

Housing Scrutiny Commission

Commission Meeting 3rd February 2015

Housing Allocations Policy - Consultation

Lead Assistant Mayor: Cllr Andy Connelly

Lead director: Ann Branson



City Mayor

Useful information

■ Ward(s) affected: All

■ Report authors:

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Version: 9

1. Summary

- 1.1 Communities and Local Government have issued guidance in June 2012 and December 2013 to housing authorities requiring them to give consideration to reviewing their existing housing allocation policies in light of this guidance. The Government has made it clear they expect social homes to go to people who genuinely need and deserve them.
- 1.2 The proposed changes will give greater preference to people with strong local connections as well as ensuring housing is allocated to those with the greatest need who do not have the resources to explore other housing options.
- 1.3 The Housing Options Service have a duty to provide advice and assistance to all citizens of Leicester in relation to the housing options available to them, including advice about the private rented sector.

Executive seeks the views of the Housing Scrutiny Commission on the following proposed changes to the Housing Allocations Policy:

- To increase the Leicester City Requirement to give more emphasis to those with a strong connection to the City
 - To exclude those who own their own homes except in extenuating circumstances.
 - To exclude those households who have the financial resources to secure alternative accommodation
 - To give priority to those households who are in work or training schemes and need to move closer to their job.
 - If adopted, to apply the proposals to new applicants after the date of policy change.
1. Statutory consultation with stakeholders closed on 16th January 2015 and the results of this exercise are currently being collated.
 2. A summary of the feedback received from the consultation will be made available to members of the Scrutiny Commission either just prior to or on the evening of the meeting.

2. Current Policy

- 2.1 All households who wish to be offered Council or Housing Association homes are listed on the Housing Register except where legislation or policy prohibit. (e.g. certain persons from abroad and in cases where there is unacceptable behaviour serious enough to make them unsuitable to be a tenant of the authority).
- 2.2 The Policy is used to both allocate the Council's own dwellings and to make nominations to housing associations.
- 2.3 Leicester City Council's current housing allocations scheme is a banding scheme where households are assessed and placed in 1 of 4 bands depending on their current housing circumstances.
- 2.4 Band 1 is for those households who have been assessed as having the highest priority for an allocation of accommodation, and then on a sliding scale of priority to Band 4 who are, those households who are considered to be in low housing need.
- 2.5 We now have strong links with the private rented sector and many people coming to the Council for advice are helped through the LeicesterLet and Rent deposit schemes.

3. Statistics from the Housing Register

- 3.1 As at 1st April 2014 the number of households on the Housing Register were:

BANDS	Total
BAND 1	696 (6%)
BAND 2	2137 (19%)
BAND 3	2406 (22%)
BAND 4	1336 (12%)
BAND 5	4502 (41%)
Total	11077

- 3.2 Lettings from the Housing Register 2013 – 2014 (LCC/Housing Association/HomeCome)

BANDS	Total
BAND 1	333 (19%)
BAND 2	1016 (59%)
BAND 3	214 (13%)
BAND 4	47 (3%)
BAND 5	106 (6%)
Total	1716

Appendix 4 sets out the total lettings for the last 5 years.

- 3.3 We analysed the last 100 lettings from the Housing Register to assess the impact of the proposed changes (see Appendices and Equalities Impact Assessment):

The sample of 100 broadly reflected the lettings pattern by band.

BANDS	Total
BAND 1	17 (17%)
BAND 2	60 (60%)
BAND 3	13 (13%)
BAND 4	2 (2%)
BAND 5	8 (8%)
Total	100

4. Proposed Changes to the Housing Allocations Policy

- 4.1 The attached appendix 1 lists the proposals along with the rationale for the changes.

5. Consultation

- 5.1 As the proposals to change the Housing Allocations Policy are considered to be major changes there is a statutory requirement that we seek the views of Registered Social Housing Providers which have nomination agreements with the authority but it is also good practice that all those who may be affected by, or have an interest in, the way social housing is allocated are also consulted. Therefore we have consulted with all parties who may be affected by, or have an interest in the Council's Housing Allocations Policy.

