

APPENDIX 1

Equality Assessment - Guidance and Recording Form

1. Introduction

Redditch Borough Councils is committed to providing equality of access and recognises that discrimination does not need to be intentional for unfair treatment or adverse impact to occur. Our approach to equality recognises that the range of different groups in our society may have different needs and we seek to ensure that our services are fairly and equitably provided to all sections of the community.

We are **legally required** to demonstrate that we have given 'due regard' to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity between people who share a protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

(The Equality Duty, The Equality Act 2010).

This means that equality considerations need to be evidenced in our decision-making processes and policies. This template will support you to evidence how the Duty has been taken into account. The Equality duty is to meet 'needs', rather than any desires or preferences for a particular treatment or service. Complying with the General Duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive actions provisions in order to provide a service in a way which is appropriate for a particular group. The General Duty also explicitly recognises that disabled people's needs are different from those of non-disabled people. In considering the requirements to meet the needs of disabled people, public bodies should therefore take account of disabled people's disabilities. This might mean making reasonable adjustments for them or treating them better than other people.

2. When is Equality Assessment required?

Any potential impact on equality should be considered **before any key decisions are made** and should be integrated into day-to-day policy-making, business planning and other decision-making arrangements. This is particularly relevant when making difficult financial decisions; if we are proposing to stop, reduce or change a service then we must have relevant equalities evidence to justify this.

Due regard means consciously thinking about the three aims of the General Duty as a part of the process of decision-making. This means that consideration of equality issues must influence the decisions we make, when:

- Developing, evaluating and reviewing policy
- Designing, delivering and changing services

- Commissioning and procuring from others

You must consider what evidence is available and whether any more information is needed. You cannot assume that a policy will benefit all service users without evidence to support that conclusion.

It is not necessary in every instance, to have hard statistical data. We can also use more qualitative sources such as service user feedback or external sources, for example, information available from the Equality and Human Rights Commission, local or national representative groups etc. Local, regional or national statistical information and research may also be used if relevant.

3. How is the Equality Assessment to be carried out?

To assess a service or policy, consider and use any or all of the following options

- Walk through the processes as a customer would, or as a member of staff and test it from their point of view - this can be done by the service manager or jointly with the team. Record this experience and make a record of any actions required as a result.
- Set up a customer test with volunteers from community or staff groups. Get them to access the service from start to finish, assess their experience and feedback. Make a record of what was discovered, who the group members were and any actions required as a result.
- Conduct statistical analysis from any service usage information available or customer satisfaction surveys looking for patterns of usage by defined equality groups and obvious gaps in usage.

If further evidence comes to light after the initial completion of this assessment, if possible, go back to the original assessment and update it. Equality Assessment should be seen as a living, on-going process rather than a one off exercise.

4. Who carries out the assessment?

The manager of the service is responsible for ensuring that the assessment is carried out and recorded on this form. Every completed Equality Assessment will be published on the relevant Council's website. Any member of the public can ask for copies of the assessment and any information that has been used in the completion of the assessment.

For further information or assistance please contact:

Policy Team on 01527 548284 or 01527 881616 or equalities@bromsgroveandredditch.gov.uk

Equality Assessment Record

Please ensure the following:

- (a) That the document is understandable to a reader who has not read any other documents, and explains (on its own) how the Public Sector Equality Duty is met. This does not need to be lengthy, but must be complete.
- b) That available support information and data is identified and where it can be found. Also be clear about highlighting gaps in existing data or evidence that you hold, and how you have sought to address these knowledge gaps.
- (c) That the equality impacts are capable of aggregation with those of other EIAs to identify the cumulative impact of all service changes made by the council on different groups of people.

Title of service/policy/procedure/spending review being proposed		Redditch Housing Allocations Policy	
Name of service area		Strategic Housing	
Name of Officer completing this assessment		Amanda Delahunty	
Date assessment completed		12/12/2018	
Name of decision maker (in relation to the change)			
Date decision made			
Sign off on completion	Name	Signature	Date
Lead officer completing assessment	Amanda Delahunty		12/12/2018
Equalities Officer	Rebecca Green		12/12/2018

Overview – Set the context

Provide a clear overview of the aims of the service/policy/procedure and the proposed changes being made. Will current service users' needs continue to be met? Why is the change being proposed? What needs or duties is it designed to meet?

This Equalities Impact Assessment considers the proposals to change the current housing allocations policy in line with the freedoms and flexibilities introduced by the Localism Act 2011.

There is a severe shortage of social housing in Redditch and there are currently 1194 applicants on the housing register. The policy will help to prioritise those who have a connection to Redditch and in addition the Council would like to recognize applicants who are key workers and volunteering whilst also recognising that some applicants are prevented from doing so due to disability or caring responsibilities.

