

Appendix 6

CUMBRIA CHOICE: REVISED HOUSING ALLOCATIONS SCHEME EQUALITY IMPACT ASSESSMENT (EQIA) JUNE 2020

Date approved	June 2020
Approved by:	
Next Review Date:	

Background

Under Part VI of the Housing Act 1996, every local authority is required to adopt a 'Social Housing Allocation Policy', the purpose of which is to determine priorities in allocating housing and to set out the procedures to be followed. The Allocation Scheme determines individual priority for housing. In June 2020 the 'Cumbria Choice' Allocation Policy was reviewed and a number of changes made. Cumbria Choice is the adopted social housing allocation policy for all 6 Cumbrian local authorities.

Cumbria Choice is a sub regional partnership between the 6 local authority districts and 8 'Registered Provider' housing associations that own social housing stock across Cumbria.

The revised policy was subject to a public consultation from 23rd April 2020 ending on 21st May. The consultation involved:

- Sending out a detailed consultation survey (attached at appendix 1 with a summary of the consultation responses). This was sent out with a copy of the draft policy.
- The survey and draft policy was sent to all relevant stakeholders including specialist organisations working with groups and individuals owed a protected characteristic including organisations working with disability, mental health, domestic abuse, older persons and race. In total over 350 stakeholders and individuals were sent the survey

- The survey was also sent to a group of service users who had previously indicated that they would like to be involved in the consultation exercise.
- The survey was also posted on the Cumbria Choice Website so that anyone registered could make comments.

This Equality Impact Assessment (EQIA) and has been finalised in the light of the consultation responses.

Comments received were logged and considered against the policy proposals. Some minor changes have been made as a result of the consultation. The changes were strongly supported by stakeholders who responded to the survey.

Under the Equality Act 2010, when adopting a new Allocation Policy a local authority is required to have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by, or under the Act
- b) Advance equality of opportunity between those with a protected characteristic and those without
- c) Promote good relations between those with a protected characteristic and those without

The 'protected characteristics' in law are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation. It also covers marriage and civil partnership with regard to eliminating discrimination. The equalities impact assessment set out below, has considered the impact of the changes to the Allocation Policy on the protected groups and, where there is an impact, set out the justification for continuing with the policy change along with the actions that will be taken to reduce any impact that has been identified.

The key objectives for reviewing the social housing allocation policy are:

- a) To continue to support local people most in need of housing in Cumbria
- b) To simplify the policy so that it is easier for customers to use, is transparent, and is accepted by customers as a fair way to allocate social housing when it is often in short supply.
- c) To ensure the policy contributes towards creating mixed and sustainable communities where people of different backgrounds and socio economic groups live side by side including the need to the problem in some areas where there is not as high a demand for social housing as there is in other parts of Cumbria.

Details of the changes to the 'Cumbria Choice' policy

There were a number of important changes proposed and these are explained below using the explanation set out in the consultation survey.

1) We want to reduce the number of Bands from 5 to 3

The Cumbria Choice Partnership has received regular feedback from users and stakeholders that the allocation policy is too complicated and confusing. One of the main concerns expressed is that customers do not understand why there needs to be 5 Bands and inevitably this encourages 'higher band chasing' which, in turn, increases the officer time needed to administer the scheme.

The proposed solution is to move to a simple 3-band system with the time a person joined the register determining their place in the queue for the band they have been allocated.

Band A will be for the most urgent housing need cases that need to move quickly.

Band B will be everyone else that the legislation states has a statutory housing need.

Band C will be everyone else.

This aim of this simple change is to build trust in the system as it will become more of a 'waiting list' queuing system recognised by everyone using it as a fair way to allocate a limited resource where there is often over demand for certain property types or areas.

2) We intend to keep an 'Open Register'

Many local authorities restrict their Housing Registers so that only customers who are assessed as having what is called by the allocations legislation 'a statutory housing need' can join the register

We intend to continue to operate an open register in Cumbria. Everyone will still be able to register regardless of whether they meet the definition for a statutory housing need (unless there is evidence of serious unacceptable behaviour or significant former rent arrears). Those customers who are not assessed as having a statutory housing need will be placed in the Band C. This still means they have a chance of being housed but when they bid for accommodation they will be 'shortlisted' below customers from the higher

statutory housing need bands A and B. We think this is a fair system that gives everyone some chance of being considered for social housing.

3) We are adding to, and amending the qualification rules for when a customer is able to join the Housing Register

The current policy has a number of qualification rules that decide whether an applicant will be allowed to join the Housing Register in Cumbria. We are amending some of the rules regarding when a customer can qualify to be included on the Housing Register, and in addition creating a rules for when a customer can qualify for Band C but not for the higher needs Bands A and B. We want to know what you think of each of these qualification rules. They are set out in the table below with an explanation for what we are trying to achieve.

Two of the key rule changes relate to customers where there is evidence of former social housing rent arrears or unacceptable behaviour. The objective is to be much clearer with customers what they have to do to resolve the issue in question but to discourage some previous practices whereby they may be 'arbitrary blocked' from being considered for social housing. The new rules mean fewer will be disqualified but they will not be offered social housing until they have demonstrated the changed behaviour required to be considered to be a good tenant.

