

Colchester Borough Council

Equality Impact Assessment Form - An Analysis of the Effects on Equality

Section 1: Initial Equality Impact Assessment

- Transfer Incentive Scheme (Tenants)

Where published, please provide a link here – and remove this advice. – The amended policy will be published when signed-off on the CBH website (CBH administer the scheme on behalf of CBC).

1. What is the main purpose of the policy?

- The purpose of this policy is to assist tenants who have a right to remain in their home but live in a property that is too big for their housing need to move to a smaller home.

2. What main areas or activities does it cover?

- The policy also seeks to set out the assistance available and the eligibility for that assistance under the transfer incentive policy.

3. Are there changes to an existing policy being considered in this assessment? If so what are they?

- There are no changes to an existing policy that are being considered in this assessment.

4. Who are the main audience, users or customers who will be affected by the policy?

- Members of staff

- Current tenants

5. What outcomes do you want to achieve from the policy?

- To assist tenants who have a right to remain in their home but live in a property that is too big for their housing need to move to a smaller home.

6. Are other service areas or partner agencies involved in delivery? If so, please give details below:

- Colchester Borough Homes

7. Are you aware of any relevant information, data, surveys or consultations¹ which help us to assess the likely or actual impact of the policy upon customers or staff? *If so provide details and include a link to the document or source where available.*

- The Housing Management system records customer data including many of the 'protected characteristics'.
- It would be possible to assess the protected characteristics of those customers applying to move under the 'Transfer Incentive Scheme' against the general customer profile.

8. The 'general duty' states that we must have "due regard" to the need to:

- (a) eliminate unlawful discrimination, harassment and victimisation **No**
- (b) advance equality of opportunity between people who share a 'protected characteristic²' and those who do not³ **Yes**
- (c) foster good relations between people who share a protected characteristic and those who do not⁴ **Yes**

¹Click on [Customer Insight](#) for more information. The Council's surveys and consultations include 'equality monitoring information' to help us identify any particular concerns or views expressed by any particular group or 'protected characteristic'. It can also help us to assess how representative of our customers the respondent group is. Local Data on the Protected Characteristics is available [on this page](#) of the staff intranet, 'Colin'.

²The Equality Act's 'protected characteristics' include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief and sex and sexual orientation. It also covers marriage and civil partnerships, but not for all aspects of the duty.

³This involves having due regard, in particular, to the need to: (a) remove or minimise disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic; (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it, and (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

⁴This involves having due regard, in particular, to the need to (a) tackle prejudice, and (b) promote understanding.

Not all policies help us to meet the ‘general duty’, but most do.

Where applicable, explain how this policy helps us to meet the ‘general duty’:

The policy helps us to ‘eliminate unlawful discrimination, harassment and victimisation’ in the following way(s):

- None identified.

The policy helps us to ‘advance equality of opportunity...’ in the following way(s):

‘Protected characteristic’ group		How does it help to ‘advance equality of opportunity between people who share a protected characteristic and those who do not’?
Age	Older people (60+)	Under-occupying tenants tend to be predominately in older age groups. The older age groups are not affected by welfare reform penalties. The policy aims to encourage these tenants to downsize, releasing larger properties for applicants on the housing needs register.

The policy helps us to ‘foster good relations...’ in the following way(s):

‘Protected characteristic’ group		How does it help to ‘foster good relations between those who share a protected characteristic and those who do not’?
Age	Older people (60+)	Under-occupying tenants tend to be predominately in older age groups. The older age groups are not affected by welfare reform penalties. The policy aims to encourage these tenants to downsize, releasing larger properties for applicants on the housing needs register.

9. The Council has an important role in improving residents’ health under the Health and Social Care Act 2012. This relates to both its ‘core functions’ (such as housing, leisure, green spaces and environmental health) and to its ‘enabling roles’ (such as economic

development, planning and engaging with communities)⁵. The Council recognises that its Public Sector Equality Duty and its role in improving health are interrelated and mutually supportive. This is especially true across the 'protected characteristics' of age and disability.

"Health inequalities are the unjust and avoidable differences in people's health across the population. They come from the unequal distribution of income, wealth and power and influence the wider determinants of health such as work, education, social support and housing. Currently, in England people living in the least deprived areas will live around 20 years longer in good health than those in the most deprived areas. Reducing health inequalities means giving everyone the same opportunities to lead a healthy life, no matter where they live or who they are."

Where applicable, explain how this policy helps us to improve health/ reduce health inequalities for residents:

- The policy encourages tenants that are under-occupying their Council home to move into a property that is of a size suitable to their needs. Properties that are freed up will be available to households on the housing waiting list that may require properties on specific health grounds or those currently living in unsuitable accommodation for their needs.

⁵ The King's Fund: [The district council contribution to public health: a time of challenge and opportunity, 2015](#)

10. This section helps us to identify any disproportionate equality impacts. Please indicate in the table below whether the policy is likely to particularly benefit or disadvantage any of the 'protected characteristics'.

