



## EQUALITY IMPACT ASSESSMENT FORM

<b>NAME OF *FUNCTION / SERVICE / POLICY / STRATEGY / PROCEDURE / GUIDANCE / PROJECT TO BE ASSESSED</b> <i>* Please delete as appropriate</i>		Local Letting Policy- Housing Nominations for Affordable Housing Leas Road Clacton on Sea	
<b>EXISTING OR PROPOSED?</b>	Proposed Addition to Local Letting Policy	<b>DATE ASSESSMENT STARTED:</b>	24/07/09
<b>SERVICE:</b>	Housing Services	<b>LEAD OFFICER:</b>	Keith Price
<b>ARE OTHER SERVICES OR PARTNERS INVOLVED IN THE DELIVERY OF THE *FUNCTION / SERVICE / POLICY / STRATEGY / PROCEDURE / GUIDANCE / PROJECT?</b> <i>* please delete as appropriate</i>		<i>Please delete as appropriate</i> Yes ( <i>Chelmer Housing Partnership</i> ) No	
<b>OFFICERS INVOLVED IN INITIAL SCREENING:</b>		Keith Price, Emma Norton	


<b>BACKGROUND INFORMATION</b>		
1	What is the main aim and objective?	To adopt a local Lettings Plan covering the development at Leas Road Clacton on sea
2	List any associated / linked functions / policies / procedures etc.	Housing Allocation Scheme Part 3 (3.3) Local Letting Policies

3	<p>Who is intended to benefit? (Please tick all that apply)</p>	<p>Residents</p> <p>Officers / Members</p> <p>A specific client group, i.e. one or more of the <b>equality groups</b>. (make this a link to the 6 strands) (Please state all that apply)</p> <p>Other (Please state)</p>	<table border="1"> <tr> <td data-bbox="1592 177 1971 256">Yes</td> </tr> <tr> <td data-bbox="1592 256 1971 336"></td> </tr> <tr> <td data-bbox="1592 336 2076 520"></td> </tr> <tr> <td data-bbox="1592 520 2076 598">Chelmer Housing Partnership –</td> </tr> </table>	Yes			Chelmer Housing Partnership –
Yes							
Chelmer Housing Partnership –							
4	<p>Who are the actual current beneficiaries?</p>	<p>Family Households requiring 3 bedroom accommodation</p> <p>Family households requiring 2 bedroom accommodation</p> <p>Single or two parent households with one child</p> <p>Couples over 50 years of age</p> <p>Young working couples</p> <p>Insufficient evidence available</p>					
5	<p>What are the intended outcomes?</p>	<p>The adopted Local Plan contains housing policies to enable an increase in the supply of affordable housing and this development will contribute to reducing the overall shortfall in the district.</p> <p>Specifically it will deliver the production of a Local Letting Plan for the first letting and reletting of future vacant properties ensuring that this development remains sustainable for the future.</p>					
6	<p>What are the actual current outcomes?</p>	<p>The development is due to be allocated during the spring of 2010. Once occupied it will provide 24 units of accommodation for households on the Council's Housing Register who have a recognised housing need</p>					

For guidance on what information is required on this form please refer to Section 6 (pages 6 - 13) of the "Tendring District Council Equality Impact Assessment (EqIA) Guidance" dated May 2009.


		across a range of household categories.	
		Insufficient evidence available	



## INFORMATION GATHERING

7	<p>How do you (or how do you intend to) collect statistics and / or facts relating to the impact of this *function / service / policy / strategy / procedure / guidance / project? Please tick all that apply.</p> <p><i>* Please delete as appropriate</i></p> <p><i>(See section 6c of the guidance document)</i></p>	<ul style="list-style-type: none"> <li>a) User take-up levels</li> <li>b) User satisfaction / feedback</li> <li>c) Complaints</li> <li>d) Consultation exercises / Focus groups</li> <li>e) Staff / resident surveys</li> <li>f) Workforce monitoring data</li> <li>g) Officer Knowledge and experience</li> <li>h) Performance Monitoring reports / Audit information</li> <li>i) Public information i.e. Press / Internet / Libraries etc.</li> <li>j) National and local statistics</li> <li>k) Other <i>(Please state)</i></li> <li>l) None</li> </ul>	<div style="border: 1px solid black; padding: 2px;">Yes</div> <div style="border: 1px solid black; padding: 2px;">Yes</div> <div style="border: 1px solid black; padding: 2px;"></div> <div style="border: 1px solid black; padding: 2px;"></div> <div style="border: 1px solid black; padding: 2px;"></div> <div style="border: 1px solid black; padding: 2px;"></div> <div style="border: 1px solid black; padding: 2px;"></div> <div style="border: 1px solid black; padding: 2px;">Yes</div> <div style="border: 1px solid black; padding: 2px;"></div> <div style="border: 1px solid black; padding: 2px;"></div> <div style="border: 1px solid black; padding: 2px;">                 Swan Housing Associations                  internal monitoring and nomination                  processes.             </div> <div style="background-color: red; color: black; text-align: center; width: 20px; height: 20px; margin: 0 auto;">  </div>
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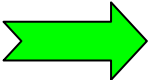

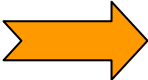
8	Considering your answers in Q7 – does the information collected relate specifically to any of the <b>equality groups</b> ? Please tick all that apply. <i>(make this a link to the 6 strands)</i>	I. Age	<input checked="" type="checkbox"/>
		II. Disability	<input type="checkbox"/>
		III. Gender	<input checked="" type="checkbox"/>
		IV. Race	<input checked="" type="checkbox"/>
		V. Religion or belief	<input type="checkbox"/>
		VI. Sexual orientation	<input type="checkbox"/>
		VII. Other	<input type="checkbox"/>