The aim of this assessment is to ensure fair policies and procedures for the allocation of properties taking into account the requirements of the Housing Act 1996, Homelessness Act 2002, Localism Act 2011 and appropriate Government guidance

- To meet the housing requirements of those in the greatest need
- House as many households as possible from the housing register in the fairest way possible
- To make more efficient use of available housing stock.
- To increase satisfaction in the allocation system
- To reduce "void" times, and reduce the number of refusals

Housing authorities are required by s.166A of the Housing Act 1996 to have an allocation scheme for determining priorities and for defining the procedures to be followed when allocating social housing accommodation and they must allocate in accordance with that scheme.

The allocations law provisions of the Localism Act 2011 came into force in England on 18th June 2012 amending Part 6 s169 of the Housing Act 1996. The objectives behind these amendments are to:

- Enable housing authorities to better manage their housing waiting list by giving them the power to determine which applicants qualify for an allocation of social housing. Authorities are now able to operate a more focused list which better reflects local circumstances. These changes can help to manage unrealistic expectations by excluding people who have little or no prospect of being allocated accommodation.
- Make it easier for existing social tenants to move.
- Maintain the protection provided by the Statutory Reasonable Preference Criteria – ensuring that priority for social housing is given to those in greatest need.

Part V1 Housing Act 1996 specified five categories of applicant who must be awarded 'reasonable preference' and this remains unchanged by the Localism Act 2011 and these are:

- people who are homeless
- those owed homeless duties
- people occupying insanitary or overcrowded housing or other unsatisfactory housing conditions
- people who need to move on medical or welfare grounds
- people who need to move to a particular locality within the local authority district, where failure to meet that need would cause hardship to themselves or others.

Housing Authorities may only allocate accommodation to people who are defined as 'qualifying persons' (s.160ZA (6)(a)) with the exception for members of the Armed and Reserve Forces. Whatever classes of persons who do not qualify for social housing, it is important to consider exceptional circumstances where it may be necessary not to apply these criteria in the case of individual applicants.

The Allocation of Housing (Qualification Criteria for armed forces)(England) Regulations 2012 and the Housing Act 1996 (Additional Preference for Armed Forces) (England) Regulations 2012 sets out how local authorities should respond to the housing needs of ex service personnel.

A new code of guidance has been written replacing all previous guidance on social housing allocations: 'Allocation of accommodation: guidance for local housing authorities in England. The scheme must comply with Part 6 of the Housing Act 1996 and be compatible with obligations imposed on the Council by other legislation, including but not limited to:

- The Equality Act 2010
- The Human Rights Act
- The Freedom of Information Act 2000

The Authority has considered these matters internally during the last year, and drafted a new allocations policy as a result of these discussions – see appendix 1. The new draft policy goes considerably further than its predecessor, incorporating the changes available under the Localism Act, and went out for consultation in October 2018 with a view to going live with the new policy early 2019.

Councils now have more freedom to decide how they manage their housing registers.

Currently anyone can apply for affordable housing, but demand is very high. The Council is now able to restrict access to the housing register by setting additional criteria that applicants who are not in a reasonable preference category will have to meet in order to go on the list.

How things work at the moment:

Anyone can join the housing register. Applications are assessed and depending on the households housing need and local connection they are placed in one of the following bands; gold, silver or bronze. Applicants are further awarded points within their bands depending on their circumstances as follows:

- Residency (12 months) or parents 30 Points
- Bedroom deficiency/per room 50 Points
- Children in flat points 15 Points
- Studio Flats 5 Points
- Property is Under Occupied / Per room 50 Points
- Leaving Special needs property 250 Points

Properties that become available for letting are either direct matched or advertised through Redditch Home Choice Plus. Properties that are advertised are available for applicants to place a bid on to register an interest in a property.. An applicant's position on the shortlist is based upon their housing need, their connection to the area they are bidding on and their waiting time as set out in the Allocations policy.

Proposed Changes:

It is proposed that the housing register is no longer open for anyone to apply and will impose a qualification criteria that will be applied before an applicant is accepted onto the register. If an applicant qualifies they will be placed into bands based on their housing need and local connection. These bands will be numbered 1 to 6. Band 1 being those in the most urgent housing need and band 5 and 6 will be for those applicants who may have some housing need, or are an exceptional group, or those who are only interested in shared ownership.

No Housing Need:

Where an applicant is deemed to have no housing need they will not be eligible to join the housing register. Exceptions to this will be existing tenants requesting a transfer, those requiring sheltered housing or applicants who would like to apply for shared ownership properties.

Band 4 - Reduced Priority:

A new banding will be introduced to reduce the priority for applicants who are deemed to have sufficient resources to meet their own housing needs, those who meet the reasonable preference criteria but do not have a local connection, those who have a history of behaviour such as non payment of rent or anti social behaviour and those who have deliberately worsened their situation or have refused suitable offers of accommodation.

