

APPENDIX 2

Initial equality impact assessment screening form

This form is an equality screening process to determine the relevance of equality to an activity, and a decision whether or not a full EIA would be appropriate or proportionate.

Directorate:	Economic Growth & Neighbourhood Services
Service Area:	Housing & Building Services
Activity being screened:	Tenancy Policy amendment
Officer(s) carrying out the screening:	Claire Gardner-Queen
What are you proposing to do?	Review the Tenancy Policy and change the type of properties that Flexible Tenancies apply to.
Why are you proposing this? What are the desired outcomes?	<p>Following the introduction of Flexible Tenancies by Housing Services in 2012 the expectation was that it would improve the allocation of properties and movement of tenants and ensure that properties met tenants' current needs.</p> <p>As of August 2020, there are 150 properties which the current tenant has a flexible tenancy which equates to less than 3% of total housing stock. Flexible tenancies have not given the expected movement within properties and to date no property has not met the current tenants needs at the point of the 5-year review. The 5-year review is an intensive piece of work which has a significant impact on Housing staff resources.</p> <p>Continuing to offer flexible tenancies on extensively adapted properties will create an opportunity for Housing Services and the tenant to consider if the property and adaptations continue to meet their current needs and whether they want to continue with the tenancy or make alternative arrangements.</p> <p>By continuing to offer flexible tenancies in properties in areas of regeneration it will allow Housing Services to reduce the time properties remain empty.</p>

Does the activity involve a significant commitment or removal of resources? Please give details	No
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Is there likely to be an adverse impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or any other socially excluded groups?

As part of this assessment, please consider the following questions:

- To what extent is this service used by particular groups of people with protected characteristics?
- Does the activity relate to functions that previous consultation has identified as important?
- Do different groups have different needs or experiences in the area the activity relates to?

If for any characteristic it is considered that there is likely to be a significant adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate.

Protected characteristic	Yes	No	Don't know/ Info not available
Age		✓	
Disability		✓	
Sex (gender)		✓	
Race		✓	
Sexual Orientation		✓	
Religion or belief		✓	
Gender reassignment		✓	
Pregnancy or maternity		✓	
Marriage or civil partnership		✓	
Other			
Carer (unpaid family or friend)		✓	
Low Income		✓	
Rural Location		✓	
Does the activity relate to an area where there are known inequalities/probable impacts (e.g. disabled people's access to public transport)? Please give details.	No - should adaptations still meet the current tenants needs at point of review a further 5-year flexible tenancy will be offered		
Will the activity have a significant effect on how other organisations operate? (e.g. partners, funding	No		

criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.			
Decision (Please tick one option)	EIA not relevant or proportionate:	✓	Continue to full EIA:
Reason for Decision		Flexible tenancies are currently in place and this is a review and reduction in the type of properties that these apply to. This will continue to ensure that properties with major adaptations meet the current tenants needs and help to improve access to adapted properties.	
Signed (Assistant Director)			
Date			



Equality Impact Assessment Record Form

This form is to be used for recording the Equality Impact Assessment (EIA) of Council activities. It should be used in conjunction with the guidance on carrying out EIA in **Annex 2** of the Equality Scheme. The activities that may be subject to EIA are set out in the guidance.

EIA is particularly important in supporting the Council to make fair decisions. The Public Sector Equality Duty requires the Council to have regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.

Using this form will help Council officers to carry out EIA in an effective and transparent way and provide decision-makers with full information on the potential impact of their decisions. EIAs are public documents, accompany reports going to Councillors for decisions and are published with committee papers on our website and are available in hard copy at the relevant meeting.

Title of activity:		
Name of Directorate and Service Area:		
Lead Officer and contact details		
Assistant Director accountable for this EIA		
Who else will be involved in carrying out the EIA:		
When did the EIA process start?		

