

# Equality Impact Assessment Toolkit (January 2021)

## **Section 1: Your details**

**EIA lead Officer:** Alan Lipscombe

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**Head of Section:** Emma Foley

**Chief Officer:** Lisa Newman

**Directorate:** Regeneration and Place

**Date:** 17<sup>th</sup> January 2024

## **Section 2: What Council proposal is being assessed?**

Minor changes to the wording of the existing policy on tests for fit and proper person and satisfactory management arrangements for a Houses in Multiple Occupation(HMO) Licence and Selective Licence. The original policy was one of a number of enforcement related policies that were agreed by Cabinet in 2019. The EIA related to these policies was originally undertaken in relation to the Regulatory Services Enforcement Policy which was reviewed and updated in 2020 and can be accessed using the following link:

<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments/equality-impact-assessments-2017/delivery>

## **Section 2a: Will this EIA be submitted to a Committee meeting?**

**Yes** / No

If 'yes' please state which meeting and what date

Economy Regeneration and Housing Committee 4<sup>th</sup> March 2024

**Hyperlink to where your EIA is/will be published on the Council's website**

<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments>

**Section 3:** Does the proposal have the potential to affect..... (please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other (Private Sector)**

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

**Section 4:**

Could the proposal have a positive or negative impact on any protected groups (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)?

You may also want to consider socio-economic status of individuals. We encourage services to consider the impact on those who serve and who have served in the armed forces and their families, in accordance with the Armed Forces Covenant

Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
All groups	Positive impact – proposed changes will support the Council taking action to revoke Mandatory HMO and Selective licences previously issued where a licence holder is no longer deemed to be a 'Fit and Proper Person' due to a change in circumstances. Revocation of licences will result in a change of property management in order to protect the interests of the residents/tenants, including those in any protected groups listed above	N/A	N/A	N/A	N/A
All groups	Positive Impact – the Fit and Proper Person Test is applied to all Mandatory HMO and Selective Licence holders regardless of whether or not they fall within a protected group. This is a legal test that is not unique to	N/A	N/A	N/A	N/A

	Wirral				
Race  Business owners and residents within Wirral whose first language is not English	Negative impact - Potential for businesses and residents/landlords, who, because of a language barrier may not fully understand the implications of the changes being made to the policy and enforcement action that may be taken by the Council.	Advisory materials will be made available in different languages and formats on a request basis  During formal investigations, access to approved interpreters made available, for example when interviewing a suspect under caution.  The policy will be published on the Council's website in an accessible format and be made available in different languages, paper copies and alternative formats such as large print, braille or audio.	Alan Lipscombe or Manager of Housing Standards Team	Ongoing	Managed within existing resources

**Section 4a: Where and how will the above actions be monitored?**

N/A

**Section 4b: If you think there is no negative impact, what is your reasoning behind this?**

Minor changes to wording do not substantially change the current policy which has been in existence since 2019

**Section 5: What research / data / information have you used in support of this process?**

Policy on tests for fit and proper person and satisfactory management arrangements for a HMO Licence and Selective Licence 2019

**Section 6: Are you intending to carry out any consultation with regard to this Council proposal?**

No

If 'yes' please continue to section 7.

If 'no' please state your reason(s) why:

Minor changes to wording of an existing policy only. Not deemed to substantially alter the current policy

(please stop here and email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

**Section 7: How will consultation take place and by when?**

N/A

Before you complete your consultation, please email your preliminary EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer in order for the Council to ensure it is meeting its legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing.

**Section 8: Have you remembered to:**

- a) **Select appropriate directorate hyperlink to where your EIA is/will be published** (section 2a)
- b) **Include any potential positive impacts as well as negative impacts?** (section 4)
- c) **Send this EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer for re-publishing?**