

Equality Impact Assessment (EqIA) form: the initial impact assessment

1. Process and guidance

The purpose of an EqIA is to make sure that the council is meeting the needs of all our residents by ensuring we consider how different groups of people may be affected by or experience a proposal in different ways. EqIAs help us to meet our [Public Sector Equality Duty](#) and where applicable the [Armed Forces Duty](#)

The council has a two stage EqIA process:

- Stage 1 - the initial impact assessment
- Stage 2 - the full impact assessment.

This form is for use at Stage 1 of the process. This must be completed when undertaking a project, policy change, or service change. It can form part of a business case for change and must be completed and attached to a Project Initiation Document. The findings of the initial impact assessment will determine whether a full impact assessment is needed.

Guidance and tools for council officers can be accessed on the council's Tackling Inequality Together intranet pages.

Date started:	24/07/2023
Completed by:	Harrison Wilks
Service:	Housing and Economy
Project or policy EqIA relates to:	Rent Setting Policy
Date EqIA discussed at service team meeting:	24/07/2023
Conclusion (is a full assessment needed?):	No

Signed off by (AD):	Rhian Hayes Assistant Director, Economy and Housing 
Sign off date:	27/07/2023

2. Summary of the policy, project, or service

This section should be used to summarise the project, policy, or service change (the proposal).

What is the purpose of the proposal, what are the aims and expected outcomes, and how does it relate to service plans and the corporate plan?

A 'Rent Setting Policy' is a requirement of the 'Rent Standard – April 2020' with this being regulated by the 'Regulator of Social Housing'.

How will the proposal be delivered, what governance arrangements are in place and who are the key internal stakeholders?

This Rent Setting Policy will be approved by Executive and included as part of each years Housing Revenue Account budget setting process. The Assistant Director for Economy and Housing and Lead Member for Housing are all aware a Rent Setting Policy is being produced.

Who will be affected by the proposal? Think about who it is aimed at and who will deliver it.

Tenants living in our Housing Revenue Account (HRA) and General Fund accommodation. The aim is to have a clear policy that meets the requirements of the Rent Standard.

3. Data & Protected Characteristics

This section should be used to set out what data you have gathered to support the initial impact assessment.

The table below sets out the equality groups that need to be considered in the impact assessment. These comprise the nine protected characteristics set out in the Equality Act 2010 and other priority areas defined by the council.

Age	Disability	Gender reassignment	Marriage and Civil Partnership	Pregnancy/Maternity
Religious belief	Race	Sex	Sexual Orientation	Socio-economic disadvantage

The Armed Forces Act 2021 also requires consideration of the [impact on Armed Forces Communities](#) when exercising certain housing, education or healthcare functions (excluding social care). Further guidance can be found [here](#).

What data and information will be used to help assess the impact of the proposal on different groups of people? A list of useful resources is available for officers on the Council's Tackling Inequality Together intranet pages.

Data held on our housing management system – NEC Housing.

4. Assessing & Scoring Impact

This section should be used to assess the likely impact on each equality group, consider how significant any impacts could be and explain how the data gathered supports the conclusions made.

Scoring impact for equality groups	
Positive impact	The proposal promotes equality of opportunity by meeting needs or addressing existing barriers to participation and/or promotes good community relations
Neutral or no impact	The proposal has no impact or no disproportionate impact.
Low negative	The proposal is likely to negatively impact a small number of people, be of short duration and can easily be resolved.
High negative	The proposal is likely to have a significant negative impact on many people or a severe impact on a smaller number of people.

Referring to the Scoring table above, please give an impact score for each group, explain what the likely impact will be, and briefly set out how the data supports this conclusion.

Equality group	Impact score	Impact and supporting data
Age	No impact	
Disability	No impact	
Gender reassignment	No impact	
Marriage and Civil Partnership	No impact	
Pregnancy/Maternity	No impact	
Religious belief	No impact	
Race	No impact	
Sex	No impact	
Sexual Orientation	No impact	
Socio-economic disadvantage	No impact	Although not directly impacted, if policy implemented at CPI +1% it could have an impact against socio-economic disadvantaged as this group is more represented in our council stock. Once rent increase is agreed there will be a separate EQIA.
Armed Forces Communities	No impact	

5. Conclusion and next steps.

Based on your findings from your initial impact assessment, you must complete a full impact assessment if you have identified any groups as having a low or high negative impact.

If no impact, or a positive impact has been identified, you do not need to complete a full assessment. However, you must include reference to the initial assessment in any associated reports, and it must receive formal approval from the Assistant Director responsible for the project, policy, or service change.