

# Diversity impact assessment

**TITLE**  
*Name / description of the issue being assessed*

Guest Room Booking Policy

**DATE**  
*Date the DIA is completed*

January 2018

**LEAD OFFICER**  
*Name, title and dept of person responsible for carrying out the DIA.*

Katherine Bishop

**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 Guest Room Booking Policy was due to be reviewed and has been updated to ensure that it reflects the current Support Planning policy process. There have been no significant policy changes.

**2 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*

Current number of Homes for Independent Living Schemes – 8.  
Current number of tenants in Homes for Independent Living Schemes = 281.

**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		✓	✓
Disability	✓		
Gender reassignment			
Marriage/civil partnership			
Pregnancy/maternity			
Race			

**Religion/belief**

**Sex**

**Sexual orientation**

**Other (eg low income groups)** ✓

#### **4 Summary of the likely impacts**

- *Who will be affected?*
- *How will they be affected?*

The Guest room policy advances equality through age and fosters good relations by allowing family members to facilitate the guest rooms. Children under the age of 18 years are able to stay in the guest rooms with adults' guests. Allowing family members to stay in the facilities strengthens intergenerational links and aims to prevent social isolation of HFIL tenants.

6 schemes out of 8 have guest rooms with limited cooking facilities and bathroom access away from the room.

The Guest rooms are priced between £8-£12 per scheme, to allow guests on lower incomes to stay at the schemes. Upon requesting a room, guests would be advised of differing room availability and corresponding rates, at each scheme. To allow for guests to choose affordable accommodation.

In exceptional circumstances, HIL tenants would be allowed to stay in guest rooms free of charge, should major works be carried out in their property at the scheme.

There are currently no disabled facilities available in any of the HIL Guest rooms.

Smoking is prohibited in the guest rooms, although guests may smoke in the HIL relatives' bedroom, with permission of the tenant.

#### **5 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?*

Whilst there are currently no disabled facilities available in any of the HIL Guest rooms all of the communal toilets are suitable for disabled people.

Some consideration may need to be taken into providing disabled facilities in the guest rooms in future in order to ensure the needs of disabled guest are met.

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## 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
Monitor complaints to identify any complaints with regards to the Guest Room Booking Policy	Homes for Independent Living Team Leader	January 2019
Consider providing disabled facilities in the guest rooms in future in order to ensure the needs of disabled guest are met.	Homes for Independent Living Team Leader	January 2019

## 7 Recommendation

*The recommendation by the lead officer should be stated below. This may be:*

- *to proceed with the change, implementing the 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.*

Whilst there is currently no provision for disabled guests, it is recommended to proceed with the implementation of the revised policy and consider future opportunities for providing disabled access to these rooms.

## 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**



Marc Blowers  
Head of Housing Management

**Date**

18 - 1 - 18

Contact your Performance and Intelligence hub for advice on completing this assessment

RCC: phone 2443 email: [annamarie.lawrence@medway.gov.uk](mailto:annamarie.lawrence@medway.gov.uk)

C&A: (Children's Social Care) contact your normal P&I contact

C&A (all other areas): phone 4013 email: [chrismckenzie@medway.gov.uk](mailto:chrismckenzie@medway.gov.uk)

BSD: phone 2472/1490 email: [corppi@medway.gov.uk](mailto:corppi@medway.gov.uk)

PH: phone 2636 email: [david.whiting@medway.gov.uk](mailto:david.whiting@medway.gov.uk)

Send completed assessment to the Corporate Performance & Intelligence Hub (CPI) for web publication ([corppi@medway.gov.uk](mailto:corppi@medway.gov.uk))

