Equality Impact Assessment (EQIA) – Council Housing Tenancy Management 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
1.1 Decision being assessed	Council Housing Tenancy Management Policy
1.2 Lead Officer	Chris Stratford, Interim Director of Housing
1.3 What are the aims or function of the service or policy?	The Council is committed to providing effective and essential tenancy management services. The Policy and underlying procedures are in place to ensure that the Council provides a service which reflects its responsibilities and good practice. By providing robust and consistent tenancy management, the Council is doing everything reasonably possible to build vibrant, resilient communities and delivering high-quality customer service. This policy supports the Council's commitment to championing equality and ensuring procedures are in place so that all residents are treated fairly and without unlawful discrimination, in line with the Equality Act 2010. The Council aims to sustain tenancies wherever practicable to do so and prevent homelessness. This Policy sets out how the Council will carry out its tenancy management responsibility in Council's homes. This Policy aims to: a) Clarify the types of tenancies the Council grants. b) Confirm the Council's approach to tenancy changes. c) Explain the Council's attitude to succession of tenancies. d) Outline the Council's approach to tenancy sustainment. e) Describe the Council's approach to holding information about its tenants and their household.

1.4	**Which policies relate to the delivery of this service?**	Domestic Abuse Policy, Equality and Diversity Policy, Community Safety Partnership Anti-Social Behaviour Policy, Council Housing Anti-Social Behaviour Policy, Council Housing Anti-Social Behaviour Procedure, Council Housing Asbestos Safety Policy, Council Housing Electric Safety Policy, Council Housing Fire Safety Policy, Council Housing Gas Safety Policy, Council Housing Tenancy Policy, Council Housing Lift Safety Policy, Council Housing Water Safety Policy, Council Housing Neighbourhood Inspection Procedure, Council Housing Tenancy Audit Procedure, Council Housing Tenancy Enforcement Procedures.
1.5	**Who are the main audience, users or customers who will be affected?**	All Council tenants and leaseholders that live in a Council home in the borough of Castle Point.
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?**	No, the Policy has been written in such a way as to address any inequality, and all protected characteristics will be treated as favourably as one another.

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

Aim	How does the proposal / policy / service meet the equality aim?
To eliminate unlawful discrimination, harassment and victimisation	The Policy aims to eliminate unlawful discrimination. The Council is clear why it grants the two different types of tenancies it does; this is about protecting the Council from lengthy litigation and effectively managing tenancies.
To advance equality of opportunity between people who share a protected characteristic and those who do not	The Policy aims to provide equality of opportunity to all tenants and leaseholders to live in well managed homes and communities where breaches of tenancy are supported and legal action taken where the tenancy is not sustainable.
To foster good relations between those who share a protected characteristic and those who do not	The Policy aims to foster good relations between those who share a protected characteristic and those who do not. It is important to the Council that where the protected characteristic may affect the likelihood of tenancy sustainment, for example, disability and poor mental health, that effective tenancy support, and support from partner agencies is put in place to increase the chance of the tenancy being successful.

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

1.1 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

1.2 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 Tenancy Management Policy has a positive impact on the following groups of protected characteristics: age, disability and race (non-English speaking/reading or those with poor literacy skills).

Stage 3 – Equality Impact Assessment – Addressing Impact

Question	Response/Consideration
3.1 What is the reason for the proposed decision/change?	The Council's Tenancy Management Policy uses introductory tenancies to help provide support for the first year of the tenancy. These will in the main be granted to people who haven't previously held a tenancy, and those where the tenancy is at a higher risk of tenancy failure.
3.2 What consultation activity has been undertaken or is planned?	The Council plans to consult with tenants and leaseholders on this Policy once the work the Council is doing with the Tenant Participation and Advisory Service has been finalised and the Council has a formal structure for engagement.
3.3 Service Users – What methods are used to monitor the characteristics of service-users with protected characteristics?	The Council holds information regarding the protected characteristics of its tenants and leaseholders.
3.4 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.	Age – young people are more likely to be granted an introductory tenancy, due to the fact they are less likely to have held a tenancy previously. Disability –people with poor mental health are more likely to have challenges in sustaining a general needs tenancy, and are more likely to need more support and intervention from partner agencies. Race - People who do not read English may require communication to be tailored to meet their needs. This will also assist those with low literacy levels.

	Outline ways in which negative or positive impacts will be addressed?	Age - The Council will look at the suitability of a home, for all residents, as part of the initial allocation. The Council will engage with the young person more frequently as part of supporting the introductory tenancy, and the young person will be encouraged to engage with other external partners to help them sustain their tenancy where any tenancy issues are identified.

Disability - The Council will look at the suitability of a home, for all residents, as part of the initial allocation. The Council will engage with the person with poor mental health more frequently as part of supporting the introductory tenancy, and the person will be encouraged to engage with other external partners such as Community Mental Health Team (CMHT), health and social services to help them sustain their tenancy, where any tenancy issues are identified.

Race - The Council will ensure that all essential communication is translated for any non English reading people. The Council will consider using pictorial tenancy agreements for any tenants with literacy issues. |
| 3.5 | **If the decision involves a service/policy being reduced/removed will this lead to missed opportunities to promote equality of opportunity?** | n/a |

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**	☐	
2	**Continue with proposed changes** **Suitable adjustments to lessen the impact identified**	☒	Suitable adjustments to the Policy and associated policies have been made.
3	**Continue despite adverse impact or missed opportunities to promote equality**	☐	
4	**Stop and rethink** **Actual or potential discrimination identified**	☐	

What plans are in place to monitor the actual impact of the proposal?	Once implemented, the Council will monitor the use of introductory tenancies to see how effective they are in sustaining tenancies and creating balanced communities.

Stage 4 – Sign-off

	Details
Director/Assistant Director approved by:	Interim Director of Housing Director - Place & Communities
Date:	04/11/2025
Member Approval (Date and Title of Committee):	Portfolio Holder for Health, Wellbeing and Housing
Committee Decision:	N/A

Stage 5 – Implementation

Task	Outcome	Lead	Resources	Deadline
Assist understanding of the Policy	One page summary of the Policy for the Council website	Rebecca Outram	Website support	30 October 2025
Assist understanding of the Policy	Key members of staff trained	Michael Lerpiniere	Training material Staff time Room	30 October 2025