



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

Department	Adult Care Services	
Service	Housing Choices	
Proposed policy	Housing Allocation Policy	
Date	6 March 2013	
Officer responsible for the 'policy' and for completing the equality analysis	Name	Ahmed Ajmi
	Post Title	Projects Manager
	Contact Number	0161 253 5451
	Signature	
	Date	31 st January 2013
Equality officer consulted	Name	Marcus Connor
	Post Title	Head of Performance & Housing Strategy
	Contact Number	0161 253 6252
	Signature	 12/2013
	Date	22 nd February 2013

2. AIMS

What is the purpose of the policy/service and what is it intended to achieve?	<p>Under Section 167 of the Housing Act 1996, all Councils are required to have a Housing Allocation 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>It is intended that the new Policy will ensure the best use of the Council's housing stock, which now will be allocated to those households in housing need. Alternative methods of advice and assistance will be provided to households found not to be in any housing need.</p>
Who are the main stakeholders?	<p>Strategic Housing services. Adult Care Services Department. Six Town Housing. 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 Council's housing waiting list. Members of the Public. Third Sector and other support agencies operating in the Borough. Other Statutory agencies</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 'digital by default' application process could be seen to have a negative impact on people with this protected characteristic, however, the support available from the Housing Choices Contact Team will off-set this.
Disability	Yes	No	<p>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.</p> <p>It also aims to preserve adapted properties specifically for people with medical / mobility needs.</p> <p>The 'digital by default' application process could be seen to have a negative impact on people with this protected characteristic, however, the support available from the Housing Choices Contact Team will off-set this.</p>
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 will allow those properties to be matched more closely to individual

			<p>needs.</p> <p>The policy also aims to preserve such properties for older people. This will allow those properties to be matched more closely to individual needs.</p> <p>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.</p> <p>The 'digital by default' application process could be seen to have a negative impact on people with this protected characteristic, however, the support available from the Housing Choices Contact Team will off-set this.</p>
Sexual orientation	No	No	
Religion or belief	No	No	
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	No	No	
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 (e.g. 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 and the provision of appropriate support.
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.

Not applicable.


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.)

Details of the equality information or engagement	Internet link if published	Date last updated
<p>Consultation with: Council officers and members of the Housing Joint Commissioning Partnership 7th March 2012</p> <p>Housing Association Liaison Group- 14th March 2012</p> <p>Elected Members Training – 3rd July 2012</p>		
<p>4 Stakeholder groups:</p> <ul style="list-style-type: none"> o Elizabethan Suite – 23rd July 2012. o Mosses Centre – 30th July 2012. o Longfield Suite, Prestwich – 10th August 2012. o Radcliffe Civic Suite – 13th August 2012. 		
<p>Presentation to the Labour Group – 10th September 2012</p>		
<p>A thorough examination of the policy by legal officers, including Counsel opinion.</p>		

<p>Following approval by Cabinet to consult on the draft Policy, an extensive consultation process took place with tenants and stakeholder groups in October and November 2012. The results of this consultation are embedded in this EA.</p>	 Allocation Policy - Consultati...	
Housing Need & Demand Assessment 2011	http://www.bury.gov.uk/CHttpHandler.ashx?id=9830&p=0	
Joint Strategic Needs Assessment	http://www.bury.gov.uk/CHttpHandler.ashx?id=9203&p=0	
Jewish Housing Needs Assessment 2012		
Housing Strategy for Older People 2009/14	http://www.bury.gov.uk/CHttpHandler.ashx?id=5333&p=0	
Affordable Housing Strategy 2011/16	http://www.bury.gov.uk/CHttpHandler.ashx?id=8795&p=0	
Homelessness Strategy 2010/13	http://www.bury.gov.uk/CHttpHandler.ashx?id=7707&p=0	
Strategic Tenancy Policy 2012	http://www.bury.gov.uk/CHttpHandler.ashx?id=10794&p=0	
Demographic profile of applicants on the housing waiting list.		
Allocation of accommodation: Guidance for local housing authorities in England (CLG)	https://www.gov.uk/government/publications/allocation-of-accommodation-guidance-for-local-housing-authorities-in-england	

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. The views and comments made during the October / November 2012 consultation on the draft Policy have been considered and, where appropriate, incorporated into the final draft of the Allocation Policy.

5. CONCLUSIONS OF THE EQUALITY ANALYSIS

<p>What will the likely overall effect of your policy/service plan be on equality?</p>	<p>The Allocation Policy will have a positive effect for a number of groups with protected characteristics (older people, disability, carers,) taking into account their specific needs and matching properties where appropriate. All elements of the Public Sector Equality Duty are relevant in ensuring the allocation of properties in a fair and equitable way to applicants in housing need.</p>
<p>If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?</p>	
<p>Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.</p>	<p>Promotion of self help and utilisation of technology will allow specific help and support to be available to those who may experience difficulty in accessing the Housing Register.</p> <p>The provision for local lettings policies to be developed will promote sustainable, cohesive communities.</p>
<p>What steps do you intend to take now in respect of the implementation of your policy/service plan?</p>	<ul style="list-style-type: none"> • Policy to be submitted for internal approval through Adult Care Services Senior Management Team and the corporate Strategic Leadership Team. • Political approval on the final draft of the Allocation Policy will be sought at the Cabinet meeting of 6th March 2013. • An implementation plan for operational purposes is being developed with key partners.

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) FOR PUBLICATION.