

DUNDEE CITY COUNCIL

Equality Impact Assessment Tool

Part 1 Description / Consultation

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| Is this a Rapid Equality Impact Assessment (RIAT) | Yes NO Please circle |
| Is this a Full Equality Impact Assessment (EQIA)? | YES No Please circle |
| Date of assessment 20/12/12 | Title of document being assessed: Housing Letting Policy: Amendments to Under Occupancy Priority. |
| Committee report number | |
| 1) This is a new policy, procedure, strategy or practice being assessed (If yes please tick box) <input type="checkbox"/> | This is an existing policy, procedure, strategy or practice being assessed? (If yes please tick box) <input checked="" type="checkbox"/> |
| 2) Please give a brief description of the policy, procedure, strategy or practice being assessed. | This is an amendment to the letting policy which will give greater priority to social rented tenants who will be affected by Housing Benefit changes which will reduce housing benefit entitlements to people who have more bedrooms than their family need. |
| 3) What is the intended outcome of this policy, procedure, strategy or practice? | The intention is to assist in preventing tenants from falling into arrears or getting into other financial difficulties by helping them to move to a house which matches their benefit entitlement |
| 4) Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment. | |
| 5) Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details. | None |
| 6) Please give details of council officer involvement in this assessment. (E.g. names of officers consulted, dates of meetings etc) | John Wolstencroft (Quality & Performance Manager) Brian Shaw (East District housing Manager) Joanne Duthie (Letting Centre Team Leader) Moira Ritchie (Performance Team Leader) |
| 7) Is there a need to collect further evidence or to involve or consult protected | No |

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| characteristics communities on the impact of the proposed policy? (Example: if the impact on a community is not known what will you do to gather the information needed and when will you do this?) | |
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Part 2 Protected Characteristics

Which protected characteristics communities will be positively or negatively affected by this policy, procedure or strategy?

NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.

If the impact on a protected characteristic communities are not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.

| | Positively | Negatively | No Impact | Not Known |
|--|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| Ethnic Minority Communities including Gypsies and Travellers | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Gender | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Gender Reassignment | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Religion or Belief | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| People with a disability | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Age | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Lesbian, Gay and Bisexual | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Socio-economic | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pregnancy & Maternity | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Other (please state) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Part 3 Impacts / Monitoring

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| 1) Have any positive impacts been identified? (We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another) | It is expected that this amendment will mitigate some of the impacts of welfare reform. This impact will be equal across all protected characteristics. |
| 2) Have any negative impacts been identified? (Based on direct knowledge, published research, community involvement, customer feedback etc. If unsure seek advice from your departmental Equality Champion.) | No |
| 3) What action is proposed to overcome any negative impacts? E.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc. see Good Practice on DCC equalities web page | Not applicable |
| 4) Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome? (If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice) | Not Applicable |
| 5) Has a 'Full' Equality Impact Assessment been recommended? (If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required) Seek advice from your departmental Equality lead. | No |
| 6) How will the policy be monitored? (How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.) | Relevant indicators are contained in the Housing Departments Service Plan: <ul style="list-style-type: none"> • Current tenants' arrears as a percentage of net rent due • Develop and Implement a Plan and measurements to mitigate the impacts of Welfare Reform for tenants • Introduce a Housing Options & Advice Service |

Part 4 Contact information

Name of Department or Partnership: Housing

Type of Document

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|-------------------------------|-------------------------------------|
| Human Resource Policy | <input type="checkbox"/> |
| General Policy | <input checked="" type="checkbox"/> |
| Strategy/Service | <input type="checkbox"/> |
| Change Papers/Local Procedure | <input type="checkbox"/> |
| Guidelines and Protocols | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

Contact Information

| Manager Responsible | Author Responsible |
|--|--|
| Name Brian Shaw | Name John Wolstencroft |
| Designation: East District Housing Manager | Designation: Quality and Performance Manager |
| Base East District Housing Office | Base East District Housing Office |
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Signature of author of the policy:

Date: 20/12/12

Signature of Director / Head of Service area:

Date: 20/12/12

Name of Director / Head of Service:

Elaine Zwirlein

Date of next policy review:

2013