

Equality Impact Assessment (EqIA)

Deciding what needs to be assessed

In theory all policies, decisions, services, projects and programmes should be impact assessed. The most practical approach is to assess as the proposal is being developed or as processes, services and policies come up for review making the EQIA part of the development process. Do not be put off by the list below, it does not mean that long and detailed assessments are required every time you are engaged in one of the activities. However, it does mean that you should always consider the equalities implications of your proposals.

Policy

- New policy development
- Substantial revision of an existing policy or process
- Any change which may have a disproportionate impact on a particular group

Decision

- Key decision
- Decision for management board/cabinet
- Budget change decision

Service

- New service
- Service review, including the decommissioning of services
- Any service change which may have a disproportionate impact on a particular group

Projects and programmes

- All, at planning stage

Further information: [Equality Impact Assessments - a user's guide](#)

Section One

Question	Response
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1.1	Name of policy/decision/service/project/programme being assessed	End of Tenancy Policy Housing Customer Services
1.2	Summary of aims and objectives of the policy/decision/service/project/programme	The aim of this policy is to outline how the Council assist tenants who are considering ending their tenancy, ensuring it is legally terminated, possession lawfully recovered, and the property is left in a reasonable condition so it can be re-let as quickly as possible.
1.3	Who is affected by the policy/decision/service/project/programme? (e.g. employees/service users/supplier/contractor)	It will affect all Swindon Borough Council tenants, regardless of their background. This policy will impact the customers we provide these services too and the officers who implement them. It will provide both with better guidance and understanding of what we do as a Tenancy Service for our customers and staff. Having a policy also allows us to be clear with our customers on their expectations and allows us to defend our position if challenged by customers and allow us to manage complaints more effectively.
1.4	What involvement and consultation has been done in relation to this proposal? (e.g. with relevant groups and stakeholders)	A draft version of the policy has been written, in line with national legislation. It has been subject to public, staff, partner and stakeholder engagement. Consultation with Tenants Scrutiny Panel has been undertaken.
1.5	What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	Swindon Borough Council will regularly review the EqIA, in line with legislative changes or good practice, or if the policy impacts any group directly.

Section Two - Protected Characteristics

Protected Characteristic Group	Is there a potential for positive or negative impact? Is the impact neutral?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment to the proposal)
Disability	Neutral	Different approaches and mechanisms may be required for engaging with and	<ul style="list-style-type: none"> Offer a range of appointments, e.g. at home, at

		<p>representing people with a range of disabilities depending on their individual needs.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Communication methods. • Accessibility – venue, location, transport. • Range of support needed to participate. • Hearing Loops and Interpreters. • Disability awareness training for employees. 	<p>the office, at a library.</p> <ul style="list-style-type: none"> • Consider different support needs, e.g. liaise with support workers, make referrals to support agencies. • Include interpretation services where needed. • Use text type telephones. • All staff to receive disability awareness training.
Gender Reassignment	Neutral	<p>There is no evidence to suggest this will impact on any specific person based on this characteristic.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Awareness training for employees. 	<p>Swindon Borough Council does not have a trans policy – consider introducing a hate crime policy.</p>
Marriage or Civil Partnership	Neutral	<p>There is no evidence to suggest this will impact on any specific person based on this characteristic.</p>	<p>All couples or partners, regardless of gender, should be able to access services.</p>
Pregnancy and Maternity	Neutral	<p>There is no evidence to suggest this will impact on any specific person based on this characteristic.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Flexible hours of services. • Is there access to private area for breastfeeding mothers? 	<ul style="list-style-type: none"> • Be flexible with timings and appointments. • Introduce private area for breastfeeding, if requested.
Race	Negative	<p>Local support services may have differing</p>	<p>Be flexible with appointments, e.g.,</p>

		<p>capabilities around translation and interpretation.</p> <p>Consider:</p> <ul style="list-style-type: none"> • The size of the BME communities that our service affects. • Language(s) spoken/understood. • What access support can we offer? 	<p>home visits offered to suit the tenant.</p> <p>Provide ongoing awareness training for employees.</p>
Religion or Belief	Neutral	<p>There is no evidence to suggest this will impact on any specific person based on this characteristic.</p> <p>Consider:</p> <ul style="list-style-type: none"> • The diversity within the communities that our services affect. • Prayer times, mealtimes, food (some religions do not eat meat), cultural habit or belief, religious holidays such as Ramadan. • Awareness training for employees. 	<p>Be flexible with appointments, e.g., home visits offered to suit the tenant.</p> <p>Provide ongoing awareness training for employees.</p>
Sexual Orientation	Neutral	<p>There is no evidence to suggest this will impact on any specific person based on this characteristic.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Make it clear you recognised civil marriage and partnerships. 	<p>Provide ongoing awareness training for employees.</p> <p>Swindon Borough Council Equality policy.</p>

		<ul style="list-style-type: none"> Awareness training for employees. 	
Sex (gender)	Neutral	<p>There is no evidence to suggest this will impact on any specific person based on this characteristic.</p> <p>Consider:</p> <ul style="list-style-type: none"> The impact on men and women. Childcare/care of other dependants. Mixed/single gender groups/activities. Timing of services/projects. 	Be flexible with appointments.
Age	Neutral	<p>There is no evidence to suggest this will impact on any specific person based on this characteristic.</p> <p>Consider:</p> <ul style="list-style-type: none"> The way younger and older people access services may be different. Use of technology. Childcare/care of another dependant. Timings/flexibility, such as work patterns. Transport arrangements. Venue location. 	<p>Accept correspondence in different formats, e.g. email, written, WhatsApp messages, telephone call.</p> <p>Offer a range of appointments, home visits.</p>
Children in Care and Care Leavers	Neutral	<p>There is no evidence to suggest this will impact on any specific person based on this characteristic.</p> <p>Consider:</p> <ul style="list-style-type: none"> The way younger and older people access services may be different. 	<p>Accept correspondence in different formats, e.g. email, written, WhatsApp messages, telephone call.</p> <p>Offer a range of appointments, home visits.</p>

		<ul style="list-style-type: none"> • Use of technology. • Childcare/care of another dependant. • Timings/flexibility, such as work patterns. • Transport arrangements. • Venue location. 	Cover transport costs for court.
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Section Three- Evaluation

3.1	Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	No. The policy provides a transparent framework that SBC will follow to ensure decisions on domestic abuse and procedures that follow are carried out in line with the policy.
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Final Decision:	Tick the relevant box	Include any explanation / justification required
1. No barriers identified; therefore, activity will proceed.	✓	The policy provides a transparent framework that SBC will follow to ensure decisions on domestic abuse and procedures that follow are carried out in line with the policy.
2. Stop at some point because the data shows bias towards one or more groups		
3. Adapt or change the event in a way which you think will eliminate the bias		
4. Barriers and impact have been identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken).		

Therefore, proceed with caution with this knowing that it may favour some people less than others, providing justification for this decision.		
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Section Four – Record Keeping

Will this EqIA be published* (*EqIA’s should be published alongside relevant event paperwork including cabinet papers:	Yes/Not required
Date Completed	
Review date (if applicable)	

Change Log

Name	Date	Version	Change Made

Responsibilities			
Name of person leading this EqIA	Stuart Hook	Date Completed	07/06/2024
Names and roles of people involved in the consideration of impact	Stuart Hook Sally Nelson	Andrew McDonald	
Name of Director signing EqIA	Chris Stratford	Date Signed	14-06-2024