

# Diversity impact assessment

<b>TITLE</b> <i>Name/description of the issue being assessed</i>	Mutual Exchange DIA
<b>DATE</b> <i>Date the DIA is completed</i>	25 <sup>th</sup> September 2019
<b>LEAD OFFICER</b> <i>Name and title of person responsible for carrying out the DIA.</i>	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 Mutual Exchange Policy has been updated to fall in line with the Council’s standard complaints procedure and also that in some circumstances applications may be permitted with a leeway of one bedroom – either larger or smaller - than the household is entitled to. The exceptions to this are:

- the applicant would be subject to spare room subsidy immediately on moving in
- the extent of the accommodation would not be reasonably suitable, for example a couple with a child requesting to exchange into a studio flat.

- 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*

The policy was updated to give more flexibility to tenants and to improve accountability by bringing in line with the council’s standard complaints procedures.

During the year 2018/19 there were a total of 20 mutual exchanges and the year before 15 exchanges. During this time there has only been one appeal against a decision, so we would not expect this to significantly affect the number of complaints received.

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### 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			
Ethnicity			
Religion/belief			
Sex			
Sexual orientation			

### 4 Summary of the likely impacts

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

This policy will be applied to all residents equally, but whilst not specifically targeted at any protected characteristic it is recognised that some aspects of could adversely impact on some of the groups e.g. some groups may be initially be disadvantaged if material is not immediately available in the appropriate format.

### 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?*

Medway Council hold profiling information of tenants and leaseholders, and will ensure that documentation produced will be in the appropriate format for

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the resident. Medway Council can offer information translated, Braille or taped versions of the document. In some instances an interpretation service or other person can give the pertinent information in verbal format.

The revised policy was consulted with residents at the Estate Champion meeting in May 2019.

## 6 Action plan

- *Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence*

Monitor the number of complaints made around mutual exchange decisions	Housing Manager	April 2020
Monitor the number of mutual exchanges, applied for and completed	Policy and Partnerships team	April 2020

## 7 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.*

To proceed with the implementation of the revised Mutual Exchange 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 service plan and monitored*

Authorising Officer	Mark Breathwick Head of Housing Management
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Date	October 2019
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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 1481 email: [paddy.cahill@medway.gov.uk](mailto:paddy.cahill@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))