Qualification rule 1 – Local Connection	<p>It is proposed that the Policy will restrict access to the high housing need Bands A and B to customers who can evidence a local connection with Cumbria. This would prioritise Cumbrian households for the higher 2 bands but there would be exceptions for people without a local connection if they were homeless or victims of domestic violence.</p> <p>Therefore to qualify for Bands A or B the customer must have a local connection with Cumbria. This could be set as:</p> <p>Option A:</p> <ul style="list-style-type: none">a) Living in Cumbria for the last year, or 3 years in the last 5b) Having close family living in Cumbriac) Working in Cumbria as long as this isn't casual work.
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	<p>Option B</p> <ul style="list-style-type: none"> a) Living in Cumbria for the last year, or 3 years in the last 5 b) Having close family living in Cumbria that provide essential support c) Working in Cumbria - defined as Employment is defined as paid employment for 16 hours or more per week for a period of one year, or self-employment where an applicant can demonstrate that the self-employed work they perform is in the Cumbria area and is on average 16 hours a week or more. <p>If the customer doesn't meet one of the above they can still register but will be placed in band C</p>
<p>Qualification rule 2: The requirement to give permission to obtain and share an applicant's personal information</p>	<p>Unless the customer gives permission to enable enquires to be made to assess their application and circumstances, they will not be able to qualify for the housing register. This is to combat possible fraudulent applications.</p>
<p>Qualification rule 3: Homeownership or legal interest in home ownership</p>	<p>If the customer owns their home they will either a) not be able to qualify to be included on the register, or b) will not be able to qualify for Bands A or B but would still be allowed to be placed into Band C. We would like your views on this rule and if you support it which should it be a) or b)?</p>
<p>Qualification rule 4: Financial resources</p>	<p>If the customer earns above a set net income or has savings above a set threshold they will either not be able to qualify for the register or will not be able to qualify for Bands A or B but would still be allowed to be placed in Band C despite their income or savings.</p> <p>We would like your views on which option should be included and if you support income or savings thresholds what these should be?</p>

<p>Qualification rule 5: Failure to Bid</p>	<p>Many customers once they register don't bid for the properties advertised. We think that if someone hasn't made one bid in 12 months that they should be removed from the register. This will cut down on the time and costs in administering the housing register. This rule would not stop a customer from reapplying at a later date.</p>
<p>Qualification rule 6: Fraud or giving False Information</p>	<p>If someone has lied or withheld information in an attempt to get social housing we think they should not be able to register, or if they are already registered and we discover they have led or withheld information they will be removed from the register. This would be serious cases of lies or withholding information that were intended to obtain social housing by deceit.</p>
<p>Qualification rule 7: Circumstances where an applicant has current or former social housing rent arrears or another relevant recoverable housing related debt</p>	<p>This rule in the current policy is being amended to help customers who have former social housing rent arrears or housing related debt to be able to obtain social housing.</p> <p>For customers with serious rent arrears it will continue to be the case that they cannot qualify for the housing register until they have reduced the debt to a level we agree is reasonable.</p> <p>However, for customers who owe less than £1000 they will be able to qualify and be banded for their assessed housing need but they will not be offered a property until they have resolved the debt to a level we think is reasonable in the circumstances. There will be clear criteria for what they have to do to resolve the issue and they will continue to 'move up the queue for their band' so they have not 'lost out' whilst resolving the debt.</p>
<p>Qualification rule 8: Serious unacceptable behaviour</p>	<p>This rule in the current policy is being amended to encourage customers to tackle any unacceptable behavior issues, or ASB issues before they will be able to be considered for an offer of social housing.</p>

	<p>For customers with a history of serious unacceptable behavior that has not been resolved when they apply to join the housing register it will continue to be the case that they cannot qualify for the register until they have resolved the problem to the satisfaction of Cumbria Choice. That is not a change from the current policy. However, it is proposed that customers presenting with more minor issues that are assessed as needing to be resolved will be allowed to qualify and will be banded for their assessed housing need. However, they will not be offered a property until they have resolved their behavior to a level that will give us confidence that they will be good tenants in the future.</p> <p>There will be clear criteria for what they have to do to resolve their behavior and they will continue to 'move up the queue for their band' so they have not 'lost out' whilst they resolve the problem.</p>
<p>Qualification rule 9: CCP Tenants not assessed as Band A or Band B Housing Need</p>	<p>Existing Housing Association and Barrow Council tenants who have a housing need will be able to join the Housing Register. However, there is a problem in existing tenants who do not have a housing need wishing to transfer to another social housing property. Each transfer costs the social housing landlord thousands of pounds in costs to re-let the property.</p> <p>We think that tenants who do not have a housing need should still be able to seek a transfer through the Mutual Exchange Scheme but not through the housing register.</p>

4) We are making the rules clearer regarding when a direct letting outside of the choice based letting system will be allowed.

The current policy on making a 'direct letting' will be made clearer regarding when a direct let will be allowed. The Policy intention is that direct lets should account for no more than 10%-15% of all lettings to preserve the integrity of the choice based letting system.

The main examples of when a direct offer will be considered due to exceptional reasons are:

- a) Urgent housing need situations where it would not be reasonable in the circumstances to wait for the Choice Based Lettings process to produce an offer such as a threat to life in the area in which an applicant currently lives.
- b) Tenants of a Cumbria Choice Partner in emergency cases whose homes are damaged by fire, flood or other disaster
- c) Where an applicant is homeless and in temporary accommodation and owed a section 189B(2) Relief duty or 193(2) main duty and the Cumbria Choice Board agree with a request from a Partner Council to allow direct lettings to move applicants out of temporary accommodation in order to manage any budgetary or legal impact.
- d) Where a vacant adapted property or a property designed to disability standards becomes available and there may be a need to offer that property to an applicant whose disability need best matches that property, regardless of the date they were registered.
- e) Other examples include cases where an applicant is subject to 'Multi Agency Public Protection Arrangements' (MAPPA), or may present a risk to themselves or others

5) We are proposing a penalty for applicants who refuse 3 reasonable offers in a 12-month period.

All applicants will continue to qualify for 3 reasonable offers in a 12-month period. If an applicant in the high need Bands A or B refuses 3 reasonable offers in that 12 months they will be 'downgraded' to Band C for 12 months. This is to stop applicants bidding for properties they are not committed to taking which has the consequence that properties take longer to let and cost the social housing landlord money in lost rent. The definition of a reasonable offer is clearly set out in the new policy.

