

# Community Impact Assessment

Part 1 – Details		
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Decant Policy	
Date Conducted	25/8/23	
Name of Lead Officer and Service Area	Sarah Finnegan – Housing Solutions	
Commissioning Team (if applicable)		
Director Responsible for project/service area	Rob Barnes	
Who are the main stakeholders	Council Tenants Housing Solutions Neighbourhood Services Contractors of the Council	
Describe what consultation has been undertaken. Who was involved and what was the outcome	Policy was presented to the tenants consultative group of 14/9/23 and feedback has been included within the executive summary.	
Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc)		
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	<input checked="" type="checkbox"/> x
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	<input type="checkbox"/>
	Existing	<input checked="" type="checkbox"/> x
	Being reviewed	<input checked="" type="checkbox"/> x

	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

## Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.

The outline of this policy is to put into a framework Tamworth Borough Council's (TBC) legislative and tenancy responsibilities when delivering services round how we manage the process of decanting a tenant either on a temporary or permanent basis.

Who will be affected and how?

This policy will impact tenants we provide these services to and the officers who implement them. It will provide both staff and tenants the framework and guidance to explain the process and legal context of how we manage the process of decanting tenants. Having a policy also allows us to be clear and transparent with our customers on their expectations. It will help ensure decants are done in a fair and equitable manner. It also sets out both regulatory and legislative responsibilities and would allow the Council to defend our position if challenged by customers and allow us to manage complaints more effective.

Are there any other functions, policies or services linked to this impact assessment?

Yes                    x                     No                   

If you answered 'Yes', please indicate what they are?

Allocation Policy  
Safeguarding Policy  
Tenancy management policy  
Income management policy  
Repairs policy  
Financial Inclusion Strategy  
Rechargeable Repairs Policy Statement & Procedure Policy  
Tenant Involvement & Consultation Strategy 2022 - 2024  
Social Housing Regulatory Standards

## Part 3 – Impact on the Community

Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation )
Age	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> <li>• Only those ages 18+ may become a tenant, however children can be included within a household.</li> <li>• Older residents may find it difficult to be forced to move under the terms of the decant policy and may require extra assistance or support to understand the process and to ensure they can move more smoothly.</li> <li>• Those ages 50+ may be able to move to high rise accommodation and those aged 55+ maybe be able to move to sheltered accommodation.</li> <li>• The policy can be provided in different formats including large print.</li> <li>• The Council will ensure that the disruption to children and young people who attend school and college is minimised.</li> </ul>
Disability	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> <li>• Applicants will be treated on an individual needs basis and assistance/support will be tailored as appropriate.</li> <li>• The policy will be available in different formats including large print or braille if required.</li> <li>• Profiling and monitoring will take place of customers accessing the service.</li> <li>• A sensitive approach to identifying suitable properties for those with health impairments.</li> <li>• Extra support or assistance may require to be provided when moving a tenant with disabilities.</li> </ul>
Gender Reassignment		<input checked="" type="checkbox"/>	The policy should have no deferential impact due to gender reassignment
Marriage & Civil Partnership		<input checked="" type="checkbox"/>	The policy should have no deferential impact due to marriage or civil partnership
Pregnancy & Maternity	<input checked="" type="checkbox"/>		The Council will ensure that additional support with moving is provided to someone who is pregnant or has young children.
Race		<input checked="" type="checkbox"/>	The policy should have no deferential impact on Race Witness support for Hate crime is available

