

Appendix 3

Equality Impact Assessment (EIA)

The separate EIA guidance notes outline what should be included for each section. Please read them before you begin. If you have any queries, contact your Corporate Equality Group rep, or the Engagement Team on 643 2828.

1. Author, service area, date

Tracy Hunter, Finance

2. Who else has been involved in writing this EIA?

Anne Foreman, Policy Research and Data Analyst

3. What proposal is this EIA assessing?

The review of the capital limit in the Discretionary Housing Policy (DHP) for 2016/17

4. What is the purpose of your proposal and what is it expected to achieve?

*To review the capital limit in the Discretionary Housing Payment Policy following initial discussion at the Mayors Task Group for Welfare reform, and discussions with the Community and Voluntary Sector group for Welfare Reform.
To consider the impact of reducing the capital level and ensure that the Policy remains fair and funding is targeted to those most in need of financial help.
Prior to discussions by Cabinet the following option was considered and is being put forward to Cabinet. Consultation on this level of capital has identified the potential of other levels of capital, which Cabinet may want to consider.*

Recommended option 1 – Reduce the capital limit to £1,000

5. Is there any relevance to the aims of the public sector equality duty? *Write your answers in the table*

Aim	Yes, No, or N/A	Details if 'yes'
Eliminate unlawful discrimination, victimisation and harassment		
Advance equality of opportunity between people who share a protected characteristic and those who do not	Yes	By considering the different characteristics and needs of people who may be impacted by this change to the DHP Policy, in order to ensure that the change does not impact disproportionately on a particular group sharing the same characteristic.
Foster good relations between people who share a protected characteristic and those who do not		

6. Analysis by characteristic *Write your answers in the table*

Protected characteristic	Potential positive or negative impact?	Explanation and evidence
All protected characteristics		If Cabinet agree with the recommendation, this change will impact negatively on all claimants who have capital over £1,000. The level of capital is not linked to any of the characteristics of this EIA. Our experience of dealing with DHP claims would indicate that this change would not disproportionately have a negative impact on people with particular characteristics. As only 3% of current claimants would be impacted by this change, detailed analysis of their characteristics has not been undertaken, as the number involved is too small to be confident that it is representative of all those that may potentially be impacted.
Age	No	

Disability	Yes No	Potential negative impacts around communicating the change to claimants. This change will not impact on those disabled claimants living in a significantly adapted property as capital levels are disregarded for this claimant group.
Gender	No	
Gender reassignment	No	
Marriage and civil partnership status	No	
Pregnancy and maternity	No	
Race	Yes	Potential negative impact around communicating the change to claimants.
Religion or belief	No	
Sexual orientation	No	

7. Have you carried out any engagement in relation to this proposal? If so, what?

- *Engagement has taken place with the Mayors Task Group for Welfare Reform and the Community and Voluntary Sector Group for Welfare Reform. These were chosen as organisations attending these groups have significant involvement in assisting claimants make claims for DHP and are able to provide a wider view of the implications of changing the capital level. They were also involved in the development of the original DHP policy in 2013.*
- *Information on our website and guidance booklets will be used to communicate the change, additionally all partners who assist DHP claimants will be asked to communicate the change*
- *Cabinet member and Mayor.*

8. Is there any information you don't have that you need to find?

No.

9. What actions are already in place, or will be taken, to remove or reduce potential negative impacts? (add more lines to the table if you need to) *Write your answers in the table*

Action	Responsibility	Timescale
Communication Strategy to be developed once a decision is made by Cabinet.	Andrew Scott/ Tracy Hunter	From July 2016

10. Are there any potential negative impacts that cannot be removed or reduced? If so, why is this?

If Cabinet agree to setting a capital level less than the current amount those with capital over the new level will be negatively impacted as they will be excluded from applying for a DHP.

At the point capital reduces to the new level or below then they can apply at that stage for a DHP.

11. Based on your conclusions from this assessment, what are your next steps?

It will be recommended to Cabinet on 11 July 2016 that the level of capital in the policy should be £1,000, however if Cabinet do not wish to accept the capital level they can propose an alternative amount or an alternative action.

12. How will the impact of this proposal be monitored after it is introduced?

The number of claimants claiming is monitored and can be compared against the previous year's to identify any trends. Should any significant change be identified this and claimant's characteristics will be investigated.

13. When will this EIA be reviewed?

The EIA will be reviewed if changes are proposed at the next review which is carried out annually. The next review of the policy is due to be carried out between January and March 2017, in readiness for the new financial year.