6) We are proposing to remove the 'Cumulative Need' rule from the Policy

We propose to remove the 'cumulative housing need' rule from the scheme to make the scheme more transparent for customers and easier to understand and to administer. Under the current policy customers who have two or more of the housing needs as listed in Band C are 'promoted' into Band B. This is called the cumulative need rule.

Under the new policy we propose that an applicant who meets 2 of the housing need criteria for band B will still only be awarded band B and not promoted to Band A. The old policy of cumulative need has been extremely hard for officers to assess and results in people constantly requesting that their circumstances reassessed in the hope of qualifying for the higher band.

7) We are setting out how we propose to give choice to registered customers who have a local connection with the local authority area where a vacant property is advertised whilst at the same time encouraging mobility across Cumbria

We want to encourage mobility by allowing everyone registered to be able to bid for most of the properties advertised regardless of whether they have a local connection with the local authority area where the property is vacant. There will be exceptions, for example where there is a new development under a section 106 Planning Agreement that requires tenants to have a close local connection.

However, to ensure that properties are prioritised for customers who have a local connection to the area where the property is advertised we intend in the first instance to shortlist customers who have bid and have a local connection to the Council area where the property is advertised. We think this is a fair process and protects areas of higher demand for residents who have a connection to an area, but at the same time encourages customers to be more mobile in contemplating moving across Cumbria as if no one with a local connection bids then the customer who has a connection to Cumbria but not to the particular Council area will then be considered for that property based on their band and date in band.

8) We intend to expanded criteria for when a customer will qualify for the statutory housing need bands A and B and have set out clearer criteria for when a band will be awarded to ensure assessments are always consistently applied.

The criteria for when a customer will qualify for the Housing Need Bands A and B will be expanded and made far clearer. This will make it easier for applicants and their representatives to understand if they qualify, and far easier for officers assessing their case to made consistent and timely decisions regarding whether a customer qualifies for a high needs the Band A or B.

The Equality Impact Assessment (EQIA)

This EQIA considers the changes to the Allocations Policy and assesses their impact on those applicants/households within the protected characteristic groups. The assessment considers whether an impact that is identified is considered to be a positive, negative or neutral impact. Where negative the EQIA sets out what steps have or will be taken to reduce that impact.

Data, guidance and evidence used to assess the EQIA

This assessment has been drawn up using a broad range of data available to officers about applicants on the Housing Register. In addition to the legislation and case law governing allocations, regard has been had to the government guidance on the allocation of housing, the Equality Act 2010 and recent case law on the operation of Section 149 of that act.

It is recognised that the current 'Cumbria Choice' scheme does not have a comprehensive set of data for the households on the housing register and for those rehoused. This is, in part, due to the limitations of the current operating system to develop comprehensive monitoring and performance reports. Raw data can be captured but has not been configured into reports based on the protected groups. This is a critical task for the project plan implementing a new IT operating system. A further problem with the data is that a large number of applicants fail to complete the personal data section of the application form.

Moving forward Cumbria Choice needs to be able to monitor those on the register who are bidding for properties as well as those applicants who are housed under the policy. This will allow the local authorities and partners to analyse if those housed by each protected group is proportional to the proportion from each group registered.

A new IT operating system is being purchased. To ensure that Cumbria Choice has better information to review the EQIA in the future the following actions will be taken:

- 1) The on-line applicant form will be amended to encourage more applicants to fully complete the relevant sections,
- 2) Officers will, on contact with an applicant, request any applicant who has not completed the personal information section to do so.

- 3) Changes will be made to the home page for the applicant's on-line account to show a message explaining the importance of providing the information.
- 4) At the point all applicants are written to asking them if they wish to remain on the Housing Register they will be prompted to complete the personal data section

The data that does exist indicate that the following groups are over-represented in the high priority groups on the Housing Register:

- Families with children
- BME households
- Households with disabled or long-term health problems.
- Female headed households

Research shows that this is common for all local authority allocation schemes and is explained by socio economic factors and poverty.

The new EQIA assessment is set out in the table below and has been structured to consider:

- a) Part A - Firstly, each Individual protected group in the context of the changes, and then
- b) Part B - The changes in the context of their impact on all of the protected groups

The consultation responses summarised

All 8 changes proposed were strongly supported including each of the 9 qualification rules set out in change 3. A number of changes have been made as a result of the consultation feedback. These amendments include:

- a) Allowing applicants where it is agreed need to move from one Cumbrian Council district to another due to domestic abuse, the same priority in any shortlist as an applicant who has an established local connection to the area where a property is advertised.
- b) Making the criteria clearer for an applicant with housing debt as to when they may qualify for the housing register with no penalty, and where a penalty is applied more clarity on the criteria to be applied for the actions needed to resolve the debt so that they may be considered for an offer of social housing
- c) Helping to define which keyworkers should be given band B priority under the scheme.

Part A – Consideration of each Individual protected group in the context of the changes

Protected characteristic	Potential issue where there may be a positive or negative impact	Impact Judgement + / -	Observations and Recommendations	Relevant comments or Action/s to reduce any impact
Age				
	<p>The scheme will require applications to be made on-line as opposed to submitting a paper form.</p> <p>The impact could be that older people are less able to use an on-line application form and the system of bidding for properties through choice based lettings</p>	Negative	<p>On-line applications have been the preferred method for the vast majority of residents in Cumbria to make their applications, but in some areas applications are still made by way of a paper form.</p> <p>To mitigate any impact it is agreed that each partner will assist older and vulnerable people to:</p> <ul style="list-style-type: none"> ➤ Fill out their on-line application and ➤ To make bids under CBL ➤ Plus paper forms will still be available in exceptional circumstances where it is agreed an applicant is unable to complete an on-line form <p>On-line applications and CBL bidding on-line has been operating for several years. There is no evidence reported from applicants or stakeholders that customers are experiencing difficulty in applying for accommodation, or using the CBL system</p>	<p>The new website FAQs section will be amended to inform applicants that help is available if they are having difficulty in using any of the online application and bidding processes.</p> <p>The intention is to add a web chat</p>

