



Stage 1: Scope of the Equality Assessment

**** NB. It is important that your Equality Champion (See Corporate, Equality and Safeguarding on WySpace for a current list) is aware that the EA is being undertaken, and is kept updated throughout the entire process ****

EAs are designed to be proportionate and relevant and thus the time spent completing the EA and the depth to which the questions are answered need to reflect the size and importance of what is being assessed

Your Equality Champion can help with completing the EA if necessary, or [guidance](#) can be found in the Documents section of the Equality and Safeguarding page on WySpace (via the Corporate tab)

1. What is being assessed? (Title or description of the policy, strategy, service, function (this includes reports to Cabinet as appropriate)).

And who implements this policy, strategy, service or function?

Affordable Housing Development Protocol and Affordable Housing Management Protocol – these Protocols are to be agreed between Wycombe District Council and Registered Providers managing, and in some cases developing, social / affordable housing.

The housing service and the planning & sustainability service contribute to this function.

2. What is the purpose? (A short statement about its aim or objectives)

The Protocols are intended to clarify the roles of Wycombe District Council and Registered Providers in the management and development of affordable housing, and to strengthen the working relationship between the parties. The Affordable Housing Management Protocol is to include a Preventing Homelessness and Eviction Procedure.

3. Who is affected? (The people it covers)

The Protocols will impact on tenants and residents within the Wycombe District as well as the Registered Providers managing housing stock within the Wycombe District and in some cases also develop affordable housing – or are planning to develop here in the future.

4. Are there any other organisations involved in delivery? (Other agencies, Voluntary sector) If so, please list them.

The Homes and Communities Agency and in some cases Buckinghamshire County Council and neighbouring District Councils - E.g. sub-regional issues and schemes of specialised housing aimed at addressing the needs of vulnerable people

5. What are the external drivers for change? (i.e. Legal, National Policy, Partnership, etc)

In recent years there have been changes to the Government's approach to the funding of Registered Providers in delivering new affordable housing via the Homes and Communities Agency. The Agency also has responsibility for regulation of the various standards which Registered Providers are required to meet.

Internal drivers include a need to review the existing Protocol documents – which were agreed over five years ago - arising from the changes outlined above.



6. Does / could the service, the way you implement it, or the potential change directly affect any of the protected characteristic groups (public, Members or staff)? See Appendix 2 of the [Equality Framework](#).

Yes – There is potential for this to affect anyone involved, including any of the protected characteristic groups

7. Does / will it affect how other services are provided?

No

8. Is there information e.g. survey data or complaints that suggest that it will / is affecting particular groups of people who share a protected characteristic? If so, how?

No

9. Does it have employment implications? (e.g. Recruitment policy)

No

If you have answered 'yes' to one or more of questions 6,7,8 or 9 you will probably need to carry out a full Equality Assessment immediately.

10. Using the assessment in Questions 6-9 above, should a full assessment be carried out at this time?

NO

11. If you have said NO what is the justification for your decision? (Please provide details. e.g. a top level assessment may need to be carried out now to meet Cabinet requirements but enough information for a full assessment isn't available at this time). If so a due date for the completion of the full EA **MUST** be provided

The District Council and the Registered Providers are aware of the need to comply with the Equality Act 2010 Codes of Practice. Consideration has been given to the protected groups and an Equality & Diversity section has been incorporated into each of the Protocol documents

If the answer to Q10 is 'yes' continue with stages 2-4. Head of Service sign off will be required after Stage 4 only and a **Word electronic copy** should be returned to the Equality Officer for publication.

If the answer to Q10 is 'no' the EIA will need to go through the **challenge process** to ensure that no further stages are required either at this time or ever, and needs to be sent to Claire Hook, Equality Officer for discussion and possible further explanation at claire_hook@wycombe.gov.uk. Then, if following the challenge process



**WDC Disability Guidance
Equality Assessment form**

July 2013

people • place • pounds

- a) it is agreed with the Equality Officer that no further Stages need to be completed the Head of Service needs to sign off the assessment (below) and return a Word electronic copy it to the Equality Officer for publication.
OR
- b) it is agreed with the Equality Officer that Stages 2-4 need to be completed there is no need for Head of Service sign off until Stages 2-4 have been completed at which point a **Word electronic copy** should be returned to the Equality Officer for publication.

12. Who undertook this assessment?

Name: Brian Daly / Rob Blaikie (*NB – others may be added as joint reviews with the external Chairs of the respective WHF Subgroups is proposed*)

Job Title: Housing Service Manager / Principal Housing Officer Strategy and Enabling

Phone: 01494 421601 / 01494 421654

Email: brian_daly@wycombe.gov.uk / rob_blaikie@wycombe.gov.uk

This impact assessment was approved by the following Head of Service:

Name: Caroline Hughes

Service: Environment

Date: 20th January 2016

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area and has been completed in line with the current programme.