Bedroom Standard:

The proposed policy says that a family are overcrowded if they have two children that are sharing of opposite sex, when the older child reaches 10 and anyone over the age of 16 years is entitled to their own room.

Additional Preference – Community Contribution

Applicants who are Key Workers under the HMRC Definition

This applies where applicants who are key workers.

Applicants volunteering

Applicants volunteering for a minimum of 20 hours per month and for a continuous period of at least six months, at the point of application, at review and the same at the point of offer will be given additional preference. Volunteering must be for a not for profit organisation registered with the charity commission or otherwise recognised by the Local Authority (or their agent).

Applicants who are full time carers

This applies to applicants who are unable to satisfy the criteria outlined above, but who care for someone on a full time basis for a period of six months (due to disability or frailty) will also qualify for the additional preference.

Severely Disabled Applicants Who are Unable to Participate in any of these Activities

Applicants who have a severe disability (e.g. are awarded the support element of Employment Support Allowance or higher rate Disability Living Allowance / Personal Independence Payment) and cannot participate in community contribution activities will be awarded additional waiting time.

The Council considers that the policy changes relate to all and people from protective groups should suffer no disadvantage from the changes.

Who is the proposal likely to affect?	Yes	No
All residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Specific group(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All Council employees	<input type="checkbox"/>	<input type="checkbox"/>
Specific group(s) of employees	<input type="checkbox"/>	<input type="checkbox"/>
Other (identify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Detail- Outline who could be affected, and how they could be affected by the proposal/service change. Include current service users and those who could benefit from but do not currently access the service.

This policy will affect anyone who applies for affordable housing in Redditch. It will define who gets greatest priority in the overall scheme and will also change from an open list, where anyone can apply, to a closed list where applicants who are not in a reasonable preference for housing and do not have a local connection and some housing need will not qualify to register.

This could adversely affect people with a disability who have no local connection where they are deemed to be in reasonable preference for this reason they will be placed into reduced. Where they are not in reasonable preference they will not be able to access the register. However the impact is equal for everyone who has no local connection.

A senior officer can apply discretion to award a local connection, vary the bedroom need or vary any other aspects of the policy where it is deemed that an applicant has exceptional circumstances that need to be taken into account for example a care leaver who has been placed in the area for a significant amount of time and established strong connections and support networks but is not eligible under legislation or an applicant whose disability prevents them from sharing a bedroom with their partner or sibling.

People fleeing domestic abuse will primarily approach the local authority for assistance under homelessness legislation. Those who have been accommodated in a refuge or step down accommodation will receive priority as move on from supported accommodation where their needs will be fully considered including their need for additional security for any property allocated to them.

People who are victims of hate crime will be assisted under homelessness legislation through joint working with the police and the applicant in order that appropriate and safe accommodation is secured to them.

We do not believe that any of the above are likely to be negatively impacted by the change in policy. Officers are able to assist anyone who would have difficulty in accessing the system due to disability, age, language difficulties etc. Whilst applicants in Band 1 are directly matched to properties, any applicant from the other bands can have bids placed on their behalf.

With regard to having a closed list for those who are not in a reasonable preference banding, this may mean that some people who do not meet the qualification criteria will no longer qualify to join the register and this may adversely affect some ethnic minority groups who make up a greater proportion of neighbouring local authority areas such as Birmingham. However the Council has considered this impact and that the acute shortage in the supply of social housing justifies this approach.

Evidence and data used to inform your equality impact assessment

What **data, research, or trend analysis** have you used? Describe how you have got your information and what it tells you.

We do not routinely collect data on religion or belief, gender re-assignment, marriage or civil partnership, pregnancy and maternity.

Religion- Census 2011	Redditch figures	Redditch %
All categories: Religion	84214	
Christian	53434	63.45
Buddhist	154	0.18
Hindu	206	0.24
Jewish	52	0.06
Muslim	2870	3.41
Sikh	228	0.27
Other religion	284	0.34
No religion	21712	25.78
Religion not stated	5274	6.26

Marital status- Census 2011	Redditch number of persons	Redditch %
All categories: Marital and civil partnership	67656	
Single (never married or never registered a same-sex civil partnership)	21709	32.09
Married	33069	48.88
In a registered same-sex civil partnership	120	0.18
Separated (but still legally married or still legally in a same-sex civil partnership)	1915	2.83
Divorced or formerly in a same-sex civil partnership which is now legally dissolved	6819	10.08
Widowed or surviving partner from a same-sex civil partnership	4024	5.95