**INITIAL ANALYSIS**



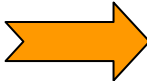
9	<p>Consider the impact of this */ policy using the evidence gathered in Q7.</p> <p><i>* Please delete as appropriate</i></p> <p>Have you identified any evidence of, or potential for (direct or indirect) discrimination or a differential impact relating specifically to any of the <b>equality groups</b> <i>(make this a link to the 6 strands)</i></p> <p><i>(See section 6d of the guidance document)</i></p>	<p><i>Please delete as appropriate</i></p> <p>In framing its Housing Allocation scheme the Council recognised that there is diversity of its customers. The scheme is operated having regard to good practice, The code on rented housing and The Allocation of Accommodation Code of Guidance for local authorities.</p> <p>Monitoring processes are also in place</p> <p><i>(Please state your evidence for this, whether this could be justifiable, full document titles and dates of publications for Audit purposes. Where applicable please also state the nature of any issues identified)</i></p>	
		<p>Insufficient evidence available</p>	

10	<p>Do services, benefits or opportunities associated with this *function / service / policy / strategy / procedure / guidance / project meet the different expectations or specific needs of the equality groups (make this a link to the 6 strands)</p> <p><i>* Please delete as appropriate</i></p>	<p><i>Please delete as appropriate</i></p> <p>Yes</p> <p>The Council's allocation policies have a direct impact on the way that services are provided to the community and this particular scheme will provide good quality accommodation to a broad mix of households.</p> <p><i>(Please state your evidence for this, whether this could be justifiable, full document titles and dates of publications for Audit purposes. Where applicable please also state the nature of any issues identified)</i></p> <p>Insufficient evidence available </p>	
11	<p>Check whether there any specific legislative requirements, e.g. in the RRA, DDA, Equality Act, SDA, Employment (Equality) Regulations etc.</p> <p>Does implementation of the *function / service / policy / strategy / procedure / guidance / project comply with this legislation?</p> <p><i>* Please delete as appropriate</i></p>	<p>N/A</p> <p>Yes</p> <p>No</p> <p>The development complies with current legislation regarding space and arrangement and access and egress from individual properties.</p> <p>Additional works will have been incorporated into the scheme design to accommodate the needs of those units being occupied by persons with Learning Disabilities.</p> <p><i>(Please explain, giving any legal justification where applicable)</i></p>	<p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>
12	<p>If this Initial Analysis has highlighted any potential issues, can these be easily addressed?</p>	<p>Yes</p> <p><i>(Please complete sections 20 – 23)</i></p> <p>No Issues identified </p>	
13	<p>Are any issues highlighted by this assessment health-related?</p>	<p>Yes</p>	

For guidance on what information is required on this form please refer to Section 6 (pages 6 - 13) of the "Tendring District Council Equality Impact Assessment (EqIA) Guidance" dated May 2009.

		(Please email this completed assessment to <a href="#">Chris Kitcher</a> )	
		No	✓
<b>MAKING A JUDGEMENT</b>			
14	1. There are no inequalities identified that cannot be easily addressed or legally justified		No further action required - implement any actions identified. Complete sections 24 and 25 and publish this assessment (see section 7 of the guidance).
	2. There is insufficient evidence to make a robust judgement		Additional evidence gathering required – complete sections 15-19.
	3. Inequalities have been identified which cannot be easily addressed		Action planning required – complete section 20-25 and implement any actions identified.

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ADDITIONAL EVIDENCE GATHERING		
15	Outline the additional information you have gathered. <i>Refer to question 7 a) to l) for categories.</i>  <i>(Include full document titles and dates of publications for Audit purposes. Where applicable please also state the nature of any issues identified).</i>	
16	Where consultation has taken place, who did you consult with and how?	
17	Analyse the additional information you have gathered. <i>Refer to questions 8, 9 and 10 – these should be asked again.</i>  Have any potential issues been highlighted that can be easily addressed?	<p>Yes <i>(Please complete sections 20 – 23)</i></p> <p>No </p>
18	Are any issues highlighted by this assessment health-related?	<p>Yes <input type="checkbox"/></p> <p><i>(Please email this completed assessment to <a href="#">Chris Kitcher</a>)</i></p> <p>No <input checked="" type="checkbox"/></p>
RE-ASSESSMENT		
19	1. There are no inequalities identified that cannot be easily addressed or legally justified	 No further action required - implement any actions identified. Complete sections 24 and 25 and publish this assessment (see section 7 of the guidance).
	2. Inequalities have been identified which cannot be easily addressed	 Action planning required – complete sections 20 - 25 and implement any actions identified.

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ACTION PLANNING		
20	List your proposed actions and how they will be implemented (see section 6h of the guidance).	a.  b.  c.  d.
21	Are there any cost / resource implications to these proposals?	
22	For each of the proposals listed above, what is the timescale for implementation, and who will be responsible for implementation.	a.  b.  c.  d.
23	What monitoring arrangements are to be put into place for each proposal?	a.  b.  c.  d.

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24	Any additional comments	This Local Letting Plan is subject to approval by the Housing Portfolio Holder and once agreed it will be added to the list of Local Letting Policies forming part of the Housing Allocation Scheme Policy.
25	Date next review will be required	Plan review date to be agreed with Chelmer Housing Partnership. Usually undertaken on an annual basis after initial first let..
<i>(For new functions / services / policies / strategies / procedures / guidance / projects this should be one year from implementation. Existing functions / services / policies / strategies / procedures / guidance / projects should be reviewed every three years or when a change occurs)</i>		

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