

South Cambridgeshire District Council Equality Impact Assessment (EqIA)

Introduction – Please read

Equality Impact Assessments (EqIAs) allow the Council to:

- Show that the Council are meeting its legal duty, demonstrating due regard for the provisions of the [Public Sector Equality Duty](#) as below:
 - Eliminate unlawful discrimination, harassment, and victimisation
 - Advance equality of opportunity between those who share a protected characteristic and those who do not
 - Foster good relations between those who share a relevant protected characteristic and those who do not
- Methodically consider and assess the impacts of proposals across the [nine protected characteristics](#)
- Allow the Council to develop and implement high quality proposals that maximise positive outcomes for all.

EqIAs should be completed during the development and review of all Council policies, strategies, procedures, projects or functions. Where there is any doubt, the completion of an EqIA is always recommended.

When the form is completed, please send an electronic copy to equality.schemes@scambs.gov.uk. Further support and guidance, [including a video on how to fill out EqIAs](#), is available on Insite or you can contact the Policy and Performance Team.

Equality Impact Assessment Complete Form

Section 1: Identifying Details

- 1.1 Officer completing EqIA:
Geoff Clark and Martyn Hilliam
- 1.2 Team and Service:
Housing
- 1.3 Title of proposal:
Assignment and Succession Policy
- 1.4 EqIA start date:
21/10/2025
- 1.5 Proposal implementation date:
12/12/2025
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):
Geoff Clark (Housing Services)

Section 2: Proposal to be Assessed

- 2.1 Type of proposal:
Policy
If other, please specify
[Click or tap here to enter text.](#)
- 2.2 Is the proposal:
New
- 2.3 State the date of any previous equality impact assessment completed in relation to this proposal (if applicable):
N/A

2.4 What are the headline aims of the proposal and the objectives that will help to accomplish these aims? (Max 250 words)

This policy sets out South Cambridgeshire District Council (SCDC)'s approach to assignment (where the tenancy is transferred to another person) and succession (where the tenancy is transferred upon the death of a tenant).

This policy applies to SCDC social housing tenants. It does not cover Leaseholders, Shared Ownership or Non-Secure Temporary tenancies.

The purpose of this policy is to:

- Provide transparency and clarification on our approach to how we deal with assignment and succession of tenancies.
- Offer clear guidance to both staff and tenants during potentially life-changing periods, helping them to understand their rights and options
- Refer to best practice
- To explain the factors that will come into consideration when we are making decisions on succession and assignment

This policy does not go into detail about mutual exchanges but does discuss assignment in relation to exchange. Please read our Mutual Exchange Policy and associated guidance for full information about exchanges.

2.5 Which of the Council's equality objectives (as detailed in the Council's Equality Scheme) does this proposal link to or help to achieve?

- ☒ Identify, prioritise and deliver actions that will narrow the gap in outcomes between disadvantaged groups and the wider community
- ☐ SCDC is an employer that values difference and recognises the strength that a diverse workforce brings.



- ☐ Protected characteristic groups have a voice and are represented in forming the future shape of the district.
- ☐ None.

2.6 Which groups or individuals will the proposal affect:

- ☒ Service Users ☐ Councillors
- ☐ External Stakeholders ☐ Other
- ☐ Employees

If other, please specify [Click or tap here to enter text](#).

2.7 Broadly speaking, how will these groups or individuals be affected? (you will be asked to provide more detail on the specific impacts on different protected characteristic groups later in the form) (max 250 words)

The Assignment and Succession Policy will be applicable to social housing tenants of South Cambridgeshire District Council's Housing Service (although it does not cover Leaseholders, Shared Ownership or Non-Secure Temporary tenancies).

The relevant social housing tenants that this policy may affect are all individuals who may identify under one, or more, of the different protected characteristics.

2.8 If any part of the proposal is being undertaken by external partners, please specify how the Council will ensure that they will meet equality standards? (Max 250 words)

N/A.

