

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: Communities, housing and environment	Service area: Housing Leeds
Lead person: Kath Bramall	Contact number:
Date of the equality, diversity, cohesion and integration impact assessment: December 2024	

1. Title: Lettings Policy Review 2025
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 For example, service user, manager of service, specialist
Lettings and Tenancy Management Team	LCC	Housing Managers / Service Manger
Housing Options Management Team	LCC	Service Managers
Retirement Life	LCC	Service Manager

3. Summary of strategy, policy, service or function that was assessed:
Housing Leeds is proposing changes to the qualification criteria to join the housing register which are designed to prioritise applicants in the highest housing need who are less able to afford to find their own accommodation in the private sector, and applicants who live in the Leeds area. The proposals also aim to make best use of limited social housing stock,

particularly larger family-size houses.

The council needs to deliver efficiencies in the management of the housing register where the vast majority of applicants have little or no change of being offered a council home.

The proposed changes to the council's lettings policy are:

Suspension of the Date of Registration and Tenant Transfer Quotas on a permanent basis which would mean we allocate our properties to applicants in housing need

Reviewing the criteria for joining the housing register:

- Removing applicants who have income, savings or assets over £60K, or who own a residential property that could be sold
- Removing applicants who haven't lived in Leeds as their main residence for 2 years
- Restricting which adult household members can be added to a housing application to be rehoused
- Removing customers who are adequately housed in Band D - have no local connection, are not eligible for council housing or are homeowners.

Increasing the priority award period to 365 days

Introducing a new direct offer category for homeless customers in temporary accommodation or bed and breakfast

To stop awarding a priority to households with dependent children to move out of high rise

Increasing the age a dependent child qualifies for their own bedroom from 16 to 18 years old

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)

4a. Strategy, policy or plan

(please tick the appropriate box below)

The vision and themes, objectives or outcomes	<input checked="" type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input checked="" type="checkbox"/>
A specific section within the strategy, policy or plan	<input checked="" type="checkbox"/>

Please provide detail:

Lettings Policy changes for who qualifies to join the housing register and for letting council properties and nominating applicants to housing associations

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</p> <p>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.</p> <p>(priority should be given to equality, diversity, cohesion and integration related information)</p> <ul style="list-style-type: none"> • Housing register data for applicants - snapshot taken from 2024/25 Quarter 2 • Lettings outcomes for 2 years from 2022-24 • Consultation feedback on the proposed changes from applicants, tenants, support organisations, Registered Providers (consultation undertaken in 2024) • Feedback from elected members • Equality Impact Assessment – feedback from Housing Policy Team, Leeds Housing Options, LCC Retirement Life, LCC Equality Team
<p>Are there any gaps in equality and diversity information</p> <p>Please provide detail:</p> <ul style="list-style-type: none"> • Housing register data – there are some gaps in the data and some issues with data quality because not all applicant information is verified and is based on self-declaration • There are some groups we do not hold data on, for example, gender reassignment or value of assets held, because these questions are not asked on the current housing application form • The EIA analysis is based in part on past lettings which are not necessarily an accurate indication of future trends, particularly as the pressure on homeless services and temporary accommodation is increasing • Some groups were represented on the register or in lettings outcomes in such small numbers it is not possible to draw wider conclusions on the impact of the changes • The equality information is based primarily on information about the main applicant, which in the case of joint applications, is the first listed person on the application, this includes age band, sex, sexual orientation, ethnicity, religion, disability and carer. This means it may not be an accurate reflection of any joint applicants or household members.

- The assessment of the impact on the changes on adult household members was based on adult-only households, not those with dependent children and an additional adult applying to be rehoused alongside the main, joint or partner. It is hard to report on every case of a household with dependent children, main and joint and an additional adult household member, which may have brought back different results.

Action required:

- Note that data quality is not 100% accurate but still the most reliable information we hold on applicants for housing applications
- Data is provided by the applicant when they apply for housing, but is not all verified
- Housing Leeds plans to review and update the equality questions that are asked on the housing application form

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

Yes No

Please provide detail:

- A consultation survey was hosted on the Your Voice website between January and March 2024. There was a banner message signposting users to the consultation from the Leeds Homes
- The consultation received nearly 3,000 responses
- Information sessions held with Registered Providers, Homeless Prevention Forum, LCC Retirement Life, Health and Housing, LCC Housing Management and BITMO, Housing Related Support services, Cost of Living and Welfare group, Safeguarding Team

Action required:

- Feedback from the consultation will be shared with Exec Board report
- Comments from the consultation have been used to inform the equality impact assessment, mitigations and exemptions brought forward for approval

