

The equality impact analysis (EIA) process ensures that we do not disadvantage customers and staff who have Protected Characteristics ([Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/equality-act-2010-guidance)). In addition to publishing equality information every year the EIA is the council's main way of ensuring we meet our Statutory Public Sector Equality Duty under the Equality Act 2010. It is important to consider the equality impact before designing or changing a policy, project or service in any way. You should complete an EIA when considering any sized project which will impact people including:

- Developing a service specification
- Commissioning a service
- Providing a new service to residents
- New staff working procedure
- Refreshing and updating a policy
- Removal of service
- Developing a strategy
- Changing a service
- As part of consultation process
- Changes to services delivered jointly with other agencies

There are 4 sections to this Equality Impact Analysis. Answer all the sections and questions. If you are unable to answer any questions this indicates you need more work so that you can answer the question with confidence and evidence*.

If you need any guidance or assistance completing your Equality Impact Analysis contact Nicholas Bennett (Monitoring Officer) N.Bennett@chichester.gov.uk

*Evidence could include information from consultations; voluntary group feedback; satisfaction and usage data (i.e. complaints, surveys, and service data); and reviews of previous strategies

YOUR GUIDE TO COMPLETING AN EQUALITY IMPACT ANALYSIS

Section 1

In Section 1 identify background information to the policy, project or service you are analysing.

Section 2

In Section 2 highlight any likely impact on equalities as a result of the policy, project or service. You must have evidence* to support this. Impacts can be positive and negative

Section 3

Create an action plan which explains what you will be doing as a result of carrying out this analysis

Section 4

The responsible officer (completing this assessment) must now check the analysis and sign Section 4 and have the relevant senior manager also check and approve this analysis, and sign the relevant part of Section 4. Monitor and review your policy, project or service once it has been implemented to ensure any future adverse effects are mitigated. Ensuring the Equality Impact Analysis is kept up to date will form a core part of this.

SECTION 1

Name of activity/policy/project/decision/function being assessed	Compulsory purchase
Aims of policy/project/service	To seek approval to authorise the making of a Compulsory Purchase Order (CPO) under s.226 Town & Country Planning Act 1990 for the acquisition of land and rights set out in the CPO Map and Schedule, and its subsequent disposal, for the purpose of facilitating the provision of affordable housing accommodation.
Is this new or existing?	It is a new project.
Who is responsible for policy or decision, or advising on decision, and also responsible for this equality analysis	The Housing Standards and Delivery Manager is responsible for the equality analysis. Cabinet, Strategic Management Team and the portfolio holder for Housing are responsible for the decision.
What customer/profile data have you already got? What does it tell you about who is currently using/accessing the service?	SHMA – need for affordable housing CDC Housing Waiting List 2011 census – demographics
What information/evidence do you have on current and future service users and what impact could the change make?	CDC Housing Waiting List shows demand for affordable housing within the District and the delivery of 15 new social rented homes would reduce the Housing Waiting List.
What consultation (either new for the purpose of this change or carried out previously, but relevant) has been carried out to engage service users on the change?	. Hyde Housing’s team and agents acting on behalf of the Council has attempted to acquire necessary third party interests and rights by agreement. These are the people who will be affected by the CPO. It is not necessary or appropriate to consult those on the CDC Housing Waiting List on this CPO.
Who are the customers/Stakeholders of the service?	The third party owners and reputed owners having property and rights purchased through the CPO and the future beneficiaries of the proposed affordable housing once the project is delivered (facilitated by the CPO) (i.e. the future occupiers)
List the information and evidence you are using to inform this equality analysis	Statement of Reasons in respect of the CPO. In addition, the SHMA and the HEDNA provide evidence in respect of the need for affordable housing. The CDC Housing Waiting List in respect of households in need of housing and the 2011 census for demographic data.
Summarise the key findings of the information listed above	Attempts have been made by agents acting on behalf of the Council to acquire necessary land and rights by agreement where ownership is known. This has not been successful in progressing negotiations

	<p>to acquired by agreement and two of the third party owners and reputed owners have refused to engage with the Council or their agents. Given the unknown ownership of parts of the land acquired, even if all third party land and rights could be acquired by agreement, it would not be possible to provide clean title to the access track. This is necessary in order to facilitate the delivery of the much needed affordable housing. Once all alternative options have been followed the last resort is to pursue a compulsory purchase order.</p>
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SECTION 2

Do you have enough information to complete section 2? If not then you will need to complete some engagement/research with the service area to know your customer

2.1 Negative Impact?

	Is the likely effect to be negative on any of the Protected Characteristics listed below (please mark all that apply)		Please describe the effect and evidence that supports this*	How will you ensure the negative impact is removed? Copy into the action plan
	Yes	No		
Age		No	One or more of the third party owners or reputed owners may fall within the protection of the EA as they are elderly. However, we have no evidence of a disproportionate impact on any third party owner or reputed owner due to age.	
Disability		No		
Gender reassignment		No		
Pregnancy and maternity		No		
Race		No		
Religion or belief		No		

Appendix 5 – Equality Impact Analysis

Sex		No	
Sexual Orientation		No	
Marriage/Civil partnerships		No	

*Evidence could include information from consultations; voluntary group feedback; satisfaction and usage data (i.e. complaints, surveys, and service data); and reviews of previous strategies.