6. Financial, legal and other implications

6.1 Financial implications – Pete Coles Principal Accountant (Housing)

This report is concerned with proposals to change the council's housing allocations policy and the requirement to consult with all affected parties. There are no financial implications arising from proposals contained in this report.

6.2 Legal Implications – Jeremy Rainbow, Senior Legal Officer

Section 169 of the Housing Act 1996 requires the Council, as Local Housing Authority, to "*have regard*" to the statutory guidance when "*exercising their functions under Part VI of the Housing Act 1996*".

It is open to the Council to conclude that particular criteria in the guidance are outweighed by other factors, or that for some other compelling reason the guidance should be modified or dis-applied. It is not, however, open to the Council to ignore the guidance.

The proposed changes to the Allocation Policy required consultation as detailed in 6.1 above in accordance with the requirements of section 166A of the Housing Act 1996.

6.3 Equality Impact Assessment – Sonya King, Equalities Officer

The proposed review of the housing allocation policy is likely to impact on service users across all protected characteristics.

It is therefore recommended that a detailed EIA be conducted which should include consultation with providers and service users confirming potential impacts by protected characteristics and any mitigating actions deemed appropriate.

6.4 Climate Change and Carbon Reduction implications – Mark Jeffcote, Senior Environmental Consultant

There are no climate change implications associated with this report.

7. Background information and other papers:

- Leicester City Council Housing Allocations Policy
- Allocation of accommodation: Guidance for local housing authorities in England, June 2012
- Providing social housing for local people: Statutory guidance on social housing allocations for local authorities in England, December 2013

8. Summary of appendices:

- Appendix 1 – Proposed changes to the Housing Allocations Policy

9. Is this a private report (If so, please indicated the reasons and state why it is not in the public interest to be dealt with publicly)?

No

10. Is this a “key decision”?

Yes. This is because these proposals affect all wards of the City

Proposed changes to the Housing Allocations Policy

	Government Guidance	What we do now	What we're proposing	Potential impact on households on the housing register
1.	<p>The Government strongly encourages all housing authorities to adopt a residency requirement as part of their allocations policy and a reasonable period of residency would be at least two years.</p> <p>To give consideration to those who need to live in the City to give or receive support to close family members.</p>	<p><u>Leicester City Requirement</u></p> <p>Applicants to the Housing Register must meet the Leicester City Requirement (local connection) by satisfying at least one of the following criteria:</p> <ul style="list-style-type: none"> • Applicants living within the city of Leicester must be able to produce documentary evidence that they have used a residential address within the City as their settled home for the 12 consecutive months immediately prior to their housing application*. • Applicants that have previously lived in settled accommodation in Leicester City for 2 consecutive years or more out of the last 5 years*. • Applicants employed within the city of Leicester who have a contract or a firm offer of employment within the city for a minimum of 12 months. • People who are aged over 18 and approved as a homeless person under Part 	<p>To increase the Leicester City Requirement to give more emphasis to those with a strong local connection to the City by:</p> <p><u>Residence</u></p> <ul style="list-style-type: none"> • To increase the requirement of currently living in the City from 12 months to 2 years. • To increase the current requirement of previously living in the City from 2 years to 3 years or more out of the last 5 years. <p><u>Employment</u></p> <ul style="list-style-type: none"> • To only consider applicants currently working within the city of Leicester for the last 12 months. <p><u>Family Association</u></p> <ul style="list-style-type: none"> • To not apply the residential requirement to applicants who need to give or receive support to close family members who are living in the City. • Close family members must 	<p>This will give greater preference to people who have a strong local connection with the city over other people who have recently moved into the city.</p> <p>The change will also assist those returning/coming to the City to provide/give support to close family members who are considered to be long term citizens of Leicester.</p>

