

Equality Impact Assessment

Purpose of the Equality Impact Assessment process:

The Equality Act (2010) introduced the [Public Sector Equality Duty](#) (PSED) requiring public bodies to give due regard to the need to:

- Eliminate unlawful discrimination
- Advance equality of opportunity
- Foster good relations

Consideration must be given to the protected characteristics covered by the Equality Act (2010). Assessments should consider relevant evidence relating to persons with protected characteristics in relation to assessments of potential impact.

The purpose of an Equality Impact Assessment (EIA) is to ensure that policies, functions, plans or decisions (hereafter referred to as 'policy/ decision') do not create unnecessary barriers for people protected under the Act. Where negative impacts are identified these should be eliminated or minimised, and opportunities for positive impact should be maximised. An EIA is not required for a decision in relation to an individual.

Screening is a short exercise to determine whether a policy/ decision is relevant to equalities, and if so, whether a full EIA should be conducted.

Section 1: Equality Impact Assessment Screening

Title and description of the policy/ decision:	Notice of Variation	
Job title of the person(s) undertaking the assessment:	MDH Policy Officer	
Council service:	Mid Devon Housing	
Date of assessment:	07.07.2025	
What are the aims, purposes, objectives and proposed outcomes of the policy/ decision?		
To issue a Notice of Variation to all Secure and Introductory tenants, providing 28 days' notice of changes to the tenancy agreement following a review in accordance with Section 103 of the Housing Act 1985. This follows a consultation with all affected tenants.		
Who may be affected by the policy/ decision?	All secure and introductory tenants within Mid Devon Housing	
How have stakeholders been involved in the development of the policy/ decision? E.g. a consultation exercise	Consultation under Housing Act 1985 Section 103 Engagement via social media, drop-in sessions, home visits, telephone, email, and post.	
Will there be scope for prompt, independent reviews and appeals against decisions arising from the policy/ decision?	Yes	
To which part(s) of the Public Sector Equality Duties is the policy/ decision relevant:		
	Yes No Details	
1. Eliminate unlawful discrimination	☒ ☐	Measures in place to ensure accessible communication.
2. Advance equality of opportunity	☒ ☐	Adjustments provided to mitigate access barriers.
3. Foster good relations between different groups	☒ ☐	Inclusive communication strengthens tenant relationships.

Which of the protected characteristics is the policy/ decision relevant to?

Tick and briefly describe any likely equalities impact (positive, negative, or neutral)

Characteristic	Positive	Negative	Neutral	Comments
Sex	☐	☐	☒	No specific impacts
Age	☐	☒	☐	Older tenants may be unsettled by the process; mitigated via face-to-face support and phone communication.
Disability	☐	☒	☐	Mitigated by offering large print, verbal explanations, and face-to-face support.
Religion or Belief	☐	☐	☒	No specific impacts

Characteristic	Positive	Negative	Neutral	Comments
Race	☐	☒	☐	Any tenants who cannot read or write in English will be mitigated through the use of translation services to provide the review in alternative languages
Sexual Orientation	☐	☐	☒	No specific impacts
Gender reassignment	☐	☐	☒	No specific impacts
Pregnancy/ maternity	☐	☐	☒	No specific impacts
Marriage and Civil partnership*	☐	☐	☒	No specific impacts

*Applies only to Employment and the duty to give regard to the elimination of discrimination.

Decision by Corporate Manager to recommend this policy/ decision for an Equality Impact Assessment?

Yes

If the answer is “Yes”, please continue to the Section 2 and complete the Equality Impact Assessment. If the answer is “No”, please give a brief reason here.

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EIA Screening Complete

Section 2: Equality Impact Assessment

Evidence and Consultation
What existing sources of information have you gathered to help identify how people covered by the protected characteristics may be affected by this policy/ decision? E.g. consultations, national or local data and/or research, complaints or customer feedback. Please identify any gaps in the available information that might make it difficult to form an opinion about the effect of the policy on different groups. • Tenant consultation responses. • Internal data on vulnerable tenants • Regulatory guidance and best practice from the housing sector. • Tenant diversity data.

Please complete this table for all the Protected Characteristics. If you have identified any negative impacts you will need to consider how these can be justified or where possible mitigated either to reduce or remove them. (Please add rows where needed)

Potential Impacts/ Issues Identified/ Opportunities identified	Mitigation required (action) or Justification	Lead Officer and target completion date	What is the expected outcome from the action?
Sex			
Age			
Confusion or stress among older tenants	Offer personal communication: face-to-face visits or phone calls	Tenant Involvement Team	Improved understanding and reassurance
Disability			
Visual, cognitive, or literacy barriers	Use of alternative formats, plain English, home visits	Tenant Involvement Team	Enhanced accessibility
Religion or Belief			
Race			
Language barriers for non-English speakers	Translation services available	Housing Policy Team	Equitable access to information
Sexual Orientation			
Gender Reassignment			

Pregnancy/ maternity			
Marriage and Civil partnership (Applies only to Employment and the duty to give regard to the elimination of discrimination)			

Please provide details of arrangements to monitor and review the policy/ decision and any mitigating actions or actions to promote equality:

MDH will review this Policy every 5 years and as required to address legislative, regulatory, best practice or operational issues. However the Head of Housing and Health is given delegated authority to make minor amendments to the Policy as required by legislative changes, formal guidance or local operational considerations.

Please state where the EIA will be published (e.g. on the Mid Devon District Council website):

Mid Devon Housing Website

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Equality Impact Assessment Sign off

For completion by Corporate Manager

Are you prepared to agree and sign off the EIA?

☒ **Yes** ☐ **No**

If “No”, provide details of why and next steps:

Name: Simon Newcombe

Job Title: head of Housing and Health

Date: