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| TITLE  *Name/description of the issue being assessed* | Garage Allocations Policy | | | | | | |
| DATE  *Date the DIA is completed* | July 2022 | | | | | | |
| LEAD OFFICER  *Name and title of person responsible for carrying out the DIA*. | Aisling Sims – Policy and Partnerships Manager | | | | | | |
| 1. Summary description of the proposed change  * *What is the change to policy/service/new project that is being proposed?* * *How does it compare with the current situation?* | | | | | | | |
| The Garage Allocations Policy sets out how garages are allocated, and the terms and conditions associated with letting a garage.  The policy has been reviewed in July 2020 with the following updates:   * The deposit has changed from £25 to £50 * There is now no distinction between using garages for car parking or storage | | | | | | | |
| 1. Summary of evidence used to support this assessment  * *Eg: Feedback from consultation, performance information, service user records etc.* * *Eg: Comparison of service user profile with Medway Community Profile* | | | | | | | |
| Over time it was acknowledged that residents wished to use garages for storage as well as car parking. Under the new licence agreements from April 2020, tenants were permitted to use the facilities for storage without permission but at their own risk, with the exception of flammable liquids (apart from fuel in a vehicle tank) or explosives.  **Garage rents**  Following the publication of the policy in October 2018, rents for council tenants and non-council tenants have now converged.  From April 2020 all garage rents are £10.37 per week, or £539.24 per annum (£10.37x 52 weeks). Non-council tenants will also pay VAT. The deposit increase is a result of the increase of weekly rent to bring it in to line roughly with one month’s rent. Residents wishing to rent a garage are made aware of all payments ahead of agreeing to the license. The full deposit will be returned upon the termination of the license providing all terms and conditions are met.  As of 22 November 2019 there were 135 garages let to Council tenants and 261 garages let to non-Council tenants. | | | | | | | |
| What is the likely impact of the proposed change? *Is it likely to :*   * *Adversely impact on one or more of the protected characteristic groups?* * *Advance equality of opportunity for one or more of the protected characteristic groups?* * *Foster good relations between people who share a protected characteristic and those who don’t? (insert* ✓ *in one or more boxes)* | | | | | | | |
| **Protected characteristic groups** | | | **Adverse impact** | **Advance equality** | | **Foster good relations** | |
| **Age** | | |  |  | |  | |
| **Disabilty** | | |  | ✓ | |  | |
| **Gender reassignment** | | |  |  | |  | |
| **Marriage/civil partnership** | | |  |  | |  | |
| **Pregnancy/maternity** | | |  |  | |  | |
| **Race** | | |  |  | |  | |
| Religion/belief | | |  |  | |  | |
| **Sex** | | |  |  | |  | |
| **Sexual orientation** | | |  |  | |  | |
| **Low income groups** | | | ✓ |  | |  | |
| **Council /Non Council tenants** | | |  | ✓ | |  | |
| 1. Summary of the likely impacts  * *Who will be affected?* * *How will they be affected?* | | | | | | | |
| The policy is likely to advance equality between council and non-council tenants as everyone will now be charged the same regardless of tenure. | | | | | | | |
| 1. What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?  * *Are there alternative providers?* * *What alternative ways can the Council provide the service?* * *Can demand for services be managed differently?* | | | | | | | |
| **Support for Low income groups**  Each tenant will receive a written notification a minimum of four weeks in advance of the date any rent charge adjustments become operative.  If someone were to fall into garage arrears there would be potential for them to enter into a payment plan to recoup the arrears prior to repossession.  All garage tenants will be informed in writing at least 4 weeks prior to the increase informing them of payment changes.  **Disability**  Priority will be given to applicants with a Blue Badge’ disabled driver parking permit. Allowing residents to store their vehicles close to their properties, making it easier for them to be mobile.  **Council/ Non Council tenants**  All applicants will now adhere to the allocations criteria, regardless of home occupancy status, i.e. council housing tenants. This will provide a fair and consistent application process for all, who wish to rent a garage from the Council.  The waiting list will be reviewed every 2 years, and applicants will be required to confirm they wish to remain on the waiting list. | | | | | | | |
| Action plan  * *Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence* | | | | | | | |
| Action | | | | | Deadline | | Lead |
| Consult with residents on an annual basis on budget setting | | | | | January 2021 | | Policy and Partnerships Manager |
| Provide written notification of all garage tenants of any changes to rent charges | | | | | March 2021 | | Housing Manager |
| Monitor complaints regarding the Garage Allocation Policy. | | | | | Ongoing | | Housing Manager |
| Recommendation*The recommendation by the lead officer should be stated below. This may be:*  * *to proceed with the change, implementing action plan if appropriate* * *consider alternatives* * *gather further evidence*   *If the recommendation is to proceed with the change and there are no actions that can be taken to mitigate likely adverse impact, it is important to state why.* | | | | | | | |
| The recommendation is to proceed with implementing the Garage Allocation Policy. | | | | | | | |
| Authorisation *The authorising officer is consenting that:*   * *the recommendation can be implemented* * *sufficient evidence has been obtained and appropriate mitigation is planned* * *the Action Plan will be incorporated into service plan and monitored* | | | | | | | |
| Authorising Officer | | Mark Breathwick  Head of Housing | | | | | |
| Date | | **July 2020** | | | | | |