Religion or belief		<input checked="" type="checkbox"/>	The policy should have no deferential impact due to religion or belief
Sexual orientation		<input checked="" type="checkbox"/>	The policy should have no deferential impact due to sexual orientation
Sex		<input checked="" type="checkbox"/>	The policy should have no deferential impact due to Sex
Gypsy/Travelling Community		<input checked="" type="checkbox"/>	The policy should have no deferential impact to the gypsy/travelling community
Those with Caring/Dependent responsibilities	<input checked="" type="checkbox"/>		A sensitive approach may required too be taken to those with caring/dependant responsibilities in identification of a suitable property
Those having an offending past	<input checked="" type="checkbox"/>		A sensitive approach may be required to be taken to identify suitable properties to those with certain offences and mindful of any licence conditions If serious/sexual crimes are identified any property should be approved by police and/or probation
Children	<input checked="" type="checkbox"/>		A sensitive approach may be required to be taken to identify suitable properties to those with children and mindful of any education needs The Council will ensure that the disruption to children and young people who attend school and college is minimised.
Vulnerable Adults	<input checked="" type="checkbox"/>		A sensitive approach may be required to be taken to identify suitable properties to vulnerable adults. Further support may be required to be provided to aid the move to/from the decant property
Families	<input checked="" type="checkbox"/>		A sensitive approach may be required to be taken to identify suitable properties for families and mindful of location for education responsibilities The Council will ensure that the disruption to children and young people who attend school and college is minimised.
Those who are homeless		<input checked="" type="checkbox"/>	If a household was required to move out of temporary accommodation due to emergency works, alternative temporary accommodation would be secured for them under the relevant homelessness accommodation duty
Those on low income	<input checked="" type="checkbox"/>		Under the policy the Council would fund removal costs in addition to the connection of white goods. Utility bills would be the responsibility of the tenant in their decanted address, however support can be secured through referrals to community services and the citizens advice

			services if required. The Tenancy Sustainment Officer can signpost for any required referrals. Where possible, we would work to ensure that the decanted property was the same size as their substantive address to avoid additional heating/ electricity charges.
Those with Drug or Alcohol problems	<input checked="" type="checkbox"/>		Increased prevalence of substance misuse is present in the wider community, and the policy has considered the impact of this. The policy is designed to support all vulnerable customers and provide the appropriate support and assistance. A sensitive approach to decanting tenants will be taken to tenants who are deemed to be vulnerable.
Those with Mental Health issues	<input checked="" type="checkbox"/>		Increased prevalence of those with mental health issues is present in the wider community, and the policy has considered the impact of this. The policy is designed to support all vulnerable customers and provide the appropriate support and assistance. A sensitive approach to decanting tenants will be taken to tenants who are deemed to be vulnerable.
Those with Physical Health issues	<input checked="" type="checkbox"/>		The policy is designed to support all vulnerable customers and provide the appropriate support and assistance. Those with physical health issues may require a property to have certain adaptations and care should be taken when identifying suitable properties for those with health impairments to be decanted to A sensitive approach to rent arrears recovery will be taken to tenants who are deemed to be vulnerable.
Other (Please Detail)	<input checked="" type="checkbox"/>		Ethnicity/Nationality – decanting is a difficult and often complicated process, and if there are residents who do not speak or read English, further care maybe required to ensure they understand the process fully. The policy may need to be provided in other languages.

