>NO</p>	<p>Please explain and provide any existing evidence (either presumed or otherwise): No impact on particular groups, however, individual complaints can occur as a result of the housing legislation, particularly where there is no duty to assist an applicant.</p>

16. Could the differential impact identified in 5-12 amount to there being the potential for adverse impact in this strategy/policy/service/procedure ?		NO	Please explain and provide any existing evidence (either presumed or otherwise):
17. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?		NO	Please explain and provide any existing evidence (either presumed or otherwise):
18. Do your staff know who the contact is for equalities issues within your directorate?	YES		Please provide evidence- what methods are used to make staff aware? Yes Martin Bolton/ Debbie Peters
19. Have all your staff attended an equality awareness training session?	YES		Please signpost evidence of this?
20. Have you set any equality performance indicators or objectives for your service?		NO	Please explain.
21. Actions arising from Part 1 of the Initial Assessment			Ensure equalities monitoring is consistent and continually undertaken Clear communication is provided to met the needs of applicants on individual bases.
22. Should this Initial Assessment proceed to Part 2?		NO	

23a. As a result of Part 1, is a Full Assessment necessary?		NO (please sign below)	23b. If Yes, on what evidence should this assessment proceed to a Full Assessment?	
24a. Date on which Full Assessment to be started by			24b. Date on which Full Assessment to be completed by	

Signed (Completing Officer): D. M. Peters

Signed (Lead Officer): Martin Johnson

Date: 18th Aug 14

PART 2 - INITIAL CONSULTATION AND RISK ASSESSMENT					
25. In what areas are there concerns that the strategy/policy/procedure <u>could</u> have a differential impact?	Race	Gender	Disability	Sexual Orientation	Age
	Religion or Belief	Dependants/ caring responsibility	Transgendered or Transsexual		
26. What concerns are there that the area being assessed could have a differential impact on relevant groups? Please explain (continue on a separate sheet if necessary).					

<p>27. What are the risks associated with the area being assessed in relation to differential impact?</p>				
<p>28. Are there any experts/relevant groups who you can approach to explore their views on the issues?</p>	<p>YES</p>	<p>NO (please go to question 33)</p>	<p>29. Please list the relevant groups/experts</p>	
<p>30. How will the views of these groups be obtained?</p>	<p>Letter <input type="checkbox"/></p> <p>Meetings <input type="checkbox"/></p> <p>Interviews <input type="checkbox"/></p> <p>Telephone <input type="checkbox"/></p> <p>Workshops <input type="checkbox"/></p> <p>Fora <input type="checkbox"/></p> <p>Questionnaires <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>		<p>35. Date on which each group/expert was contacted</p>	
<p>31. Please explain in detail the views of the relevant groups/experts on the issues involved (continue on a separate sheet if necessary).</p>				
<p>32. Taking into account the views of the groups/experts and/or the available evidence, please clearly state the risks associated with the strategy/policy/procedure weighed against its benefits (continue on a separate sheet if necessary).</p>				

33. Actions arising from Part 2 of the Initial Assessment						
34. As a result of Part 2, is a Full Assessment necessary?	YES	NO (please sign below)	34a. Date on which Full Assessment to be started		34b. Date on which Full Assessment to be completed	

Signed (Completing Officer): _____ Signed (Lead Officer): _____ Date: _____

