



# EQUALITY IMPACT ASSESSMENT

## Partial Assessment Form

<b>Policy, practice, function or project assessed</b>	Houses in Multiple Occupation (HMO) Licensing
<b>Lead Officer</b>	Brian Heffernan
<b>Team</b>	Environmental Protection Team
<b>Start date of assessment</b>	2 February 2010
<b>Completion of assessment</b>	2 February 2010

Please use this form to record your findings in relation to the assessment of an existing policy, function, service or practice.

## **A. POLICY, PRACTICE, FUNCTION OR PROJECT TO BE ASSESSED**

### **A1. Please describe what are the main aims, objectives, purpose and intended outcomes of the policy or function?**

HMO licensing is a legal requirement of all Councils. Environmental and public health is an inescapable part of our daily lives. The task of the service is to lessen the effect of poor housing conditions. The relevant Council Aim is to ensure that accommodation continues to be safe and healthy. Service objectives include safeguarding and improving public health and enhancing the quality of life for the vulnerable and disadvantaged specifically.

### **A2. Is this policy or function associated with any other Council policy or priority?**

Yes, departmental enforcement policy and regulatory enforcement policy. The policy is also operated within the '3 A's' guidance. The policy applies to residential properties, consisting of 3 storeys or more, which house 5 or more people.

### **A3. Who are the intended beneficiaries/stakeholders of the policy or function? How many people are affected and from what sections of the community?**

The policy applies to all residents of HMO's, regardless of background and culture. No specific statistical information has been gathered on residents, however as of the date of this assessment, 16 HMO's are in operation within South Cambridgeshire District Council's jurisdiction. The majority of HMO's within South Cambridgeshire are new build properties, occupied by professionals.

### **A4. Is the policy/function corporate and far-reaching?**

No, the policy is in place for health and safety purposes and within South Cambridgeshire, a low number of residents are affected by HMO licensing, although on a corporate basis, the policy is operated across the entire district.

### **A5. Are you expecting to make any significant change to the policy or service in the near future? If so, please give details.**

No changes to the policy or legislation are anticipated.

### **A6. Is this a new or existing policy or function?**

Existing.



**B. EVIDENCE/ DATA and CONSULTATION**

It is important to consider all information that is available in determining whether the policy or function could have a differential impact. Please attach examples of monitoring information, research or consultation reports.

**B1. What monitoring or other information do you have about relevant target groups, which will show the impact of the policy or function?**

It is a statutory duty for HMO Landlords to notify South Cambridgeshire District Council of any properties they are operating as HMO's. Environmental Health Officer's conduct regular street surveys, in areas that are popular with HMO Landlords and Letting Agents have been contacted to remind Landlords of their obligations to notify South Cambridgeshire District Council of any HMO properties. To date no applications for licensing of an HMO, have been refused.

As the number of HMO's within South Cambridgeshire are so small, no monitoring has been carried out. However, if the housing survey is approved for 2010/11, once the survey has been conducted, this may provide more detailed data on HMO properties and their occupants.

**B2. Have you compared the data you have with the equality profile of the local population? What does it show?**

No comparison available, very few people of South Cambridgeshire are affected.

**B3. Have you identified any improvements or other changes that could be made from monitoring the data?**

No data is currently available, however if the housing survey is carried out, any data recorded on the survey with regard to HMO's will be used appropriately.

**B4. Have you consulted or involved external stakeholders about the policy or function? If so, what were their views?**

Customer Satisfaction survey's have been completed, however no further consultations have been carried out as the policy operates as per government legislation.

**B5. Have you undertaken any consultation with staff to assess their perception of any impacts of the policy or function? If so, what has been learnt from them?**

Yes, Environmental Health Staff Away Days are held on an annual basis, where all aspects of the service are debated.

**B6. Please provide information about any other consultation, research, or involvement undertaken in relation to this impact assessment.**

Individual letters are sent to known HMO Landlords and district housing surveys have been carried out, which are currently being considered for repetition in 2010/11.

**C1. IMPACT OF THE POLICY OR FUNCTION**

Assess the potential impact on each of the equality strands/groups. The impact could be negative, positive or neutral. If you assess a negative impact for any of the groups then you will need to assess whether that impact is low, medium or high. Refer to the evidence you use.