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 checked="" type="checkbox"/> Gender reassignment	<input checked="" type="checkbox"/> Race	<input checked="" type="checkbox"/> Religion or Belief

Sex (male or female)

Sexual orientation

Other

(Other can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being). **Please specify:** pregnancy, income / employment status

Stakeholders

Services users

Employees

Trade Unions

Partners

Members

Suppliers

Other please specify

Potential barriers

Built environment

Location of premises and services

Information and communication

Customer care

Timing

Stereotypes and assumptions

Cost

Consultation and involvement

Financial exclusion

Employment and training

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 proposals would benefit the following groups:

1. Suspension of the Date of Registration and Tenant Transfer Quotas on a permanent basis which would mean we allocate our properties to applicants in housing need:

- The suspension of the above quotas since May 2022 means nearly all council homes have been let based on the housing need of the applicant. The proportion of allocations to Band A applicants increased by 11% between 2020/21 and 2023/24. These are customers in high housing need, including homeless applicants, applicants living in poor housing conditions, with medical needs or a need to move on other hardship or welfare grounds.
- The proportion of lettings made where the applicant is a carer has increased by 1% between 2021/23. The proportion who state they are not a carer has also increased by 7% but this appears to be due to improved data quality, with a corresponding 6% reduction in the number of applicants who preferred not to say if they were a carer.
- There was a neutral impact on lettings by sexuality and ethnicity over the same time.

2. Reviewing the criteria for joining the housing register:

Removing applicants who have income, savings or assets over £60K, or who own a residential property that could be sold

- Applicants who are in housing need and lack the financial resources to make their own arrangements are likely to benefit
- Applicants age 16-19 and 60+ are under-represented in the over £60K income band so are likely to benefit and applicants age 60+ are likely to benefit from the income threshold
- Applicants in the reasonable preference (high housing need) groups would not be disadvantaged disproportionately (a smaller proportion of applicants in the over £60K income group are in reasonable preference groups compared to the whole register)
- Applicants with a disability or who are a carer are likely to benefit

Removing applicants who haven't lived in Leeds as their main residence for 2 years

- Applicants in the reasonable preference (high housing need) groups would not be disadvantaged disproportionately (a smaller proportion of applicants with an address outside Leeds are in reasonable preference groups compared to the whole register)
- There is no negative impact on applicants who are carers or where there is a pregnancy in the household

Restricting which adult household members can be added to a housing application to be rehoused

- Applicants in the reasonable preference (high housing need) groups would not be disadvantaged disproportionately
- The proposal would reduce the number of applications for larger properties which are in very short supply and have low turnover, which would assist households with dependent children in the reasonable preference groups who need larger properties.

Removing customers who are adequately housed in Band D (applicants who have no local connection, are not eligible for council housing or are homeowners)

- Applicants in the reasonable preference (high housing need) groups would benefit from the removal of Band D, although very few lettings are made to applicants from Band D
- The proposal is neutral for sexuality, disability, pregnancy in the household

3. Increasing the priority award period to 365 days

- This measure will benefit applicants in the reasonable preference groups, including homeless applicants, applicants living in unsatisfactory housing conditions, applicants who need to move due to medical needs or who have welfare needs.
- These are the groups the council has a legal duty to secure accommodation for, or to give 'reasonable preference' to for offers of accommodation.
- Applicants in Band A and B will also benefit from the priority period being better aligned to average rehousing waiting times and will reduce the number of times they need to contact the council to request an extension of their priority.

4. Introducing a new direct offer category for homeless customers in temporary accommodation or bed and breakfast

- This measure is likely to benefit applicants who are a carer or who have a pregnancy in the household
- It is likely to benefit Black/ African/Caribbean/Black British: African applicants, Christian and Muslim applicants, and applicants with no religion / belief
- It is likely to benefit applicants who are not in paid work or who have a household income of up to £15K

5. To stop awarding a priority to households with dependent children to move out of high rise

- No negative impact on disabled applicants (who potentially would not move into high rise accommodation)
- Applicants in the reasonable preference groups would still be awarded priority for overcrowding and medical needs

6. Increasing the age a dependent child qualifies for their own bedroom from 16 to 18 years old

- This measure would reduce the number of households who qualify for a larger property which are in short supply
- No negative impact on applicants with a pregnancy in the household

Action required:

- Include proposals being taken forward for approval in the Exec Board report with clear criteria, any mitigations being proposed and the justification for the measure. Once approved, update customer information on Leeds Homes, leeds.gov.uk and Advice Aid
- Implement monitoring of housing applications and lettings outcomes by equality groups
- Make changes to the housing application form and back office reporting to update monitoring categories.