	Government Guidance	What we do now	What we're proposing	Potential impact on households on the housing register
		<p>VII of the Housing Act 1996.</p> <ul style="list-style-type: none"> • Asylum seekers who have been dispersed to the City by the National Asylum Support service (NASS) and whose status changes to that of refugee, or who are awarded exceptional or indefinite leave to remain whilst living in the city. • Persons who have previously served in the armed forces and they make an application for housing within 5 years of their discharge. • Prisoners released from prison who meet one of the above criteria prior to them entering service or prison. • Applicants currently living in unsettled accommodation (e.g. a hostel) within Leicester City who can demonstrate they had previously lived in permanent/settled accommodation in Leicester City for 2 consecutive years or more out of the last 5 years from the last date of their last settled accommodation. <p>* Hostels, Nightshelters, 'Care of Addresses' & No Fixed Abode do not meet the requirement, as they are not classified as permanent</p>	<p>have been living in the City for a minimum period of 5 years.</p> <p>The rest of the criteria would remain the same.</p> <p>This proposal will not apply to existing tenants looking to transfer.</p>	

	Government Guidance	What we do now	What we're proposing	Potential impact on households on the housing register
		accommodation.		
2.	The Government believes that authorities should avoid allocating social housing to people who already own their homes. Where they do so, this should only be in exceptional circumstances, for example, for elderly owner occupiers who cannot stay in their own home and need to move to sheltered accommodation.	<p><u>Owner Occupiers</u></p> <p>People are considered for any of the priorities afforded to households under the banding scheme regardless of their current tenure.</p>	<p>People who own homes should be excluded from joining the housing register unless there are extenuating circumstances e.g. someone who requires sheltered housing, someone having to move because they are facing homelessness or fleeing violence, or where their current home is not adaptable and they do not have the resources to find suitable alternative accommodation.</p>	<p>There are currently 340 households on the housing register. Though this number will decrease as the impact of a previous decision to take new applications for Band 5 takes effect. (Band 5 was for those with no housing need). Owner occupiers often have more options available to address their housing need than other households.</p> <p>The number of lettings to owner occupiers in 2013-2014 was 21 (1%).</p> <p>The change will ensure social housing is allocated to those households with the greatest housing need who do not have the resources to explore other housing options.</p>
3.	Housing authorities are encouraged to adopt a housing options approach as part of a move to a managed waiting list. People should be offered support to access the housing solution which best meets their needs (which might be private rented housing, low cost ownership or help to stay put. Social housing	<p><u>Financial Resources</u></p> <p>There is currently no income or asset restriction on households applying to be housed by the council. People who could potentially afford to buy or rent in the private sector are able to go on the Council's Housing Register.</p>	<p>Households with a total income of £25k per year (single household) or £40k per year (joint households) or capital assets of over £50k would be excluded from joining the housing register.</p> <p>According to the provisional findings of the 2013 ONS Annual Survey of Hours and Earnings, the mean</p>	<p>This would ensure that social housing is allocated to those with the greatest housing need who do not have the financial resources to secure alternative accommodation in the private sector.</p> <p>Additional financial checks would be required as part of the housing registration process and at point of</p>

	Government Guidance	What we do now	What we're proposing	Potential impact on households on the housing register
	<p>should be focused on those who need it most.</p>		<p>average gross annual pay for employees living in Leicester is £20,220 (compared to £27,174 for the United Kingdom).</p> <p>This information is based on the earnings of individuals and is not the same as household income. Therefore for a single person with average gross earnings they will not be excluded from joining the housing register.</p> <p><u>Strategic Housing Market Assessments</u></p> <p>In assessing whether an applicant has sufficient income and using guidance issued by government regarding the test of affordability to be used in respect of Strategic Housing Market Assessments:</p> <ul style="list-style-type: none"> • A household can be considered to afford to buy a home if it costs 3.5 times the gross household income for a single household earner or 2.9 times for dual income households (see table at Appendix 2). • A household can be considered to afford market house renting in cases where the rent payable is up to 25% of their gross household income (see table at Appendix 3). 	<p>offer.</p> <p>The additional checks would not impact on the current housing registration process/workload as applicants will initially be asked questions about their financial resources at the registration stage.</p> <p>They will then need to provide proof of their financial resources i.e. wage slips/savings when they are made an offer of accommodation.</p> <p>Void times are not expected to increase as checks will be made on the applicants who are near to the top of the shortlist during the void period.</p> <p>On average 65% of applicants rehoused through the Housing Register are in receipt of full or partial housing benefit.</p> <p>By introducing financial checks and income cap, this may help to reduce the number of council properties purchased under the Right to Buy scheme.</p> <p>Current rules allow any public sector tenant who has been a tenant for 5 or more years at any point to qualify to buy the home they currently live in if it is eligible for Right to Buy.</p> <p>Qualifying tenants can currently get a</p>