Caring responsibilities- Census 2011	Redditch figures	Redditch %
Provides no unpaid care	75325	89.44
Provides 1 to 19 hours unpaid care a week	5559	6.60
Provides 20 to 49 hours unpaid care a week	1176	1.40
Provides 50 or more hours unpaid care a week	2154	2.56

Current Property Floor		Applicant Type		Main applicant age		Immediate reason		Band		
Application Status	Ethnic origin	Bronze	Gold	Priority	Silver	Total				
Active	Asian Any Other				10	10				
	Asian Bangladeshi				1	1				
	Asian Indian	1				1				
	Asian Pakistani	1			47	48				
	Black African				7	7				
	Black Any Other				4	4				
	Black Caribbean				13	13				
	Chinese				2	2				
	Mixed Other				4	4				
	Mixed W & B African				2	2				
	Mixed W & B Asian				2	2				
	Mixed W & B Caribbean	1			13	14				
	Other Ethnic			1	14	15				
	Refused		1		41	42				
	White Any Other		1		139	140				
	White British		36	13	2	828	879			
	White Irish		3			7	10			
Total		44	14	2	1134	1194				
Total		44	14	2	1134	1194				

Source: Abrisas/Civica

EffectiveDate/Week		Property Under Occupied		Current Property Und		
		Band				
Application Status	Disability	Bronze	Gold	Priority	Silver	Total
Active		8	4	1	243	256
	No	29	8	1	772	810
	Yes	7	2		119	128
	Total	44	14	2	1134	1194
Total		44	14	2	1134	1194

Source: Abrisas/Civica

EffectiveDate/Month		EffectiveDate/Week		Property Under Occupied		
		Band				
Application Status	Sexuality	Bronze	Gold	Priority	Silver	Total
Active		7	5	1	207	220
	Gay				6	6
	Heterosexual	30	6	1	703	740
	Lesbian		1		4	5
	Not provided	7	2		214	223
Total		44	14	2	1134	1194
Total		44	14	2	1134	1194

Source: Abrisas/Civica

App1 Current Tenure		App2 Current Tenure		EffectiveDateYear		EffectiveDateQuarter	
		Band					
Application Status	Serving member of HM Forces	Bronze	Gold	Priority	Silver	Total	
Active	No	44	14	2	1132	1192	
	Yes				2	2	
	Total	44	14	2	1134	1194	
Total		44	14	2	1134	1194	

Source: Abrisas/Civica

		Band					
Application Status	Nationality	Bronze	Gold	Priority	Silver	Total	
Active			2		35	37	
	Asylum seeker				2	2	
	Czech Republic				3	3	
	Estonia				2	2	
	Hungary				6	6	
	Latvia				7	7	
	Lithuania				2	2	
	Non-EAA national				12	12	
	Not stated	1	1		8	10	
	Other				12	12	
	Other EAA national	1			14	15	
	Poland				103	103	
	Slovakia				6	6	
	UK national		42	11	2	922	977
Total		44	14	2	1134	1194	
Total		44	14	2	1134	1194	

Source: Abrisas/Civica

5. Engagement and Consultation

What engagement and consultation have you undertaken about the proposal with current service users, potential users and other stakeholders? What is important to them regarding the current service? How does (or could) the service meet their needs? How will they be affected by the proposal? What potential impacts did they identify because of their protected characteristic(s)? Did they identify any potential barriers they may face in accessing services/other opportunities that meet their needs?

A consultation was launched on Thursday 1st November 2018, closing on Thursday 13th December 2018. 152 responses were returned to the Council during the course of the consultation, which summarised the current policy and the proposed changes, asking specific questions about banding, local connection, financial thresholds, the bedroom standard and key workers. It also gave respondents the opportunity to identify any groups who should be allowed to join the register and those who might be disadvantaged by the proposed changes.

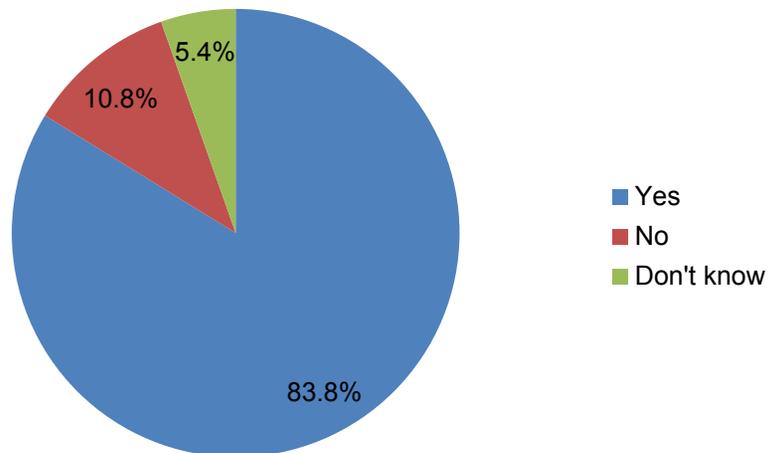
Summary of key consultation responses:

