

EIA STAGE 1 – SCREENING ASSESSMENT

PROJECT DETAILS

Name of project or policy: Amendment to Tenancy Agreement from Monthly to Weekly Debit	
Directorate: Growth & Regeneration	Senior Officer responsible for policy/service: Naz Parker/David Shepherd
Service: Homes & Neighbourhoods	Lead Officer responsible for EIA: Lisa Ramsden
Specific Service Area/Policy: Tenancy Agreement	Date of EIA (Stage 1): 24/11/2021

Brief outline of proposal and the overall aims/purpose of making this change:

The purpose of making the amendment to the Tenancy Agreement (TA) is to provide clarity to Social Housing Tenants around the payment schedule for their rent. The existing condition of the TA is for the tenant to pay rent monthly and in advance, this can make budgeting difficult for those in receipt of benefits and/or low income. As the existing rent account system debits rent on a weekly basis, this causes confusion for tenants when letters, rent account statements etc show a weekly rent amount they need to pay rather than a monthly amount as outlined in the TA.

ASSESSMENT SUMMARY

Theme	Calculated Scores						Stage 2 Assessment Required
	Proposal	Impact	P + I	Mitigation	Evidence	M + E	
Equalities	6	3.7	9.7	2.5	2	4.5	No
Environment		4.7	4.7	0	4	4	No

NATURE OF CHANGE

WHAT IS YOUR PROPOSAL?	Please select YES or NO
To introduce a service, activity or policy (i.e. start doing something)	NO
To remove a service, activity or policy (i.e. stop doing something)	NO
To reduce a service or activity (i.e. do less of something)	NO
To increase a service or activity (i.e. do more of something)	NO
To change a service, activity or policy (i.e. redesign it)	YES
To start charging for (or increase the charge for) a service or activity (i.e. ask people to pay for or to pay more for something)	NO

WHAT LEVEL OF IMPACT DO YOU THINK YOUR PROPOSAL WILL HAVE ON...	Level of Impact Please select from drop down
Kirklees employees within this service/directorate? (overall)	Positive
Kirklees residents living in a specific ward/local area?	Neutral
Please tell us which area/ward will be affected:	All Ward areas
Residents across Kirklees? (i.e. most/all local people)	Neutral
Existing service users ?	Neutral

Each of the following groups ?		Please select from drop down
<i>(Think about how your proposal might affect, either positively or negatively, any individuals/communities. Please consider the impact for both employees and residents - within these protected characteristic groups).</i>		
...age	What impact is there on Kirklees employees /internal working practices?	Positive
	What impact is there on Kirklees residents /external service delivery?	Neutral
...disability	What impact is there on Kirklees employees /internal working practices?	Positive
	What impact is there on Kirklees residents /external service delivery?	Neutral
...gender reassignment	What impact is there on Kirklees employees /internal working practices?	Positive
	What impact is there on Kirklees residents /external service delivery?	Neutral
...marriage/ civil partnership	What impact is there on Kirklees employees /internal working practices?	Positive
	What impact is there on Kirklees residents /external service delivery?	Neutral
...pregnancy & maternity	What impact is there on Kirklees employees /internal working practices?	Positive
	What impact is there on Kirklees residents /external service delivery?	Neutral
...race	What impact is there on Kirklees employees /internal working practices?	Positive
	What impact is there on Kirklees residents /external service delivery?	Neutral
...religion & belief	What impact is there on Kirklees employees /internal working practices?	Positive
	What impact is there on Kirklees residents /external service delivery?	Neutral
...sex	What impact is there on Kirklees employees /internal working practices?	Positive
	What impact is there on Kirklees residents /external service delivery?	Neutral
...sexual orientation	What impact is there on Kirklees employees /internal working practices?	Positive
	What impact is there on Kirklees residents /external service delivery?	Neutral
...those in poverty or low-come	What impact is there on Kirklees employees /internal working practices?	Positive
	What impact is there on Kirklees residents /external service delivery?	Neutral

