

Equality Impact Assessment

Purpose of the Equality Impact Assessment process:

The Equality Act (2010) introduced the [Public Sector Equality Duty](#) (PSED) requiring public bodies to give due regard to the need to:

- Eliminate unlawful discrimination
- Advance equality of opportunity
- Foster good relations

Consideration must be given to the protected characteristics covered by the Equality Act (2010). Assessments should consider relevant evidence relating to persons with protected characteristics in relation to assessments of potential impact.

The purpose of an Equality Impact Assessment (EIA) is to ensure that policies, functions, plans or decisions (hereafter referred to as 'policy/ decision') do not create unnecessary barriers for people protected under the Act. Where negative impacts are identified these should be eliminated or minimised, and opportunities for positive impact should be maximised. An EIA is not required for a decision in relation to an individual.

Screening is a short exercise to determine whether a policy/ decision is relevant to equalities, and if so, whether a full EIA should be conducted.

Section 1: Equality Impact Assessment Screening

<u>Basic Details</u>	
Title and description of the policy/ decision:	Housing Options Charging & Recovery Policy
Job title of the person(s) undertaking the assessment:	Sarah Thomas
Council service:	Public Health & Housing Options
Date of assessment:	17/4/2026

What are the aims, purposes, objectives and proposed outcomes of the policy/ decision?

The purpose of this policy is to ensure that the charges administered by the Housing Options Team in respect of the range of services it provides have been formally agreed and properly identified. It sets out the circumstances where charges will be applied and details the decision-making process to be used when deciding whether to take steps to recover a debt or write it off.

<u>Further Details</u>	
Who may be affected by the policy/ decision?	All households that approach the Housing Options team may be affected by the policy.
How have stakeholders been involved in the development of the policy/ decision? E.g. a consultation exercise	Consultation exercise with internal stakeholders.
Will there be scope for prompt, independent reviews and appeals against decisions arising from the policy/ decision?	Yes

To which part(s) of the Public Sector Equality Duties is the policy/ decision relevant:	Yes	No	Details
1. Eliminate unlawful discrimination	☒	☐	Sets out in detail the services available through the Housing Options Team in cases where a homeless approach is made. It also clearly defines how any debts which accrue under this policy are dealt with, taking account of personal circumstances.
2. Advance equality of opportunity	☒	☐	By having this policy in place everyone has the opportunity to see what is available and how it will be administered.
3. Foster good relations between different groups	☐	☒	The policy relates to individual households and is not being applied to different groups.

Which of the protected characteristics is the policy/ decision relevant to?

Tick and briefly describe any likely equalities impact (positive, negative, or neutral)

Characteristic	Positive	Negative	Neutral	Comments
Sex	☐	☐	☒	The policy relates to households making a homeless application and is therefore neutral to protected characteristics.
Age	☐	☐	☒	As above
Disability	☐	☐	☒	As above
Religion or Belief	☐	☐	☒	As above
Race	☐	☐	☒	As above
Sexual Orientation	☐	☐	☒	As above
Gender reassignment	☐	☐	☒	As above
Pregnancy/ maternity	☐	☐	☒	As above
Marriage and Civil partnership*	☐	☐	☒	As above

*Applies only to Employment and the duty to give regard to the elimination of discrimination.

Decision by Corporate Manager to recommend this policy/ decision for an Equality Impact Assessment?

Yes/ No

If the answer is “Yes”, please continue to the Section 2 and complete the Equality Impact Assessment. If the answer is “No”, please give a brief reason here.

EIA Screening Complete

Section 2: Equality Impact Assessment

Evidence and Consultation
What existing sources of information have you gathered to help identify how people covered by the protected characteristics may be affected by this policy/ decision? E.g. consultations, national or local data and/or research, complaints or customer feedback. Please identify any gaps in the available information that might make it difficult to form an opinion about the effect of the policy on different groups.

Please complete this table for all the Protected Characteristics. If you have identified any negative impacts you will need to consider how these can be justified or where possible mitigated either to reduce or remove them. (Please add rows where needed)

Protected Characteristic	Potential Impacts/ Issues Identified/ Opportunities identified	Mitigation required (action) or Justification	Lead Officer and target completion date	What is the expected outcome from the action?
Sex				
Age				
Disability				
Religion or Belief				
Race				
Sexual Orientation				
Gender Reassignment				

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Pregnancy/ maternity				
Marriage and civil partnership*				

*(Applies only to Employment and the duty to give regard to the elimination of discrimination)

Please provide details of arrangements to monitor and review the policy/ decision and any mitigating actions or actions to promote equality:

Please state where the EIA will be published (e.g. on the Mid Devon District Council website):

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Equality Impact Assessment Sign off

For completion by Corporate Manager

Are you prepared to agree and sign off the EIA?

☐ **Yes** ☐ **No**

If "No", provide details of why and next steps:

Name:

Job Title:

Date: