

Equality Impact Assessment

Introduction

An Equality Impact Assessment (EqIA) is a method for assessing the effects or impacts of a council policy or function on removing barriers to equality.

The Equality Act 2010 includes a public sector equality duty which requires public authorities to try and eliminate discrimination; advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it and promote equality and good relations across a range of protected characteristics.

The protected characteristics are:

Age	Disability	Gender Reassignment
Marriage and civil partnership	Pregnancy and maternity	Race
Religion or belief (including lack of belief)	Sex	Sexual orientation

An EqIA should be completed with the full range of protected characteristics considered during the initial stages of developing new strategies, policies, functions or services, prior to starting a procurement exercise and before decisions are made.

Examples of when an EqIA should be completed are:

- | | |
|--|--|
| <ul style="list-style-type: none">Any proposals to introduce or add to a service | <ul style="list-style-type: none">Any proposals to adopt policy priorities, strategies and plans |
| <ul style="list-style-type: none">Any proposals to remove, reduce or alter a service | <ul style="list-style-type: none">Changes to staffing structure where groups of employees are likely to be negatively affected |
| <ul style="list-style-type: none">Any new policies or changes to policies | <ul style="list-style-type: none">Any proposals in relation to procured or commissioned services |

Stage 1 - Equality Screening

Whenever a policy/service or function is reviewed, changed, developed or removed an initial equality impact assessment stage 1 will need to be undertaken. This is a screening template and will help establish whether a full assessment is needed. This should be done at an early stage of the process so that it is part of policy development.

Stage 2 – Equality Impact Assessment

This is the full EqIA and seeks to identify the equality considerations that have been taken into account including any mitigating actions proposed and ensures decisions are based on evidence. The EqIA will need to be agreed with the appropriate Head of Service or Director and should be included on the decision making report, along with commentary on the assessment in the main body of the report.

STAGE 1 – Equality Screening

1. Identify the policy, project, function or service change

a. Person responsible for this EqIA

Officer responsible: Ellen Pollicott	Service Area: Community Services- Housing
Title: Community Investment Manager	Date of assessment: 24.06.2025
Signature: Ellen Pollicott	

b. Is this a policy, function, strategy, service change or project?

Choose an item. Strategy

If other, please specify:

c. Name of the policy, function, strategy, service change or project

Tenant and Leaseholder Voice Plan

Is this new or existing? New

Choose an item.

Please specify reason for change or development of policy, function, strategy, service change or project

Development of plan for tenant and leaseholder engagement, meeting regulatory requirements

d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims: To outline our plans for tenant and leaseholder engagement over the next 3 years.

Objectives:

- Increase engagement
- Meet regulatory requirements
- Empower tenants and leaseholders in shaping the delivery of our services

Outcomes:

- Engagement is increase and diversified
- Everyone has an opportunity to engage in a way to suit them

Benefits:

All tenants and leaseholders of cheltenham borough council housing service

e. What are the expected impacts?

Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.

Choose an item. **Proactive engagement of seldom heard voices**

Do you expect the impacts to be positive or negative?

Choose an item. **Positive**

Please provide an explanation for your answer:

The plan outlines how the housing service will be proactive in it's approach to tenant and leaseholder engagement

If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

f. Identify next steps as appropriate

Stage Two required

yes

Owner of Stage Two assessment

Ellen Pollicott

Completion date for Stage Two assessment

24.06.2025

Please forward this completed form to [add email address] and move on to Stage 2 if required.

