

Equality Impact Assessment Templates (Appendix 2)

Quick Guidance Notes

Stage 1. Screening Stage

Stage 1 of the template is classed as the Screening Stage. This should always be completed. **Remember it should be an integral part of policy development not a last minute thought.**

At this stage you should be assessing obvious negative/positive impact or gaps in knowledge about likely impact. It should be a relatively short process which makes use of any previous consultation results, any differences in user satisfaction among groups, personal knowledge and experience, research, reports, existing equality data about service usage, internet searches, internal and external specialist advice, employees with previous experience of similar work, known inequalities etc. **If the likely impact on a particular group is unknown, then action should be taken to acquire this information.**

If the impact is positive (i.e. the outcome will benefit an Equality Group) then no further action is required. If no positive or negative impacts are identified then no further action is required. If the activity has the potential to cause adverse/negative impact or discriminate against different groups in the community it will require a full impact assessment (Stage 2).

In some cases it might be easy to put in place simple adjustments to eliminate any negative impact while you are working through the screening process, especially if you already have clear evidence/consultation and the process is an integral part of your policy development. It should only be done if you are absolutely confident that no other impact will be identified. If you choose to do this you should clearly document the reasons/evidence and put in place monitoring to ensure action is taken if unanticipated impact occurs.

Stage 2. Full Equality Impact Assessment Report

Stage 2 of the EIA process guides officers through the full impact assessment process, ensuring that research/consultation with relevant equality groups has been carried out and leads to an action plan aiming to minimise the negative impact/s.

Consultation involves engaging with representatives from equality groups who are likely to be affected by the activity. It could involve engaging with employees and Members, trade unions, other public bodies, voluntary and community groups. It is important to ensure sufficient time and resources are dedicated to the consultation process to encourage full participation. You should refer to the Consultation Toolkit to ensure your consultation follows good practice. The Focus system should also be used and is able to give you information relating to other consultation activities across the council as well as existing groups/volunteers you may be able to access.

Take a Proportionate Approach

Your approach to assessing the equalities impact of a policy, strategy or service should be proportionate to the likely impact it will have. Issues you should consider include:

- the number of people likely to be affected

- the size of the budget/amount of money involved
- the extent of the proposed change
- wider public policy implications

This means you will assess more rigorously policies which are likely to have a significant impact on the local community.

Additional guidance notes to help you through the process are available in the Equality Impact Assessment Guidance Document.

Stage 1 and 2 Equality Impact Assessment Templates

Directorate:

Service:

Accountable Officer:

Telephone & e-mail:

Date of assessment:

Names & job titles of people carrying out the assessment:

Name of service/function/policy etc: Allocations Policy
Is this new or existing? Existing

Stage 1: Screening Stage

1. Briefly describe its aims & objectives

The policy sets out the Council's Housing Allocation Scheme.

It describes how Council and housing association properties (*aka* private registered provider - PRP) are allocated within the Folkestone & Hythe District. It contains the guidance on:

- Who can apply for social housing
- How to apply to the housing register
- How a household's entitlement, eligibility and priority for this type of housing is determined
- Which groups of applicants must be given reasonable preference as per relevant legislation
- The way the size and type of property a household requires is assessed

It also explains how households who are on the Housing Register can:

- Bid on vacant priorities
- Be shortlisted and nominated to vacant properties
- Offered a property and the lettings process

As well as setting out types of tenancies, how current tenants make a transfer application and complaints and appeals processes.