...unpaid carers	What impact is there on Kirklees employees /internal working practices?	Positive
	What impact is there on Kirklees residents /external service delivery?	Neutral

WHAT LEVEL OF IMPACT DO YOU THINK YOUR PROPOSAL WILL HAVE ON...		Level of Impact	
		Please select from drop down	
Kirklees Council's internal practices ?		Neutral	
Lifestyles of those who live and work in Kirklees?		Neutral	
Practices of suppliers to Kirklees council?		Neutral	
Practices of other partners of Kirklees council?		Neutral	
Each of the following environmental themes ? (Please select from the drop down list)			
	People	Partners	Places
...clean air (including Climate Changing Gases)	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Clean and plentiful water	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
... Wildlife and habitats	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Resilience to harm from environmental hazards	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
... Sustainability and efficiency of use of resources from nature	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Beauty, heritage and engagement with the natural environment	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
... Resilience to the effects of climate change	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Production, recycling or disposal of waste	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
... Exposure to chemicals	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2

HOW ARE YOU USING ADVICE AND EVIDENCE/INTELLIGENCE TO HELP YOU?

Please select YES or NO

Equality Themes

Have you taken any **specialist advice** linked to your proposal? (Legal, HR etc)?

	...employees?	Yes
Do you have any evidence/intelligence to support your assessment (in section 2) of the impact of your proposal on...	...Kirklees residents?	Yes
	...service users?	Yes
	...any protected characteristic groups?	Yes

Please list your **equalities** evidence/intelligence here [you can include hyperlinks to files/research/websites]:
 Consultation and feedback from staff highlights the difficulties they experience when trying to provide clarity and support to tenants about their rent account. The report was shared with the Tenants Advisory Grant Panel on the 24/11/21, they are supportive of the recommendation made. Feedback from tenants about the proposal is being sought when tenants access a range of Homes & Neighbourhoods Services. If Cabinet approve the recommendation there is a statutory obligation to enter into a period of consultation with all tenants about the change where they will have opportunity to provide feedback. To ensure the consultation period is well publicised, a Communications Plan will be prepared to ensure that all tenants have the

	Please select from drop down
To what extent do you feel you are able to mitigate any potential negative impact of your proposal outlined on the different groups of people?	TO SOME EXTENT
To what extent do you feel you have considered your Public Sector Equality Duty?	FULLY

Environmental Themes

Have you taken any **specialist advice** linked to your proposal?

	...Kirklees Council practices?	Yes
Do you have any evidence/intelligence to support your assessment (in section 2) of the impact of your proposal on...	...resident and worker lifestyles?	Yes
	...Practices of Supplier to Kirklees Council?	Yes
	...Practices of other Kirklees Council partners?	No

Please list your environmental evidence/intelligence here [you can include hyperlinks to files/research/websites]:
 The proposal made does not impact on the environmental themes.

	Please select from drop down
To what extent do you feel you are able to mitigate any potential negative impact of your proposal on the environmental issues identified?	FULLY

Integrated Impact Assessment – Stage 2 Assessment and Action Plan

Project Details

Name of project or policy:	
Amendment to Tenancy Agreement from Monthly to Weekly Debit	
Directorate:	Senior Officer responsible for policy/service:
Growth & Regeneration	Naz Parkar/David Shepherd
Service:	Lead Officer responsible for EIA:
Homes & Neighbourhoods	Lisa Ramsden
Specific Service Area/Policy:	Date of EIA (Stage 1):
Tenancy Agreement	24/11/21
EIA (Stage 1) reference number:	Date of EIA (Stage 2):
	26/11/21

Stage 1 Assessment Summary

Theme	Calculated Scores						Stage 2 Assessment Required
	Proposal	Impact	P + I	Mitigation	Evidence	Overall	
Equalities	6	3.7	9.7	2.5	2	4.5	No, but completed