	Government Guidance	What we do now	What we're proposing	Potential impact on households on the housing register
			<p>This means a single household could purchase a property up to £87500 and market rent up to £6250 per year (£520 monthly). A dual household could purchase up to £116k and market rent up to £10k per year (£833 monthly).</p> <p>Where a household has sufficient income to purchase a property, but is unable to obtain a mortgage, they would have enough income to rent privately or may also benefit from low cost home ownership products.</p> <p>Property price levels and rent levels would be reviewed annually or when new figures are available.</p> <p>This proposal would not apply to existing tenants looking to transfer.</p>	35% discount up to a maximum of 70% or £77,000 for a house.
4.	Local authorities are urged to consider how their allocations polices be used to support those households who want to work, as well as those who are unable to work but are contributing to their community in other ways, for example, through voluntary work	<p><u>Community Contributions</u></p> <p>There is currently no additional consideration given to support working households or households involved in activities which make a significant contribution to the local community.</p>	Band 3 priority is given to those working households or those in local training schemes who need to move closer to their job.	This will help assist people into work or to remain in employment. It will also help in the creation of more balanced communities and give support to working households.

Lower Quartile Sales Price by Type in Leicester

Flat	Terraced	Semi – detached	Detached	All dwellings
£70,500	£94,600	£110,700	£164,700	£97,800

Source: Land Registry (2013)

NB: Sale price of properties are within the reach of those on proposed income caps