8b. Negative impact:

1. Suspension of the Date of Registration and Tenant Transfer Quotas on a permanent basis which would mean we allocate our properties to applicants in housing need:

- The proportion of allocations to Band C applicants decreased by 6% between 2020/21 and 2023/24. These are customers who have no assessed housing need.
- There has been a 2% decrease in lettings made to 16-29 year old age group, which would not be expected because the Date of Registration Quota was more favourable to older customers who had built up more time on the register.
- There has been a 3% decrease in lettings made to disabled applicants over the same time period.

2. Reviewing the criteria for joining the housing register:

Removing applicants who have income, savings or assets over £60K, or who own a residential property that could be sold

- Applicants age 60+ would potentially be disadvantaged by the £60K asset threshold (no data held on assets)
- This group is likely to be seeking rehousing from general needs housing into older peoples housing such as Retirement Life, Sheltered Housing or Extra Care
- There could be a potential impact on LCC and Housing Association tenants seeking to move, either to older peoples housing or as a tenancy management move where we require them to register an application. This would include mutual exchanges, sole to joint tenancy requests, clearance / regeneration moves, applications from service tenants who are required to leave tied accommodation with LCC, use and occupation moves
- There could be a negative impact on applicants who are in high housing need, where refusing them access to the housing register could result in undue hardship

Removing applicants who haven't lived in Leeds as their main residence for 2 years

- Applicants age 60+ living outside Leeds are likely to be disadvantaged by the 2 year residence rule as they tend to receive a high proportion of lettings into older peoples housing, possibly to move to a supportive environment closer to family members
- Female applicants are likely to be disadvantaged by the residence rule in terms of lettings
- Disabled applicants are likely to be disadvantaged by the residence rule in terms of lettings
- White (English/British/Scottish/Northern Irish/Welsh) and Black/African/Caribbean/Black British: Caribbean applicants are likely to be disadvantaged by the residence rule in terms of lettings
- Christian applicants are likely to be disadvantaged by the residence rule in terms of lettings
- Private rented and housing association tenants are likely to be disadvantaged by the residence rule in terms of lettings, and housing association tenants in terms of inclusion on the housing register. Housing association tenants may be seeking a transfer to another property with their current landlord or to remain in the social rented sector, especially where the housing association operates in areas outside the Leeds

boundary or to complete a mutual exchange

- Applicants who are not in paid work are likely to be disadvantaged by the residence rule in terms of lettings
- Applicants who are newly arrived in Leeds and have no safe local connection with any other local authority area are likely to be disadvantaged by the residence rule, including new migrants arriving on government humanitarian schemes, leaving NASS accommodation, witness protection referrals, fleeing domestic abuse, travellers, applicants involuntarily detained in hospital or prison and out of Leeds placements for temporary accommodation or looked after children

Restricting which adult household members can be added to a housing application to be rehoused

- Applicants aged 40+ are likely to be disadvantaged by the restrictions on adding adult household members to the application
- Disabled applicants are likely to be disadvantaged by the restrictions on adding adult household members to the application
- Applicants who are carers are likely to be disadvantaged by the restrictions on adding adult household members to the application
- Black British - African applicants are likely to be disadvantaged by the restrictions on adding adult household members to the application
- Christian and Muslim applicants are likely to be disadvantaged by the restrictions on adding adult household members to the application
- Applicants applying from an address outside Leeds are likely to be disadvantaged by the restrictions on adding adult household members to the application
- Applicants in the £25-35K income group are likely to be disadvantaged by the restrictions on adding adult household members to the application

Removing customers who are adequately housed in Band D (applicants who have no local connection, are not eligible for council housing or are homeowners)

- Applicants age 60+ are likely to be disadvantaged by the removal of Band D, as they tend to be homeowners who receive a high proportion of lettings into older peoples housing, possibly to move to a supportive environment closer to family members
- Male applicants are likely to be disadvantaged disproportionately by the removal of Band D
- Disabled applicants are likely to be disadvantaged by the removal of Band D (linked to the age profile of these applicants)
- Applicants who are carers are likely to be disadvantaged the removal of Band D (linked to the age profile of these applicants)
- White (English/British/S/NI/W) and Black/ African/Caribbean/Black British: Caribbean applicants are likely to be disadvantaged the removal of Band D
- Christian applicants are likely to be disadvantaged by the removal of Band D
- Homeowners will be disadvantaged by the removal of Band D
- Applicants without a local connection to Leeds will be disadvantaged by the removal of Band D
- Ineligible applicants are likely to be disadvantaged by the removal of Band D, although are unlikely to be rehoused

3. Increasing the priority award period to 365 days

- When priority is awarded, applicants are advised to make bids on homes advertised on the Leeds Homes website. One potential negative impact is that some applicants may not make any bids during their priority period, and with the priority being awarded for 365 days, it would be a long time before their case is reviewed. This is likely to impact on applicants who require support to use the Leeds Homes website.

