

Appendix C: Equality Impact Assessment (EqIA) for Click or tap here to enter title.

Date: 01/03/2018	Scheduled refresh date: <small>Click or tap to enter a date.</small>	Version: 1
Service: Housing Service	Completed by: Simon Price/Baljinder Reyatt	Signed-off by: <small>Click or tap here to enter text.</small>
What key decision activity are you completing this EqIA for?		
Policy/Strategy <input type="checkbox"/>	Decision <input type="checkbox"/>	Service <input checked="" type="checkbox"/>

STAGE 1: INITIAL SCREENING		
1.1: Did you answer yes to any question in the EqIA Criteria Checklist? <i>(Source: EqIA Criteria Checklist, Appendix B, EqIA Guidance)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please complete the template. If no, please provide an explanation below of why an EqIA is not required for the policy, function or service work you are implementing.</i>		
<small>Click or tap here to enter text.</small>		
1.2: What are the aims and objectives of the policy/strategy, decision or service?		
The main objective of the new Tenancy Agreement is to provide tenants and staff with a new Tenancy Agreement. The aim of developing the new Tenancy Agreement was to make it clearer (in Plain English); to reflect current housing law (Housing Act 2016) and to replace the current Tenancy Agreement, which is over ten years old.		

STAGE 2: SCOPE AND DEFINE	
2.1: Who are the main beneficiaries of the policy, decision or service?	
<i>List the groups the work is targeted or aimed at.</i>	
<p>Housing Service tenants will be one of the main beneficiaries of the new Tenancy Agreement. The new Agreement makes it clearer the new tenancy types that the service will offer to new tenants, with the introduction of Flexible Fixed Term Tenancies and how tenancies may be ended by tenants or the Housing Service. The terms and conditions have also been made clearer and easier to follow, making them more concise and in Plain English. The new Agreement has been split into different sections highlighting the responsibilities of the Housing Service and the responsibilities of tenants, which were difficult to follow in the previous Agreement. The new Agreement also contains a 'definitions' section making it easier for tenants to understand the various housing related terms used by the service.</p> <p>The new proposed Tenancy Agreement will also benefit Officers in the Housing Service. With the new Agreement being more concise and split into numbered clauses Officers will be enabled to easier explain terms and conditions to tenants. The addition of including new tenant details and tenancy types within the Agreement will enable less paperwork for Officers when conducting new tenant sign-ups, improving the process. The new Agreement also requires new tenants to provide passport sized photos (put into the Agreement) and outlines the maximum number of people that can reside in the property they are moving into, helping to reduce fraud.</p> <p>The introduction of Flexible Fixed Term Tenancies will also enable greater control of the housing stock; ensuring properties with multiple bedrooms can be used for families. Please note existing tenants who already hold a Secure Tenancy will not lose their Secure Tenancies.</p>	
2.2: Who has been involved in the creation of the policy, decision or service? Who will it impact?	
<i>E.g. focus groups, interviews, staff, service users. Also identify any groups, in addition to the main beneficiaries, the work may impact</i>	
<p>An extensive consultation period was held during the development of the new Tenancy Agreement. Initial consultations were held with all Housing Service staff, split by various teams. Following the initial staff based consultation, a consultation was held with all the Housing Service's Involved Tenants and the final consultation held was with the tenant base. A total of eleven consultations were held across the Borough, one in each Parish. Public consultations were also held at each of the service's Sheltered Schemes so Sheltered Scheme tenants had the opportunity to provide feedback.</p> <p>Each household was sent a consultation pack which included a draft copy of the new Tenancy Agreement; a comparison document was created, highlighting the key differences between the existing Agreement and the proposed new Agreement; a list of public consultations (dates and times) held across the Borough so any questions/issues tenants may have had could be discussed in person with Housing Service Officers and a questionnaire so tenants could provide feedback to the service if they could not attend one of the public consultation dates.</p> <p>Shared Legal Services were also consulted throughout the development and production of the new Tenancy Agreement to ensure that all legal requirements were met and it was fair to tenants. On two separate occasions external legal Counsel was sought to provide clarity on certain issues and legal grounding.</p> <p>The final draft the new Tenancy Agreement was approved and signed off by the Housing Service's Involved Tenant Groups to ensure it was fit for purpose for the tenant base.</p>	

STAGE 3: INFORMATION GATHERING/EVIDENCE

3.1: What Secondary Data did you use in the creation of this EqIA?

Secondary data is data collected by someone other than the user. Common sources of secondary data for social science include censuses, organizational records and data collected through qualitative methodologies or qualitative research)

Extensive research was conducted before the draft Tenancy Agreement was developed. The main source of secondary data used was researching other local authorities Tenancy Agreements. A project group was formed that assessed eight different Tenancy Agreements and this research helped shape the length, layout and design of the Housing Service's new Tenancy Agreement.

3.2: What Primary data did you use in the creation of this EqIA?