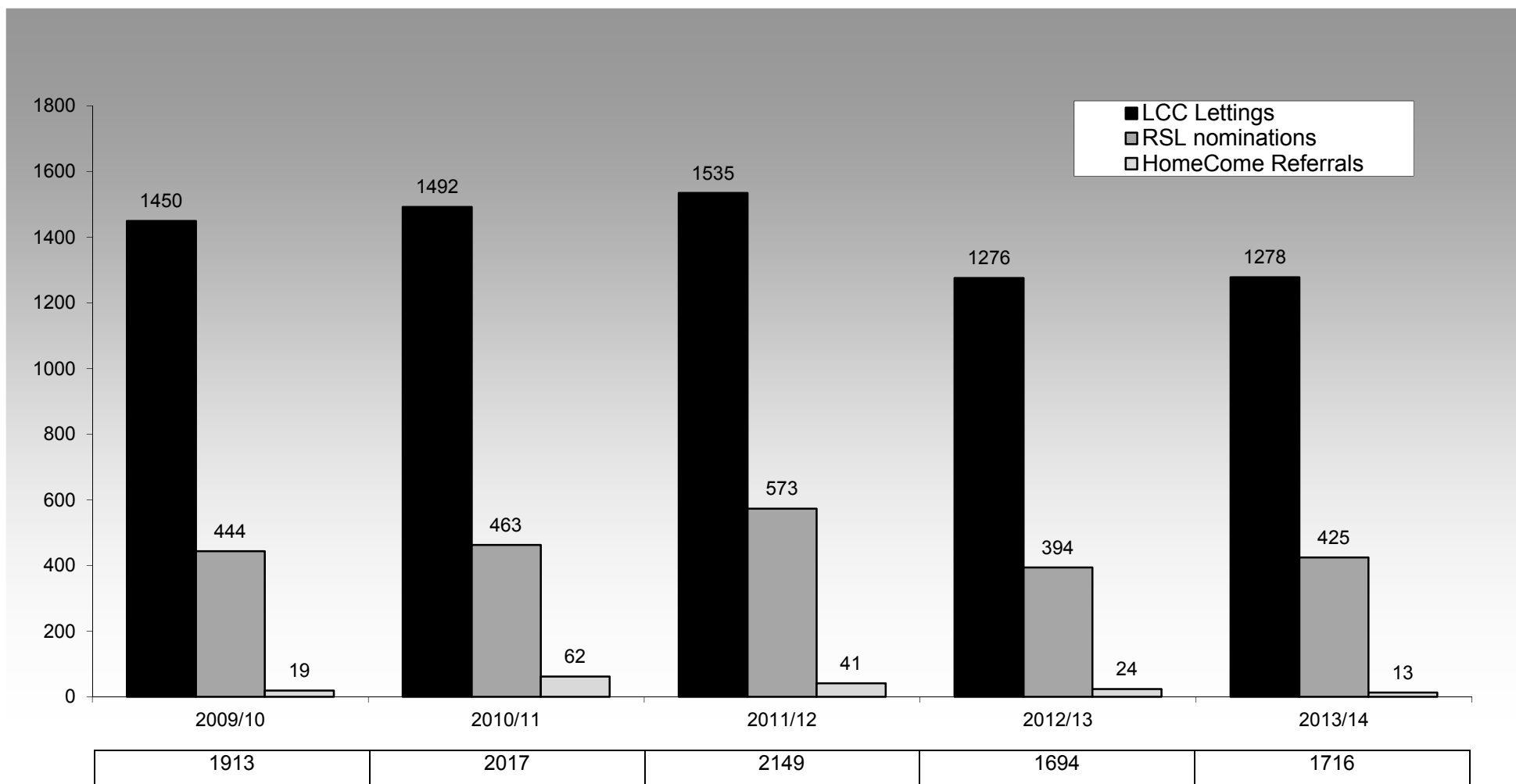
Private Rent Information

	Local Housing Allowance Rates (Leicester)	Lower Quartile Private Rents	Affordability Threshold (Gross Salary)
One Bedroom	£375 pcm	£375 pcm	£1500 pcm (£18000 pa)
Two Bedroom	£475 pcm	£425 pcm	£1900 pcm (£22800 pa)
Three Bedroom	£550 pcm	£500 pcm	£2200 pcm (£26400 pa)
Four Bedroom	£700 pcm	£675 pcm	£2800 pcm (£33600 pa)

Source: Valuation Office Agency (VOA) for the period October 2012 – September 2013

NB: All of the affordability threshold figures are well within the proposed income caps

Lettings from the Housing Register 2009 - 2014



Equality Impact Assessment for Service changes / Budget proposals



An EIA is a tool which will help you assess whether there are any positive or negative equality impacts on people affected by proposed changes requiring formal decision.

Service change involves redesigning or reshaping, (and in some cases the removal of) current service provision – whether directly provided by Council officers or commissioned by the Council for provision by an external provider.

Budget proposals should arise from service changes that you are considering throughout the year in light of the current financial climate. The EIA for budget proposals should cover the same issues as considered for service changes.

Our public sector equality duty requires us to ensure that we do not discriminate against any protected group or person with protected characteristics (see below) covered by the Equality Act 2010 when taking decisions that affect them. Potential negative impacts that we disregard or ignore could mean discrimination. We also have a duty to actively promote positive impacts that advance equality of opportunity. The protected characteristics covered by the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation.

What to do: The service change / budget proposal EIA contains 3 steps:

Step 1 The proposal

This part is at the start of the planning process. It sets out the service user profile, the proposed change to the service, and potential equality impacts arising as a result of the proposal.

Step 2 Consultation

This part highlights the outcome of consultation with service stakeholders about the service change proposal and likely equality impacts.

Step 3 The recommendation

The final part of the EIA sets out equality impacts that have been identified as well as mitigating actions for negative equality impacts.

For Equalities Team only

EIAF registration number

Version

Date

Signed version received

Equality Impact Assessment for service changes / budget proposals

Name of service	Housing Options Service
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Date of assessment:

Start date	Completion date
01/05/2014	

Lead officer and Contact details	Kanwaljit Basra Ext 29-6829
List of other(s) involved	Equality officer: Finance officer:

What is this EIA about?

