

# Equality Impact Assessments Toolkit

## EqlA Template



You must consider the [Equality Impact Assessment Guidance](#) when completing this template.

The EDI team can provide help and advice on undertaking an EqlA and also provide overview quality assurance checks on completed EqlA documents.

EDI team contact email: [edi\\_team@sandwell.gov.uk](mailto:edi_team@sandwell.gov.uk)

### Quality Control

Title of proposal	Decant Policy
Directorate and Service Area	Place (Housing)
Officer completing EqlA	Louis Bebb
Contact Details	<a href="mailto:Louis_bebb@sandwell.gov.uk">Louis_bebb@sandwell.gov.uk</a>
Other officers involved in completing this EqlA	Nigel Collumbell
Date EqlA completed	15.05.2025
Date EqlA signed off or agreed by Director or Executive Director	15.05.2025
Name of Director or Executive Director signing off EqlA	Alan Lunt
Date EqlA considered by Cabinet	25.06.2025
Where the EqlA is Published  (please include a link to the EqlA and send a copy of the final EqlA to the EDI team)	Modern Gov

## **Section 1.**

The purpose of the project, proposal or decision required

The proposal is for Cabinet approval in relation to the Policy.

## **Section 2.**

Evidence used and considered. Include analysis of any missing data

The policy outputs outlined in the document have been formulated around a considerable amount of research and associated data. Sources include:

- [Sandwell Council Housing Strategy 2023-2028](#)
- [Sandwell 2030 Vision: Corporate Plan 2021-2025](#)
- [Housing Revenue Account 30 Year Business Plan 2023-2053](#)
- [Regulatory Standards for Landlords](#)
- [Reasonable Adjustments Policy](#)
- [Tenant Handbook](#)
- [Tenancy Conditions](#)

## **Section 3.**

Consultation

### Online consultation

The online consultation for the draft policies will be open for five weeks, commencing early May, via Citizenspace.

The surveys included a mix of qualitative and quantitative questions, giving respondents the chance to provide feedback on each of the policy proposals. This included whether the document was resident-friendly and if there were any aspects missing from the policy.

In response to the feedback received, comments on each policy were reviewed, and amendments were made to the documents where necessary. The finalised policies will be presented to Cabinet in June 2025.

### Policy Engagement Sessions with Stakeholders:

Throughout the drafting of these documents, Sandwell Council have conducted various engagement sessions with stakeholders to ensure we capture as many opinions as possible in order to share this policy. These include the following:

- **Collaboration Across Housing Teams and Partner Services:** These policies have been developed through collaboration across various housing teams and other relevant services, including Housing Management, Equality and Diversity, Legal and Corporate Improvement teams.

#### Policy Scrutiny Working Group

The policies will also be cascaded to the group consisting of Elected Members, with a brief meeting scheduled on Teams approximately one week after they have received the policies. This meeting will include relevant individuals such as the report author, housing colleagues, and any additional participants, as necessary. Its purpose is to address any questions that arise and provide an opportunity for officers to seek specific guidance or direction from the scrutiny board. This meeting will take place in May.

### **Section 4.**

Summary assessment of the analysis at section 4a and the likely impact on each of the protected characteristics (if any)

The key equality impacts identified within this assessment are the following:

- Disability
- Age
- Race
- Marriage and civil partnership
- Religion
- Sexual orientation
- Pregnancy and maternity
- Low income groups

In order to address these, the following measures will help to mitigate any of these circumstances:

- Accessible communication within these policies
- Making reasonable adjustments
- Regular monitoring and feedback
- Reviewing policies on a periodical basis.

***Section 4a - What are the potential/actual impacts of the proposal on the protected characteristics?***

<b>Reviewed Characteristic</b>	<b>Impact? (P/N/Ne)</b>	<b>Details of Impact</b>	<b>Actions to address negative impact or promote positive impact (see Section 8)</b>	<b>Owner of Action / Timescale</b>
<b>Age</b>	P	Older tenants may find moving more physically and emotionally difficult. Young families may be disrupted by relocation from schools/childcare.	Offer additional support with removals, prioritise proximity to schools and community links.	Tenancy and Estate Management Team
<b>Disability</b>	P	Decant could negatively impact those needing adapted homes, support networks, or familiar environments.	Ensure new accommodation meets accessibility needs; prioritise like-for-like relocation.	Tenancy and Estate Management Team and Housing Adaptations Team / Pre-move assessment and post-move review
<b>Gender Reassignment</b>	Ne	Unlikely to be impacted directly by the policy in terms of accessing housing services.	Ensure policy is applied consistently regardless of gender reassignment.	N/A
<b>Marriage and Civil Partnership</b>	Ne	Unlikely to be impacted directly by the policy in terms of accessing housing services.	Ensure policy is applied consistently regardless of gender reassignment.	N/A