Section 3: Evidence and Data

- 3.1 Describe any work you have done (this could include consultation) to understand any effects on groups of people, including those within [9 protected characteristic groups?](#) Please list any key sources (e.g. web-search, previous versions of document, customer feedback etc) that you used to reach your conclusions.

(Max 250 words)

The Assignment and Succession policy was produced in consultation with tenant representatives. As part of our resident involvement activities, we have a policy panel that have input into our policies and can help to shape our service. We have also asked for feedback and comments from 3C Legal, our Housing Service Managers and a copy of the policy has been shared with our colleagues in the Corporate Investigation Unit.

- 3.2 If you have not undertaken any consultation, please detail why not, or when consultation is planned to take place.

(Max 250)

N/A.

Section 4: Impact of proposal on those with protected characteristics

- 4.1 Please select all characteristics that may or will be impacted (positive or negative). When providing details of the impact please consider the following questions

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. (both the number of persons affected and the severity of the impact)
- you will be asked to set out actions to manage these impacts in the following question (4.2)

☒ All - general to all protected Characteristics.

Details: In some communities, extended family living is common - where households may include grandparents, adult siblings, cousins or non-blood relatives who may play significant roles in caregiving or financial support. Some tenancy types provide fewer eligible successors (e.g. can only be succeeded to by the tenant's spouse, civil partner or cohabiting partner) who have lived at the property for a set period. This may exclude people that have lived at the property, even if they have been there for a long time and contributed to the household. All circumstances will be assessed on an individual basis, and there is scope that the Housing service could choose to apply discretion in some situations, where reasonable. This would depend upon if the property was suitable to the needs of the non-eligible person(s), as outlined in the Lettings Policy. If the property wouldn't be suitable for the non-eligible person(s), the Housing service would provide support to the remaining person(s) to find suitable accommodation.

☒ Age

Details: Providing clear succession rules/guidance can provide stability and assurance for tenants, and in particular vulnerable tenants. As such, it can reduce uncertainty, which can be especially important during potentially life-changing periods, with the policy helping them to understand their rights and options. Some tenancy types provide fewer eligible successors (e.g. can only be succeeded to by the tenant's spouse, civil partner or cohabiting partner). This may affect younger people (e.g. son(s)/daughter(s)) as they may not have the right to succeed. However, all circumstances will be assessed on an individual basis, and there is scope that the Housing service could choose to apply discretion in some situations, where reasonable. This would depend upon if the property was suitable to the needs of the non-eligible person(s), as outlined in the Lettings Policy. If the property wouldn't be suitable for the non-eligible person(s), the Housing service would provide support to the remaining person(s) to find suitable accommodation.

☒ Disability

Details: Providing clear succession rules/guidance can provide stability and assurance for disabled tenants or eligible successors. This is especially relevant when the property has had adaptations for a tenant or when the adaptations have been made for someone that would be an eligible successor. Some tenancy types provide fewer eligible successors (e.g. can only be succeeded to by the tenant's spouse, civil partner or cohabiting partner), so this can be of concern when someone is not an eligible successor or if there is a care giver for someone that wouldn't be eligible to remain in the property where required. However, all circumstances will be assessed on an individual basis, and there is scope that the Housing service could choose to apply discretion in some situations, where reasonable. This would depend upon if the property was suitable to the needs of the non-eligible person(s), as outlined in the Lettings Policy. If the property wouldn't be suitable for the non-eligible person(s), the Housing service would provide support to the remaining person(s) to find suitable accommodation.

☐ Gender reassignment

Details: Neutral – Low/No Impact.

☐ Marriage and Civil Partnership

Details: Neutral – Low/No Impact.

☐ Pregnancy and maternity

Details: Neutral – Low/No Impact.

☐ Race

Details: Neutral – Low/No Impact.

☐ Religion and belief

Details: Neutral – Low/No Impact.

☐ Sex

Details: Neutral – Low/No Impact.

☐ Sexual orientation

Details: Neutral – Low/No Impact.