2. Are there external considerations? (legislation/government directive etc.)

The Council has had due regard to the:

1. The Housing Act 1996, Part 6 as amended by Localism Act 2011 (England)
2. The Housing Act 1996, Part 7 as amended by the Homelessness Reduction Act 2017
3. The Domestic Abuse Act 2021
4. Armed Forces Act 2021

5. Allocation of Accommodation: Guidance for Local housing Authorities in England (2012)
6. Providing social housing for local people: Statutory guidance on social housing allocations for local authorities in England (December 2013) "Supplementary Code"
7. Improving access to social housing for members of the Armed Forces guidance (June 2020)
8. Improving access to social housing for Victims of Domestic Abuse (January 2022)
9. Right to Move and social housing allocation (March 2015)
10. Homelessness Code of Guidance (March 2022)
11. Kent Housing Group 'Joint working protocol for care leavers' July 2025

3. Who are the stakeholders and what are their interests?

- The Council's Housing Service and the Housing Accommodation Team
- Private Registered Provider social landlords with whom the Council has nomination arrangements
- All applicants currently on the Council's housing register
- All statutory partner and voluntary agencies (health, social services and support agency)
- All local authorities in Kent and Medway Council

4. What outcomes do we want to achieve and for whom?

The overall aim of this policy is to ensure that social housing is allocated fairly and equitably to those in the greatest housing need, also to make the best use of stock. This policy's purpose is to achieve the following key objectives:

- Maintaining a common Housing Register which will enable customers in housing need to access social housing across the Folkestone & Hythe District area.
- Ensuring a high-quality allocations service to customers.
- Provide an allocations scheme which offers realistic choice to those with a housing need.
- Creating a policy that contributes to shaping balanced and sustainable communities.
- Ensure that every customer is treated fairly and consistently, irrespective of race and ethnicity, disability, gender/gender reassignment, sexual orientation, religion, belief and age.
- Produce a policy that is simple to understand, whilst being thorough and transparent.

Additionally, the law requires that local housing authorities give appropriate priority to housing register applicants who fall within Section 166A(3), Part 6 of the Housing Act 1996, which states that when framing an allocation scheme, "reasonable preference" must be given to the following groups:

- people who are homeless
- people who are owed a housing duty by a local housing authority
- people occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions

- people who need to move on medical or welfare grounds (including any grounds relating to a disability)
- people who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others).

The allocation scheme must also be framed so as to give additional preference to a person with urgent housing needs who fall within one or more of categories listed above and who:

- serve in the regular forces and suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service
- formerly served in the regular forces
- has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service, or
- is serving or has served in the reserve forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service.

5. Has any consultation/research been carried out or relied upon?

Yes. The following activities have been undertaken during the process of revising and updating the Housing Allocations Policy:

- The policy has been updated to ensure it is compliant with all relevant legislative updates implemented by the:
 - Homelessness Reduction Act
 - Domestic Abuse Act
 - The Allocation of Housing (Qualification Criteria for Victims of Domestic Abuse and Care Leavers) (England) Regulations 2025
 - Armed Forces Act 2021
 - The Secretary of States guidance published by the MHCLG 'Allocation of accommodation: guidance for local housing authorities in England'
- Research for best practice has been carried out of other LA's Housing Allocation Policies in Kent and nationwide resulting in additional information being added in appendices. This is to support clarity and transparency for customers, as well as to assist officers using the policy daily and reduce appeals, complaints and cases going to the Housing Ombudsman.
- The policy has been drafted with contribution and feedback from colleagues who use the Housing Allocations Policy regularly to carry out their work.

Following presentation to CLT the draft revised policy will be put forward to:

- Informal cabinet
- Overview & Scrutiny
- STAP (25th August 2026)

The document will then be made available for 8 weeks to all stakeholders for feedback

before the final draft will be presented to formal cabinet.

6. Are there any concerns at this stage which indicate the possibility of inequalities/negative impacts? (Consider and identify any evidence you have - equality data relating to usage and satisfaction levels, complaints, comments, research, outcomes of review, feedback and issues raised at previous consultations, known inequalities) If so please provide details.

None at this time.

7. Could a particular protected characteristic be affected differently in either a negative or positive way? (Positive – it could benefit, Negative – it could disadvantage, Neutral – neither positive nor negative impact or Not sure?)

