

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: Talia Izzard

Service Area: Housing Services

Title: Housing Services Manager

Date of assessment: 05/11/25

Signature: *Talia Izzard*

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

Policy

If other, please specify:

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

Recharge Policy

Is this new or existing?

New or proposed

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

The policy has been developed to outline how the Council will identify, determine and recover the cost of repairs that are not covered by the right to repair clause in the tenancy agreement.

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

Aims:

The aim of this policy is to ensure the charging and collection of rechargeable repairs is undertaken in a fair, effective and transparent manner, with any recovered expenditure being reinvested back into the housing service.

Objectives:

The policy will:

- Provide clear guidelines on what repairs the Council will recharge for, and under what circumstances recharges will apply
- Explain how recharges are calculated, raised and collected – including the actions to be taken if a recharge is not paid

Outcomes:

1. Tenants will be informed as to what repairs are the responsibility of the Council, what repairs are their responsibility and as such are rechargeable, and what mitigating circumstances may result in charges being waived.
2. Employees of the Council will be able to utilise the policy to identify when a repair should be recharged and under what circumstances a recharge may be waived.

	3. The Council will be able to ensure that existing housing stock is maintained and preserved to acceptable standards through the reinvestment of recharge costs.
Benefits:	<p>1. This policy should offer assurance to tenants that the Council is committed to ensuring all its properties are high quality, safe and well-maintained and as such will recharge tenants who cause any wilful damage or neglect. The costs recovered from these recharges will then be reinvested back into the Council's housing service to help provide long lasting homes.</p> <p>2. Employees of the Council can utilise this policy when determining whether a repair is rechargeable to ensure fairness and transparency.</p>

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.

Yes

Do you expect the impacts to be positive or negative?

Unsure

Please provide an explanation for your answer:

This policy acts as a standard to determine whether a repair is rechargeable or not, as well as indicating what could be considered as mitigating circumstances. Some tenants may view this to have a positive impact as it could be seen to improve the condition of the Council's housing stock through deterring people to cause wilful or neglectful damage, or to make unauthorised adaptations whilst also recognising circumstances whereby damage occurs through no fault of the tenant. However, for others it could be seen to have a negative impact as there will be tenants who are recharged for damage they have caused, and this could happen on numerous occasions if damage is repeated.

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

Talia Izzard

Completion date for Stage Two assessment

05/11/25

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.

b. Consultation

Has any consultation be conducted?

Yes

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.

If no consultation or engagement is planned, please explain why.

This policy has been reviewed by the Tenant Panel who were positive about the policy and felt that it was clear, well-structured and easy to understand. Members of the panel appreciated that the document clearly explained what a recharge is, when tenants might be expected to pay and what steps could be taken if they disagree with a charge. The Tenant Panel felt that the examples provided were helpful for residents and that the inclusion of mitigating circumstances, including examples, shows a fair and considerate approach to recharging.

The Tenant Panel did ask what happens if the Council itself causes damage to a property, for example in cases of an emergency. In acknowledgement of this, an additional section was created in the policy to outline this including examples.

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

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Protected Characteristic	Specific Characteristic	Impact	Description of impact	Mitigating Action
AGE	Older people (60+)	Low negative	Older people may be negatively impacted by this policy as they could be less able to carry out repairs themselves and as such be recharged for them by the Council.	Tenants have the right to dispute a rechargeable repair. The Council's Income team will thoroughly investigate any disputes, including mitigating circumstances and previous repair history to come to an informed conclusion. Age will be considered as a mitigating factor where it may have contributed to needing the repair, or where age inhibits a tenant from carrying out repair work themselves. All cases are investigated on an individual basis and discretion may be utilised to waive the recharge in part or full if deemed appropriate. The policy outlines this in full.
	Younger People (16-25)	Neutral		
	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	Low negative	Tenants with a physical disability may be negatively impacted by this policy as their physical disability could be a contributing factor in rechargeable damage being caused and/or they could be less able to carry out repairs themselves and as such be recharged for them by the Council.	Tenants have the right to dispute a rechargeable repair. The Council's Income team will thoroughly investigate any disputes, including mitigating circumstances and previous repair history to come to an informed conclusion. Physical disability will be considered as a mitigating factor where it may have contributed to needing the repair, or where a physical disability inhibits a tenant from carrying out repair work themselves. All cases are

				investigated on an individual basis and discretion may be utilised to waive the recharge in part or full if deemed appropriate. The policy outlines this in full.
	Sensory Impairment (sight, hearing)	Low negative	Tenants with a sensory impairment may be negatively impacted by this policy as they could be less able to carry out repairs themselves and as such be recharged for them by the Council.	Tenants have the right to dispute a rechargeable repair. The Council's Income team will thoroughly investigate any disputes, including mitigating circumstances and previous repair history to come to an informed conclusion. Sensory impairment will be considered as a mitigating factor where it may have contributed to needing the repair, or where sensory impairment inhibits a tenant from carrying out repair work themselves. All cases are investigated on an individual basis and discretion may be utilised to waive the recharge in part or full if deemed appropriate. The policy outlines this in full.
	Mental health	Low negative	Tenants with mental health may be negatively impacted by this policy as their mental health could be a contributing factor in rechargeable damage being caused and/or they could be less able to carry out repairs themselves and as such be recharged for them by the Council.	Tenants have the right to dispute a rechargeable repair. The Council's Income team will thoroughly investigate any disputes, including mitigating circumstances and previous repair history to come to an informed conclusion. Mental health will be considered as a mitigating factor where it may have contributed to needing the repair, or where mental health inhibits a tenant from carrying out repair work themselves. All cases are investigated on an

				individual basis and discretion may be utilised to waive the recharge in part or full if deemed appropriate. The policy outlines this in full.
	Learning Disability	Low negative	Tenants with a learning disability may be negatively impacted by this policy as their learning disability could be a contributing factor in rechargeable damage being caused and/or they could be less able to carry out repairs themselves and as such be recharged for them by the Council.	Tenants have the right to dispute a rechargeable repair. The Council's Income team will thoroughly investigate any disputes, including mitigating circumstances and previous repair history to come to an informed conclusion. Learning disabilities will be considered as a mitigating factor where it may have contributed to needing the repair, or where a learning disability inhibits a tenant from carrying out repair work themselves. All cases are investigated on an individual basis and discretion may be utilised to waive the recharge in part or full if deemed appropriate. The policy outlines this in full.
GENDER REASSIGNMENT		Neutral		
MARRIAGE & CIVIL PARTNERSHIP	Women	Neutral		
	Men	Neutral		
	Lesbians	Neutral		
	Gay Men	Neutral		
PREGNANCY & MATERNITY	Women	Neutral		
RACE*	White	Neutral		

Further information on the breakdown below each of these headings, is available here . For example Asian, includes Chinese, Pakistani and Indian etc				
	Mixed or multiple ethnic groups	Neutral		
	Asian	Neutral		
	African	Neutral		
	Caribbean or Black	Neutral		
		Neutral		
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	Neutral		
SEXUAL ORIENTATION	Heterosexual	Neutral		
	Lesbian	Neutral		
	Gay	Neutral		
	Bisexual/Pansexual	Neutral		
Other considerations				
Socio-economic factors (income, education, employment, community safety & social support)		Negative	Tenants on a low income could be negatively impacted by this policy due to being recharged for any wilful or neglectful damage.	If a tenant is recharged but does not have the financial means to pay the outstanding balance in full then a payment arrangement can be made. The policy outlines this in full.

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

This EqIA should be reviewed on an annual basis. Next review due November 2026.