☐ None of the above



4.2 Other characteristics

Some characteristics are not yet protected in law, but the Council has made declarations it will consider them in policy making.

☒ Digital inclusion ([what is this?](#))

Details: Neutral – Low. We do not envision that this policy would have a negative impact to those that do not use digital devices or the internet. There are no barriers within the policy that would prevent any services from being accessed due to not being online. We will take people's communication preferences into account and will provide physical documentation/guidance where it is required.

☐ Care experience ([what is this?](#))

Details: Neutral – Low.

☐ Rurality

Details: Neutral – Low.

☒ Socio-economic

Details: Individuals from lower-income households or those experiencing financial hardship could be disproportionately affected if they feel pressured to assign their tenancy to another person, particularly in situations involving family or community expectations. This pressure may lead to decisions that are not fully informed or voluntary, potentially resulting in loss of security of tenure and increased housing instability; such outcomes could exacerbate vulnerability. The policy aims to provide clear assignment rules/guidance and the Housing service can be on hand to answer any questions or concerns and would always recommend that tenants seek legal advice before completing an assignment.

4.3 Considering the above impacts you have identified above, please detail any actions (specific or general) which may help to enhance or mitigate impacts.

Please include the timescale for completing the action.

Action and timescale	Officer
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Review any assignment and succession related content on the SCDC website to ensure it is up to date and easy to access.	Housing Services & Estates 2026
Consider developing a record of decisions to utilise for monitoring succession decisions for patterns of exclusion or adverse impact.	Service Manager – Tenancy & Estates.
Additional and reasonable support based on individual need. The type of support provided will be based on a case-by case basis.	Service Manager – Tenancy & Estates.
Ensure any related materials are accessible and can be translated where required.	Service Manager – Tenancy & Estates.

4.4 How will you monitor that the above actions have been completed and that this proposal, once implemented, is impacting fairly on everyone it affects? In answering this question, please include information about feedback you will seek and/or data you will collect and analyse, and how often you will do this

We will encourage and listen to feedback in relation to assignments and successions. We also collect information as part of our mutual exchange process, which we will continue to monitor and report on.

Section 5: Summary

5.1 Briefly summarise the key findings of the EqIA and any significant equality considerations that should be taken into account when deciding how to proceed with the proposal (this section can be included within the 'equality implications' section of any committee reports). (Max. 250 words)

Rules are statutory and are outlined in legislation. Section 13 of the policy outlines that discretion can be considered in some circumstances, if someone that is not eligible to succeed to the tenancy remains in the property. Each

case would be assessed, and any decision based upon individual circumstances.

In situations that someone wishes to remain in a property, but they don't have the automatic right to succeed, the policy outlines that discretion can be applied in some circumstances, to ensure a fair and reasonable outcome; as long as it is suitable for both the remaining person and the Council (e.g. in terms of fair housing allocation).

5.2 Confirm the recommendation of the officer completing the EqIA:

☒ Proceed with the proposal (with any actions identified as required within Section 4 of the EqIA). Analysis demonstrates that the proposal is robust, we have taken all appropriate opportunities to advance equality and foster good relations between groups.

☐ Reject the proposal: Analysis demonstrates that the proposal will cause unlawful discrimination and it must be removed or changed

Section 6: Sign Off

6.1 Signature of individual completing EqIA:

Geoff Clark & Martyn Hilliam

(Service Manager - Tenancy & Estates & Housing Policy Officer).

6.2 Date of completion:

21/10/2025

6.3 When will this proposal next be reviewed and who will this be? (when in doubt 3 years minimum)

21/10/2028

6.4 Approving officer signature *, this should be your Head of Service, Service Area Manager, or Project Sponsor:



Peter Campbell (Head of Housing)

6.5 Date of approval:

03/07/2026

Please send the completed document to Equality.Schemes@scambs.gov.uk for publishing on the website.

**in the event that this EqIA is completed by Head of Service, then no additional approving signature is required.*