1. **Qualification Criteria** – as part of the consultation, participants were asked for their views on the proposal that a qualification criteria is adopted that prioritises households with a local connection to the Borough where the applicant does not fall into a reasonable preference category as defined by the Housing Act 1996. Nearly 84% of respondents agreed that the proposal should be adopted.
2. **Housing Need** - as part of the consultation, participants were asked for their views on the proposal that all applicants wishing join the housing register must have a housing need. Almost 88% of respondents agreed that this proposal should be adopted.
3. **Removing Points within Bands** - as part of the consultation, participants were asked for their views on the proposal to end the use of points within bands. Nearly 85% of participants agreed with this proposal.
4. **Reduced Priority** – as part of the consultation, participants were asked for their views about a proposal that households with a reasonable preference will have their banding reduced because of their behaviour or circumstances at any time. Just under 90% of participants agreed with this proposal. Agreement with different scenarios inside this proposal ranged from 68% to almost 90%.
5. **Bedroom Standard** – as part of the consultation, participants were asked for their views about a proposal that the council adopts the same bedroom standard as is applied by the welfare benefits system. Almost 80% of participants supported this proposal.
6. **Community Contribution for Key Workers and Volunteers** - as part of the consultation, participants were asked for their views

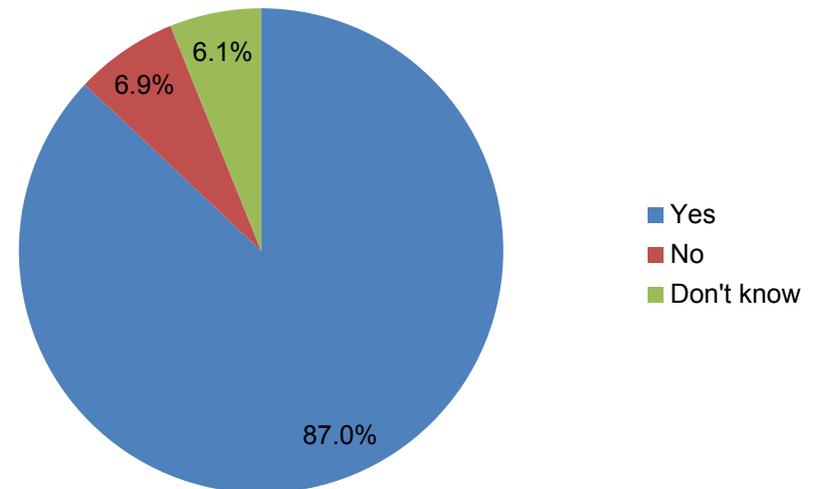
about a proposal to recognise keyworkers and volunteers. 65% of participants supported this proposal.

7. **Minimum age of applicant raised to 18 years** - as part of the consultation, participants were asked for their views about a proposal to raise the registration age to 18 years. Nearly 85% of participants supported this proposal.

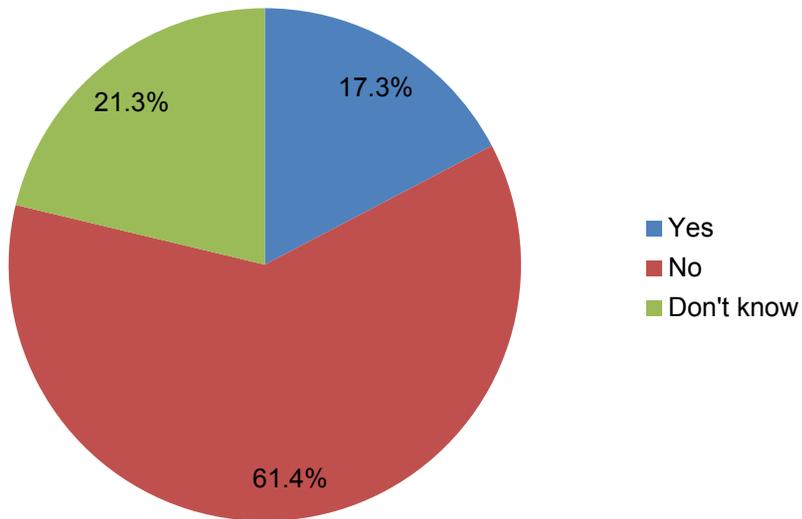
Do you agree that the Qualification Criteria be introduced?



