

# Equality Analysis Form

The following questions will document the effect of your service or proposed policy, procedure, working practice, strategy or decision (hereafter referred to as 'policy') on equality, and demonstrate that you have paid due regard to the Public Sector Equality Duty.

## 1. RESPONSIBILITY

<b>Department</b>	Adult Care Services	
<b>Service</b>	Housing Choices	
<b>Proposed policy</b>	Housing Allocation Policy	
<b>Date</b>	10 October 2012	
<b>Officer responsible for the 'policy' and for completing the equality analysis</b>	<b>Name</b>	Ahmed Ajmi
	<b>Post Title</b>	Projects Manager
	<b>Contact Number</b>	0161 253 5451
	<b>Signature</b>	
	<b>Date</b>	26 <sup>th</sup> September 2012
<b>Equality officer consulted</b>	<b>Name</b>	
	<b>Post Title</b>	
	<b>Contact Number</b>	
	<b>Signature</b>	
	<b>Date</b>	

## 2. AIMS

<b>What is the purpose of the policy/service and what is it intended to achieve?</b>	<p>Under Section 167 of the Housing Act 1996, all Councils are required to have a Housing Allocations Policy to determine priorities for housing, details of the housing process, eligibility criteria and the key factors that will be considered when determining housing applications.</p> <p>The current policy was developed in 2006 and now needs to be updated to reflect changes in housing practice, legislation and case law.</p>
<b>Who are the main stakeholders?</b>	<p>Bury Council  Registered providers operating in the borough  Department of Communities and Local Government  Homes and Communities agency  Current and future tenants of registered providers  Applicants on the housing waiting list  Residents of Bury</p>

### 3. ESTABLISHING RELEVANCE TO EQUALITY

**3a. Using the drop down lists below, please advise whether the policy/service has either a positive or negative effect on any groups of people with protected equality characteristics. If you answer yes to any question, please also explain why and how that group of people will be affected.**

Protected equality characteristic	Positive effect (Yes/No)	Negative effect (Yes/No)	Explanation
Race	Yes	No	The Council has few homes with 4 beds or more and these are only available in certain parts of the Borough. This can be an issue for some Asian families. Larger (or extended) families can bid for anything above 3 beds but are advised to work with the Council to explore all their housing options.
Disability	Yes	No	The Policy provides for adapted properties to be directly let to applicants with medical / mobility needs. This will allow for applicants to be matched more closely to properties rather than having to bid through the current Choice Based Letting System with able bodied persons.  It also aims to preserve adapted properties specifically for people with medical / mobility needs.
Gender	No	No	
Gender reassignment	No	No	
Age	Yes	No	The policy makes provision for houses and accommodation, which has been specifically designated for older people (such as sheltered housing) to be directly let to older applicants. This allow those properties to be matched more closely to individual needs.  The policy also aims to preserve such properties for older people. This will allow those properties to be matched more closely to individual needs.

			Tenants will be given priority to help them downsize due to under occupancy or Welfare Reform changes. There is potential for this group to be disproportionately affected by these changes.
Sexual orientation	No	No	
Religion or belief	No	No	The Council has few homes with 4 beds or more and these are only available in certain parts of the Borough. This can be an issue for some Jewish families. Larger families can bid for anything above 3 beds but are advised to work with the Council to explore all their housing options.
Caring responsibilities	Yes	No	<p>The policy recognises that appropriate housing or additional space may be required in a home if an applicant has a resident carer who is not a member of the household.</p> <p>In such cases the requirement for a local connection to Bury will not apply although evidence of caring responsibilities will be required (to avoid the risk sub-letting and other potential breaches of tenancy).</p> <p>Medical and welfare are grounds for applicants being given reasonable preference.</p>
Pregnancy or maternity	Yes	No	If an applicant is expecting a child and they live above ground level they will be given a reasonable preference for a house or ground floor space.
Marriage or civil partnership	No	No	

**3b. Using the drop down lists below, please advise whether or not our policy/service has relevance to the Public Sector Equality Duty. If you answer yes to any question, please explain why.**