(Please tick✓)

Budget proposal for existing service or service contract to achieve savings	
Budget proposal for new or additional service expenditure	
Budget proposal for capital expenditure	
Commissioning a new service or service contract	
Changing or removing an existing service or service contract	✓

Step 1: The proposal (how you propose to change the service)

Question 1:

What is the proposal/proposed change?
<p>Proposals have been put forward to make major changes to LCC Housing Allocations Policy following guidance issued by Communities and Local Government in June 2012 and December 2013 to housing authorities requiring them to give consideration to reviewing their existing housing allocation policies in light of this guidance. The Government has made it clear they expect social homes to go to people who genuinely need and deserve them.</p> <p>The proposed changes are as follows:</p> <ul style="list-style-type: none"> • To increase the Leicester City Requirement to give more emphasis to those with a strong connection to the City • To exclude those who own their own homes and have the resources to explore other housing options • To exclude those households who have the financial resources to secure alternative accommodation

- To give priority to those households who are making a positive community contribution

The proposed changes will give greater preference to people with strong local connections as well as ensuring social housing is allocated to those with the greatest need who do not have the resources to explore other housing options.

Step 1: The proposal (how you propose to change the service)

Question 1:

What is the proposal/proposed change?

The proposed changes will give greater preference to people with strong local connections as well as ensuring social housing is allocated to those with the greatest need who do not have the resources to explore other housing options.

Who will it affect and how will they likely be affected?

Leicester City Requirement

The proposals will impact on new households arriving in the city as they will now need to have lived in the City for 2 years before they qualify to join the Housing Register.

- An analysis of the last 100 lettings from the Housing Register showed that 9 (9%) of the households would not have been made an offer of accommodation due to them not meeting the proposed Leicester City Requirement as they had not been resident in the City for the last 2 years.
- The sample of 9 people (who were housed this year, but would not have been housed if the requirement for 2 years residence had been in place) is too low to allow meaningful analysis by protected characteristic. It should be noted that the proposal is not to bar these people from the Register, but delay their eligibility to Register by one year.

Owner Occupiers

The proposals will impact on those households who own their homes.

- 21 (1.2%) of the total lettings of 1716 in 2013-14 were to owner-occupiers.
- 14 (67%) of the 21 were over 55.
- As at 1st April 2014 there were 349 owner-occupiers on the Housing Register (3% of Register). (271 in Band 5) In future they would only be eligible unless there were extenuating circumstances e.g. someone who requires sheltered housing, someone having to move because they are facing homelessness or fleeing violence, or where their current home is not adaptable and they do not have the resources to find suitable alternative accommodation. Note that the closing of Band 5 is already excluding many owner-occupiers joining the register in future. (i.e. those not in housing need).

Households with high income/savings

The proposals will impact upon those households with a high income/savings who will no longer qualify to join the Housing Register.

However we are not able to show how many households would be affected due to high

income/savings as this information is not currently collected.

On average 65% of applicants rehoused through the Housing Register are in receipt of full or partial housing benefit.

Sample of last 100 lets

The 1% of owner-occupiers rehoused is as follows:

Owner-Occupiers (21)

By Ethnicity

White	11	(52%)
Asian	3	(14%)
Unknown	7	(33%)

By Gender

Female	7	(33%)
Male	14	(66%)

By Age

19-24	1	(5%)
25-44	1	(5%)
45-54	5	(24%)
55-74	12	(57)
75 & Over	2	(10%)

By Disability

Yes	7	(33%)
No	11	(52%)
Unknown	3	(14%)

By Religion

Christian	2	(10%)
Hindu	1	(5%)
Muslim	1	(5%)
Sikh	1	(5%)
No Religion	3	(14%)
Prefer Not To Say	1	(5%)
Other	1	(5%)
Unknown	11	(52%)

By Sexuality

Hetrosexual/Straight	8	(38%)
Prefer Not To Say	2	(10%)
Unknown	11	(52%)

Question 2:**What is the equality profile of service users?**

For the year 2013 - 14 there were 1716 lettings from the Housing Register. The protected characteristics were as follows:

