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| **TITLE**  *Name / description of the issue being assessed* | | | Tenant Incentive Scheme policy | | | | |
| **DATE**  *Date the DIA is completed* | | | Published October 2018  Reviewed July 2020 | | | | |
| **LEAD OFFICER**  *Name, title and dept of person responsible for carrying out the DIA*. | | | Katherine Bishop – 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 Tenant Incentive policy provides an incentive for tenants to transfer to a council, social landlord or private sector property more suitable for their household size. This policy will also be applied to offer alternative accommodation to those tenants living in a disabled adapted property that they no longer require.  The Policy has been reviewed in July 2020 with no significant changes.  Where a tenant is downsizing via a mutual exchange (moving from a property they are under occupying by bedroom size) and they are affected by the under occupation size criteria charge (spare room subsidy) as a result of Welfare Reform changes. Medway Council will use its discretion in meeting the costs of removals and any other moving expenses, up to a maximum allowance of £500 per household.  Tenants moving via a mutual exchange that are subject to under occupation size criteria charge (spare room subsidy) will also be entitled to a downsizing incentive payment. The rates are the same as apply to downsizing transfer applicants. To be eligible for this incentive, the exchange must be to a property where no size criteria charge applies at the time of the move. | | | | | | | |
| 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* | | | | | | | |
| As at 31/03/2020 HRA housing had 3,002 properties.  At the point of move in the property should meet the needs of the household. However, over time circumstances may change and some households could be left with excess bedrooms.  Over the past three years there have been a total of 64 claims through the Tenant Incentive Scheme and this can be broken down to:  2018-19 – 34 cases  2019-20 – 27 cases  2020-21 – 3 cases to date | | | | | | | |
| 3. 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** | |  | | |  |  | |
| **Income** | | ***✓*** | | |  |  | |
| **Sexual orientation** | |  | | |  |  | |
| **4. Summary of the likely impacts** | | | | | | | |
| **Income**  The properties will have to be in good decorative order to be considered for the incentive scheme. Some tenants may consider this to be a disadvantage if they are feel that they are unable keep the property in good decorative order due to lack of financial funds.  The scheme will also be available only to have a clear rent account or have an agreement in place to clear arrears.  Tenants who owe current rent arrears and former tenant debts or a sundry debt to the council, and where reasonable repayment of the debt cannot be negotiated will not be eligible for the scheme.  **Disability**  If a tenant applies for the cash incentive to move from an adapted property and/or requires an adapted property to move into, then this would be identified as part of the application process. This may disadvantage some disabled tenants, due to the number of adapted properties available.  **Access to information**  Those with learning difficulties or visual impairments or for tenants whose first language is not English may find it difficult to read the policy. | | | | | | | |
| **5. What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?** | | | | | | | |
| **Income**  Some discretion will be used in determining eligibility against criterion, as individual tenants circumstances will have to be taken into account.  Any arrears will be cleared from money due under the Tenants Incentive Scheme.  Council tenants who joined the Housing Register to downsize, whose rent accounts are in arrears only due to the Welfare Reform (size criteria) changes, will be eligible for the scheme.  An additional maximum £500 will be paid to tenants to help towards moving costs.  **Disability**  Depending on the adaptations required, these could be looked at as part of the offer process to an alternate property. It is therefore expected that disabled tenants with disabilities may benefit as the property they would be entering would be suitably adapted, and they may wish to sacrifice a property that is too big for one which can be adapted.  **Access to information**  It has been identified that some residents will need additional support and advice regarding the policy, as there maybe difficulty in interpreting, or accessing information. Additionally some residents may need the information in a different format or language. | | | | | | | |
| 6. Action plan  * *Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence* | | | | | | | |
| **Action** | | | | **Lead** | | | **Deadline or review date** |
| The council to ensure that information is provided in a variety of formats, including Easy Read, Braille or Audio if required. | | | | Housing Manager | | | Ongoing |
| 7. Recommendation | | | | | | | |
| To proceed with the implementation of the reviewed policy. | | | | | | | |
| 8. 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 the relevant Service Plan and monitored* | | | | | | | |
| **Authorising Officer** | Mark Breathwick  Head of Housing | | | | | | |
| **Date** | **July 2020** | | | | | | |