				option on the website to further help applicants
	There is evidence nationally that younger people find it easier to access services online rather by filling out forms. Young people may be disadvantaged by a system where access is by paper form	Positive	It is reported by partners re the age profile of the Housing Register, that the majority of applicants are under 40. Delivering the application and bidding system on line is an advantage to younger people	No additional comments
	Seeking to deliver more of the application process on-line could disadvantage those applicants without internet access and these tend to be older applicants, or applicants most impacted by poverty	Negative	<p>Libraries have free public PC's. There are also free computer training sessions available across Cumbria.</p> <p>Information is available from any CCP partner on the availability of free local public internet access.</p> <p>There are numerous PCs in Council and Housing Association partner offices and the offices of other public authorities.</p> <p>Currently CCP partners report that the vast majority of bids are placed electronically. There are however alternative ways to bid.</p>	There is sufficient internet access points and support available in Cumbria to help people without access to the internet.

			The office of National Statistics reported that In 2018, 90% of adults in the UK were recent internet users, up from 89% in 2017. 8.4% of adults had never used the internet in 2018, down from 9.2% in 2017. Virtually all adults aged 16 to 34 years were recent internet users (99%) in 2018, compared with 44% of adults aged 75 years and over. The majority of the users of the CBL scheme are likely therefore to be confident in using on-line facilities and the scheme has ensured that there are sufficient protections in place for those applicants who are not confident of accessing the service online.	
	Young People - Care Leavers	Positive	Care leavers and young people ready to move on from supported accommodation benefit from the proposals as they are placed in Band A the highest priority Band. This should mean that they are provided with an offer of social housing in a relatively short time period Band A priority is also granted for children assessed as needing an urgent move for child protection concerns, and for residents who need larger accommodation to foster or adopt.	No additional comments
Disability				
	What is the impact of the changes on the housing prospects of applicants with a disability	Positive	The revised policy actively promotes the needs of disabled groups by ensuring that applicants with mobility problems are prioritised for accommodation that is suitable for them. On the limited statistical information available it is estimated that for the Housing Register as a whole up to 25% of applicants have some level of disability. Many applicants with a physical disability where their current housing circumstances impact on their disability will be prioritised for housing	No additional comments

			<p>under the Policy. Disability is recognised in both of the 2 priority bands A and B.</p> <p>Many applicants with a severe mental health condition and are homeless will be prioritised under the policy through being awarded reasonable preference for being owed a statutory homelessness duty</p> <p>The Council is also committed to capturing better information about social housing void properties to classify those that have or can be adapted.</p>	
	How accessible are the application and bidding processes for applicants with a disability?	Positive	<p>The intention is to move to a new IT operating framework. The new website will be developed to ensure that it is fully compliant with all accessibility requirements. Actions that will be explored include:</p> <ul style="list-style-type: none"> a) To ensure that the website is W3C 1.0 compliant b) That information is available on how to adjust type, font size, colour contrast and how to make the applicant's computer speak text aloud. c) To implement a drop down menu for people who need to read information in a language other than English. d) The ability to receive a letter in audio. 	<p>The Council will seek in the future, where the IT allows, to monitor data on the frequency of applicants accessing their account to check whether some applicants are being disadvantaged</p>

Transgender/ Gender reassignment				
	Is there an impact of the policy, or the changes, on transgender/gender reassignment applicants	Neutral	<p>Applicants who have undergone gender reassignment – can, as with any other applicant, apply to join the housing register and will qualify as long as they meet the eligibility and qualification criteria.</p> <p>The revised policy provides band A priority for applicants who have been subject to extreme harassment. Nationally statistically many people who have undergone gender reassignment report higher levels of harassment.</p>	The scheme will more proactively collect monitoring information for this group but has insufficient data at present
Pregnancy and maternity				
	No further impact identified	Positive	The majority of the Register is made up of applicants that are female-headed households with up to 10% being pregnant (based on national estimates). Pregnant women are more likely to have become homeless due to being excluded from a family home, or homeless due to domestic abuse, or homeless due to being unable to continue to afford the rent on a private rented property once they have given birth given the cost of childcare.	No additional comments

			The homeless and survivors of domestic abuse are given a high priority for housing under the Policy and therefore pregnant women as a groups are likely to be advantaged and not disadvantaged by the Policy	
Race				
	The changes to the residency requirement for banding priority under the Housing Register may impact on refugees, non British nationals and Irish Travellers	Negative	<p>A residency requirement of 1 year or 3 years in the last 5 to qualify for the higher needs bands A or B will have some impact on, refugees, non-UK nationals and Irish Travellers. The revised scheme has attempted to:</p> <p>Strike the right balance between disadvantage to some groups of a residency requirement and the policy aims of the residence requirement, which is to prioritise applicants who can demonstrate a positive commitment to Cumbria through being settled in the area. That is why:</p> <ul style="list-style-type: none"> a) A 1 year qualification has been chosen instead of 2 or 3 years which is the norm for the vast majority of local authorities (based on the national statistical local authority returns to MHCLG) b) The policy still allows applicants without the required residency period to qualify for the register (unlike most local authority schemes), awards them band C and means they may be still be successful in bidding for properties. c) To mmitigate any impact the policy is careful to build in exemptions and consideration of exceptional circumstances for applicants who do not meet the residency rules. 	No additional comments