By Ethnicity

White	721	(42%)
Asian	295	(17%)
Black	195	(11%)
Dual Heritage	47	(3%)
Other	23	(1%)
Unknown	435	(25%)

By Gender

Female	937	(55%)
Male	779	(45%)

By Age

Under 18	33	(2%)
19-24	261	(15%)
25-44	845	(49%)
45-54	259	(15%)
55-74	289	(17%)
75 & Over	29	(2%)

By Disability

Yes	203	(12%)
No	907	(53%)
Unknown	606	(36%)

By Religion

Atheist	25	(1%)
Buddhist	2	(<1%)
Christian	343	(20%)
Hindu	68	(4%)
Muslim	208	(12%)
Sikh	12	(1%)
No Religion	297	(17%)
Prefer Not To Say	104	(6%)
Other	50	(3%)
Unknown	607	(35%)

By Sexuality

Bisexual	18	(1%)
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Gay (Female/Lesbian)	5	(<1%)
Gay (Male)	16	(1%)
Hetrosexual/Straight	901	(52%)
Other	21	(1%)
Prefer Not To Say	137	(8%)
Unknown	618	(36%)

What are the main service issues for each protected group receiving the service?

	Service issue(s) experienced by the protected group
Age	The main issues appear to be the need for age designated accommodation, older people are less likely to be economically active and they may have difficulties with bidding for properties on Leicester HomeChoice.
Disability	The main issue is the need for accommodation which has been suitably adapted.
Gender reassignment	There appear to be no specific issues relating to gender reassignment other than the fear of harassment.
Pregnancy and maternity	There appear to be no specific issues relating to pregnancy & maternity within this service other than pregnancy often results in families living in overcrowded accommodation after the baby is born.
Race	The main issue appears to be the need for accommodation near to places of worship & cultural needs.
Religion or belief	The main issue appears to be the need for accommodation near to places of worship.
Sex (gender)	The main issue appears to be in relation to economic status with national research suggesting that women experience lower levels of economic activity than men.
Sexual orientation	There appear to be no specific issues relating to sexual orientation other than the fear of harassment.

Question 3:

Will the proposal have an impact on people because of their protected characteristic? Tick the anticipated impact for those likely to be affected by protected characteristic.

	No impact ¹	Positive impact ²	Negative impact ³	Impact not known ⁴
Age			✓	
Disability	✓			
Gender reassignment				✓
Pregnancy and maternity	✓			
Race			✓	
Religion or belief	✓			

¹ The proposal has no impact (positive or negative) on any group sharing a protected characteristic.

² The proposal addresses an existing inequality experienced by the group sharing a protected characteristic (related to employment, provision of services or facilities).

³ The proposal disadvantages one or more of any group sharing a protected characteristic (related to employment, provision of services or facilities).

⁴ There is insufficient information available to identify which if any group sharing a protected characteristic will be affected by the proposal.

	No impact ¹	Positive impact ²	Negative impact ³	Impact not known ⁴
Sex (gender)	✓			
Sexual orientation				✓

Question 4:

Where there is a positive impact, describe the impact for each group sharing a protected characteristic. How many people are likely to be affected?
N/A

Question 5:

Where there is a negative impact, describe the adverse impact for each group sharing a protected characteristic. How many people are likely to be affected?
<ul style="list-style-type: none"> • 318 (19%) of the lettings in 2013-14 were to applicants over the age of 55. • Out of the 21 owner occupiers in the sample, 14 (67%) of these households were over 55 years of age. Therefore the proposal to not allow Owner Occupiers onto the Register could be seen as adversely affecting applicants over the age of 55. However many are in Band 5, which is already closed to new applicants. • A full consultation will be undertaken with stakeholders to determine whether any issues are raised which adversely impacts on particular groups.
How can the negative impact for each group sharing a protected characteristic be reduced or removed?