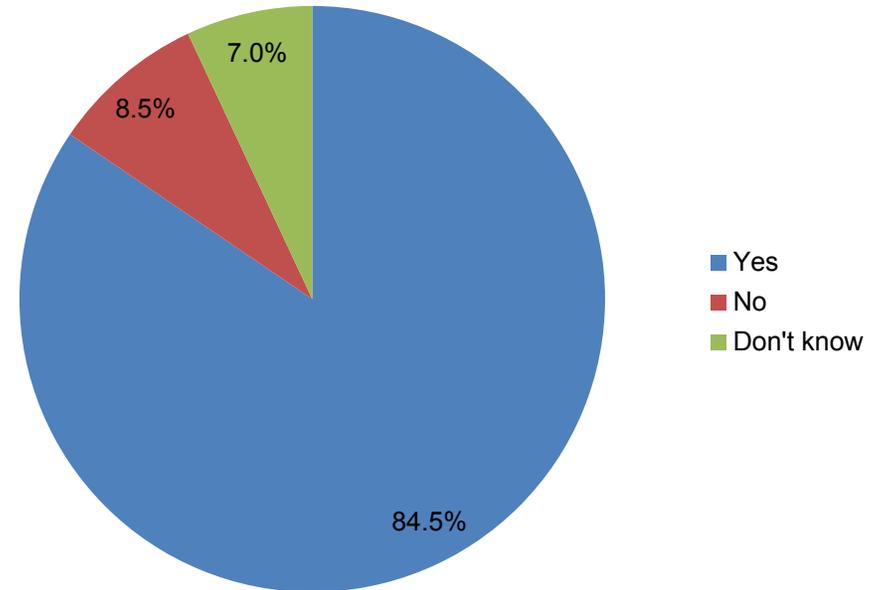
Do you agree with the housing need proposal?



Are you aware of any other groups who have some housing need that should be allowed to join the register?

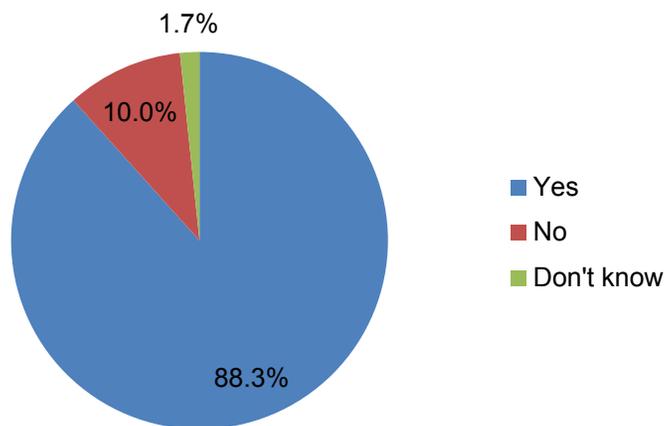


Do you agree with the proposal for removal of points?

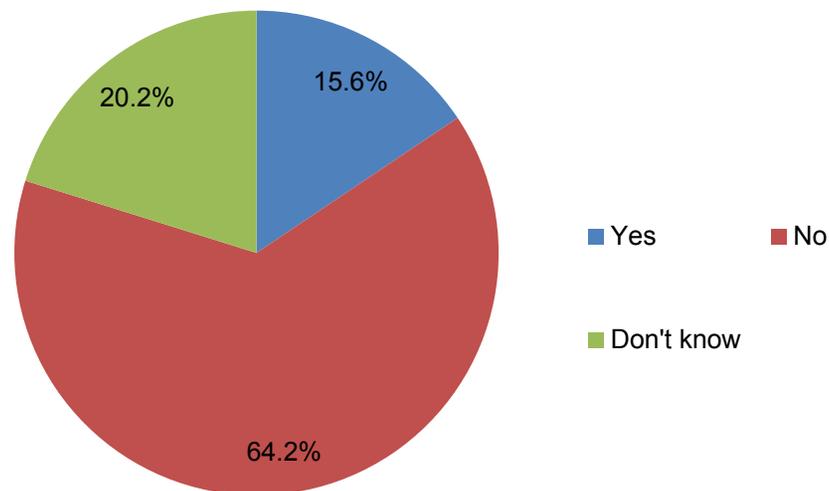


*Most of the comments on this question related to groups who would most likely be covered by either reasonable preference or exceptional circumstances e.g. ex-service personnel or those fleeing domestic abuse.

Do you agree that certain applicants in a reasonable preference housing need category without a local connection to Redditch Borough should have their banding reduced?



Are you aware of any other groups of people who might be unfairly disadvantaged by this proposal?



*Respondents highlighted single parents, low income families, care workers (not covered by key worker definition), people who would like to foster, those who volunteer for non-registered charities or community interest companies.