STAGE 2 – Full Equality Impact Assessment

2. Engagement and consultation

The best approach to find out if a policy etc, is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those equality groups.

a. Research and evidence

List below any data, consultations (previous, relevant, or future planned), or any relevant research, studies or analysis that you have considered to assess the policy, function, strategy, service change or project for its relevance to equality.

n/a

b. Consultation	
Has any consultation be conducted?	Yes
<p>Describe the consultation or engagement you have conducted or are intending to conduct. Describe who was consulted, what the outcome of the activity was and how these results have influenced the development of the strategy, policy, project, service change or budget option.</p> <p>If no consultation or engagement is planned, please explain why.</p> <p>The plan was developed with support of the tenant panel. The leaseholder and tenant panel were consulted with the finished document and given the opportunity to feedback any changes.</p> <p>We worked with Campbell Tickell, an independent partner, to ensure the plan meets the needs of our tenants and leaseholders.</p> <p>Feedback from tenant panel suggested the plan needed to be as short as possible and designed to be visually engaging. We made changes in line with this feedback.</p>	

3. Assessment

a. Assessment of impacts

For each characteristic, please indicate the type of impact (positive – contributes to promoting equality or improving relations within an equality group, neutral – no impact, negative – could disadvantage them).

Please use the description of impact box to explain how you justify the impact and include any data and evidence that you have collected from surveys, performance data or complaints to support your proposed changes

Protected Characteristic	Specific Characteristic	Impact	Description of impact	Mitigating Action
AGE	Older people (60+)	Positive	Introduction of older adults voice	
	Younger People (16-25)	Positive	Introduction of young people's voice	
	Children (0-16)	Neutral		
DISABILITY A definition of disability under the Equality Act 2010 is available here . <i>See also carer responsibilities under other considerations.</i>	Physical disability	Positive	Proactive engagement with people who have a disability to ensure their views are considered.	
	Sensory Impairment (sight, hearing)	Positive	As above	
	Mental health	Positive	As above	
	Learning Disability	Positive	As above	
GENDER REASSIGNMENT		Neutral	The plan does not specifically mention this.	
MARRIAGE & CIVIL PARTNERSHIP	Women	Neutral	No specific mention	
	Men	Neutral	No specific mention	
	Lesbians	Neutral	No specific mention	
	Gay Men	Neutral	No specific mention	
PREGNANCY & MATERNITY	Women	Neutral	No specific mention	
RACE* Further information on the breakdown below each of these headings, is available here .	White	Neutral		
	Mixed or multiple ethnic groups	Neutral		
	Asian	Neutral		

For example Asian, includes Chinese, Pakistani and Indian etc	African	Neutral		
	Caribbean or Black	Neutral		
		Choose an item.		
RELIGION & BELIEF** A list of religions used in the census is available here	See note	Neutral		
SEX (GENDER)	Men	Neutral		
	Women	Neutral		
	Trans Men	Neutral		
	Trans Women			
SEXUAL ORIENTATION	Heterosexual	Neutral		
	Lesbian	Neutral		
	Gay	Neutral		
	Bisexual/Pansexual	Neutral		
Other considerations				
Socio-economic factors (income, education, employment, community safety & social support)		Positive	Giving people a bigger say in our services relating to these.	
Rurality i.e. access to services; transport; education; employment; broadband		Neutral		
Other (e.g. caring responsibilities)		Neutral		

* To keep the form concise, race has not been included as an exhaustive list, please augment the list above where appropriate to reflect the complexity of other racial identities.

** There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions in the census is available [here](#)

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4. Outcomes, Action and Public Reporting

a. Please list the actions identified through the evidence and the mitigating action to be taken.

Action	Target completion date	Lead Officer

b. Public reporting

All completed EqIA's are required to be publicly available on the Council's website once they have been signed off. EqIA's are also published with the papers for committee and full council decisions.

Please send completed EqIA's to [email address]

5. Monitoring outcomes, evaluation and review

The Equalities Impact Assessment is not an end in itself but the start of a continuous monitoring and review process. The relevant Service or Lead Officer responsible for the delivery of the policy, function or service change is also responsible for monitoring and reviewing the EqIA and any actions that may be taken to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from Corporate Policy and Governance will be available to provide support and guidance, please email xxxx if you have any questions.

6. Change log

Name	Date	Version	Change