

Appendix 5 - Equality Impact Assessment

HRA Aids and Adaptions Policy

Directorate:	Your Service Area:	Team:	Officer responsible for this assessment:	Name of the policy or project that is being assessed	
Housing Services	Housing	All Housing Teams	Gilly Knight	HRA Aids and Adaptations Policy	June 2025

Section 1 - Data Checklist

		Yes/No	Please provide details
1	Have there been any complaints data related to the policy or project you are looking to implement?	No	No formal complaints received.
2	Have all officers who will be responsible for implementing the policy or project been consulted, and given the opportunity to raise concerns about the way the policy or function has or will be implemented?	Yes	<ul style="list-style-type: none"> Staff workshops held at draft stage of the policy work. Circulated to Service Leads for comments and amendments. Went to Tenant Readers Board Discussed at Housing Department Management Team (DMT) <p>Referral process introduced in consultation with the Tenancy Sustainment Team meeting.</p>
3	Have previous consultations highlighted any concerns about the policy or project from an equality impact perspective?	No	<p>Policy was discussed with service users as part of the Service Delivery Groups (SDG) and at the tenant Repairs and Maintenance Redesign workshops.</p> <p>Went to the Tenant Readers Panel.</p> <p>Policy presented to the Economy and Housing Committee in February 2025</p>

4	Do you have any concerns regarding the implementation of this policy or project?	No	This is expected to have a positive impact to manage expectations for both officers and tenants, improve the process and set out actions from the outset. Tenants are at risk if they choose to remain in a property which is unsuitable to meet their housing need. This policy offers tenants living with disabilities support to move to a more appropriate property.
6	Do you have any past experience delivering similar policies or projects which may inform the implementation of your scheme from an equality impact point of view?	Yes	The council has been delivering aids and property adaptations in its homes for those living with disabilities for many years. The service has a dedicated Occupational Therapist who is experienced in risk assessments and ensuring needs are assessed and any risks mitigated. Service Lead and Property Managers have experience developing similar policies within other housing authorities.
7	Are there any other issues that you think will be relevant?	No	To provide aids and adaptations that best meet the assessed needs of tenants that offer, suitable, practical and cost-effective solutions to meet the long-term needs of tenants, their families and carers ensuring their safety, wellbeing and quality of life.

Section 2 - Your Equality Impact Assessment form

Directorate:	Your Service Area:	Team:	Officer responsible for this assessment:	Date of assessment:
Housing Services	Housing	All Housing Teams	Gilly Knight	June 2024

	Question	Please provide details
1	What is the name of the policy or project that is being assessed?	HRA Aids and Adaptations Policy

2	Is this a new or existing policy?	Existing policy revised from 2006
3	Briefly describe the aim and purpose of this work.	To provide suitable aids and adaptations to tenants where reasonable and practicable to enable them to live independently and safely at home. This policy supports tenants to consider how their housing need may be met in the longer term as their needs change; they may need to move to a more suitable property. The policy aligns with the council's allocation policy and with making use of the council's housing stock.
4	What are the associated objectives of this work?	To provide aids and adaptations that best meet the assessed needs of tenants that offers, suitable, practical and cost-effective solutions to meet the long-term needs of tenants, their families and carers ensuring the safety and wellbeing and quality of life.
5	Who is intended to benefit from this work and in what way?	Tenants will benefit from reduced waiting time for adaptations and officer decision making will be transparent on adaptation approvals. Tenants are more likely to gain a property that meets their long-term needs. Staff will be clearer on what can be achieved and delivered to improve consistency of service delivery. Assist and provide clarity to the Letting and Voids teams in identifying properties that can be adapted.
6	What are the outcomes sought from this work?	Best use of council housing stock. Improved supply of housing adapted stock. Improved and transparent service to tenants.
7	What factors/forces could contribute or detract from the outcomes?	Changes in government legislation, regulations and requirements. Increased demand for aids and property adaptations

