

**Charnwood Borough council**

**Equality impact assessment**  
**'Knowing the needs of your customers and employees'**

**Background**

An equality impact assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

**Legislation- equality duty**

As a local authority that provides services to the public Charnwood Borough council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- Eliminate discrimination, harassment and victimisation;
- Advance equality of opportunity;
- Foster good relations.

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex
9. Sexual orientation

What is prohibited?

1. Direct discrimination
2. Indirect discrimination
3. Harassment
4. Victimation
5. Discrimination by association
6. Discrimination by perception
7. Pregnancy and maternity discrimination
8. Discrimination arising from disability
9. Failing to make reasonable adjustments

**Note: Complete the action plan as you go through the questions**

**Step 1 – Introductory information**

<b>Title of the document being assessed</b>	New proposed tenancy agreement
<b>Name of lead officer and others undertaking this assessment</b>	Andrew Staton
<b>Date EIA started</b>	20 February 2020

<b>Date EIA completed</b>	27 February 2020
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**Step 2 – Overview of document being assessed:**

Outline: What is the purpose of this document? (Specify aims and objectives)
The tenancy agreement is the document that defines and governs the contractual relationship between landlord and tenant.
The existing tenancy agreement is more than ten years old. It is considered good practice for landlords to revise their tenancy agreements on a regular basis: the years of operating under one tenancy agreement will expose any shortcomings that it might have; and these can be dealt through future revisions. Changes in legislation, regulation and accepted good practice are also reasons why tenancy agreements should be revised.
What specific group/s is the policy designed to affect and what is the intended change or outcome for them?
The new tenancy agreement will be applied to all new and existing tenants of dwellings. It does not apply to leaseholders, garage or shop tenants and people housed temporarily under homelessness or homelessness prevention legislation and duties.
Which groups have been consulted as part of the creation or review of the policy?
<b>Landlord services staff</b> <b>Housing needs team</b> <b>CHRF</b>

**Step 3 – What we already know and where there are gaps**

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.
Data/information such as:
<ul style="list-style-type: none"> <li>▪ Consultation</li> <li>▪ Previous equality impact assessments</li> <li>▪ Demographic information</li> <li>▪ Anecdotal and other evidence</li> </ul>
A range of diversity information is available from our records and held in QL (our housing management system) for all those customers receiving housing management services. This includes information on age, sex, ethnicity, sexual orientation, and disability. The range of information is limited in relation to certain characteristics (e.g. sexual orientation)

What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)

This information enables support to be directed to the most vulnerable tenants, and also shape our services to meet the needs of vulnerable people across a range of diverse groups.

#### **Step 4 – Do we need to seek the views of others? If so, who?**

In light of the answers you have given in step 2, do you need to consult specific groups to identify needs / issues? If not please explain why.

Staff in all landlord services have been consulted as have staff in the housing needs team. The legal services team has endorsed the draft agreement as being legally sound and enforceable. Tenants have been consulted at the Charnwood Housing Residents' Forum and Housing Management Advisory Board.

Existing tenants will be consulted in accordance with S.103 of the Housing Act 1985.

#### **Step 5 – Assessing the impact**

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).

		<b>Comments</b>
<b>A</b>	<b>Age</b>	No effects identified
<b>B</b>	<b>Disability (Physical, visual, hearing, learning disabilities, mental health)</b>	Tenants with learning difficulties could be disadvantaged through a long document that is quite legalistic in its language.  Tenants who are blind or who have visual impairment might be affected adversely by an agreement that is text-based
<b>C</b>	<b>Gender reassignment (Transgender)</b>	No effects identified
<b>D</b>	<b>Race</b>	English-only version of the agreement could disadvantage those whose principal language is not English
<b>E</b>	<b>Religion or belief (Includes no belief)</b>	No effects identified
<b>F</b>	<b>Sex</b>	No effects identified
<b>G</b>	<b>Sexual orientation</b>	No effects identified
<b>H</b>	<b>Other protected groups (pregnancy &amp; maternity, marriage &amp; civil partnership)</b>	No effects identified
<b>I</b>	<b>Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)</b>	Tenants with learning difficulties could be disadvantaged through a long document that is quite legalistic in its language

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

Please note:

- a) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.
- b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

Summarise your findings and give an overview as to whether the new proposed agreement will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).

It is believed that the new draft agreement meets the council's equality and diversity responsibilities

### **Step 6- Monitoring, evaluation and review**

Are there processes in place to review the findings of this assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?

We are obliged under S.103 of the Housing Act 1985 to pay due regard to comments received. The terms of the new agreement have been certified by the council's legal services team as being legally sound and enforceable.

How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.

No recommendations have been identified in this assessment other than the future need to revise the tenancy agreement through changes in legislation, regulation or observation of the effects of the tenancy agreement and any shortcomings over a period of time following the imposition of the new agreement.

### **Step 7- Action plan**

**Please include any identified concerns/actions/problems in this action plan:**

**The problems etc identified should inform your service plan and, if appropriate, your consultation plan**

<b>Reference number</b>	<b>Action</b>	<b>Responsible officer</b>	<b>Target date</b>
5B	In order to mitigate the potential adverse effects of the new agreement on people with learning difficulties it is proposed that a pictorial guide to the tenancy agreement is produced.	Landlord services manager	31 March 2023
	Braille version of the agreement can be produced for blind and visually-impaired tenants.	Landlord services manager	As and when required
5D	In order to mitigate the potential adverse effects of the new agreement on people whose first language is not English, translations into other languages will be carried out according to demand	Landlord services manager	31 March 2023

51	In order to mitigate the potential adverse effects of the new agreement on people with learning difficulties it is proposed that a pictorial guide to the tenancy agreement is produced	Landlord services manager	As and when required
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**Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

	<b>Who needs to know (Please tick)</b>	<b>How they will be informed</b> (we have a legal duty to publish EIA's)
<b>Employees</b>	✓	Team meetings
<b>Tenants</b>	✓	Statutory consultation
<b>Partners and stakeholders</b>	✓	Publication on the council's website
<b>Others</b>	✓	Future and potential tenants through publication on the council's website.
<b>To ensure ease of access, what other communication needs/concerns are there?</b>		None identified.

**Step 9- Conclusion (to be completed and signed by the service head)**

<b>Please delete as appropriate</b>
<b>I agree / disagree with this assessment / action plan</b>
<b>If disagree, state action/s required, reasons and details of who is to carry them out with timescales:</b>
<b>Signed (service head):</b>
<b>Peter Oliver - Head of Landlord Services</b>
<b>Date: 27 February 2020</b>

**Please send completed & signed assessment to Suzanne Kinder for publishing.**