There was also a focus group for residents held on Monday 10th December at Redditch Town Hall, where the proposed changes were discussed in length. The key points raised were:

- They wanted the Council to be careful that it provided fair assessments, but were happy with the review procedures in place for housing applications.
- Where existing tenants are affected by the bedroom criteria they were concerned about the council forcing people to move and were reassured that this wasn't the case.
- Wanted to be sure that the policy was treated consistently and that there were no arbitrary assessments.
- Didn't want blanket policies and wanted flexibility for exceptional circumstances.

6. Public Sector Equality Duty

Due regard must be given to the three aims of the Equality Duty. This means that you must consciously think about the three aims as part of the process of decision-making. Consider the current service and any proposed changes, thinking about what issues may arise.

Equality Duty aims	Evidence
<p>Eliminate unlawful discrimination, harassment and victimisation How does the proposal/service ensure that there is no barrier or disproportionate impact for anyone with a particular protected characteristic</p>	<p>Older applicants who are seeking older persons accommodation will be exempt from the qualification criteria.</p> <p>Reasonable preference criteria also supports certain vulnerable groups with protected characteristics e.g. female or male victims of domestic violence; qualifying people with disabilities; qualifying victims of hate crime or harassment.</p> <p>The proposed change to the age criteria brings the policy in line with contract law, as under 18's cannot hold a standard tenancy in their own right. However, there is discretion for exceptional circumstances (e.g. care leavers, orphaned young people).</p>
<p>Advance equality of opportunity between different groups How does the proposal/service ensure that its intended outcomes promote equality of opportunity for users? Identify inequalities faced by those with specific protected characteristic(s).</p>	<p>Applicants with disabilities or caring responsibilities that mean they cannot contribute to their community will be awarded the additional waiting time that those who do contribute to their communities receive.</p> <p>Applicants who cannot access the system due to disability or language barrier will be assisted to do so.</p>
<p>Foster good relations between different groups Does the service contribute to good relations or to broader community cohesion objectives? How does it achieve this aim?</p>	<p>Reasonable preference criteria ensures that some of the most vulnerable members of the community have access to the housing list.</p>

7. Is there evidence of actual or potential unfairness for the following equality groups?

- Does the proposal target or exclude a specific equality group or community?
- Does it affect some equality groups or communities differently and can this be justified?
- Is the proposal likely to be equally accessed by all equality groups and communities? If not, can this be justified?

(It may be useful to consider other groups, not included in the Equality Act, especially if the proposal is specifically for them e.g. lone parents, refugees, unemployed people, carers)

Impact of proposal- Describe the likely impact of the proposal on people because of their protected characteristic and how they may be affected. How likely is it that people with this protected characteristic will be negatively affected? What are the barriers that might make access difficult or stop different groups or communities accessing the proposal? How great will that impact be on their well-being? Could the proposal promote equality and good relations between different groups? How?

If you have identified any area of actual or potential unfairness that cannot be justified, can you eliminate or minimise this?

What mitigating actions can be taken to reduce or remove this impact? (Include these in the action plan at the end of the assessment) Equal treatment does not always produce equal outcomes; sometimes you will have to take specific steps for particular groups to address an existing disadvantage or to meet differing needs.

Protected Group	Impact of proposal	Justification for any actual or potential unfairness identified	If you have identified any area of actual or potential unfairness that cannot be justified, can you eliminate or minimise this?
Age	Some		16 and 17 year olds, unless they are Care Leavers, will no longer be able to apply to join the housing register as they cannot legally hold a standard tenancy and this causes issues regarding managing expectations. The Council has invested in supported housing schemes for young people and is of the opinion that as they are still children, their needs can be better met in this type of accommodation.
Disability	Some		This could adversely affect people with a disability who have no local connection where they are deemed to be in reasonable preference for this reason they will be placed into reduced. Where they are not in reasonable preference they will not be able to access the register. However the impact is equal for everyone who has no local connection.
Transgender	None		
Marriage and Civil Partnership	None		

Pregnancy and Maternity	None		
Race	Some		With regard to having a closed list for those who are not in a reasonable preference banding, this may mean that some people who do not meet the qualification criteria will no longer qualify to join the register and this may adversely affect some ethnic minority groups who make up a greater proportion of neighbouring local authority areas such as Birmingham. However the Council has decided that the acute shortage in the supply of social housing justifies this approach.
Religion or Belief	Some		With regard to having a closed list for those who are not in a reasonable preference banding, this may mean that some people who do not meet the qualification criteria will no longer qualify to join the register and this may adversely affect more religiously diverse areas such as Birmingham. However the Council has decided that the acute shortage in the supply of social housing justifies this approach.
Sex (Male/ Female)	None		
Sexual Orientation	None		
Low income	None		
People in urban areas	Some		With regard to having a closed list for those who are not in a reasonable preference banding, this may mean that some people who do not meet the qualification criteria will no longer qualify to join the register and this may adversely affect some minority groups who possibly make up a greater proportion of neighbouring local authority areas such as Birmingham. However the Council has decided that the acute shortage in the supply of social housing justifies this approach.
People in rural areas	Some		With regard to having a closed list for those who are not in a reasonable preference banding, this may mean that some people who do not meet the qualification criteria will no longer qualify to join the register and this may adversely affect applicants from rural areas of neighbouring local authorities such as Wychavon and Stratford. However the Council has decided that the acute shortage in the supply of social housing justifies this approach.