			This impact and mitigation is considered more fully below in the section on the impact of the Policy changes across all of the protected groups	
	On-line access for making an application and bidding will impact on applicants whose first language is not English		<p>The new Cumbria Choice website will have information for people who need to contact or talk to a partner in language other than English and there is a translation option for the on-line form and accompanying information.</p> <p>This is considered to be a low risk because if a person's command of English is particularly poor they are likely to have access to someone with interpretation skills.</p> <p>The new Policy has been designed to be more 'straightforward' and easier to understand reducing the potential impact on applicants who do not have English as their first language. As is currently the case, Officers can provide advice and assistance for people who may have difficulty understanding the policy</p>	
Religion / belief				
	Is there an impact of the Policy or the Policy changes on applicants with a religion or belief?	Neutral	It can be difficult to distinguish what are factors to do with a person's religion as opposed to their ethnic or cultural origins. At present there is only generalised information for the Housing Register.	There will be more effort on collecting more accurate information in order to be

				able to assess any impact as the policy and the EQIA is reviewed
Sexual orientation				
	Is there an impact of the policy changes on applicants re their sexual orientation?	Neutral	The revised policy provides band A priority for applicants who have been subject to extreme harassment. Nationally, statistically many people report higher levels of harassment due to their sexual orientation.	More effort will be made on collecting the information in order to be able to assess any impact as the policy and the EQIA is reviewed
Sex				
	Is there any potential gender bias in the changes proposed?	Negative	<p>Females make up the majority of the housing register. This is because women are likely to be the main carers and are more likely as a result to come under one of the reasonable preference categories for a statutory housing need. This is likely to continue.</p> <p>A large proportion of the register is made up of 'female headed' households. The changes will not impact on the proportions of female headed households owed a statutory housing need</p>	No additional comments

			<p>Married, civil partners and co-habiting couples, same sex couples, brothers and sisters who wish to live together, can make applications.</p>	
<p>General comments on impact and safeguards</p>			<p>Overall the changes proposed will have a positive impact for many of the protected groups identified under the Equality Act. Where there could be a negative impact the policy changes have been carefully constructed to keep any negative impact on any group to a minimum.</p> <p>Although it can always be argued that any change that positively impacts on the chances of social housing for one or more protected groups may have a negative impact on another protected group any impact is not considered to be substantial.</p> <p>There is a further protection in that all applicants have a statutory right to seek a review of their housing application if they are dissatisfied with the Council's decision regarding how they have been assessed and the band they have been awarded.</p> <p>The policy has been amended to provide all applicants with the opportunity to submit reasons why they believe their case should be considered for exceptional circumstances and where requested this will now be considered under the statutory review process ensuring senior officer scrutiny of their request and improved consistency in decision making.</p>	
<p>Part B</p>	<p>All Groups/Several Groups</p>			

Consideration of the changes in the context of their impact on all or several of the protected groups				
	The impact of moving to a simple 3-band system with the time a person joined the register determining their place in the queue for the band they have been allocated	Neutral	<p>This aim of this simple change is to build trust in the system as it will become more of a 'waiting list' queuing system recognised by everyone using it as a fair way to allocate a limited resource where there is often over demand for certain property types or areas.</p> <p>This is assessed as having a neutral impact, as the 2 high need bands A and B are retained and applicants with a protected characteristic dominate these bands.</p>	
	The policy makes changes to the local connection rules impacting on whether an applicant may be awarded a priority band A or B.	Negative	<p>To qualify for the higher priority bands A or B an applicant must have a local connection with Cumbria. This is defined under the new policy as:</p> <ul style="list-style-type: none"> a) Living in Cumbria for the last year, or for 3 years in the last 5 b) Having close family living in Cumbria c) Be working in Cumbria as long as this isn't casual work. 	The scheme will analyse the equality profile of households who will potentially be affected by the proposed changes to local

