



## EQUALITY IMPACT ASSESSMENT FORM

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

<b>NAME OF NEW OR REVISED POLICY / FUNCTION / PROCEDURE</b>	The Creation of a Social Lettings Agency
<b>DIRECTORATE</b>	Corporate Services
<b>SERVICE AREA</b>	Private Sector Housing
<b>CONTACT OFFICER</b>	Kenyon Williams
<b>DATE POLICY WILL BE REVIEWED / REVISED NEXT</b>	30 <sup>th</sup> September 2014 – Report to Policy and Resources Scrutiny Committee

**PURPOSE OF THE POLICY / FUNCTION / PROCEDURE**

<b>1.</b>	<p><b>What is the policy / function / procedure intended to achieve?</b> <i>(Please give a brief description of the purpose of the new or updated policy / function / procedure)</i></p> <p>The report asks members of the Policy and Resources Scrutiny Committee to consider the creation of a Social Lettings Agency and, if supportive, to recommend to Cabinet the creation of the same.</p> <p>It considers the Housing (Wales) Bill 2015 and its implications for the Authority in respect of its responsibilities for homelessness prevention, registration and licensing of Private Sector landlords and the options available for the utilisation of some of the Authority’s public and private sector empty properties.</p>
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<b>2.</b>	<p><b>Who are the service users for whom the policy / function / procedure has been developed?</b> <i>(Who will be directly affected by the delivery of this policy / function / procedure? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>Persons requiring rented housing accommodation, therefore will include people who fall under the protected characteristics of the Equalities Act 2010.</p>
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**IMPACT ON THE PUBLIC AND STAFF**

<p><b>3.</b></p>	<p><b>Does the policy / function / procedure ensure that everyone has an equal access to all the services available?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The Social Lettings Agency would operate in compliance with the Equalities Act 2010 legislation and guidance, to ensure practices currently observed in the PRS that are unfair and discriminatory towards tenants do not prevail.</p> <p>Where possible adverse impacts are identified, such as where disability issues and the numbers of bedrooms in the property are a factor, the Social Lettings Agency will be able to assist such potentially disadvantaged groups with the opportunity to access appropriate and affordable housing options, given the expertise that will be immediately available or via signposting to prospective tenants.</p> <p>The Principal Housing Officer (Housing Portfolio) has worked with the Senior Policy Officer (Equalities and Welsh Language) and private landlords to develop a set of Equalities guidance that is currently being consulted upon that will help landlords and tenants understand the relationship between the two areas.</p>
	<p><b><u>Actions required</u></b></p> <ul style="list-style-type: none"> <li>• Once the final Option choice from the report has been agreed, any operational documents/forms etc will be made available in different languages and formats as required and will be consulted upon in line with the Council's Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance.</li> <li>• The Landlords guidance will be completed and published in October 2014 and is being presented for information to the Caerphilly Homes Task Group on 30<sup>th</sup> October 2014.</li> </ul>

<p><b>4.</b></p>	<p><b>What are the consequences of the policy for particular groups?</b>  <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>There are no adverse consequences/implications for any particular groups.</p>
	<p><b><u>Actions required</u></b></p> <ul style="list-style-type: none"> <li>• The operation of the Lettings Agency will be monitored to ensure that any adverse consequences/implications that emerge are anticipated and dealt with promptly.</li> </ul>

## INFORMATION COLLECTION

<b>5.</b>	<p><b>Is full information and analysis of users of the service available?</b>  <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service?)</i></p> <p>No – Service not, as yet, created</p>
	<p><b><u>Actions required</u></b></p> <ul style="list-style-type: none"> <li>• Service users will be monitored by Equalities data to ensure any trends are identified quickly.</li> </ul>

## CONSULTATION

<b>6.</b>	<p><b>What consultation has taken place?</b>  <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this policy / function / procedure? Has the Council’s Equalities groups/staff been consulted?)</i></p> <p>The Council’s Senior Policy Officer (Equalities and Welsh Language) has been consulted in respect of this report, as have numerous other officers and Elected Members as named in the Consultees listing.</p>
	<p><b><u>Actions required</u></b></p> <ul style="list-style-type: none"> <li>• Once the final Option choice from the report has been agreed, any operational documents/forms etc will be consulted upon in line with the Council’s Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance.</li> </ul>

## MONITORING AND REVIEW

<b>7.</b>	<p><b>How will the policy be monitored?</b>  <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community? Are comments or complaints systems set up to record issues by Equalities category?)</i></p> <p>If created, the service will be the subject of ongoing monitoring and a further report within 12-18 months of its creation.</p>
	<p><b><u>Actions required</u></b></p> <ul style="list-style-type: none"> <li>• Further progress/performance report in 12-18 months time.</li> </ul>

<b>8.</b>	<p><b>How will the policy be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>The progress report will reflect any comments/issues/suggestions encountered during the initial period.</p>
	<p><b><u>Actions required</u></b></p> <ul style="list-style-type: none"> <li>Any equalities-related issues identified in the above progress report will be discussed with the Senior Policy Officer (Equalities and Welsh Language) and processes/forms etc will be adjusted as necessary.</li> </ul>

<b>9.</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equality training of some sort?)</i></p> <p>No training as yet identified</p>
	<p><b><u>Actions required</u></b></p> <ul style="list-style-type: none"> <li>Awareness raising training on dealing with customers with different needs can be offered to the Social Lettings Agency staff once the service is in place, via the Equalities and Welsh Language team's existing training provision for CCBC staff.</li> </ul>

<b>10.</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p>
	<p><b><u>Actions required</u></b></p> <ul style="list-style-type: none"> <li>The EIA will be attached as an appendix to the Policy and Resources Scrutiny Committee report for information.</li> <li>The EIA, when completed, will be published on the Council's website as part of the publication of all committee reports.</li> </ul>

<b>Completed By:</b>	Kenyon Williams
<b>Date:</b>	11 <sup>th</sup> September 2014
<b>Position:</b>	Private Sector Housing Manager
<b>Name of Head of Service:</b>	Shaun Couzens