4. Introducing a new direct offer category for homeless customers in temporary accommodation or bed and breakfast

- This measure is likely to disadvantage applicants with a household income of over £65K, although the analysis is likely to be skewed by this income group being able to make their own arrangements
- There is a potential that applicants in other reasonable preference groups could miss out on an offer of rehousing

5. To stop awarding a priority to households with dependent children to move out of high rise

- Applicants with a pregnancy in the household are likely to be disadvantaged
- Female applicants (potentially lone parent households) are likely to be disadvantaged
- Black / Black British African applicants are likely to be disadvantaged
- Christian and Muslim applicants are likely to be disadvantaged
- LCC and Housing Association tenants are the tenure group most likely to be disadvantaged
- The areas of the city where the highest number of applicants living in high rise with children are the areas LCC has a lot of high rise flats: Burmantofts, Armley and Little London
- Applicants who are not in paid work are likely to be disadvantaged

6. Increasing the age a dependent child qualifies for their own bedroom from 16 to 18 years old

- Disabled applicants are likely to be disadvantaged
- Applicants who are carers are likely to be disadvantaged
- Applicants in the older age bands are more likely to be negatively impacted
- Female applicants are likely to be impacted
- Black / Black British African and White English applicants are likely to be disadvantaged
- Christian and Muslim applicants are likely to be disadvantaged
- Applicants with an income of up to £15K are likely to be disadvantaged
- Negative impact on private rented, LCC and Housing association tenants

Action required:

1. Suspension of the Date of Registration and Tenant Transfer Quotas on a permanent basis which would mean we allocate our properties to applicants in housing need

- Information on Leeds Homes, leeds.gov.uk and Advice Aid to be updated
- Monitor lettings outcomes, particularly any reasons for the reduction in lettings to 16-29 age group and disabled applicants

2. Reviewing the criteria for joining the housing register:

Removing applicants who have income, savings or assets over £60K, or who own a residential property that could be sold

- Housing Options to give advice and assistance to applicants who exceed the income / asset threshold
- Exemptions for the following groups:
 - Applicants requiring LCC or RP Retirement Life, Sheltered Housing or Extra Care accommodation
 - LCC and RP tenants
 - Applicants who meet the criteria for a direct let award, eg urgent moves for hospital discharge, safeguarding etc
 - Corporate priorities eg on request from Social Care to facilitate kinship carers, Leeds' looked after children placed out of area.
 - Government exemptions: Armed Forces (members, former members, spouses / partners including former partners), Social housing tenants in England moving to take up work under the Right to Move regulations
 - Travellers
 - Customers experiencing domestic abuse or violence, where the Multi Agency Risk Assessment Conference (MARAC) or police or National Witness Mobility Scheme support the move for the person's safety

Removing applicants who haven't lived in Leeds as their main residence for 2 years

- Housing Options to give advice and assistance to applicants who live outside Leeds
- Exemptions for the following groups:
 - Applicants requiring LCC or RP Retirement Life, Sheltered Housing or Extra Care accommodation
 - Current LCC and RPs tenants including tenancy management moves for Mutual exchange, tenancy management applications (Sole to Joint), applications from Service Tenants, Use and Occupation moves, Clearance moves, court orders
 - Applicants who meet the criteria for a direct let award, eg urgent moves for hospital discharge, safeguarding etc
 - Corporate priorities eg on request from Social Care to facilitate kinship carers, Leeds' looked after children placed out of area.
 - Government exemptions: Armed Forces (members, former members, spouses / partners including former partners), Social housing tenants in England moving to take up work under the Right to Move regulations
 - Travellers
 - NASS applicants living in Leeds area immediately prior to their positive decision
 - Customers experiencing domestic abuse or violence, where the Multi Agency Risk Assessment Conference (MARAC) or police or National Witness Mobility Scheme support the move for the person's safety
- Applicants who have been involuntarily detained in prison or hospital in Leeds would not have this time counted towards their 2 year residence, but we would consider previous residence in Leeds if they have no connection to another authority

Restricting which adult household members can be added to a housing application to be rehoused

The following groups would be accepted onto the application with the main applicant:

- Joint applicant – spouse, civil partner or partner
- Adult children who have lived in the parental home for the previous 2 years

- Elderly parents or other family members who have a demonstrable need to live with the applicant for support related to disability or health

Housing Leeds would not generally accept the following:

- Adult children who do not live in the parental home on a permanent basis or who have not done for the previous 2 years
- Other family members, including siblings, grandparents, aunts, uncles, nephews, nieces and cousins.
- Friends or lodgers
- Anyone else who does not currently live with the main applicant

Housing Leeds would consider other factors including ill health or disability for example, where a family member has a care need that cannot be met elsewhere.