			<p>Statutory guidance from the Government's MHCLG Department strongly encourages all local authorities to adopt a minimum 2 - year residency test as part of their qualification criteria.</p> <p>In accordance with Government Guidance there is the intention to embrace the idea of giving greater priority to applicants in housing need with a local connection to Cumbria based on residency, employment, or close family. However, the changes have sought to strike the right balance between the potential disadvantages for some groups of a residency requirement set against the policy aims of adopting a residency requirement, which is to prioritise applicants who can demonstrate a positive commitment to Cumbria through being settled in the area.</p> <p>The compromise chosen therefore is a 1 year residency rule to qualify for the higher priority bands A or B instead of 2 or 3 years residency rule to qualify for the register at all, which is the norm for the vast majority of local authorities (based on the data for local authority statistical returns to MHCLG 18/19).</p> <p>A key safeguard is that the policy will still allow applicants unable to meet a 1 year residency period to qualify for the register (unlike most local authority schemes) and they will be placed into Band C. This means they may still be successful in bidding for properties that are in less popular areas</p> <p>Local connection rules including length of residency were overwhelmingly supported in the consultation feedback.</p> <p>Adopting a residency rule is considered as particularly necessary given that the rental market in some parts of Cumbria is an affordable</p>	<p>connection rules</p>
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			<p>option for those seeking to rent privately in the region. It means that without a rule any applicant can apply for social housing, and their housing need may attract band A or B priority regardless of the fact that they may have only just moved into Cumbria. This is important for local authorities that have limited access to social housing in areas of high demand and seeks to prioritise limited social housing resources for applicants who have an established connection to the area.</p> <p>The partnership is mindful of any potential impact of introducing local connection rules on applicants who are classified as a protected group under the Equality Act.</p> <p>We are satisfied that the 1 year residency rule, employment and close family connection rules, are a proportionate means of achieving a legitimate aim which is to prioritise people with a local connection without preventing any access to housing for those in housing need without a local connection.</p> <p>The Council is satisfied that it has brought in changes that achieve an appropriate balance and namely that any indirect discrimination of the local connection rules on applicants from a protected group will be minimised through the actions set out below and that any impact is proportionate.</p> <p>The new policy has been careful to build in safeguards and exemptions to the local connection rules and the residency rule in particular. The safeguards include the ability for an applicant to retain their local connection where they have left the area due to:</p> <p>1) Being in hospital, or</p>	
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			<p>2) Having to move out of the area for care, or 3) Being accommodated in supported accommodation outside the district, or 4) Having been placed into temporary accommodation outside of their 'home' district Cumbrian Council, or 5) Applicants who are leaving an institution such as a prison or secure unit or a hospital, rehabilitation centre, refuge, hostel or supported accommodation scheme and were resident for 1 year or 3 out of the previous 5 years immediately before they moved into their current accommodation.</p> <p>Exemptions from the local connection rules for exceptional circumstances will also be considered for:</p> <p>1) Any application from a Gypsy or Traveller household that does not meet the continuous period of residence rule, as the period may have been broken by periods of travelling. 2) Care leavers below the age of 21 years who are owed a duty under Section 23C of the Children Act 1989 by any local authority Children Services Department and have been accommodated within Cumbria for a continuous period of at least two years 3) Reasons of safety; i.e. when an applicant is fleeing domestic abuse or hate crime from another area, or a) Is on a witness protection program, or b) Where by not moving to the area this would be detrimental to their wellbeing or cause significant hardship.</p>	
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			<p>Going forward there is a commitment to monitor and analyse the equality profile of households who will potentially be affected by the local connection rules and in particular the 1 year residency rule.</p> <p>A residency requirement of 1 year will impact to some extent on, refugees and non-UK nationals, Irish Travellers (though safeguards have been built in for travellers). The Council has sought to strike the right balance between disadvantage to some groups of a residency requirement and the policy aims of the residence requirement, which is to prioritise applicants who can demonstrate a positive commitment to Cumbria Choice and are settled in the area as defined by 1years residence, employment or close family associations.</p> <p>It is likely that for residents who have not resided in Cumbria for more than a year the rule will impact to some extent on BME residents, former asylum seekers and Irish travellers who will not be able to access the higher priority bands A or B until they meet the 1 year residency criteria, or other local connection rule such as employment. It should be noted however, that this will not stop them from bidding with their band C status and they may still be successful in obtaining an offer of social housing.</p> <p>It is also the case that levels of 'inward migration' into Cumbria is relatively low compared to other local authority areas of England.</p> <p>The Statutory Guidance issued by the Government expressly highlights the need for local authorities to take account of special circumstances. The changes on residence achieve this, for example,</p>	
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			<p>by protecting people who are moving into the district to escape violence</p> <p>Furthermore, it should be noted that all applicants to the housing register would be equally disadvantaged through the 1-year residency rule.</p> <p>To summarise the impact of the residency criteria is not considered to be substantial and the 6 local authorities have been careful to reduce the impact through the following actions:</p> <p>1 - The residency criteria is set at 1 year which is the number of years suggested in the Government's own guidance. We have been careful not to adopt a '2 or 3 years or more' residency rule which would have a greater negative impact.</p> <p>2 - The proposed allocations policy recommends that exceptions to the 1-year local connection requirement be made in appropriate cases, such as applicants who have been subjected to domestic violence.</p> <p>3 - By permitting exemptions to avoid hardship, the circumstances of all applicants can be fully considered and the possibility of an applicant suffering any disadvantage avoided.</p> <p>4 - There is an exemption for applicants where there are additional health, welfare or care/support needs that is reliant on the relative being within the area</p> <p>5 - All applicants have a statutory right to seek a review of their housing application if they are dissatisfied with the decision re the band they have been awarded. This provides an applicant with the opportunity to submit reasons why they believe their case should be considered under the exceptional circumstances part of the policy.</p>	
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			<p>6 - The Policy includes other ways an applicant can obtain the higher A or B banding for their housing need other than being resident for 1 year. The alternatives are where an applicant is employed in Cumbria for as little as 16 hours a week, or has close relatives living in Cumbria.</p> <p>7- Any disadvantage is only for a relatively short time period until the applicant can evidence residency for 1 year after which an applicant will be allocated the band that fully reflects their housing need.</p>	
	<p>The specific change to include the ability to qualify for households who are employed in the area</p>	<p>Negative or neutral and positive in the longer term</p>	<p>One of the policy aims is to reduce inequality and poverty over the long term by encouraging employment</p> <p>A key aim of this policy change is to encourage those who work in Cumbria to be able to work, live and settle in Cumbria. This is especially relevant where they are unable to afford to rent or buy and have a housing need.</p> <p>The criteria has been deliberately set as paid employment for 16 hours or more per week for a period of one year, or self-employment where an applicant can demonstrate that the self-employed work they perform is in Cumbria. This recognizes that many women with childcare challenges may only be able to work part time.</p> <p>The policy aim is to make a contribution to rebalancing communities on social housing estates seeking a balance of households that are dependent on benefits and are economically active.</p> <p>There will be little impact on other households who don't work and live in Cumbria Choice and have a protected characteristic, as most</p>	<p>The scheme will analyse the equality profile of households who will potentially be affected by the proposed changes to local connection rules for employment</p>

