

Appendix 3

Equality impact assessment form

Service area	Housing Management
Proposal	Home Release Policy
Reason for proposal	Policy review
Sign off (Director/Head of Service)	Lorraine Testro
Date of assessment	August 2022

The form

You need to attach the completed form to any report to help councillors and colleagues make their decisions by taking equality implications into account.

The assessment team or name of individual completing this form

Team leader's name and job title –

Other team members if appropriate

Name	Job title	Organisation	Area of expertise
Lorraine Testro	Head of Housing Management	Derby Homes	Housing Management
Annabelle Barwick	Customer Service and Equalities Manager	Derby Homes	Customer Service and Equalities
Ewan Hannah	Customer Service Project Manager	Derby Homes	Customer Service and Equalities
Andy Higginbottom	Planned Maintenance Manager	Derby Homes	Planned Maintenance
Richard Holman	Estate Maintenance Manager	Derby Homes	Estate Maintenance
Jackie Siddons	Patch Manager	Derby Homes	Housing Management

Step 1- setting the scene

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side- tracked.

1. What are the main aims, objectives and purpose of the decision you want to make?	To review the changes to the Homes Release Policy which include greater incentives to move to a smaller property.
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The Home Release scheme is an initiative aimed at housing people in appropriately sized accommodation and freeing up much needed family homes in Derby.

Where tenants want to move to smaller accommodation, we aim to offer an incentive to help with the expense of moving home.

The incentive

- Award a payment based on a sliding scale of incentives which align with the number of bedrooms the tenant is currently under occupying by. The payments are as follows: 1 bedroom - £500, 2 bedrooms - £1000, 3 bedrooms £1500, 4 bedrooms -£2000.
- Uplift payments every April in line with rent increases (CPI plus 1%)..
- Provide support through the Homefinder Registration Team for tenants who need help with the registration process
- Provide support from the Homefinder Registration for tenants who require help to find a suitable property to move to
- Arrange and pay for removals disconnect the cooker and washing machine
- Reconnect the cooker and washing machine at Derby Homes' properties only. (If the tenant has moved to a RSL or privately rented property we are not able to reconnect the cooker and washing machine at the RSL or privately rented property)
- Arrange for the removal and disposal of any unwanted items, if required
- Signpost older tenants to the DCC Handyman service which helps older people to deal with those small jobs around the house which are often too small for a contractor to complete - [The Handyperson Service - Derby City Council](#)
- Offer the Home Decoration Scheme to tenants who are elderly/disabled. so that the whole property can be decorated during the void period or after the tenant has moved.

2. Why do you need to make this decision?	To maximise the best use of housing stock which is in great demand
3. Who delivers/will deliver the changed service/policy including any consultation on it and any outside organisations who deliver under procurement arrangements?	The Policy will be delivered by Derby Homes
4. Who are the main customers, users, partners, colleagues or groups affected by this decision?	Derby Homes tenants who live in a Derby Homes property which has more bedrooms that they require. By accessing the Home release scheme to move to a smaller property this should be easier to manage and maintain and be more affordable Customers who release properties which they are under occupying releases a bigger property and benefits other customers on the Housing list.

Step 2 – collecting information and assessing impact

5. Who have you consulted and engaged with so far about this change, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as accessible locations, interpreters and translations, accessible documents.	The consultation was sent to the Virtual panel as well as to Derby Homes Customers who are currently under occupying their properties. 225 customers received an e-mail inviting them to tell us what they thought of the current policy. We also asked them for their thoughts on new incentives and whether they had any other ideas about how we could encourage tenants to downsize. 158 people (70.85%) opened the email, we received a total of 36 responses to the survey.
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6. Using the skills and knowledge in your assessment team or what you know yourself, and from any consultation you have done, what do you already know about the equality impact of the proposed change on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each protected characteristic group whether this is a negative or a positive impact. Only fill in the mitigation box if you think the decision will have a negative impact and then you'll need to explain how you are going to lessen the impact.

