

# INTRODUCTORY TENANCY POLICY

16<sup>th</sup> November 2015

Equality Impact Assessment

# Introductory Tenancy Policy

**Contact:** Geoff Davies - Lead Officer - Community Housing  
**Updated:** 16<sup>th</sup> November 2015

## 1. What type of proposal / decision is being assessed?

A new or revised policy

## 2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

This is a revised policy to ensure we maintain an up to date approach to how we manage new tenancies.

## 3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

Yes	<If no, briefly summarise the reasons for this decision here, and skip ahead to the declaration at the end>
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## 4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

*(Please refer to section 1 in the toolkit for guidance)*

A review of the existing Equality Impact Analysis has been undertaken.

## 5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?

*(Please refer to section 1 in the toolkit for a description of the protected characteristics)*

The policy details how the Council will manage new tenancies. This policy will help ensure that people with protected characteristics are supported in their new tenancy and any support needs or issues within their community are identified as

part of our process of managing introductory tenancies and will help us to support new members of our communities to sustain their tenancies.

The Introductory Tenancy policy supports our approach to ensuring that we have up to date profiling information on our customers.

**6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

The policy is not intended to have a negative impact however monitoring will be required to ensure that there is fair access to the service and that no group is negatively impacted. For example we need to ensure that our approach is clearly communicated and understood when an Introductory Tenancy is awarded. This means that customers whose first language is not Welsh or English or someone who has learning difficulties fully understands their tenancy status.

**7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.**

No	<If yes, please provide detail>
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**8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

Yes	<If yes please complete the table below. If no, please explain here>
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Action(s)	Owner	By when?
Regular monitoring of equality and diversity data to ensure that protected groups are not adversely affected by the use of introductory tenancies. This means we will monitor to ensure the use of mandatory grounds for possession does not have a negative impact on any particular protected group.	Geoff Davies	31 <sup>st</sup> March 2016
Regular monitoring of data to measure the profile of new customers and ensure access for new tenant visits is consistent across all groups.	Geoff Davies	31 <sup>st</sup> March 2016
Monitor satisfaction with services by customer characteristic to ensure understanding of process so the policy is fair and consistent for all groups.	Geoff Davies	31 <sup>st</sup> March 2016
Compliance with Welsh Language	Geoff Davies	31 <sup>st</sup> March 2016

Commissioners standards.		

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## 9. Declaration

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

<b>Review Date:</b>	16 <sup>th</sup> November 2016
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<b>Name of Lead Officer for Equality Impact Assessment</b>	<b>Date</b>
Geoff Davies	16 <sup>th</sup> November 2015

**Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.**

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