



# EQUALITY IMPACT ASSESSMENT

## Partial Assessment Form

<b>Policy, practice, function or project assessed</b>	Housing Management Policies and Procedures
<b>Lead Officer</b>	Anita L Goddard
<b>Team</b>	Housing Services
<b>Start date of assessment</b>	3 <sup>1st</sup> March 2010
<b>Completion of assessment</b>	31 <sup>st</sup> March 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?**

The Housing Services section of Affordable Homes ensures that the Councils housing stock is tenanted and that the tenants and landlord (the Council) uphold the conditions as set out in the tenancy agreement.

The primary function is to minimise void periods and ensure that all tenants pay their rent to finance the Housing Revenue Account. Once tenants are in occupation the role is to manage individual tenancies and the surrounding area owned by the Council. The management areas can be broken down into grounds maintenance, tenant permissions, gas safety, neighbour disputes, garden and boundary issues, parking issues, rent arrears, processing voids and signing up new tenants. Ultimately where there is a need for enforcement this action is taken by the Housing Department in conjunction with the Councils Legal Services.

The intended outcomes are to ensure that the stock is tenanted, the HRA serviced and that tenants and the Council abide by the conditions as prescribed and legally laid down in the Secure Tenancy Agreement. The same agreement applies to all tenants.

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

It is associated with meetings the Councils void standard, recharge policy, Resident Involvement Strategy, the Asset Management Strategy, the Voids policy, Anti-social behaviour policy, grounds maintenance contract, the 5 year planned maintenance programme the Governments Decent Homes Standard and Choice Based Lettings (Home-Link).

The function meets all 4 of the 5 Council aims in that it is accessible to all, committed to ensuring the SC continues to be a safe and healthy place for families to live, committed to making SC a place residents can feel proud to live in and committed to providing a voice for rural life.

### **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 beneficiaries are existing and future tenants. It affects an average of 300 properties/Leaseholds per year and potentially all 5800 tenants and leaseholders of SCDC. This affects approximately 9,000 adults. This can affect large parts of the community as the Councils stock is varied and dispersed through 98 villages within the district.

From a recent survey where there was a 37% response rate, 41% of our tenants are disabled and 66% are over 60 years of age. This would indicate that a high proportion is older and disabled. 97.7% of respondents classed themselves, as white British and 1.6% were either White Irish or White Other. All other BME accounted for 0.1% of respondents.

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

The policy is a Government requirement and ensures that properties are let and managed which generates income for the Housing Revenue Account (HRA). At present the Government requires over half of the income generated by the HRA to be paid to the as “negative subsidy”.

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

No however we are reviewing our Tenancy Agreement that may result in changes being made. This would require a new EIA

**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?**

We monitor the performance against targets but all tenants are treated the same. In our return to Government we state the number of ASB cases involving people from BME communities. Since 2007 this has been one who was a traveller.

We collect ethnic monitoring at letting and send it to Core. The information for this year has as yet to be published but is expected to continue to show a low BME population and our tenants as more likely to be older, disabled and potentially economically inactive

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

The equality profile of our recent survey of tenants matches that of the overall district profile.

No however the annual report 2009 BME Households Access to Services report the Council can demonstrate that it is achieving access to key housing services for all ethnic groups in the local community in line with its statutory obligations and the Council's commitment included in its aims and objectives to deliver services that are accessible to our community.

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

No

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

We have consulted tenants over ASB, the 5-year maintenance plan, response repairs, recharges, the re-let standard and the tenant's handbook. They agreed largely with documents but changes were made where possible to accommodate their views.

**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?**

The views of staff are that there are no cases of racial or other discrimination that come to their attention. The area where this is most likely is ASB. This area has a Journey to Excellence work stream that has as a core element, equality and diversity. The outcome or actions arising will be fed through to the EIA.

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

None

**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.

<b>DESCRIPTION OF IMPACT</b>	<b>Nature of Impact</b> (Positive, Neutral, Adverse)	<b>Extent of Impact</b> (Low, Medium, High)
<b>GENDER:</b> Identify the potential impact of the policy or function on men and women	<b>Neutral</b>	
<b>RACE:</b> Identify the potential impact of the policy or function on different race/ethnic groups	<b>Neutral</b>	
<b>DISABILITY:</b> Identify the potential impact of the policy or function on disabled people	<b>Neutral</b>	
<b>AGE:</b> Identify the potential impact of the policy or function on different age groups	<b>Neutral</b>	
<b>SEXUAL ORIENTATION:</b> potential impact of the policy on lesbian, gay men, bisexual or heterosexual people	<b>Neutral</b>	
<b>RELIGION/FAITH:</b> Identify the potential impact the policy on different religious/faith groups	<b>Neutral</b>	
<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.**

As much of our property is sheltered accommodation any impact on older or disabled tenants is considered minimal however it is linked in with the Councils ability to continue to fund aids and adaptations for older and disabled people. This is linked in to the EIA planned for Aids and Adaptations.

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

It does promote good community relations as the work we do on ASB is directly linked into the CDRP work that is a partnership approach to community safety.

In terms of equal opportunities all people can access CBL although lettings do have an income bar for tenancies.

**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.**

This EIA links into the EIAS for Response Repairs, ASB and Gypsies and Travellers

<b>D. CONCLUSIONS</b>			
<b>D1. Was there sufficient data to complete the partial assessment?</b>	Yes?	<input checked="" type="checkbox"/> x	<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"/> x	
<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"/> x	<b>If “YES”, have you included proposals in the Action Plan to further improve the impact of the policy or function on equalities?</b>
	No?	<input checked="" type="checkbox"/> x	<b>Do you plan to review the service or policy again in future to assess whether there has been any change? If so, when? When we implement the new tenancy agreement, poss Dec 2010</b>  <b>Has the Equalities Steering Group and the Consultative Forum reviewed the assessment? If so what were their comments?</b>



**D4. Do you have any other conclusions/outcomes from the partial assessment?**

The policy/procedure is customer focussed in meeting needs and delivering a service to tenants. This is a wide area of work and links into all aspects of housing work including lettings, resident involvement, homelessness, leaseholders, and repairs. ASB and Gypsies and Travellers

**ACTION PLAN for enhancing existing practice**

<b>Recommendation/ issue to be addressed</b>	<b>Planned Milestone</b>	<b>Planned completion of milestone (date)</b>	<b>Officer Responsible</b>	<b>Progress</b>
The new repairs contract will require an EIAs	Implement new tenancy agreement Dec 2010	Jan/Feb 2011	Anita L Goddard	

**RESOURCES**

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

No

**ARRANGEMENTS FOR MONITORING**

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

There is a project plan in place through Journey to Excellence

**SIGN OFF: The officers below confirm that this partial assessment has been completed in accordance with the Council's guidance**

<b>Signature of Lead Officer</b>	<b>Anita L Goddard</b>	<b>Date: 31/03/2010</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.**