DESCRIPTION OF IMPACT	Nature of Impact (Positive, Neutral, Adverse)	Extent of Impact (Low, Medium, High)
<b>GENDER: Identify the potential impact of the policy or function on men and women</b>		
Debate took place about gender and no issues were raised.	Neutral	
<b>RACE: Identify the potential impact of the policy or function on different race/ethnic groups</b>		
If necessary, translation services are available and can be provided.	Neutral	
<b>DISABILITY: Identify the potential impact of the policy or function on disabled people</b>		
Debate took place regarding legislation requirements and no issues were raised.	Neutral	
<b>AGE: Identify the potential impact of the policy or function on different age groups</b>		
Housing hazards are governed by legislation within the Housing, Health & Safety Rating Standards (HHSRS) guidelines	Positive	
<b>SEXUAL ORIENTATION: potential impact of the policy on lesbian, gay men, bisexual or heterosexual people</b>		
Discussed and considered and no issues were raised.	Neutral	
<b>RELIGION/FAITH: Identify the potential impact the policy on different religious/faith groups</b>		
Discussed and considered and no issues were raised.	Neutral	
<b>OTHER</b>		

**PLEASE NOTE:** Following completion of the section above, if the nature of the impact is adverse then you may need to proceed to a full equality impact assessment.

**C2. Could you minimise or remove any adverse or potential impact that is high, medium or low significance, in advance of a full impact assessment? Explain how.**

N/A

**C3. Does the policy or function actively promote equal opportunities and good community relations? Or could changes be made so that it does so?**

The function places no adverse barriers to people making HMO licensing applications. The procedures are dictated in legislation and guidance to that legislation

**C4. Please provide any further information, qualitative or quantitative that does not fit into the questions but you feel has a likely impact on this assessment.**

Low number of people are affected (16 HMO's in total within South Cambridgeshire) and applicants do not fit the usual HMO profile.

<b>D. CONCLUSIONS</b>			
<b>D1. Was there sufficient data to complete the partial assessment?</b>	Yes?	<input checked="" type="checkbox"/>	<b>If “NO”, what arrangements are in place for evidence gathering and continuing with the assessment?</b>
	No?	<input type="checkbox"/>	
<b>D2. Is the outcome of the partial assessment that the policy or function would have an adverse impact (medium or high impact) on one or more target group?</b>	Yes?	<input type="checkbox"/>	<b>If “YES”, will you proceed to a full assessment? If so, what arrangements are in place to carry out the full assessment?</b>
	No?	<input checked="" type="checkbox"/>	
<b>D3. Is the outcome of the partial assessment that the policy or function would have a neutral or positive impact on equalities?</b>	Yes?	<input checked="" type="checkbox"/>	<p><b>If “YES”, have you included proposals in the Action Plan to further improve the impact of the policy or function on equalities?</b></p> <p>No issues identified in the action plan.</p> <p><b>Do you plan to review the service or policy again in future to assess whether there has been any change? If so, when?</b></p> <p>2 years.</p>
	No?	<input checked="" type="checkbox"/>	<b>Has the Equalities Steering Group and the Consultative Forum reviewed the assessment? If so what were their comments?</b>
<b>D4. Do you have any other conclusions/outcomes from the partial assessment?</b>			
No issues identified in action plan and/or policy. Housing Survey may be conducted in 2010/11. Payment is usually made by cheque, due to lack of cash office provisions.			

**ACTION PLAN for enhancing existing practice**

Recommendation/ issue to be addressed	Planned Milestone	Planned completion of milestone (date)	Officer Responsible	Progress

**RESOURCES**

**Does the above action plan require any additional resources?**

No.

**ARRANGEMENTS FOR MONITORING**

No actions identified.

**Please give your plans for monitoring the achievement of the above actions.**

<b>SIGN OFF: The officers below confirm that this partial assessment has been completed in accordance with the Council's guidance</b>		
<b>Signature of Lead Officer</b>		<b>Date:</b>
<b>Signature of Corporate Manager or Chief Officer:</b>		<b>Date:</b>

**Please retain the original form on your service area and return a copy of the completed form to the Equality & Diversity Officer**