General Public Sector Equality Duties	Relevance (Yes/No)	Reason for the relevance
Need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Yes	The policy allows discretion to the Head of Inclusion, in exceptional circumstances, to directly let properties in cases where choice based letting could present a safeguarding or protection risk to the applicant or community. These 'sensitive' lets enable independent living (usually with support) for applicants who may otherwise have difficulty integrating with the community
Need to advance equality of opportunity between people who share a protected characteristic and those who do not (eg. by removing or minimising disadvantages or meeting needs)	Yes	The allocation policy promotes the matching of properties to the needs of older and disabled people.  It also supports independent living for people with medical / care needs to access housing by recognising the role of carers.
Need to foster good relations between people who share a protected characteristic and those who do not (eg. by tackling prejudice or promoting understanding)	Yes	Where there is a need to foster better relations on an estate or street, local lettings policies can be developed to reduce conflict.

**If you answered 'YES' to any of the questions in 3a and 3b**

**Go straight to Question 4**

**If you answered 'NO' to all of the questions in 3a and 3b**

**Go to Question 3c and do not answer questions 4-6**

**3c. If you have answered 'No' to all the questions in 3a and 3b please explain why you feel that your policy/service has no relevance to equality.**

**4. EQUALITY INFORMATION AND ENGAGEMENT**

**4a.** For a service plan, please list what equality information you currently have available, **OR** for a new/changed policy or practice please list what equality information you considered and engagement you have carried out in relation to it.

Please provide a link if the information is published on the web and advise when it was last updated?

(NB. Equality information can be both qualitative and quantitative. It includes knowledge of service users, satisfaction rates, compliments and complaints, the results of surveys or other engagement activities and should be broken down by equality characteristics where relevant.)

<b>Details of the equality information or engagement</b>	<b>Internet link if published</b>	<b>Date last updated</b>
<a href="#">Consultation with: Council officers and members of the Housing Joint Commissioning Partnership 7<sup>th</sup> March 2012</a>  <a href="#">Housing Association Liaison Group- 14<sup>th</sup> March 2012</a>  <a href="#">Elected Members Training – 3<sup>rd</sup> July 2012</a>		
<a href="#">Stakeholder events held: Elizabethan Suite- 23<sup>rd</sup> July 2012 Longfield Suite, Prestwich- 10<sup>th</sup> August 2012</a>		
<a href="#">Presentation to the Labour Group – 10<sup>th</sup> September 2012</a>		

**4b.** Are there any information gaps, and if so how do you plan to tackle them?

[During consultation, demographic data on tenants and waiting list applicants will be updated. A formal consultation period will take place during October/November 2012 to seek the views of different client groups across the Borough and their comments will be collated and given full consideration before a decision is taken on the policy.](#)

## 5. CONCLUSIONS OF THE EQUALITY ANALYSIS

<p><b>What will the likely overall effect of your policy/service plan be on equality?</b></p>	<p>The allocation policy will have a positive effect for a number of groups with protected characteristics (older people, disability, carers, expectant families).</p>
<p><b>If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?</b></p>	
<p><b>Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.</b></p>	
<p><b>What steps do you intend to take now in respect of the implementation of your policy/service plan?</b></p>	<ul style="list-style-type: none"> <li>• Policy to be submitted for approval through political process Oct/Nov 2012</li> <li>• Further consultation with stakeholder on the full draft allocation policy.</li> <li>• An implementation plan for operational purposes to be developed with key partners.</li> </ul>

## 6. MONITORING AND REVIEW

**If you intend to proceed with your policy/service plan, please detail what monitoring arrangements (if appropriate) you will put in place to monitor the ongoing effects. Please also state when the policy/service plan will be reviewed.**

Demographic data of housing list applicants and persons allocated property  
 Customer surveys  
 Impact of policy on demand  
 Impact of policy on community relations

**COPIES OF THIS EQUALITY ANALYSIS FORM SHOULD BE ATTACHED TO ANY REPORTS/SERVICE PLANS AND ALSO SENT TO THE EQUALITY INBOX ([equality@bury.gov.uk](mailto:equality@bury.gov.uk)) FOR PUBLICATION.**