Section 2 – The Activity and Supporting Information

Details of the activity (describe briefly - including the main purpose and aims) (e.g. are you starting a new service, changing how you do something, stopping doing something?)
Why is this being proposed? What are the aims? What does the Council hope to achieve by it? (e.g. to save money, meet increased demand, do things more efficiently)
What will change? What will be different for service users/ customers and/ or staff?
What data, research and other evidence or information is available which is relevant to the EIA?
Engagement and consultation (What engagement and consultation has been done regarding the proposal and what are the results? What consultation will be needed and how will it be done?)
What impact will this activity have on the Council's budget? (e.g. cost neutral, increased costs or reduced costs? If so, by how much? Explain briefly why this is the case)

Section 3: Assessment

How will the activity affect people with protected characteristics?	No Impact	Positive impact	Negative impact	Why will it have this effect? (refer to evidence from engagement, consultation and/or service user data or demographic information, etc)
Age				
Disability (Mobility Impairment, Visual impairment, Hearing impairment, Learning Disability, Mental Health, Long Term Limiting Illness, Multiple Impairments, Other – Specify)				
Sex (Gender)				
Race				
Gender Reassignment				
Sexual Orientation				
Religion or belief				

Pregnancy or maternity				
Marriage or civil partnership				
How will the activity affect people who:	No impact	Positive Impact	Negative Impact	Why will it have this effect? (Refer to evidence from engagement, consultation and/or service user data or demographic information, etc)
Live in a rural location?				
Are carers?				
Are on a low income?				

Section 4: Cumulative Impacts

Cumulative Impacts – will the activity affect anyone more because of a combination of protected characteristics? (e.g. older women or young gay men – state what you think the effect might be and why, providing evidence from engagement, consultation and/or service user data or demographic information, etc)

Are there any other activities of which you are aware which might also impact on the same protected characteristics?

Section 5: Analysis

a) How will the activity help to eliminate discrimination, harassment and victimisation?
b) How will the activity help to advance equality of opportunity?
c) How will the activity help to foster good relations?
During the engagement/ consultation process were there any suggestions on how to avoid, minimise or mitigate any negative impacts? If so, please give details.

Section 6 - Sign-off when assessment is completed

Officer Completing the Form:		
Signed	Name:	
	Date:	
	Job Title:	
Assistant Director:		
Signed	Name:	
	Date:	
	Service:	

Section 7 – Reporting of Findings and Recommendations to Decision Makers

Next Steps to address the anticipated impact (Select one of the following options and explain why this has been chosen – remember we have a duty to make reasonable adjustments so that disabled people can access services and work for us)
a) No negative impact on people because of their Protected Characteristics and therefore no major change is needed to the activity (There is no potential for discrimination or adverse impact identified)
b) Negative impact identified – recommend continuing with the activity (Clearly specify the people affected and the impacts, and providing reasons and supporting evidence for the decision to continue. The EIA identifies potential problems or missed opportunities. Officers will advise to change the proposal to reduce or remove these adverse impacts, or the Council will achieve its aim in another way which will not make things worse for people. There must be compelling reasons for continuing with the proposal which will have the most adverse impacts.)
c) Negative impact identified - adjust the activity in light of the identified impact to avoid, minimise or mitigate the impact (The EIA identifies potential problems or missed opportunities. The Council will change the proposal to reduce or remove these adverse impacts, or it will achieve the aim in another way which will not make things worse for people)
d) Actual or potential unlawful discrimination – stop and remove the activity (The EIA identifies actual or potential unlawful discrimination. It should be stopped.)
Explanation of why the option above has been chosen (Including any advice given by legal services)
If the activity is to be implemented how will you find out how it is affecting people once it is in place? (How will you monitor and review the changes?)

Section 8 – Action Plan and Performance Management

List any actions you need to take which have been identified in this EIA, including post implementation reviews to find out how the outcomes have been achieved in practice and what impacts there have actually been on people with protected characteristics

What is the negative impact?	Actions required to reduce/eliminate the negative impact (if applicable)	Who will lead on action	Target completion date
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Performance Management	
Date of the next review of the EIA	
How often will the EIA action plan be reviewed?	
Who will carry out this review?	