

Colchester Borough Council

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

Section 1: Initial Equality Impact Assessment

Name of policy to be assessed:

- Essential planned moves Policy

Where published, please provide a link here – and remove this advice.

1. What is the main purpose of the policy?

- To set out the Council's approach to be carried out to move a secure tenant (including introductory tenants) temporarily or permanently from their home.
- To ensure that all moves are carried out consistently, with the needs of the tenant taken fully into account.
- To set out the prioritisation criteria to be used when there are multiple essential moves needed.
- To set out the entitlement to Home Loss, Disturbance and Discretionary payments.

2. What main areas or activities does it cover?

The core principles of the policy are:

- If possible, tenants needing to be moved will be made a direct offer of a suitable property, matching their current property in size and amenity.
- Tenants needing to move will be eligible for disturbance costs to cover the costs of moving, for example removal costs, costs for connection of services.
- Tenants who need to permanently move are eligible for a home loss payment. The amount for this is set by the Secretary of State.

- If there are multiple tenants moving from a site, for example a sheltered scheme, they will be prioritised for rehousing based on their tenancy start date; this is the date their tenancy started at the property they are being asked to move from.

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

- Revisions made to provide additional clarity and general updates of officers responsible for the monitoring and implementation of the policy and procedural changes.

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

- Members of staff
- Future tenants;
- Current tenants.

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

- To ensure that all moves are carried out consistently, with the needs of the tenant taken fully into account.

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

- Colchester Borough Homes
- Asset Management

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? **No**

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'.

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

- (a) eliminate unlawful discrimination, harassment and victimisation **Yes**
- (b) advance equality of opportunity between people who share a 'protected characteristic'² and those who do not³ **No**
- (c) foster good relations between people who share a protected characteristic and those who do not⁴ **No**

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):

- By taking into account individual circumstances, vulnerabilities and needs, the policy may help to eliminate unlawful discrimination.

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

- The policy does not specifically help us to meet the duty.

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

- The policy does not specifically help us to meet the duty.

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

² The 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.

³ This 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.

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

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:

- Not applicable.

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+)	✓	The policy will provide clarity and consistency for those having to move.		None identified.
	Younger people (17-25) and children (0-16)	✓	The policy will provide clarity and consistency for those having to move.		None identified.
Disability	Physical	✓	The policy will provide clarity and consistency for those having to move and ensure their needs are taken into account.		None identified.
	Sensory	✓	The policy will provide clarity and consistency for those having to move and ensure their needs are taken into account.	The policy is provided in a written format.	This group may be disadvantaged by the policy written in English.
	Learning	✓	The policy will provide clarity and consistency for those having to move and ensure their needs are taken into account.	The policy is provided in a written format.	This group may be disadvantaged by the policy written in English.
	Mental health issues	✓	The policy will provide clarity and consistency for those having to move and ensure their needs are taken into account.		None identified.
	Other – <i>specify</i>				

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Ethnicity ⁶	White	✓	The policy will provide clarity and consistency for those having to move.		None identified.
	Black	✓	As above.		None identified.
	Chinese	✓	As above.		None identified.
	Mixed Ethnic Origin	✓	As above.		None identified.
	Gypsies/ Travellers	✓	As above.		None identified.
	Other – <i>please state</i>				
Language	English not first language	✓	As above.	The policy is provided in a written format.	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	✓	The policy will provide clarity and consistency for those having to move at a more difficult time.		None identified.
Religion or Belief	People with a religious belief (or none)	✓	The policy will provide clarity and consistency for those having to move.		As above.
Sex	Men	✓	As above.		As above.
	Women	✓	As above.		As above.
Gender Reassignment ⁷	Transgender/ Transsexual	✓	As above.		As above.
Sexual	Bisexual,	✓	As above.		As above.

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).

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
Orientation	Heterosexual, Gay or Lesbian				
Marriage and Civil Partnership	People who are married or in a civil partnership	✓	As above.		As above.

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

- The policy is in English which may negatively impact those whose first language is not English or who have a sensory or learning disability. Policies are available in alternative formats upon request which can facilitate translation. The policy is available on the CBC website which supports formats such as BrowseAloud. Community Housing Officers (CHOs) will be the point of contact for the tenant; CHOs have access to instant telephone translation services.

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

- The aim of the policy is to provide consistency and clear guidance to all Colchester borough Council tenants and is designed to meet the needs of individual tenants.

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 <input checked="" type="checkbox"/>	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:

April 2020

June 2014 – Joanne Webb, ALMO Performance Project Manager

16. Date for update or review of this screening¹⁰:

April 2023

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

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.

clicking [here](#) and selecting and updating the first document. If you have selected C or D (above), you must complete Section Two (below).