<b>Reviewed Characteristic</b>	<b>Impact? (P/N/Ne)</b>	<b>Details of Impact</b>	<b>Actions to address negative impact or promote positive impact (see Section 8)</b>	<b>Owner of Action / Timescale</b>
<b>Pregnancy and Maternity</b>	P	Pregnant tenants or new parents may have difficulty with moving or unsuitable temporary housing.	Prioritise ground floor or lift access, flexible scheduling, and additional support.	Tenancy and Estate Management Team
<b>Race</b>	P	Cultural/language barriers could affect understanding of the process or housing preferences.	Provide interpreting services and ensure culturally appropriate communication/support.	Housing Services, Tenancy and Estate Management Team/ Throughout decant process
<b>Religion or Belief</b>	P	Beliefs may influence preferences for location, type of housing, or proximity to places of worship.	Where possible, consider location requests and accommodate needs related to religious practice.	Housing Officers / During planning stage
<b>Sex</b>	Ne	No direct impact, but ensure gender-specific safety concerns (e.g., domestic abuse survivors) are considered.	Conduct risk assessments and offer safe, appropriate housing.	Tenancy and Estate Management Team / Ongoing
<b>Sexual Orientation</b>	P	LGBTQ+ tenants may feel vulnerable when relocated to unfamiliar or less inclusive areas.	Offer discretion, consider area sensitivity, and ensure inclusive engagement throughout.	Tenancy and Estate Management and Housing Allocations Team / At offer and review stage

<b>Reviewed Characteristic</b>	<b>Impact? (P/N/Ne)</b>	<b>Details of Impact</b>	<b>Actions to address negative impact or promote positive impact (see Section 8)</b>	<b>Owner of Action / Timescale</b>
<b>Carer</b>	P	Carers may rely on location for proximity to those they support or for access to services.	Prioritise continuity of care and assess needs of both carer and care recipient.	Tenancy and Estate Management and Housing Allocations Team / As part of housing needs assessment
<b>Low Income Groups</b>	P	Moving costs or disruption to benefits may disproportionately affect low-income tenants.	Cover/remit removal costs, assist with benefit continuity, provide financial advice.	Tenancy and Estate Management and Housing Allocations Team and Income Support Team / Prior to and during move
<b>Veterans / Armed Forces Community</b>	P	Veterans may have mental health needs or require consistent support networks.	Coordinate with Armed Forces Covenant leads to ensure appropriate, stable housing.	Tenancy and Estate Management and Housing Allocations Team / Ongoing
<b>Other (e.g. refugees, neurodivergent tenants)</b>	P	May face higher stress, confusion, or challenges navigating decant processes.	Provide tailored support, plain-language communication, and check-in points pre/post move.	Housing Inclusion Team / Every decant case

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then please move to Sections 6.



5.	What actions can be taken to mitigate any adverse impacts?
1.	<p><b>Accessible Communication:</b> Update policy materials to be available in accessible formats.</p> <ul style="list-style-type: none"> <li>o <b>Timescale:</b> Completed within 1 month, ongoing thereafter.</li> </ul>
2.	<p><b>Reasonable Adjustments:</b> Provide reasonable adjustments for tenants with disabilities and other vulnerabilities.</p> <ul style="list-style-type: none"> <li>o <b>Timescale:</b> Immediate, with review every 3 months.</li> </ul>
3.	<p><b>Monitoring &amp; Feedback:</b> Implement a system for tracking feedback from tenants to assess impact on different groups.</p> <ul style="list-style-type: none"> <li>o <b>Timescale:</b> surveys within 6 months.</li> </ul>
4.	<p><b>Policy Review:</b> Conduct periodical reviews of these policies to address any emerging issues.</p>
6.	Section 6: Decision or actions proposed
	Approval of the Decant Policy so it can be implemented across the Housing Management service.
7.	Monitoring arrangements
	We have a Housing Policy and Strategy Library that is updated regularly – this monitors when policies need to be reviewed and will include all the EQIA documents.

**Section 8 Action planning (if required)**

<b>Question no. (ref)</b>	<b>Action required</b>	<b>Lead officer/ person responsible</b>	<b>Target date</b>	<b>Progress</b>

If you have any suggestions for improving this process, please contact [EDI\\_Team@Sandwell.gov.uk](mailto:EDI_Team@Sandwell.gov.uk)