

Dacorum BC Community Impact Assessment (CIA) Template

Policy / service / decision

Mutual Exchange Policy

Description of what is being impact assessed

What are the aims of the service, proposal, project? What outcomes do you want to achieve? What are the reasons for the proposal or change? Do you need to reference/consider any related projects?

Stakeholders; Who will be affected? Which protected characteristics is it most relevant to? Consider the public, service users, partners, staff, Members, etc

It is advisable to involve at least one colleague in the preparation of the assessment, dependent on likely level of impact

The aims of this policy are to:

- Actively promote Mutual Exchanges within DBC housing stock.
- Provide existing Dacorum Borough Council tenants with a realistic alternative when looking to move rather than seeking a move through the 'Moving with Dacorum' scheme.
- Ensure exchanges are completed within the correct timeframe.
- Promote the use of the web-system House Exchange to enable exchanges.

The policy presents no significant operational changes, it simply aims to outline our key tenancy management obligations in relation to mutual exchange.

This policy will affect all tenants living in a DBC home or those eligible seeking an exchange into one.

When considering characteristics is it most relevant to:

- Many of our properties are occupied by older people; and
- Those with multiple disadvantage including disability.

Evidence

What data/information have you used to assess how this policy/service/decision might impact on protected groups?

(include relevant national/local data, research, monitoring information, service user feedback, complaints, audits, consultations, CIAs from other projects or other local authorities, etc.). You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.

Drawn upon the expertise of colleagues, data held on our housing management systems, complaints analysis, and benchmarking data.

Who have you consulted with to assess possible impact on protected groups? *If you have not consulted other people, please explain why? You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.*

Consultation was held with the Tenants and Leaseholders Committee and internal teams within Dacorum Borough Council – including the Tenancy Management and Enforcement team, Tenancy Sustainment and, Strategy, Quality and Assurance.

Analysis of impact on protected groups (and others)


The Public Sector Equality Duty requires Dacorum BC to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service/decision will achieve these aims. Using the table below, detail what considerations and potential impacts against each of these using the evidence that you have collated and your own understanding. Based on this information, make an assessment of the likely outcome, **before** you have implemented any mitigation.

- The PCs of *Marriage and Civil Partnership* and *Pregnancy and Maternity* should be added if their inclusion is relevant for impact assessment.
- Use “insert below” menu layout option to insert extra rows where relevant (e.g. extra rows for different impairments within Disability).

Summary of impact		Negative impact / outcome	Neutral impact / outcome	Positive impact / outcome
Protected group	<i>What do you know? What do people tell you? Summary of data and feedback about service users and the wider community/public. Who uses / will use the service? Who doesn't / can't and why? Feedback/complaints?</i>			
Age	<p>A high proportion of our tenants are aged 60 and over. We aim to be sensitive towards their needs and ensure the mutual exchange process is proportionately advertised and available to that demographic.</p> <p>When managing tenancies we follow the requirements of the Equalities Act, 2010. Our actions are informed by the Council's Equalities Information report to make sure all our tenants are treated with respect and dignity.</p>	□	□	☒
Disability (physical, intellectual, mental)	<p>Those with a mental illness and/or learning disability may not be able to fully understand certain aspects of their tenancy agreement, including their statutory right to be able exchange with another eligible tenancy. Regular visits to tenant homes will be conducted to help achieve this understanding.</p> <p>When managing tenancies we follow the requirements of the Equalities Act, 2010. Our actions are informed by the Council's</p>	□	□	☒

	Equalities Information report to make sure all our tenants are treated with respect and dignity.			
Gender reassignment	When managing tenancies we follow the requirements of the Equalities Act, 2010. Our actions are informed by the Council's Equalities Information report to make sure all our tenants are treated with respect and dignity.	☐	☐	☒
Marriage and Civil Partnership	When managing tenancies we follow the requirements of the Equalities Act, 2010. Our actions are informed by the Council's Equalities Information report to make sure all our tenants are treated with respect and dignity.	☐	☐	☒
Race and ethnicity	When managing tenancies we follow the requirements of the Equalities Act, 2010. Our actions are informed by the Council's Equalities Information report to make sure all our tenants are treated with respect and dignity.	☐	☐	☒
Religion or belief	When managing tenancies we follow the requirements of the Equalities Act, 2010. Our actions are informed by the Council's Equalities Information report to make sure all our tenants are treated with respect and dignity.	☐	☐	☒
Sex	When managing tenancies we follow the requirements of the Equalities Act, 2010. Our actions are informed by the Council's Equalities Information report to make sure all our tenants are treated with respect and dignity.	☐	☐	☒
Sexual orientation	When managing tenancies we follow the requirements of the Equalities Act, 2010. Our actions are informed by the Council's Equalities Information report to make sure all our tenants are treated with respect and dignity.	☐	☐	☒

<p>Not protected characteristics but consider other factors, e.g. carers, veterans, homeless, low income, loneliness, rurality etc.</p>	<p>Both new tenants and those with more established tenancies might need extra assistance to fully grasp various elements of their tenancy rights and obligations, such as their legal entitlement to swap with another qualified tenant. Regular visits to tenant homes will be conducted to help achieve this understanding.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Negative impacts / outcomes action plan</p> <p>Where you have ascertained that there will potentially be negative impacts / outcomes, you are required to mitigate the impact of these. Please detail below the actions that you intend to take.</p>				
<p>Action taken/to be taken <i>(copy & paste the negative impact / outcome then detail action)</i></p>	<p>Date</p>	<p>Person responsible</p>	<p>Action complete</p>	
<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p style="text-align: center;"><input type="checkbox"/></p>	
<p>If negative impacts / outcomes remain, please provide an explanation below.</p>				
<p>n/a</p>				

Completed by (all involved in CIA)	Ryan Glanville, Tenancy Management & Enforcement Manager; Vivienne Cunningham, Tenancy Management Lead Officer; and Sue Prowse, Improvement and Engagement Projects Lead Officer.
Date	16/02/2024
Signed off by (<i>AD from different Directorate if being presented to CMT / Cabinet</i>)	
Date	22 February 2024
Entered onto CIA database - date	
To be reviewed by (officer name)	
Review date	