

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: Environment and Housing	Service area: Housing Policy
Lead person: Kathryn Bramall	Contact number: 224 3496
Date of the equality, diversity, cohesion and integration impact assessment: 1504/2014	

1. Title: Policy on keeping electric mobility scooters in council homes
Is this a:
<input checked="" type="checkbox"/> Strategy /Policy <input type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Kathryn Bramall	LCC	Housing Tenure Manager

3. Summary of strategy, policy, service or function that was assessed:
Leeds City Council recognises the benefits to tenants of keeping electric mobility scooters, and will generally allow this where a safe and secure storage and charging area is available.
The policy gives further information about when permission will be given or withheld and action the council will take where a tenant allows a pet to cause a nuisance.

4. Scope of the equality, diversity, cohesion and integration impact assessment (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)
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4a. Strategy, policy or plan (please tick the appropriate box below)	
The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input checked="" type="checkbox"/>
Please provide detail:	

4b. Service, function, event please tick the appropriate box below	
The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input type="checkbox"/>
Procuring of a service (by contract or grant)	<input type="checkbox"/>
Please provide detail:	

<p>5. Fact finding – what do we already know Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback. (priority should be given to equality, diversity, cohesion and integration related information)</p> <p>The Tenancy Agreement states tenants must obtain written permission to keep an electric mobility scooter.</p> <p>Housing Leeds has undertaken audits of sheltered and multi-story blocks to determine how many scooters are being kept in council homes. The council has duties to ensure health and safety is maintained in council properties. Emergency evacuation routes must be kept clear and the potential for fire risks from the unsafe storage and charging of mobility scooters reduced.</p>

Are there any gaps in equality and diversity information
Please provide detail:

Action required:

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes No

Please provide detail: Consultation carried with tenants.

Action required: The revised policy will be publicised through tenant newsletters etc and housing staff will be briefed.

7. Who may be affected by this activity?
please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

Equality characteristics

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Carers	<input checked="" type="checkbox"/> Disability
<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Race	<input type="checkbox"/> Religion or Belief
<input type="checkbox"/> Sex (male or female)	<input type="checkbox"/> Sexual orientation	
<input type="checkbox"/> Other		

(for example – marriage and civil partnership, pregnancy and maternity, social class, income, unemployment, residential location or family background, education or skills level)

Please specify: Older and disabled tenants and residents.

Stakeholders

<input checked="" type="checkbox"/> Services users	<input checked="" type="checkbox"/> Employees	<input type="checkbox"/> Trade Unions
<input checked="" type="checkbox"/> Partners	<input checked="" type="checkbox"/> Members	<input type="checkbox"/> Suppliers
<input type="checkbox"/> Other please specify		

Potential barriers.	
<input checked="" type="checkbox"/> Built environment	<input checked="" type="checkbox"/> Location of premises and services
<input checked="" type="checkbox"/> Information and communication	<input type="checkbox"/> Customer care
<input type="checkbox"/> Timing	<input type="checkbox"/> Stereotypes and assumptions
<input type="checkbox"/> Cost	<input type="checkbox"/> Consultation and involvement
<input type="checkbox"/> Specific barriers to the strategy, policy, services or function	
Please specify	

8. Positive and negative impact Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers
8a. Positive impact:
The council's Tenancy Agreement states that permission to keep an electric mobility scooter will not be refused unreasonably. The policy sets out the factors the council will take into account when granting permission to keep a scooter which relate mainly to maintaining health and safety.
Action required:
The policy will be publicised through tenant newsletters and the council's website and officers will be briefed on how to apply the policy.

8b. Negative impact:
Where the council is unable to provide safe storage and charging facilities permission will not be granted to keep a scooter.
Action required:
The council has a separate investment plan to provide storage and charging facilities and where reasonable and practicable, the council will aim to identify a safe area for mobility scooters. Where permission is refused, the council will seek to identify a satisfactory outcome, including assisting with a planned move to a property where safe storage can be provided.

9. Will this activity promote strong and positive relationships between the groups/communities identified?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide detail: Enforcing the Tenancy Agreement and the policy will ensure a fair and consistent approach is taken across the city, and will reduce complaints relating to storage of mobility scooters.
Action required: The revised policy will be publicised through tenant newsletters etc and housing staff will be briefed. The policy will be monitored through Annual Tenancy Visits and fire safety audits.

10. Does this activity bring groups/communities into increased contact with each other? (e.g. in schools, neighbourhood, workplace)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide detail:
Action required: n/a

11. Could this activity be perceived as benefiting one group at the expense of another? (e.g. where your activity/decision is aimed at adults could it have an impact on children and young people)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide detail:
Action required: n/a

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
The policy will be publicised through tenant newsletters etc	Spring 2014	Article in tenant newsletter	Kath Bramall
The council has a separate investment plan to provide storage and charging facilities and where reasonable and practicable, the council will aim to identify a safe area for mobility scooters.	Ongoing		
Housing staff to be briefed on new policy	Early 2014	Briefing sessions arranged for housing and OSC staff dealing with new policy	Kath Bramall
The policy will be monitored through Annual Tenancy Visits and fire safety audits.	Ongoing	% ATVs completed within period	Housing Leeds

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job Title	Date
Kath Bramall	Housing Tenure Manager	15/04/2014

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board
Please specify which board
- Other (please specify) - The policy will be monitored through Annual Tenancy Visits and fire safety audits.

15. Publishing

This Equality, Diversity, Cohesion and Integration impact assessment will act as evidence that due regard to equality and diversity has been given.

If this impact assessment relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** Equality and Diversity, Cohesion and Integration impact assessment's should be sent to equalityteam@leeds.gov.uk. For record keeping purposes it will be kept on file (but not published).

Date impact assessment completed	15/04/2014
If relates to a Key Decision – date sent to Corporate Governance	
Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	