		through a growing ageing population. Lack of suitable properties for adaptations.		
8	Who are the key individuals and organisations responsible for the implementation of this work?	Property and housing managers, Occupational Therapist, Contractors, Planning and Building control, HCC Occupational Therapists.		
9	Who implements the policy or project and who or what is responsible for it?	Property Service Lead with Asset Manager and Occupational Therapists.		
		Please select your answer in bold . Please provide detail here.		
10a	Could the policy or project have the potential to affect individuals or communities on the basis of race differently in a negative way?	Y	N	
10b	What existing evidence (either presumed or otherwise) do you have for this?	No disproportionate impact identified. The repairs system is open to all. Language support needs are identified at the nomination/ letting stage with alerts flagged on the Housing IT system. Translation and visual aids are offered. Translated materials, working with community groups who support refugees and asylum seekers. Dedicated resettlement scheme to support all individuals in council homes in a recognised government scheme.		
11a	Could the policy or project have the potential to affect individuals or communities on the basis of sex differently in a negative way?	Y	N	
11b	What existing evidence (either presumed or otherwise) do you have for this?	No disproportionate impact identified. All staff receive equality and diversity training as part the induction process. The repairs service is open to all.		
12a	Could the policy or project have the potential to affect individuals or			

	communities on the basis of disability	Y	N	
12b	What existing evidence (either presumed or otherwise) do you have for this?	No disproportionate impact identified. The repairs service is open to all, and this policy specifically relates to supporting people living with disabilities through the housing HRA aid and adaptations budget. Accessibility formats and options are available through the 'My Winchester Tenancy' App, a dedicated telephone line/Repairs Hub, Big word and braille. Tenancy Sustainment Support for vulnerable tenants.		
13a	Could the policy or project have the potential to affect individuals or communities on the basis of sexual orientation differently in a negative way?	Y	N	
13b	What existing evidence (either presumed or otherwise) do you have for this?	No disproportionate impact identified. All staff receive equality and diversity training as part the induction process. The repairs service is open to all.		
14a	Could the policy or project have the potential to affect individuals on the basis of age differently in a negative way?	Y	N	
14b	What existing evidence (either presumed or otherwise) do you have for this?	No disproportionate impact identified. All staff receive equality and diversity training as part the induction process. This policy is likely to have a positive effect for older people and those living with disabilities who require property adaptations and level access accommodation to support them to live independently at home. The council also invests in retrofitting existing homes to improve accessibility and safety for older residents and ensure new housing		

		developments follow age-friendly design. Older people's needs are also embedded in planning and local housing strategies.		
15a	Could the policy or project have the potential to affect individuals or communities on the basis of religious belief differently in a negative way?	Y	N	
15b	What existing evidence (either presumed or otherwise) do you have for this?	No disproportionate impact identified. All staff receive equality and diversity training as part the induction process. The repairs service is open to all accepting that repair scheduling could cause inconvenience at prayer times or during other religious/cultural practices. If practices are known flexible scheduling can be arranged. Culture awareness training is available.		
16a	Could this policy or project have the potential to affect individuals on the basis of gender reassignment differently in a negative way?	Y	N	
16b	What existing evidence (either presumed or otherwise) do you have for this?	No disproportionate impact identified. All staff receive equality and diversity training as part the induction process. The repairs service is open to all.		
17a	Could this policy or project have the potential to affect individuals on the basis of marriage and civil partnership differently in a negative way?	Y	N	
17b	What existing evidence (either presumed or otherwise) do you have for this?	No disproportionate impact identified. All staff receive equality and diversity training as part the induction process. The repairs service is open to all.		
18a	Could this policy or project have the potential to affect individuals on the			

	basis of pregnancy and maternity differently in a negative way?	Y	N	
18b	What existing evidence (either presumed or otherwise) do you have for this?	No disproportionate impact identified. All staff receive equality and diversity training as part the induction process. Pregnant women, their unborn babies and women who have recently given birth are prioritised for urgent repairs work, can be decanted to alternative accommodation, referred for tenancy support, prioritised for a move through the housing register health and welfare criteria.		
19	Could any negative impacts that you identified in questions 10a to 15b create the potential for the policy to discriminate against certain groups on the basis of protected characteristics?	Y	N	
20	Can this negative impact be justified on the grounds of promoting equality of opportunity for certain groups on the basis of protected characteristics? Please provide your answer opposite against the relevant protected characteristic.	Y	N	Race: Sex: Disability: Sexual orientation: Age: Gender reassignment: Pregnancy and maternity: Marriage and civil partnership: Religious belief:
21	How will you mitigate any potential discrimination that may be brought about by your policy or project that you have identified above?	The council's Aids and Adaptions policy has several measures included to ensure there are no negative consequences of its implementation. The policy to be monitored and reviewed every 2		

		years. Contractors are required to comply with the council's safeguarding policy when carrying out jobs and work within the Contractors Code of Conduct. All staff receive equality and diversity training.		
22	Do any negative impacts that you have identified above impact on your service plan?	Y	N	

Signed by completing officer	Gilly Knight
Signed by lead officer	Karen Thorburn