			<p>of these applicants will qualify for a priority band under the 1-year residency rule.</p> <p>Unlike many other local authorities we have been careful not to build into the shortlisting rules work as a determining factor for prioritising applicants, as this could have a disproportionate impact on applicant's who are not able to work and come under the definition of one or more of the protected characteristics.</p> <p>Many of the mitigating actions and considerations set out in the section on the residency rule above apply equally here</p>	
	The specific change to include under the local connection rules family (normally mother, father, brother, sister, son or daughter) that have lived in the area for a minimum of the past five years.	Neutral or positive	<p>This rule allows an applicant who is not resident or employed in Cumbria Choice to qualify under the local connection rules if they have close family living in Cumbria.</p> <p>This rule is likely to be positive for those applicants from a relevant protected group who live outside of Cumbria but have close family living in Cumbria and would be unable to qualify for another reason</p>	
	What is the assessed impact of the revised income, savings/assets thresholds on applicants with a	Neutral or negative	<p>There were income and savings qualification thresholds under the previous Policy. These have been revised and are:</p> <p>Applicants who are considered to have sufficient financial resources to buy suitable accommodation in Cumbria will not qualify for Bands A or B but can qualify for Band C. 'Sufficient financial resources' are</p>	The Council will monitor the number of applications rejected for an award of

	protected characteristic under the Equality Act?		<p>defined as sufficient capital to buy or rent privately; or sufficient income to raise a mortgage to buy or rent privately; or a combination of both. The income and savings limits are:</p> <p>Applicants (both single persons and couples) who have total savings, investments and/or assets of £25,000 or more. Applicants whose total gross household income from all sources exceeds an annual income of £45,000 or more (for single persons) or joint income of £60,000 or more (for couples).</p> <p>Those applicants with savings or income above the thresholds will be able to join the register and will be placed in band C and will also be advised on homeownership options and market and intermediate rent options.</p> <p>Although some applicants from a protected group will be impacted by this policy many other protected group applicants are on low incomes or have no savings and will benefit, because there will be fewer applicants on the register in bands A or B competing for housing.</p> <p>The Council is satisfied that:</p> <p>The new policy contains a wide range of exemptions to the Income and savings thresholds compared to the previous policy and that these exemptions are targeted at applicants likely to be from a protected group based on age or disability.</p> <p>Furthermore, any negative impact on protected groups is reduced by the fact that they will have the income level or savings to obtain an</p>	the higher bands A or B due to high income levels or savings
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			<p>alternative housing solution and by the fact that there is a process in the policy to consider exceptional circumstances.</p> <p>A key safeguard is that the policy will still allow applicants whose income or savings are above the thresholds to still qualify for the register (unlike most local authority schemes) and they will be placed into Band C. This means they may still be successful in bidding for properties that are in less popular areas</p>	
All groups				
	<p>We will continue to operate an open register in Cumbria. Everyone will still be able to register regardless of whether they meet the definition for a statutory housing need (unless there is evidence of serious unacceptable behaviour or significant former rent arrears). How might this impact</p>	Positive	<p>Although not a change to the policy the continuation of an open register will not impact on the objective that social housing should continue to be prioritized for those applicants assessed as being in the greatest housing need (bands A and B) and that these households are overrepresented by applicants who meet the protected groups criteria.</p> <p>However, many applicants without an assessed statutory housing need still meet the protected groups criteria. The continuation of an open register is therefore likely to benefit these applicants because they may be successful in bidding for lower demand properties.</p>	

	on the protected groups?			
	The new Policy includes the ability to apply local lettings policies	Neutral at this stage. Each local lettings policy will need to consider any equalities impacts before being adopted.	<p>Although this isn't a change to the new policy as local letting policies were always allowable under the current policy, the new policy sets out a clear framework for how these policies will be agreed and requires an evidence base and a strict timetable for reviewing the impact. The equalities impact of local lettings policies had not been assessed fully under the current policy. There will now be a clear equalities consideration as part of the process for agreeing any LLP policy and a clear equalities monitoring on the impact of any policy.</p> <p>Local lettings policies have the potential to have an impact on the housing prospects of a number of disadvantaged groups. Such a policy restricts allocations within a small geographical area in order to achieve certain policy and good management outcomes. An example might be lower child densities in certain block or road, or to restrict the number of vulnerable people allocated accommodation in a block where there are already a number of people housed with complex needs and there is evidence that the number is causing housing management issues for a landlord and impacting on other residents.</p> <p>The Allocations Policy is framed to allow for individual lettings plans to be developed and approved on a case-by-case basis. Each local letting plan will have to have an evidence base and be approved through a clear transparent process. Any equalities impact must be</p>	We will fully consider the equalities impact of any local letting policy in deciding whether to approve any LLP and will then monitor the on-going impact

			considered as part of the assessment process when deciding whether on not to approve a local lettings plan.	
	Applicants with former/current rent arrears or serious unacceptable behaviour who are assessed as being in housing need will be assessed as either non qualifying or allowed to qualify but not allowed to bid until the issue has been resolved.	The changes will have positive implications	<p>Applicants with former/current rent arrears or serious unacceptable behaviour that are in housing need will be assessed as either non qualifying or allowed to qualify but not allowed to bid until the issue has been resolved.</p> <p>This isn't a change to the Policy but a clarification of how these rules will be applied. Under the previous policy section an applicant could be disqualified for former rent arrears or unacceptable serious behaviour. The previous policy lacked clarity resulting in some applicants being 'stuck' and unable to access social housing due to previous rent arrears or behaviour but a lack of clarity for how the policy would be applied and what an applicant needed to do to resolve a problem led to inconsistency in the application of the policy. Many applicants where the policy was applied would be in a protected group.</p> <p>Changes have been made that will benefit these applicants. These are:</p> <ul style="list-style-type: none"> a) Much clearer criteria for when an applicant will or will not qualify b) Exemptions and exceptional circumstances consideration built into the Policy. c) Agreement with the Registered Provider housing associations on the approach to take regarding when an applicant should be considered for an offer accommodation in respect of what 'resolving their arrears or unacceptable behaviour means. This will mean fewer applicants are 'stuck' with no solution. 	The number of households impacted by policy will be carefully monitored