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
Age – older and younger people	Historically the scheme is accessed by all ages, for example middle aged Tnts where there has been a relationship break up of children have	x		

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	grown up and left home, resulting in empty bedrooms.			
Disability – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties, people living with autism and people with physical impairments	Homefinder application would assess each applicants' individual needs. This is contained within the Allocations Policy. This would include if a customer required an additional room for a carer or for medical reason for example. In relation to Mutual Exchanges the Housing team will assess and follow this procedure.	x		Each customers individual needs are assessed accordingly
Gender identity- trans and those people who don't identify with a particular gender, for example, non-binary, genderfluid, genderqueer, polygender and those who are questioning their gender or non-gendered identity.	Information is collected as part of identity. The Scheme is open to anyone living in a property which they are under occupying	x		This is collected as part of understanding demographic. It is not a barrier or has any impact on accessing the Home Release policy scheme.
Marriage and Civil Partnership	Information is collected as part of identity. The Scheme is open to anyone living in a property which they are under occupying. Where a marriage / civil partnership breaks down and people move out of the property, this could result in underoccupancy.	x		The home release scheme is available to anyone who is under occupying and wants to move to a smaller property
Pregnancy and maternity - women who are pregnant or who have recently had a baby, including breast feeding mothers	Pregnant applicants are less likely to release properties due to imminently needing more bedrooms	x		Pregnant applicants are less likely to access the Home Release scheme due to their family size increasing
Race - the effects on minority ethnic communities, including newer	Information is collected as part of identity The Scheme is open to anyone living in a property which they are under occupying	x		We can translate and interpret for any customers who's first language is not English

People with protected characteristics	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
communities, Gypsies and Travellers and the Roma community				
Religion or belief or none - the effects on religious and cultural communities, customers and colleagues	Information is collected as part of identity The Scheme is open to anyone living in a property which they are under occupying	x		This is collected as part of understanding demographic. It is not a barrier or has any impact on accessing the Home Release policy scheme.
Sex - the effects on both men and women and boys and girls	Information is collected as part of identity The Scheme is open to anyone living in a property which they are under occupying	x		This is collected as part of understanding demographic. It is not a barrier or has any impact on accessing the Home Release policy scheme.
Sexual orientation - the effects on lesbians, gay men, bisexuals, pansexual, asexual and those questioning their sexuality	Information is collected as part of identity The Scheme is open to anyone living in a property which they are under occupying	x		This is collected as part of understanding demographic. It is not a barrier or has any impact on accessing the Home Release policy scheme.

Important - For any of the equality groups you don't have any information about, then please contact our Lead on Equality and Diversity for help. You can also get lots of information on reports completed from organisations' websites such as the Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Trust and so on. Please don't put down that the impact affects 'everyone the same' – it never does!

Step 3 – deciding on the outcome

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

Outcome 1	x	No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
Outcome 2		Adjust the proposal to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3		Continue the proposal despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none"> • sufficient plans to stop or minimise the negative impact • mitigating actions for any remaining negative impacts

		<ul style="list-style-type: none"> plans to monitor the actual impact.
Outcome 4		Stop and rethink the proposal when the EIA shows actual or potential unlawful discrimination

Why did you come to this decision?

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the proposal. You also need to make sure that there are actions in the Mitigation Box to lessen the effect of the negative impact. This is so important and may face a legal challenge in the future.

If you have decided on **Outcome 4** then if the proposal continues, without any mitigating actions, it may be likely that we will face a legal challenge and possibly a Judicial Review on the process - it is so important that the equality impact assessment is done thoroughly, as this is what the Judge will consider

Appendix 1

Equality impact assessment form– please read this section first before you do the assessment

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact, you need to do an equality impact assessment whenever a decision is needed about our services and functions that affects people and **before** that decision is made. This also includes quick Covid 19 related decisions.

We use the term ‘policy’ as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories...

- Organisational policies and functions, such as recruitment, complaints procedures, re-structures.
- Key decisions such as allocating funding to voluntary organisations, budget setting.
- Policies that set criteria or guidelines for others to use, such as criteria about school admissions, procurement methods, disabled facilities grants, on street parking bays.

So why do we need to do equality impact assessments? Although the law does not require us to do them now, the courts still place significant weight on the existence of some form of documentary evidence of compliance with the **Public Sector Equality**

Duty when determining judicial review cases. This method helps us to make our decisions fairly, taking into account any equality implications, so yes we still need to complete them.

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have '**due regard**' to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a '**relevant protected characteristic**' and people who don't. The nine protected characteristics are age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Having 'due regard' means:

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people
- encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.