



EQUALITY IMPACT ASSESSMENT (EIA) PRO-FORMA

This pro-forma is to be used to determine whether an Equality Impact Assessment (EIA) is required for a proposed policy, strategy or significant decision relating to service provision; and for recording details and outcomes of an impact assessment.

Title of policy / strategy, or brief description of the decision relating to service provision	Sinking Fund Policy
Lead EIA Officer and Job Title (The EIA lead must be a manager)	Rob Pearce – Leasehold Services Manager
EIA Team Members	Leasehold Management Team
Director and Head of Service	Mary Gibbons, Regional Director of Housing - Essex
Does the EIA relate to an existing policy? (Yes / No)	No. This is a new policy that is currently in development.
Who implements the Policy?	Leasehold Management, Asset Management, Finance
Date that the Policy / strategy is due for review (if applicable)	Policy currently in development.

This pro-forma should be used to:

- Determine and record whether an Equality Impact Assessment (EIA) is required
- Determine and record the focus of an EIA if one is required
- Record the evidence considered
- Record the outcome of the impact assessment
- Record mitigating actions to be taken and measurable targets to assess progress.

Equality Impact Assessments are required to be undertaken on all proposed policies, strategies and significant decisions that could potentially have an adverse or disproportionate impact on any of the diverse communities for which Swan provides services. An EIA should address potential impact in respect of ethnicity / race, gender, transgender, disability, age, sexual orientation and religion or belief where relevant. This pro-forma also asks you to consider socio-economic status and community cohesion and have due regard for the protected characteristics introduced by the new Equality Act.

It is essential that officers refer to the **Equality Impact Assessment Guidance** when completing this pro-forma. The pro-forma is in two parts.

Part A: This part helps you determine and record whether an EIA is necessary and is essential documentary evidence to show that the Swan considers equality in respect of all significant policy and function decisions it makes. Part A must be completed in respect of all proposed policies, strategies or significant decisions that have an impact on service functions. Part A also helps you determine and record the focus of the EIA, if one is required. Part A covers steps 1 and 2.

Part A should be completed by a manager, with support from staff in the relevant service area (forming an EIA Team). Part A must be authorised by the manager responsible for the policy, strategy, or function before proceeding to Part B of the Impact Assessment. Housing managers should also ensure that drafts of both Part A and Part B are sent to the Housing Diversity Manager for comments before they are finalised.

Part B: Proceed to Part B if it is determined in Part A that a full EIA is required and once the focus of the EIA has been determined and agreed. This part of the pro-forma covers steps 3 to 6 as described in the Guidance.

Please remember that the completion of an EIA and the actions identified within it are the responsibility of the relevant service manager.

Equality Impact Assessment Part A:

Reason and context for the new policy, strategy, proposal or decision

Please set out the aims and objectives of and contextual reasons for the proposed policy, strategy or decision. Contextual reasons may include changes in legislation, demographic changes or budgetary considerations. Alternatively, if this information is provided in another document, please append to this form.

The Sinking Fund Policy sets out Swan's approach to the establishment, management and accounting for Sinking Funds. The Policy is in support of Swan's Service Charge Policy, Equality and Diversity Policy and value for money approach. The Policy applies to all leaseholders (including a small number of freeholders) with whom Swan Housing Association has a legal, contractual relationship and where The Association is the superior landlord of the managing agent. This includes residential long leaseholders, shared owners, those with a commonhold form of tenure, freeholders to whom we provide services and who are obliged to contribute towards costs, and commercial leaseholders.

Swan Housing Group strives to meet the needs of all customers and is committed to reducing inequality, eliminating discrimination and promoting good relations between people of different groups. Leasehold Services endeavours to ensure that the application of policies does not disadvantage anyone on the basis of any unjustifiable criteria.

STEP ONE: Relevance - Is there potential for the policy, strategy or decision to have an impact on equality?

<p>An EIA should be undertaken if the policy, strategy or decision is <i>relevant</i> to the promotion of equality i.e. there is potential for it to have an impact in respect of the equality strands and protected characteristics listed. Please use the box below to identify how your policy or strategy might be relevant to these strands. Please note you are not asked at this stage to determine whether there will or will not be a negative or disproportionate impact – simply whether there is potential.</p>	
Ethnicity / Race	There is limited relevance across equality groups and the services provided are based purely on contractual agreements and legislation. However it is important that Leasehold Services complies with and promotes corporate equality, diversity and inclusion standards and objectives as applicable across equality groups. This includes the application of the Sinking Fund Policy and the provision of information in accessible formats on request.
Disability	As per the Ethnicity / Race section above.
Gender (including pregnancy and maternity)	As per the Ethnicity / Race section above.
Transgender (including gender reassignment)	As per the Ethnicity / Race section above.
Age	As per the Ethnicity / Race section above.
Sexual Orientation	As per the Ethnicity / Race section above.
Religion/Belief	As per the Ethnicity / Race section above.

Marriage and Civil Partnership	As per the Ethnicity / Race section above.
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If you think that your policy / strategy or significant decision has relevance to socio-economic status or community cohesion then please use the box below to describe how it might be relevant. Please note that you are not asked at this stage to determine whether there will or will not be a negative or disproportionate impact – simply whether there is potential.	
Socio-economic Status	It is acknowledged that clear information on service charges (including Sinking Funds) and related requirements is crucial in order for leaseholders and shared owners to manage their own finances. Note that the Service Charge Repayment Policy recognises that some homeowners face economic difficulties and will help them manage their own finances.
Community Cohesion	There is minimal relevance to wider community cohesion.

If there is no relevance across ALL equality strands or in relation to socio-economic status or community cohesion, a full EIA will not be required. Please go to page 8 and record this.

STEP TWO: Determine the Focus of the EIA

<p>Please list below what you will look at when undertaking your EIA i.e. what will be the focus. In most cases the focus will be whether the policy or decision will ensure equality of access to its benefits or outcomes; whether there are likely to be barriers for particular communities or if there are likely to be negative or disproportionate impacts for particular communities.</p>	
<p>Key focus of EIA:</p>	
<p>Specific Focus in Relation to Equality Strands or Protected Characteristics:</p>	
<p>Ethnicity / Race</p>	
<p>Gender (including Pregnancy and Maternity)</p>	
<p>Transgender (including Gender Reassignment)</p>	
<p>Disability</p>	
<p>Age</p>	

Sexual Orientation	
Religion/ Belief	
Marriage and Civil Partnership	

Key focus of EIA in relation to socio-economic status and / or community cohesion (if appropriate):