Question 6:

Which relevant stakeholders were involved in proposing the actions recommended for reducing or removing adverse impacts arising from the proposal?
<p>The proposals have been put forward following the issuing of guidance by Communities and Local Government. The views of senior staff within the service have been sought as well as staff within the Housing Division.</p> <p>The proposals will be fully consulted with Registered Social Housing Providers in the city and other stakeholders including Adult Social Care, Children Services, external agencies and customers on the Housing Register.</p>
What data/information/analysis have you used to inform your equality impact findings?
Data has been used from the Housing Register to determine the profile and number of households the proposals will impact on.

Date completed

Step 2: Consultation on the proposal

Question 1:

What consultation on the final proposal has taken place? When, where and who with?

Question 2:

What potential impacts did consultation stakeholders identify?

What positive equality impacts were identified? For people with which protected characteristics?

What negative equality impacts were identified? For people with which protected characteristics?

Question 3:

Did stakeholders indicate how positive impacts could be further promoted? How?

Did stakeholders indicate how negative impacts could be reduced or removed? How?

Date completed

Step 3: The recommendation (the recommended decision on how to change the service)

Question 1:

What changes are being recommended?
Who will be affected by these changes?

Question 2:

What is the anticipated impact of these changes on people who share the following protected characteristics? Tick the anticipated impact below:

	No impact ⁵	Positive impact ⁶	Negative impact ⁷	Impact not known ⁸
Age				
Disability				
Gender reassignment				
Pregnancy and maternity				
Race				
Religion or belief				
Sex (gender)				
Sexual orientation				

Question 3:

For those likely to receive a positive impact, describe the likely positive impact for each group sharing a protected characteristic. How many people are likely to be affected?

Question 4:

For those likely to receive a negative impact, describe the likely negative impact for each group sharing a protected characteristic. How many people are likely to be affected?

⁵ The proposal has no impact (positive or negative) on any group sharing a protected characteristic.
⁶ The proposal addresses an existing inequality experienced by the group sharing a protected characteristic (related to employment, provision of services or facilities).
⁷ The proposal disadvantages one or more of any group sharing a protected characteristic (related to employment, provision of services or facilities).
⁸ There is insufficient information available to identify which if any group sharing a protected characteristic will be affected by the proposal.

How can these negative impacts be reduced or removed?

Question 5:

**Are there any actions required as a result of this EIA?
If yes complete the EIA Action Plan on the next page. List up to 3 priority actions.**

Date completed

Supplementary information

Question 1:

Is there other alternative or comparable provision available in the city? Who provides it and where is it provided?
Can this alternative or comparable provision help reduce or remove the negative impacts identified in Step 1, Question 5? If not, why not?
Would service users negatively affected by the proposal be eligible to use this alternative or comparable provision? Would it meet their identified needs?

Question 2:

Will any particular area of the city be more affected by the proposal than other parts of the city? What area and why?

Question 3:

Is it likely that there may be other sources of negative impacts affecting service users over the next three years that need to be considered? Describe any additional negative impacts over time that could realistically occur.

Step 4: Sign-off

This EIA completed by	Name	Signature	Date
Lead officer			
Countersigned by Equalities Officer			
Countersigned by Finance Officer			
Signed off by Divisional Director			

Completion - You should now:

- Complete the Action Plan attached
- Keep a copy for your records, and **send an electronic copy** of the completed and signed form to the [Corporate Equalities Lead](#) for audit purposes

EIA Action Plan

Please list all the equality objectives, actions and targets that result from the Equality Impact Assessment. These should be included in the relevant service plan for performance management purposes.

Equality Objective	Action required	Target	Officer responsible	By when?
Example: To know equality profile of all service users.	Example: collect monitoring data on disabled users (currently not being provided)	Example: To have data for first performance review	Example: Joe Smith	Example: Start collection of data in April 10

What to do next?

If this EIA has identified any issues that need to be addressed (such as plugging a data gap, or carrying out a specific action that reduces or removes any negative impacts identified), complete the attached EIA Action Plan to set out what action is required, who will carry it out, and when it will be carried out/completed.

Once your EIA has been completed, (countersigned by the equalities officer/finance officer **and signed off by your Director**) the equality officer will work with you to monitor this action plan.

Equality officers: Sonya Osborne 29 7738

Gurjit Minhas 29 8706