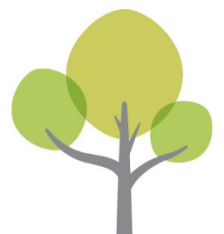


# Equality Impact Assessments Toolkit

## 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	Home Loss and Disturbance Payment 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	23.04.2025
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 Home Loss and Disturbance Payment 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 people may require more support to claim payments or manage the logistics of moving. Young people leaving care may lack support.	Provide additional help completing forms, offer home visits to explain entitlements.	Housing Income/Decant Team / At time of displacement
<b>Disability</b>	P	Tenants with disabilities may incur higher disturbance costs (e.g., specialist equipment reinstallation).	Ensure costs specific to disability-related needs are covered; offer tailored support.	Decant Officer, OT / Pre-move and claim stage
<b>Gender Reassignment</b>	P	Trans tenants may experience stress with disclosure or interactions; may need discretion with payment details.	Ensure confidentiality is maintained; offer gender-sensitive communication.	Equalities Officer / Ongoing
<b>Marriage and Civil Partnership</b>	Ne	No specific impact, but couples must be treated fairly in payment calculations (e.g., joint tenants).	Ensure clear communication around entitlement for jointly or singly named tenancies.	Housing Finance Team / At assessment 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>Pregnancy and Maternity</b>	P	Pregnant individuals may face additional costs or logistical difficulties with moving.	Prioritise swift processing of payments; offer additional help arranging removals.	Income Support Team, Housing Allocations Team / Immediate
<b>Race</b>	P	Language or cultural differences may lead to confusion about payment rights or process.	Provide translated materials and interpreters as needed; use plain English.	Housing Services / Throughout process
<b>Religion or Belief</b>	Ne	No direct impact, but ensure the process does not clash with religious observances.	Be flexible with meeting times and deadlines where possible.	Tenancy and Estate Management Team and Housing Allocations Team / Ongoing
<b>Sex</b>	Ne	Unlikely to be impacted directly by the policy in terms of accessing housing services.	Ensure policy is applied consistently regardless of sex.	N/A
<b>Sexual Orientation</b>	Ne	Unlikely to be impacted directly by the policy in terms of accessing housing services.	Ensure policy is applied consistently regardless of sexual orientation.	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>Carer</b>	P	Carers may face extra logistical challenges during moves, leading to increased costs.	Allow flexible payment processes; reimburse necessary carer-related costs.	Tenancy and Estate Management Team, Housing Allocations Team / Claim processing stage
<b>Low Income Groups</b>	P	These tenants may rely on prompt payment to afford removals or basic set-up in new homes.	Ensure fast-tracked payment and upfront support where possible; signpost to financial assistance.	Income Support Team / as soon as possible following move
<b>Veterans / Armed Forces Community</b>	P	Veterans may have complex needs requiring additional move-related support.	Apply Armed Forces Covenant; prioritise holistic support and quick access to funds.	Tenancy and Estate Management Team / Case-by-case basis
<b>Other</b> (e.g., refugees, neurodivergent tenants)	P	Tenants with limited financial literacy or executive function challenges may struggle to navigate claims.	Offer 1:1 support, clear written guidance, and flexible ways to submit evidence/receipts.	Housing Support Officers / During notification and move stages

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
	<p>Approval of the Home Loss and Disturbance Payment Policy can be implemented across the Housing Management service.</p>
7.	Monitoring arrangements
	<p>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.</p>

**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)