Primary data is data collected by the investigator conducting the research, for example data collected through consultation, questionnaires or focus groups

The public consultations (not including Sheltered Schemes) were attended by 116 tenants across the Borough and were managed by the Policy and Performance Officer for Housing and the Housing Manager. The service received 245 questionnaires from tenants who could not attend one of the public consultations. Of these 245 tenants, 92% felt the new Agreement was clear; 93% felt the new Agreement was fair and 89% stated nothing of importance was missed in the new Agreement.

STAGE 4: ASSESSING THE IMPACT

Please complete the impact assessment table below by identifying any function or service that is likely to touch on any of the 3 main duties of the Equality Act 2010, then select the protected characteristic that maybe effected by the decision.

STAGE 5: ADDRESSING THE ISSUES

Once you have identified the impacts, please consider ways to tackle each of the negative impacts identified in order to mitigate them by completing the mitigation section of the table.

4 & 5: IMPACT ASSESSMENT AND ACTION PLAN

Consider the 3 main duties set out in the Equality Act 2010

1. Eliminate discrimination, harassment, victimisation and other conduct that is prohibited under the Act
2. Advance equality of opportunity between persons who share relevant protected characteristics and persons who do not share it
3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

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Protected Characteristics	IMPACT ASSESSMENT			MITIGATION			
	(+ve / 0 / -ve)	Nature/Explanation	Main Duty (1-3)	Action required	Who is responsible?	By when?	Expected outcome
Race	+	The Housing Service has a number of tenants from different ethnic groups whose first language is not English.	3	Ensure the new Tenancy Agreement is available in different languages if required. The Housing Service will offer to provide a translation of the new Tenancy Agreement in any language if required. This has already been required during the consultation phase where draft Agreements were translated into Arabic, Urdu and Polish so those tenants could take part in the consultation.	Policy and Performance Officer.	As and when required.	Enabling tenants whose first language is not English to understand the new Agreement and adhere to the terms and conditions within.
Disability	+	The Housing Service has a number of tenants who have disabilities.	2/3	To ensure those who have low literacy skills or are partially sighted, an audio version of the new Tenancy Agreement will be created. The service will so offer brail translations for tenants who are partially sighted or registered blind. In addition to this, Officers will be asked to offer any help to tenants who are unsure of anything it contains should they require. A brail translation of the draft Agreement was created when requested during the consultation phase.	Policy and Performance Officer/Housing Officers/Tenancy Sustainment Officers/Housing Management Team. Training has provided to all Officers so they can answer queries with confidence.	Audio version of Agreement to be created before 31 st March 2018. Brail translations and Officer support as and when required.	Enable tenants with low literacy skills or have a disability the means they need to read the Agreement and understand and adhere to the terms and conditions within.

Gender	0	This service improvement does not have a specific impact on gender.					
Age	+	The Housing Service has a high number of elderly tenants within the Housing Stock.	3	Ensure the Tenancy Agreement will be available in large print format, or other formats required, which will make the Agreement easy to read for elderly tenants who may have poor eyesight. In addition to this, Officers will be asked to offer any help to tenants who are unsure of anything it contains should they require. During the consultation phase large print versions were not required but will be available.	Policy and Performance Officer/Housing Officers/Tenancy Sustainment Officers/Housing Management Team/Sheltered Scheme Mangers.	As and when required.	Enable tenants, primarily elderly tenants, the means they need to read the Agreement understand and adhere to the terms and conditions within.
Sexual orientation	0	This service improvement does not have a specific impact on sexual orientation.					
Religion/ belief	0	This service improvement does not have a specific impact on religion/belief.					
Gender Reassignment	0	This service improvement does not have a specific impact on gender reassignment.					
Pregnancy and maternity	0	This service improvement does not have a specific impact on pregnancy or maternity.					

STAGE 6: REVIEW & SCRUTINY

6.1: Has your EqIA been considered at your service’s Management Team for discussion?

Yes

No

If yes, date of meeting:

6.2: After discussion with Management Teams, list comments, criticisms or alternative approaches suggested regarding the impacts and actions of the policy/strategy, decision or service.

What changes, if any, have been taken following discussion with your service Management Team?

Due to the extensive consultation undertaken for the new Tenancy Agreement all comments, suggestions or alternative approaches were captured during this phase of the project.

STAGE 7: PUBLICATION AND COMMUNICATION OF RESULTS

7.1: How will the assessment, consultation and outcomes be published and communicated?

All tenants will receive a copy of the new Agreement. Once delivered they will required to adhere to the new terms and conditions. PDF format copies will be posted on the Wokingham Borough Council website for printing. In addition to this, tenants will receive a copy of the new Tenants Handbook which sits alongside the new Tenancy Agreement.

STAGE 8: EMBEDDING ACTIONS INTO DELIVERY PLANS

8.1: Has your delivery plan been updated to incorporate the activities identified in the EqlA to mitigate any negative impacts that you have discovered?

These could be service, equality, project or other delivery plans.

Note: If you did not have sufficient data to complete a thorough impact assessment, then an action should be incorporated to collect this information in the future.

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