2.2 How are you going to address any negative impact?

Which of the options below best describes how you are going to address the impact described above?	Answer
1. No major change - the Equality Impact Analysis demonstrates that the policy is robust and that the evidence shows no potential for discrimination and that all opportunities to promote equality have been taken.	The EIA demonstrates that the proposal is robust and that the evidence shows no potential for discrimination and that all opportunities to promote equality have been taken.
2. Adjust the policy to remove barriers or better promote equality	
3. Continue the policy despite potential for adverse impact or missed opportunities to promote equality	
4. Urgent action must be taken if the policy shows actual or potential unlawful discrimination contact Nicholas Bennett, Monitoring Officer	

2.3. Positive Impact?

	Is the likely effect to be positive (please mark all that apply)	Provide examples of good equality practice or benefits to people with protected characteristics arising from the implementation of this service/policy etc	How will you promote equality and communicate good practice? Copy into the action plan in Section 3
Age	Yes	The Scheme includes two bungalows as well as a variety of house sizes. The provision of bungalows will widen the opportunities for elderly or disabled residents to remain within the area.	Nomination rights will be delivered through the Councils policies requirements which include express consideration of priority by need.

Appendix 5 – Equality Impact Analysis

Disability	Yes		The Scheme includes two bungalows as well as a variety of house sizes. The provision of bungalows will widen the opportunities for elderly or disabled residents to remain within the area.	Nomination rights will be delivered through the Councils policies requirements which include express consideration of priority by need.
Gender reassignment		No		Nomination rights will be delivered through the Councils policies requirements which include express consideration of priority by need.
Pregnancy and maternity		No		Nomination rights will be delivered through the Councils policies requirements which include express consideration of priority by need.
Race		No		Nomination rights will be delivered through the Councils policies requirements which include express consideration of priority by need.
Religion or belief		No		Nomination rights will be delivered through the Councils policies requirements which include express consideration of priority by need.
Sex		No		Nomination rights will be delivered through the Councils policies requirements which include express consideration of priority by need.
Sexual Orientation		No		Nomination rights will be delivered through the Councils

				policies requirements which include express consideration of priority by need.
Marriage/civil partnerships		No		Nomination rights will be delivered through the Councils policies requirements which include express consideration of priority by need.
What measures does and could the policy include to promote equality and foster good relations				The proposal will increase the number of homes available in this rural area to all groups, including some protected groups. Nomination rights will be delivered through the Councils policies requirements which include express consideration of priority by need.

SECTION 3

ACTION PLAN

The Public Sector Equality Duty is also a continuing duty, requiring attention and a review of decisions post-implementation. Therefore, every Equality Impact Analysis should result in an action plan that sets out the arrangements for reviewing the actual impact of a new policy or changes to an existing policy once it has been implemented. The action plan could include actions in the following categories:

- Involvement and consultation;
- Further data collection and evidence gathering;
- mitigating disproportionate or adverse impact; and/or
- taking any opportunity to advance equality and foster good relations.

You can produce the action plan by using the template below or by creating one on Covalent. This link provides guidance on producing an action plan in Covalent or through service planning.

Appendix 5 – Equality Impact Analysis

	Action	By when
1	Work with CDC legal team to make, notify and obtain confirmation of the Compulsory Purchase Order	Once the order is approved by Full Council
2	Implement the Order once confirmed to facilitate delivery of the new housing in this rural location.	Within statutory timescales, and in line with project delivery programme
4	Gather data on impact of implementation of Order, particularly on those with protected characteristics, and consider any mitigation required	Following implementation
3	Work with Hyde to ensure delivery of the new affordable homes	TBC

SECTION 4

Based on the information in section 2, what is the decision of the responsible officer (please select one option below):

Tick here

No negative equality impact (your analysis shows there is no impact) - sign assessment below

[X]

Please summarise your responses hereany impact is within local and national housing policies that are themselves measured against equality duties.

Adverse impact but continue (record objective justification for continuing despite the impact)-complete sections below

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This EIA had been checked and approved by responsible officer (sign and print name)	Elizabeth Reed	Date 9 th March 2023
This EIA has been checked and approved by Director (sign and print name)	Louise Rudziak	Date 9 th March 2023

(1) Attach your completed Equality Impact Analysis to your decision/recommendation report

(2) Please send the completed Equality Impact Analysis to the Monitoring Officer at N.Bennett@chichester.gov.uk

(3) Upload the completed Equality Impact Analysis to the relevant service improvement action to Jennifer Westerbrook, Policy officer

Date of Equality Impact Analysis Review:10th March 2023.....

Even after your activity/policy/project/decision/function has been implemented; it is recommended that analysis is undertaken every three years, and that this analysis is updated at any significant points in between. The purpose of any update is that the actual effects will only be known after the implementation of your policy, project or service. Additionally, area demographics could change, leading to different needs, alternative provision can become available, or new options to reduce an adverse effect could become apparent.