

Annex 2 - Equality Impact Assessment

Details of the assessment	
Name of Function/Policy/ Service being assessed:	Temporary Accommodation Recharge Policy
Is the activity...?	New <input checked="" type="checkbox"/> (please go to step 1) Existing: <input type="checkbox"/> (please go to step 2)
Date of assessment	Commenced: 02 October 2025 Completed: Claire Keeling Approved by
Directorate & Service	Planning Housing and Environmental Health – Housing
Policy Owner	Eleanor Hoyle
Lead Officer	Claire Keeling

Step 1	Initial Screening for:		
	This EqIA is an assessment on the possible impact of the Council introducing a policy to charge those residents who are placed in the Councils owned and managed temporary accommodation (TA) where damage caused is the responsibility of the applicant.		
	Key Questions	Answers/Notes	
1	What are you looking to achieve in this activity?	To introduce a policy which sets out the council's repair responsibilities and under what circumstances we may charge an applicant if they wilfully damage or neglect the TA and there are resulting costs to correct this.	
2	Who in the main will benefit?	TMBC - a reduction in cost to the council for repairs to our own TA where damage has been wilful or as the result of neglect. Public – Council making best use of public funds. Homeless applicants – high standard of TA.	
3	Does the activity have the potential to cause adverse impact or discriminate against different groups in the community?	Yes <input type="checkbox"/>	Please explain:
		No <input checked="" type="checkbox"/>	Please explain: Each case will be assessed on its own merits, before any charges are made, and will not be based on protected characteristics, but circumstances and a full assessment of the damage.
		Note: if the answer is 'yes' then a full equality impact assessment is required – see step 2.	
4	Does the activity make a positive contribution to equalities?	Yes <input checked="" type="checkbox"/>	Please explain: The approach taken to charging will be applied to all parties, and decisions about payments will be based on the damage done, and the circumstances.

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	Key Questions	Answers/Notes	
		No <input type="checkbox"/>	Please explain: No – see step 2
		Note: if the answer is 'yes' then a full equality impact assessment is required – see step 2.	

	Key Questions	Answers/Notes	
Step 2	Scoping the assessment		
1.	What is the overall aim, or purpose of the function/ policy/service?	To introduce a policy to allow the Council to charge applicants who stay in our TA when they deliberately damage it or neglect it. Our agreements an applicant signs when they enter TA advises that they may be charged for damage or neglect, but to date we have no policy which sets out how we will do this. Adopting the policy will allow us to do this.	
2.	What outcomes do you want to achieve with this function/ policy/service and for whom?	The policy will allow the council to make an assessment on any damage done, and the circumstances, and where it is deemed to be wilful or negligent, recoup some of our costs associated with repairing of TA.	
3.	Who is intended to benefit from the function/service/ policy?	It is anticipated that this will ensure that TA is kept in good order, so the standards are kept up and good quality TA is provided for applicants – it will also benefit the public, to ensure that we are making the best use of public funds, and will reduce costs for the Council	
4.	Who defines or defined the function/service/policy?	There is no legal requirement for the Council to have a TA Recharge Policy, but to do so provides confidence to the public and enhances the council's reputation, in relation to ensuring that public funds are used and administered well	
5.	Who implements the function/service/policy?	Housing Solutions Service	
6.	How do the outcomes of the function/service/policy meet or conflict other policies, values or objectives of the public authority (if applicable)?	Please indicate which of the Council's Key Priorities these outcomes relate to:	
		Improving housing options for local people whilst protecting our outdoor areas of importance	<input type="checkbox"/>
			<input type="checkbox"/>

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	Key Questions	Answers/Notes
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		Any other comments:
7.	Are there any factors that could contribute or detract from the outcomes identified earlier?	That procedures are not robust enough to allow us to take action Applicants may not pay
Step 3 Consideration of data and information		
8.	What do you already know about who uses this function/service/ policy?	TA is a statutory function for TMBC where an applicant approaches as homeless and have a priority need. The Council currently owns 15 units of temporary accommodation with 19 further units on a long lease to be occupied shortly and further units that will be owned/leased under discussion. In 2024/25 repairs cost in the region of £47k.
9.	Has any consultation with service users already taken place on the function/service/ policy and if so what were the key findings?	None taken place.
10.	What, if any, additional information is needed to assess the impact of the function/service/policy?	N/A
11.	How do you propose to gather the additional information?	N/A
Step 4 Assessing the Impact		
12.	Based on what information you already know, in relation to each of the following groups consider whether a) there is anything in the function/service/policy that could discriminate or put anyone at a disadvantage b) for an existing function/service/policy, how it is working in practice for each group	
a.	Age	N/A

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	Key Questions		Answers/Notes
b.	Equality groups	Disability	N/A
c.		Gender	N/A
d.		Race	N/A
e.		Religion/Belief	N/A
f.		Sexual Orientation	N/A
g.		Marital or Civil Partnership Status	N/A
h.		Pregnancy & Maternity	N/A
i.		Gender reassignment	N/A
j.		General/other	N/A
Step 5 Reviewing and Scrutinising the Impact			
13.	What conclusions can you draw about any differential impact and how people are adversely or positively affected?		There should be no impact, as the decision to charge will be dealt with on a case-by-case basis and will be based on the circumstances of the case and these will be used to make decisions on whether to charge or not.
14.	What actions can you take to address any impacts identified?		None
15.	If no changes can be made, what reasons are there to justify this?		Because any decisions to charge will be based on circumstances of the case, not a person and why the damage has been done.
16.	How might any of the changes, in relation to the adverse impact, have a further adverse affect on any other group?		No adverse effects have been identified
Step 6 Decision making and future monitoring			
17.	Which decision making process do these changes need to go through i.e. do they need to be approved by a committee/Council?		The policy will require approval by Management Team and Cabinet