A) Equalities Impact – Evidence from Engagement

CONSULTATION WITH KEY STAKEHOLDERS				COMPLETE THIS DETAIL WHEN YOU HAVE DONE YOUR CONSULTATION	
REF No.	Which key stakeholders have you/are you consulted/ing with?	Why have you/are you consulted/ing them (or not?) and what were you/are you looking to find out?	How did you/are you planning to consult them? Date and method of planned consultation	Actual Date of Consultation	Outcome of consultation What have you learned? Do you have actions to complete that will help mitigate any unnecessary negative impact on groups? [move to section B if you do]
1	Tenants	We are seeking initial feedback on the proposal to change the Tenancy Agreement from a weekly to Monthly Debit	When accessing our services we have asked tenants if they wish to feedback on the proposal. Tenants can access our services by telephone, attending the customer service centres, at the Tenants home, or during a meeting at a tenant/resident forum.	24 th -26 th Nov 21	<p>Consultation about the proposal has been undertaken with tenants making contact with H&N to access services, they were invited to feedback on the proposal.</p> <p>129 tenants agreed to provide feedback, and 53 (41%) said they didn't mind either a monthly or weekly Tenancy Agreement, 48 (37%) supported a weekly agreement, 21 (16%) did not support the change, and 7 (6%)</p>

					tenants said they were unsure.
2	Tenants	If Cabinet approve the recommendation made, there is a statutory requirement in accordance with S103 Housing Act 1985. This will include the delivery of a preliminary notice to all tenants along with details of the proposed change to the Tenancy Agreement.	<p>A letter will be sent to all tenants in February 21, and this will provide full details of the amendment to be made and how to feedback any comments.</p> <p>Whilst we do not hold information around the protected characteristics of all of our tenants, we will ensure that all Tenants are supported so they can provide feedback.</p> <p>If we do hold information this will be considered to ensure that consultation is undertaken in an inclusive way.</p>	TBC	

B) Equalities Impact – Action Planning

Equalities Impact - ACTION PLAN			Complete this section when you have actually carried out some actions		
REF.No [from section A]	What actions are you going to do as a result of carrying out your consultation?	What do you think these actions will achieve? Will they mitigate any adverse impact on protected groups? Will they foster good relations between people? Will they promote equality of opportunity?	What did you actually do?	When did you do this?	What was the actual outcome? Have you mitigated any negative impact? Have you ensured good relations exist? Have you promoted equality of opportunity?
1	We are seeking initial feedback on the proposal to change the Tenancy Agreement from a weekly to Monthly Debit, this feedback will be used to provide information for Cabinet to assist them with the decision making process.	<p>This action will provide the Tenants voice in response to the proposal made to ensure our decision-making processes are inclusive and demonstrate that we work with, rather than doing to our Tenants.</p> <p>Housing systems contain a range of information about our Tenants when they have given consent to store it. This information can include information about vulnerability, language barriers, preferred method of contact, and disabilities. This information is</p>	When accessing our services we have asked tenants if they wish to feedback on the proposal. Tenants can access our services by telephone, attending the customer service centres, at the Tenants home, or during a meeting at a tenant/resident forum	24 th -26 th Nov 21	<p>The majority of tenants who wished to comment on the proposal stated that they didn't mind either a weekly or monthly Tenancy Agreement (41%) or supported the proposal (37%)</p> <p>16% of Tenants did not support the change, and 6% of Tenants said they were unsure.</p> <p>Undertaking this initial consultation shows that we are keen to hear our Tenants voice so they have input into the decisions made that directly affect them.</p>

		considered to ensure support is provided to tenants by our officers and enable tenants to provide feedback.			
2	<p>If Cabinet approve the recommendation made, there is a statutory requirement in accordance with S103 Housing Act 1985. This will include the delivery of a preliminary notice to all tenants along with details of the proposed change to the Tenancy Agreement.</p> <p>Following the statutory period of consultation with tenants and full consideration of the feedback from tenants, subject to no major issues being raised in this consultation, the implementation of the amended Tenancy Agreement will be in April 2022. The Service Director of Homes & Neighbourhoods may make any necessary changes to the proposal as raised by</p>				

	<p>the consultation responses, the matter may need to be referred to Cabinet for further consideration if major issues are raised.</p>				

