



## Appendix 1

### Equality Impact Assessment (EQIA) – Council Housing Voids Policy

Stage	Title	Purpose
1	Preliminary Assessment	Initial assessment of possible impact.
2	Equality Risk Assessment	Scoring to assess the level of risk.
3	Equality Impact Assessment – Addressing Impact	Level of detail depends on risk assessment scoring but any removal or reduction in service must go through Stage 3.
4	Sign Off	Approval and decision-making details.
5	Implementation	Action Plan to implement and minimise impact.

## Stage 1 – Preliminary Assessment

Question	Response/Consideration
<b>1.1 Decision being assessed</b>	Council Housing Voids Policy
<b>1.2 Lead Officer</b>	Chris Stratford, Interim Director of Housing
<b>1.3 What are the aims or function of the service or policy?</b>	<p>A Council Housing Voids Policy has been designed for the safety of the tenants that move into the homes Castle Point Borough Council re-lets.</p> <p>The purpose of this Policy is to describe how the Council manages its legal obligations in relation to void management.</p>
<b>1.4 Which policies relate to the delivery of this service?</b>	Council Housing Maintenance and Repairs Policy, Council Housing Aids and Adaptations Policy, Council Housing Asbestos Policy, Council Housing Gas Safety Policy, Council Housing Electric Safety Policy, Council Housing Fire Safety Policy, Council Housing Temporary Relocation Policy, Health and Safety Policy.
<b>1.5 Who are the main audience, users or customers who will be affected?</b>	All new Council tenants that move into one of the Council's homes or transferring tenants that move into a different Council home, or tenants that need to move into a Council home on a temporary basis. The Council will also give due consideration to prospective tenants and their household's needs if they require essential adaptations.
<b>1.6 Will removing, reducing or changing this service/policy lead to members of the community being treated less favourably and so contribute to inequality?</b>	No, the Policy has been written in such a way as to address any inequality.

**Equality Aims – consider how the decision meets the three Equality Aims listed in the Equality Act.**

<b>Aim</b>	<b>How does the proposal / policy / service meet the equality aim?</b>
<b>To eliminate unlawful discrimination, harassment and victimisation</b>	The Policy aims to eliminate discrimination from the built environment and makes sure those residents with a disability that need adaptations get allocated homes that already have suitable adaptations or can be adapted to meet their needs.
<b>To advance equality of opportunity between people who share a protected characteristic and those who do not</b>	The Policy aims to provide equality of opportunity as living in a home with adaptations means a person with a disability can have an equal opportunity to access all areas of their home with the same opportunity an able bodied person can.
<b>To foster good relations between those who share a protected characteristic and those who do not</b>	The Policy has been written to make sure all people allocated a home are treated equally and fairly by making provision for adaptations that may be needed to meet people's needs.

## Stage 2 – Equality Risk Assessment - Protected Characteristic Groups

Place an 'X' in against either 'positive impact', 'negative impact', 'no impact' for each protected characteristic group

### 2.1 Assess the Equality Risk

	Age	Disability	Gender	Race	Sexual Orientation	Religion	Gender Reassignment	Marriage/Civil Partnerships	Pregnancy/ Maternity
Positive impact	X	X							X
Negative impact									
No impact			X	X	X	X	X	X	

### 2.2 Conclusion – if there is 'No Impact' for all of the protected characteristics then stages 3 – 5 do not have to be completed

To conclude, the Council Housing Voids Policy will affect people with disabilities positively and because the Council has an enhanced lettable standard for its sheltered housing this will also have a positive impact upon those tenants moving into sheltered accommodation.

## Stage 3 – Equality Impact Assessment – Addressing Impact

Question	Response/Consideration
<b>3.1</b> What is the reason for the proposed decision/change?	n/a
<b>3.2</b> What consultation activity has been undertaken or is planned?	The Council plans to consult with tenants who have recently been through the letting process re: the lettable standard.
<b>3.3</b> Service Users – What methods are used to monitor the characteristics of service-users with protected characteristics?	In the future, when the Council lets homes it will collect and monitor and the characteristics of its new tenants.
<b>3.4</b> Referring to Stage 2, which 'protected characteristic' group(s) are most likely to be affected by this change? Describe any negative impacts identified in more detail.	<p>Disability - People with physical disabilities may require adaptations to be carried out in their new home to help them live independently.</p> <p>Age - Elderly people may require adaptations to help them live independently in their home, with their mobility deteriorating through age. They may not necessarily class themselves as disabled.</p>
<b>Outline ways in which negative or positive impacts will be addressed?</b>	The Council recognises that people moving into its sheltered accommodation may not be able to carry out the internal decorations themselves and consequently the Council has an enhanced lettable standard that includes decoration for its sheltered schemes.
<b>3.5</b> If the decision involves a service/policy being reduced/removed will this lead to missed opportunities to promote equality of opportunity?	The Policy documents how the Council will manage its void properties to make a positive contribution to equality.

**3.6 What outcome does this assessment suggest we take? Select one option and action to be taken**

Option	Outcome	Tick Selected Option	Explanation
1	Continue with proposed changes No discrimination or adverse impact identified	<input type="checkbox"/>	
2	Continue with proposed changes Suitable adjustments to lessen the impact identified	<input checked="" type="checkbox"/>	
3	Continue despite adverse impact or missed opportunities to promote equality	<input type="checkbox"/>	
4	Stop and rethink Actual or potential discrimination identified	<input type="checkbox"/>	

**What plans are in place to monitor the actual impact of the proposal?**

The Council intends to review the Policy and impact upon any of the protected characteristic groups identified in this EQIA in the first 12 months of the Council Housing Voids Policy going live.

## Stage 4 – Sign-off

	Details
<b>Director/Assistant Director approved by:</b>	Director, Place & Communities
<b>Date:</b>	15 October 2025
<b>Member Approval (Date and Title of Committee):</b>	Portfolio Holder for Health, Wellbeing & Housing
<b>Committee Decision:</b>	n/a

## Stage 5 – Implementation

**5.1** Referring to **Stages 1 (preliminary assessment)**, **Stage 2 (equality risk assessment)** and **Stage 3 (equality impact assessment)** please list what tasks/actions you will take to minimise the impact of this change.

Task	Outcome	Lead	Resources	Deadline