

# Equality Impact Assessment (EqIA)

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## 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](#)

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## Section One

Question	Response
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<b>1.1</b>	<b>Name of policy/decision/service/project/programme being assessed</b>	Housing Acquisitions Policy  Housing Customer Services
<b>1.2</b>	<b>Summary of aims and objectives of the policy/decision/service/project/programme</b>	The aim of this policy is to increase the supply of affordable housing for those households in housing needs.  To accompany the Vision, we have a policy which outlines how the Council will increase the supply of suitable affordable homes to meet both short-term and long-term housing needs.  The final copy of the policy will be subject to the appropriate level of corporate and political scrutiny before being approved for publication.
<b>1.3</b>	<b>Who is affected by the policy/decision/service/project/programme? (e.g. employees/service users/supplier/contractor)</b>	It will affect all residents living within the Borough regardless of their background, as well organisations operating in the Borough.  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.
<b>1.4</b>	<b>What involvement and consultation has been done in relation to this proposal? (e.g. with relevant groups and stakeholders)</b>	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.  There has been no consultation.
<b>1.5</b>	<b>What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?</b>	Swindon Borough Council will regularly review the EqIA, in line with legislative changes or good practice, or if the policy impacts any group directly.

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## Section Two - Protected Characteristics

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

		<p>be required for engaging with and representing people with a range of disabilities depending on their individual needs.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Communication methods.</li> <li>• Accessibility – venue, location, transport.</li> <li>• Range of support needed to participate.</li> <li>• Hearing Loops and Interpreters.</li> <li>• Disability awareness training for employees.</li> </ul>	<p>e.g. at home, at the office, at a library.</p> <ul style="list-style-type: none"> <li>• Consider different support needs, e.g. liaise with support workers, make referrals to support agencies.</li> <li>• Include interpretation services where needed.</li> <li>• Use text type telephones.</li> <li>• All staff to receive disability awareness training.</li> </ul>
<b>Gender Reassignment</b>	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"> <li>• Awareness training for employees.</li> </ul>	<p>Swindon Borough Council does not have a trans policy – consider introducing a hate crime policy.</p>
<b>Marriage or Civil Partnership</b>	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>
<b>Pregnancy and Maternity</b>	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"> <li>• Flexible hours of services.</li> <li>• Is there access to private area for breastfeeding mothers?</li> </ul>	<ul style="list-style-type: none"> <li>• Be flexible with timings and appointments.</li> <li>• Introduce private area for breastfeeding, if requested.</li> </ul>

<p><b>Race</b></p>	<p>Positive</p>	<p>The LHAF is targeted funding to provide homes for refugees who have come to England from areas of conflict. The properties being purchased are to be ring-fenced for the use of these households, as per grant restrictions. For future lets, if there are no further eligible cohorts, then the properties can be used to meet the housing needs of other Swindon residents.</p> <p>Local support services may have differing capabilities around translation and interpretation.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• The size of the BME communities that our service affects.</li> <li>• Language(s) spoken/understood.</li> <li>• What access support can we offer?</li> </ul>	<p>Be flexible with appointments, e.g., home visits offered to suit the tenant.</p> <p>Provide ongoing awareness training for employees.</p>
<p><b>Religion or Belief</b></p>	<p>Positive</p>	<p>As above.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• The diversity within the communities that our services affect.</li> <li>• Prayer times, meal times, food (some religions do not eat meat), cultural</li> </ul>	<p>Be flexible with appointments, e.g., home visits offered to suit the tenant.</p> <p>Provide ongoing awareness training for employees.</p>

		<p>habit or belief, religious holidays such as Ramadan.</p> <ul style="list-style-type: none"> <li>• Awareness training for employees.</li> </ul>	
<b>Sexual Orientation</b>	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"> <li>• Make it clear you recognised civil marriage and partnerships.</li> <li>• Awareness training for employees.</li> </ul>	<p>Provide ongoing awareness training for employees.</p> <p>Swindon Borough Council Equality policy.</p>
<b>Sex (gender)</b>	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"> <li>• The impact on men and women.</li> <li>• Child care/care of other dependants.</li> <li>• Mixed/single gender groups/activities.</li> <li>• Timing of services/projects.</li> </ul>	Be flexible with appointments.
<b>Age</b>	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"> <li>• The way younger and older people access services may be different.</li> <li>• Use of technology.</li> <li>• Child care/care of another dependant.</li> </ul>	<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"> <li>• Timings/flexibility, such as work patterns.</li> <li>• Transport arrangements.</li> <li>• Venue location.</li> </ul>	
<b>Children in Care and Care Leavers</b>	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"> <li>• The way younger and older people access services may be different.</li> <li>• Use of technology.</li> <li>• Child care/care of another dependant.</li> <li>• Timings/flexibility, such as work patterns.</li> <li>• Transport arrangements.</li> <li>• Venue location.</li> </ul>	<p>Accept correspondence in different formats, e.g. email, written, WhatsApp messages, telephone call.</p> <p>Offer a range of appointments, home visits.</p> <p>Cover transport costs for court.</p>

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### Section Three- Evaluation

<b>3.1</b>	<b>Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?</b>	No. The policy provides a transparent framework that SBC will follow to ensure decisions on acquisitions, and procedures that follow, are carried out in line with the policy.
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<b>Final Decision:</b>	<b>Tick the relevant box</b>	<b>Include any explanation / justification required</b>
1. No barriers identified, therefore activity will proceed.	✓	The policy provides a transparent framework that SBC will follow to ensure decisions on acquisitions 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:	<b>Yes/Not required</b>
Date Completed	18/11/2024
Review date (if applicable)	

### Change Log:

Name	Date	Version	Change Made

### Responsibilities

<b>Name of person leading this EqIA</b>	Stuart Hook	<b>Date Completed</b>	19/11/2024
<b>Names and roles of people involved in the consideration of impact</b>	Stuart Hook (Head of Housing Customer Services)	Sally Nelson (Housing Strategy and Development Officer)	
<b>Name of Director signing EqIA</b>	Andrew McDonald	<b>Date Signed</b>	31 December 2024