			<p>d) Where applicants qualify but are unable to bid until the matter has been resolved they will be allocated the correct band for their housing need and will continue to accrue 'time in band' priority which will be an advantage to them when they have resolved the issue.</p> <p>Although the housing related debt and unacceptable behaviour rules will impact negatively on some applicants from a protected group we are satisfied that:</p> <ul style="list-style-type: none"> ➤ The rules are a proportionate means of achieving a legitimate aim which is to ensure that new tenants pay the rent and resolve previous housing debt owed to a social landlord, or resolve unacceptable behaviour, and ➤ The changes that achieve an appropriate balance with safeguards and exemptions so that any indirect discrimination on applicants from a protected group has been minimised through the safeguards introduced in the new Policy and are proportionate. 	
	Making direct lets /sensitive lettings outside of the CBL system in certain circumstances	Positive for the protected groups of sex, disability	The revised Policy allows more flexibility in certain circumstances to make the best use of the housing stock. The vast majority of general needs properties will continue to be allocated via choice based lettings but there will be times when a housing association or Council needs to directly match a property to an applicant.	A target figure of no more than 15% has been set to ensure that the integrity

		<p>and sexual orientation</p> <p>Neutral for the other groups</p>	<p>The policy lists the circumstances when a direct letting may be applied and includes MAPPA, MARAC or other sensitive lets or where there is a need to move due to extreme risk of domestic violence or harassment or witness protection.</p> <p>Where direct lets are made in sensitive circumstances this is often where an applicant may be a victim of domestic abuse or is being harassed or has complex needs. A direct sensitive let will allow the best match to be made depending on the circumstances and needs of a particular applicant. This is an advantage to a number of protected groups for disability, sex (women are more likely to be victims of domestic abuse)</p> <p>For the other protected groups making direct lets outside of the policy band and date order will have a minimal negative impact as these will only be made in limited circumstances</p>	<p>of the CBL system is retained. The percentage of direct lets will be carefully monitored</p>
	<p>If an applicant in the high need Bands A or B refuses 3 reasonable offers in that 12 months they will be 'downgraded' to Band C for 12 months</p>	<p>Negative</p>	<p>Applicants in Bands A or B who refuse 3 offers following a successful bid or direct allocation will be downgraded to Band C for a period of 12 months.</p> <p>We will implement clear operational procedures for the assessing officers to take into account people with mental health or support needs where their condition may impact on their behaviour and their ability to keep appointments in the normal way. Officers will look at the individual circumstances for all applicants before applying the rule.</p> <p>An additional safeguard is that the new Policy clearly defines what a reasonable offer is. This will ensure consistency in the application of the refusal policy.</p>	<p>Regular analysis of the number and needs of applicants downgraded to Band C because they refused 3 reasonable offers will be needed to ensure that specific</p>

			<p>The view is that allowing an applicant to refuse 3 reasonable offers before being downgraded to Band C is a reasonable compromise between allowing choice and managing re-letting times for the partners. It is not expected that many applicants will have the rule applied, as having the rule in place will focus applicants on seriously considering any property they bid for.</p> <p>It is also likely to be positive in that some applicants in a high band who are in a protected group refuse offers of accommodation waiting for what they perceive to be the 'perfect' offer. This leaves them in unsuitable housing for a longer period of time. This policy will help tackle this problem</p> <p>Where an applicant is owed a homeless duty 1 suitable offer will end the homeless duty (this is required by the homelessness legislation) but they would still be able to receive 2 more offers if their housing need means they would still qualify for a Band A or B.</p> <p>Even if they have no other statutory housing need they would still qualify for the Housing Options Band C and be able to access lower demand properties and be entitled to 2 more offers in a 12 month period.</p>	<p>groups are not being adversely affected</p>
	<p>Removal of 'cumulative housing need' rule from the scheme to make the scheme more transparent</p>	<p>Neutral or negative</p>	<p>The change is to remove the 'cumulative housing need' rule from the scheme to make the scheme more transparent for customers and easier to understand and to administer. Under the current policy customers who have two or more of the housing needs as listed in Band C are 'promoted' into Band B and meeting 2 band B criteria would be promoted to band A. This is called the cumulative need rule.</p>	

	for customers and easier to understand and to administer		<p>There may be some impact on applicants who meet the protected group criteria and have more than one assessed housing need. Under the new policy an applicant who meets 2 of the housing need criteria for band B will still only be awarded band B and not promoted to Band A. The old policy of cumulative need has been extremely hard for officers to assess resulting in inconsistency in applying the rule and applicants constantly requesting that their circumstances reassessed in the hope of qualifying for the higher band.</p> <p>There is mitigation built into the decision to remove the cumulative need rule in that band A criteria has been clarified to include applicants with an exceptional or urgent housing need therefore reducing the need for a cumulative need rule.</p> <p>There is also a positive impact in that applicants in the current band C are less likely to have a protected characteristic. By being able to meet 2 band C criteria they would be placed on an equal footing with applicants with a band B need and band B contains more applicants that have a protected characteristic.</p>	
	Applicants who have a local connection with the Cumbrian local authority where a vacant property is advertised will be given priority in any shortlist	Neutral	<p>This is not a direct change to the policy but an amendment to provide greater clarity.</p> <p>For any shortlist an applicant that has a local connection with the Cumbrian local authority where a vacant property is advertised will be given priority over applicants who bid without that local connection. This could impact on victims of domestic abuse but the policy has safeguards built in so that any DA cases where it is agreed that they need to move as they cannot stay in their local authority district due to risk, will be treated equally on any shortlist.</p>	
	The impact of the expanded criteria	Positive	The criteria for when a customer will qualify for the Housing Need Bands A and B will be expanded and made far clearer. This will make	

	<p>for when a customer will qualify for the statutory housing need bands A and B and have set out clearer criteria for when a band will be awarded to ensure assessments are always consistently applied</p>		<p>it easier for applicants and their representatives to understand if they qualify, and far easier for officers assessing their case to made consistent and timely decisions regarding whether a customer qualifies for a high needs the Band A or B.</p> <p>This decision has a positive impact in that the criteria for being granted a band A or B award has been expanded for medical, disability, hardship, risk and move on meaning that more applicants from a protected group will qualify for a higher band award.</p>	
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Date EQIA approved

Any subsequent amendments – date and detail