	Type of impact, reason & any evidence
Disability	Positive: Legislation requires that Reasonable Preference for housing must be given to those in the categories set out in the Housing 1996 (as amended) the statutory Reasonable Preference categories cover People who need to move on medical or welfare grounds (including grounds relating to a disability).
Race (including Gypsy & Traveller)	Neutral – we offer translation services to communicate with our customer if needed.
Age	Neutral
Gender	Neutral
Transgender	Neutral
Sexual Orientation	Neutral
Religion/Belief	Neutral
Pregnancy & Maternity	Neutral
Marriage/ Civil Partnership Status	Neutral

8. Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?

None identified		

9. Are there any human rights implications?

No

10. Is there an opportunity to promote equality and/or good community relations?

Yes (if yes how will this be done?)

Before adopting/updating the Housing Allocation Policy or making an alteration reflecting a major change of policies affecting the allocation of accommodation, the Council will notify the following, affording them a reasonable opportunity to comment and feedback:

- Private Registered Provider (social landlords) with whom it has nomination arrangements
- All applicants currently on the Council's Housing Register
- All its statutory partner and voluntary agencies
- All local authorities in Kent and Medway Council

The Council will monitor the operation of the Housing Allocation Policy by regularly reviewing the policy to ensure that the policy meets its stated objectives and complies with legislative changes.

It is proposed that the Cabinet Member for Housing will be able to authorise minor amendments to the policy as and when required.

11. If you have indicated a negative impact for any group is that impact legal? (not discriminatory under anti-discrimination legislation)

None

12. Is any part of this policy/service to be carried out wholly or partly by contractors?

No

Please note that normally you should proceed to a Stage 2: Full Equality Impact Assessment Report if you have identified actual, or the potential to cause, adverse impact or discrimination against different groups in the community. (Refer to Quick Guidance Notes at front of template document)

13. Is a Stage 2: Full Equality Impact Assessment Report required?

No

There is no identified actual, or the potential to cause, adverse impact or discrimination against different groups in the community.

14. Date by which Stage 2 is to be completed and actions

N/A

Please complete

We are satisfied that an initial screening has been carried out and a full impact assessment **is /is not required*** (please delete as appropriate).

Completed by: Kimba Layton

Date: 27th July 2026

Role: Housing Strategy & Initiative Officer

Countersigned by Director/Chief Officer:

Date:

Please keep the signed hard copy with your team for auditing purposes and forward an electronic copy to policy@folkestone-hythe.gov.uk so that it can be published.

Stage 2: Full Equality Impact Assessment Report

15. Summarise the likely negative impacts for relevant groups identified in the screening process (Refer to Stage 1, Questions 7-8, start to think about possible alternatives)

16. What consultation/involvement activities have taken place or will need to take place with groups/individuals from each relevant protected characteristic or equality group? (refer back to Stage 1, Question 5)

17. What other research has been or will need to be carried out to help you with the assessment?

18. Results of research/consultation (what does it tell you about the negative impacts?)

19. Conclusions & Action Planning

You should explain what and how negative impacts have been reduced or removed and how positive impacts are to be improved or included.

Your final decisions or recommendations may include making immediate changes, stopping or proceeding with a new policy, justifying a decision or adding objectives/targets to the service development plan/equality scheme (long term changes).

You could use the template below to record your conclusions/actions. You should also make reference to any additional monitoring or research that is still required, or was not retrievable at the point of assessment, but will be required in subsequent reviews or in order to complete actions.

Impact/Issue	Action/Objective/Target or Justification	Will this remove negative impact?	Resources	Lead Officer & Timescale

20. How will you monitor, evaluate and check the policy in the future?

21. When will a review take place?

Please complete

We are satisfied that a full impact assessment has been carried out.

Completed by:

Date:

Role:

Countersigned by Director/Chief Officer:

Date:

Please keep the signed hard copy with your team for auditing purposes and forward an electronic copy to policy@folkestone-hythe.gov.uk for publication.