11. How will you monitor any changes identified?

You will need to ensure that monitoring systems are established to check for impact on the protected characteristics and human rights after the decision has been implemented. Describe the systems which are set up to:

- monitor impact (positive and negative, intended and unintended) for different groups
- monitor barriers for different groups
- enable open feedback and suggestions from different communities
- ensure that the EIA action plan (below) is delivered

The Allocations System will collect equalities data that will be reviewed through management processes.

12. The actions required to address these findings are set out below.

Action Required	By Whom	By When	Completion Date
Annual monitoring of equalities data relating to the housing list.	Housing Strategy	April 2020 and annually after	

When you have completed this assessment, retain a copy and send an electronic copy to the Policy Team (Equalities) attaching any supporting evidence used to carry out the assessment.

Glossary

Direct discrimination

- Treating someone less favourably than someone else in the same circumstances, e.g.:
 - In employment, racist or sexist banter, derogatory comments and innuendo
 - Failure to treat grievances seriously or to investigate effectively
 - Unfairly denying access to employment, training or facilities and services

Indirect discrimination

- Where a provision, criterion or practice is applied equally to all but has the effect excluding or reducing the access for a particular group and is not a proportionate means of achieving a legitimate aim. Even if this effect is unintentional, it can still be unlawful, e.g:
 - Unnecessary height restrictions for access to employment opportunities
 - Refusing training for promotion to people who work part-time
 - Requiring fluency in a language where this is not necessary
 - Relying on word of mouth to recruit to employment or training opportunities
 - Qualification requirements that are not justified for the level of the job.

Policy, Practices and Services

- Refers to any activity the council does, be that a service we provide, an initiative we run, a policy we write or a procedure we observe.
- It may refer to the way we do things which are customary
- It may refer to activities we undertake such as meetings, focus groups or publications we produce.

Protected Characteristics

Age - consider all age groups although legal protection only applies to people aged 18 or over

Disability - consider all types of impairment, physical and mental, sensory, visible and hidden

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|--|---|
| • Learning disability | • Mental health needs/ disorders and psychological conditions |
| • Families and carers of disabled children | • HIV/ Aids |
| • Mobility impairments | • Sensory impairments such as sight and hearing |
| • Wheelchair users | • Cancer and long term progressive conditions such as MS |

Gender – refers to the physiological fact of being male or female

- consider whether something has a different impact on men or women - particularly if it's more of an impact on women, consider the impact if they have caring responsibilities whether its childcare or other types of care

Gender re-assignment - Transgender (Gender Dysphoria)

- Consider all stages of re-assignment, before, during and after re-assignment treatment or gender confirmation surgery

Marriage and Civil Partnerships –

- It *only* covers those who are married or in a civil partnership (NB single status is not protected in the Equality Act)

Pregnancy and maternity

- Physical state of pregnancy
- On maternity leave or planning maternity leave or returned from maternity leave
- Includes breast feeding

Race – this includes race, colour, nationality, national or ethnic origin and caste (caste through case law, not explicitly referenced)

- Race is a generic overall term
- Colour refers to the colour of a person’s skin
- Nationality applies to internationally recognised nationalities
- National Origin applies where you have changed your nationality in your life time or there is something about you that indicates that your parents or grandparents’ origins were in another part of the world – e.g. name, religion
- Ethnic Origin applies where identifiable groups have established a unique and different ethnicity to the rest of the population – this currently applies to Jews, Gypsies, Sikhs Irish and Scottish Travellers
- Caste is the traditional organisation of South Asian, particularly Hindu, society into a hierarchy of hereditary groups.

Religion or Belief – all established religions and beliefs including but not limited to the following

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|----------------|---------------------------|------------------|
| • Christianity | • Baha’i | • Rastafarianism |
| • Hinduism | • Buddhism | • Atheism |
| • Islam | • Jainism | • Agnosticism |
| • Judaism | • Paganism | • Humanism |
| • Sikhism | • Parsi or Zoroastrianism | |

Sexual orientation

- Gay – usually refers to men with sexual orientation towards other men although sometime refers to women with sexual orientation towards other women
- Lesbian – refers to women with sexual orientation towards other women
- Bisexual – refers to men and women with sexual orientation to either or both their own gender or the opposite gender
- Heterosexual refers to men and women with sexual orientation towards the opposite gender