The current lettings policy provision which allows applicants who have a demonstrable need for an overnight carer will remain in place.

Housing Options to give advice and assistance to applicants who are affected by the changes.

Removing customers who are adequately housed in Band D (applicants who have no local connection, are not eligible for council housing or are homeowners)

- Housing Options to give advice and assistance to applicants in Band D
- Removal of Band D to be implemented in a phased way, with applicants having the opportunity to update their housing application with details of any housing need and having the right to request a review of the decision to remove them
- Exemptions for applicants requiring Older Peoples Housing (55 for RPs and 60 for LCC)

3. Increasing the priority award period to 365 days

- Housing Leeds will identify applicants who have not placed regular bids within a reasonable time period and remind applicants to bid or may place them on auto-bidding where bids can be placed on an applicant's behalf automatically.
- Housing Leeds is seeking to simplify the way applicants can request an extension of their priority which currently can only be done by contacting the service by phone

4. Introducing a new direct offer category for homeless customers in temporary accommodation or bed and breakfast

- Develop well defined criteria for the use of direct offers related to the prevailing housing and budgetary pressures on LCC
- Monitor lettings made under this direct let category for any adverse impact on other reasonable preference groups
- Consider removing the current 120 day delay in awarding the homeless direct let and allow direct lets to be made out of strict date order where this can be justified by extraordinary pressures, including budget pressures on the council.

5. To stop awarding a priority to households with dependent children to move out of high rise

- Analysis of applicants in Band A who are living in high rise with dependent children shows Band A was awarded for the following reasons: Housing Conditions (overcrowding by 2 beds) = 25% of all Band A award, Additional Needs = 17%,

Additional Needs Children = 16%, Homeless = 6%, Medical = 1%. 34% have Band A based on cumulative need of more than one Band B award. Not all these awards are based solely on living in high rise, and other reasons would still warrant a Band A or Band B award being made.

6. Increasing the age a dependent child qualifies for their own bedroom from 16 to 18 years old

- Housing Leeds has decided not to proceed with this proposal at the current time.

9. Will this activity promote strong and positive relationships between the groups/communities identified?

Yes

No

Please provide detail:

Action required:

10. Does this activity bring groups/communities into increased contact with each other? (for example, in schools, neighbourhood, workplace)

Yes

No

Please provide detail:

Action required:

11. Could this activity be perceived as benefiting one group at the expense of another? (for example where your activity or decision is aimed at adults could it have an impact on children and young people)

Yes

No

Please provide detail:

Council and Housing Association is in short supply and the number of applicants in reasonable preference groups has increased. The number of lettings and nominations made to applicants on the Leeds Homes Register has decreased, meaning some applicants in high priority will not be made an offer of accommodation. Changes to the policy will mean some groups benefit and will be more likely to be made offers than others.

Action required:

- As part of the implementation of the changes the council will update the information on the Leeds Homes website, leeds.gov.uk and Advice Aid to explain the reasons for the changes to applicants.
- The outcomes of the new policy will be monitored against the reasonable preference and equality groups.

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
Proposed exemptions included in lettings policy report being considered by Executive Board	February 2025		
Housing Leeds to update the housing application form with updated equality monitoring questions and questions on assets held	Unable to give exact timescale as this is dependent on our IT provider		
Update information for applicants on Leeds Homes, leeds.gov.uk and Advice Aid with lettings policy changes	February 2025		
Monitor registrations and lettings outcomes on reasonable preference groups and equality groups	Ongoing – quarterly reporting		
Housing Options to give advice and assistance to applicants who no longer qualify to join the housing register or who are affected by the changes	February 2025 onwards		

Action	Timescale	Measure	Lead person
Applicants given opportunity to update their housing application with details of any changes in circumstances before being removed from the register	February 2025 onwards	Monitor change of circumstances as part of annual renewal process, number of applicants removed from the register	
Housing Leeds to report on applicants in reasonable preference groups who are not bidding and give advice on bidding and / or place on assisted bidding	July 2025 onwards	Proportion of applicants who place a bid every quarter Number of applicants placed on assisted bidding	

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
Gerard Tinsdale	Chief Officer	30/1/25
Date impact assessment completed		30/1/25

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)

15. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality impact assessment should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality impact assessments that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached assessment was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent: 310125
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: