

Draft EqIA Template – for DECISIONS

Annex 1

This template should be completed alongside proposals that will be subject to decision by Councillors.

Summary of decision to be made:	Move our choice based lettings scheme to continuous advertisements and bidding (daily bidding)		
Lead Officer (job title):	Jason Wheble Homechoice Team Manager		
Date the final decision is due to be made:	01/01/2015	Date this assessment commenced:	06/10/2014
Is the decision relevant to the aims of the Public Sector Equality Duty?			
Eliminate discrimination, harassment and victimisation			No
Advance equality of opportunity			Yes
Foster good relations			No
<p>If the answer is yes to any of the above, proceed with the assessment. If the answer is no, please say why and summarise any evidence:</p> <p>The change is intended to:</p> <ul style="list-style-type: none"> • Reduce the time that available homes are void • Make the Choice Based Lettings system work as efficiently as possible • Improve the verification process of adverts in order to raise the quality of the information given to customers • Simplify the advertising service for customers by removing the fortnightly cycles and advertising homes for a period of seven days <p>This change to our system could have a negative impact on those customers who currently rely on us to assist them with placing bids for available homes. We must consider how we convey the details of this change to our customers, ensuring that we do not exclude people with additional needs.</p> <p>The change to our system means personalised property sheets will no longer be available.</p> <p>The change to our system means coupon and automated telephone bids will no longer be accepted.</p> <p>Kent Homechoice conducted a Kent-wide consultation in 2010 in which an overwhelming response was received to reduce the bidding cycle.</p> <p>Continuous advertising of available homes has been piloted by Swale Borough Council and their stock transfer partner, Amicus Horizon, on behalf of the Kent Homechoice partnership.</p>			
For each of the following characteristics, summarise any existing data, consultation activity, interpretation of the impacts and actions that can be taken to reduce or mitigate any negative impacts:			
Characteristic:	Data and consultation	Summary of impact	Actions
Disability	<p>We currently hold a record of applicants who require our assistance with placing bids for available homes.</p> <p>There are 21 customers who receive property sheets. 43% are known to be</p>	<p>A change in routine, we will assist these customers with bidding weekly rather than fortnightly.</p> <p>Unable to provide property</p>	<p>We will contact each of these customers to discuss how we can best support them with bidding.</p>

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	disabled.	sheets.	WKEP Aim: Adapt our services and direct people more easily between services
Carers	At present there are no customers who have told us they are carers that require our assistance to place bids.	Neutral	WKEP Aim: Choose an item.
Race	Analysis of data of those currently receiving assistance or property sheets indicates that the nature of the need for additional assistance with bidding relates to other factors not directly related to a person's race. There are no impacts that require mitigation.	Neutral	WKEP Aim: Choose an item.
Gender	Analysis of data of those currently receiving assistance or property sheets indicates that the nature of the need for additional assistance with bidding relates to other factors not directly related to a person's gender. There are no impacts that require mitigation.	Neutral	WKEP Aim: Choose an item.
Age	<p>We currently hold a record of applicants who require our assistance with placing bids for available homes. This is currently 19 households of which 80% fall into the 65 and over age band.</p> <p>There are 21 customers who receive property sheets. 90% of which fall into the 65 and over age band.</p>	<p>A change in routine, we will assist these customers with bidding weekly rather than fortnightly.</p> <p>Unable to provide personalised property sheets.</p>	<p>We will contact each of these customers to discuss how we can best support them with bidding for available homes.</p> <p>WKEP Aim: Adapt our services and direct people more easily between services</p>
Religion / Belief	This information is not collected from our customers as it is not relevant to their ability to bid for available properties.	Neutral	WKEP Aim: Choose an item.
Sexual Orientation	This information is not collected from our customers as it is not relevant to their ability to bid for available properties.	Neutral	WKEP Aim: Choose an item.
Pregnancy / Maternity	None of the applicants who require our assistance with bidding or who currently	Neutral	WKEP Aim: Choose an item.

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	receive property sheets fall within this group.		
Marital or Civil Partnership Status	This information is not collected from our customers as it is not relevant to their ability to bid for available properties.	Neutral	WKEP Aim:Choose an item.
Gender reassignment	This information is not collected from our customers as it is not relevant to their ability to bid for available properties.	Neutral	WKEP Aim:Choose an item.
Summary of impacts : (to be included in committee reports)	<p>This assessment indicates that those who currently receive assistance with bidding or property sheets include a higher proportion of people with disabilities and those aged over 65. We will contact those affected to identify how we can best support them during the change to daily bidding.</p> <p>We will regularly monitor whether those affected by the removal of property sheets and those who require assistance with bidding are participating in daily bidding and review whether they have received sufficient support as appropriate. If an adverse impact is identified this will be remedied accordingly.</p>		
Please tick the outcome of this assessment:	No impact	Adjust the policy	Continue the policy Stop and remove the policy
Date assessment will be reviewed:	01/04/2016		