Remember to include reference to any relevant consultation, data or information.

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Age	Older people (60+)	Yes	Enhanced opportunities for moving to more appropriate accommodation.	None	
	Younger people (17-25) and children (0-16)	None identified		None identified	
Disability	Physical	None identified		None identified	
	Sensory	None identified		The policy is provided in a written format.	This group may be disadvantaged by the policy written in English
	Learning	None identified		None identified	
	Mental health issues	None identified		None identified	
	Other – <i>specify</i>	None identified		None identified	
Ethnicity ⁶	White	None identified		None identified	
	Black	None identified		None identified	
	Chinese	None identified		None identified	

⁶ National Census 2011 categories are: Bangladeshi, Indian, Pakistani, Other Asian (Asian or Asian British), African, Caribbean, Other Black (Black or Black British), White and Black African, White and Asian, White and Black Caribbean (Mixed), British, Irish, Other White (White), Chinese, Other (Other Ethnic Group).

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
	Mixed Ethnic Origin	None identified		None identified	
	Gypsies/ Travellers	None identified		None identified	
	Other – <i>please state</i>	None identified		None identified	
Language	English not first language	None identified		Policy is in English	This group may be disadvantaged by the policy written in English
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks	None identified		None identified	
Religion or Belief	People with a religious belief (or none)	None identified		None identified	
Sex	Men	None identified		None identified	
	Women	None identified		None identified	
Gender Reassignment ⁷	Transgender/ Transsexual	None identified		None identified	
Sexual Orientation	Bisexual, Heterosexual, Gay or Lesbian	None identified		None identified	

⁷ The protected characteristic of gender reassignment is defined by the Equality Act 2010 as “a person proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.” This is a personal process that may involve medical interventions such as counselling, psychotherapy, hormone therapy or surgery, but does not have to.

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Marriage and Civil Partnership	People who are married or in a civil partnership	None identified		None identified	

11. If you have identified any negative impacts (above) how can they be minimised or removed?

- Sensory - The policy is in English which may negatively impact those who have a sensory disability. The policy is available on the CBC website which supports alternative formats such as BrowseAloud.
- English not first language - The policy is in English which may negatively impact those whose first language is not English. Policies are available in alternative formats upon request which can facilitate translation. The policy is available on the CBH website which supports Google Translate.

12. Could the policy discriminate⁸ against any 'protected characteristic', either directly or indirectly⁹? (Yes/No) **No**

The policy was developed based on the outcomes of a survey of 900 under-occupying tenants asking them what barriers there might be to moving, and what incentives would help overcome these. The policy has been reviewed and no significant changes made that would have an impact.

The proposals have been considered by tenants as part of the review process.

⁸ The Council has a general duty to 'eliminate unlawful discrimination, harassment and victimisation'. Direct discrimination occurs when a person is treated less favourably than another in a comparable situation because of their 'protected characteristic' whether on grounds of age, disability, pregnancy and maternity, ethnicity; religion or belief; sex (gender), sexual orientation, or marriage and civil partnership. Indirect discrimination occurs when an apparently neutral provision or practice would nevertheless disadvantage people on the grounds of their 'protected characteristic'.

⁹ If you answer 'yes' to question 11 (above) you will need to complete the following section *and* go on to complete Section 2 in order to conduct a full Equality Impact Assessment.

Summary and findings of Initial Equality Impact Assessment

13. Please put a tick in the relevant box to confirm your findings, and what the next step is:

Findings	Action required
A. No negative impacts have been identified <input type="checkbox"/>	Sign off screening and finish.
B. Negative impacts have been identified but have been minimised or removed ✓	Sign off screening and finish.
C. Negative impacts could not be minimised or removed <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.
D. There is insufficient evidence to make a judgement. <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.

14. Name and job title of person completing this form:

Suzanne Norton, Housing Client Co-ordinator

15. Date of completion:

August 2019

16. Date for update or review of this screening¹⁰:

August 2022

¹⁰ This is normally three years, but not always: You may know that the policy itself will be reviewed earlier in which case the EqIA should be reviewed at that time. Or, in the case of a five year strategy, you may want to have a review date of five years. In the case of a “one off” decision, such as closing a service, a review date may not be needed - in which case you should indicate ‘N/A’. In any event, the review date should be brought forward if you receive information or feedback which raises new concerns, or if the public policy context changes. You can speak to the [Equality and Safeguarding Co-ordinator](#) for more advice.

If you have selected A or B (above), you have completed the assessment and can remove this paragraph and everything that appears below. In this case please:(a) send a copy to the relevant Head of Service and the Equality and Safeguarding Officer; (b) arrange for it to be published on the Council's website [here](#) (under the relevant service area heading); and (c) update the Corporate Spreadsheet by clicking [here](#) and selecting and updating the first document