#### Part 4 – Risk Assessment

From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications

Impact Area	Details of the Impact	Action to reduce risk
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Age	<ul style="list-style-type: none"> <li>• Only those ages 18+ may become a tenant,</li> <li>• Older residents may find it difficult to be forced to move under the terms of the decant policy and</li> <li>• Disruption to children</li> </ul>	<ul style="list-style-type: none"> <li>• Whilst there are age restrictions on tenancies by law, children may be included within a household- and there is additional provision for care leavers</li> <li>• Older residents may require extra assistance or support to understand the process and to ensure they can move more smoothly.</li> <li>• The policy can be provided in different formats including large print</li> <li>• The Council will ensure that the disruption to children and young people who attend school and college is minimised and education requirements will be considered when identifying suitable properties</li> </ul>
Disability	<ul style="list-style-type: none"> <li>• It may be difficult to identify suitable decant properties for those with disabilities.</li> <li>• Those with physical, learning disabilities or blind may struggle in understanding the process.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Extra support or assistance may require to be provided when moving a tenant with disabilities.</li> <li>• Applicants will be treated on an individual needs basis and assistance/support will be tailored as appropriate.</li> <li>• The policy will be available in different formats including large print or braille if required.</li> <li>• A sensitive approach to identifying suitable properties for those with health impairments.</li> <li>• Extra support may be required to help those with disabilities or adaptations to move</li> </ul>
Pregnancy and Maternity	<ul style="list-style-type: none"> <li>• Those pregnant or with young children may encounter more difficulty in moving</li> </ul>	<ul style="list-style-type: none"> <li>• The Council will ensure that additional support with moving is provided to someone who is pregnant or has young children.</li> </ul>
Caring/Dependant requirements	<ul style="list-style-type: none"> <li>• It may be difficult to secure alternative accommodation close to where currently residing</li> </ul>	<ul style="list-style-type: none"> <li>• A sensitive approach may required too be taken to those with caring/dependant responsibilities in identification of a suitable property</li> </ul>
Those having an offending past	<ul style="list-style-type: none"> <li>• Those with certain offences or subject to probation and or license conditions may</li> </ul>	<ul style="list-style-type: none"> <li>• A sensitive approach may be required to be taken to identify suitable properties to those with certain offences and mindful of any licence conditions.</li> </ul>

	<p>be limited to certain areas or property types they can be moved to</p>	<ul style="list-style-type: none"> <li>If serious/sexual crimes are identified any property should be approved by police and/or probation</li> </ul>
Children	<ul style="list-style-type: none"> <li>Children may incur disruption due to moving if a property cannot be located close to existing property or education/ existing support networks</li> </ul>	<ul style="list-style-type: none"> <li>A sensitive approach may required to be taken to identify suitable properties to those with children and mindful of any education needs</li> <li>The Council will ensure that the disruption to children and young people who attend school and college is minimised.</li> </ul>
Vulnerable Adults	<ul style="list-style-type: none"> <li>Vulnerable adults may incur disruption due to moving if a property cannot be located close to existing property or existing support networks</li> <li>They may have other learning or other disabilities which make them more vulnerable and may require further support to understand the process or moving</li> </ul>	<ul style="list-style-type: none"> <li>A sensitive approach may required to be taken to identify suitable properties to vulnerable adults. Further support may be required to be provided to aid the move to/from the decant property.</li> <li>If the vulnerable adult has an advocate they may need to be involved when identify where and what may be suitable to decant them into</li> </ul>
Families	<ul style="list-style-type: none"> <li>Families may incur disruption moving is alternate property cannot be located near to existing property or current education and or support networks</li> </ul>	<ul style="list-style-type: none"> <li>A sensitive approach may be required to be taken to identify suitable properties for families and mindful of location for education responsibilities.</li> <li>The Council will ensure that the disruption to children and young people who attend school and college is minimised.</li> </ul>
Those with Drug or Alcohol problems	<ul style="list-style-type: none"> <li>There may be an increased prevalence of drugs and or alcohol the Council need to be mindful of when identifying suitable properties</li> </ul>	<ul style="list-style-type: none"> <li>The policy is designed to support all vulnerable customers and provide the appropriate support and assistance.</li> <li>A sensitive approach to decanting tenants will be taken to tenants who are deemed to be vulnerable.</li> </ul>

Those with Mental Health issues	<ul style="list-style-type: none"> <li>• There may be an increased prevalence of mental health the Council need to be mindful of when identifying suitable properties</li> </ul>	<ul style="list-style-type: none"> <li>• The policy is designed to support all vulnerable customers and provide the appropriate support and assistance.</li> <li>• A sensitive approach to decanting tenants will be taken to tenants who are deemed to be vulnerable.</li> </ul>
Those with Physical Health issues	<ul style="list-style-type: none"> <li>• It may be difficult to identify suitable decant properties for those with disabilities.</li> <li>• Those with physical health issues or disabilities may experience extra difficulties moving</li> </ul>	<ul style="list-style-type: none"> <li>• The policy is designed to support all vulnerable customers and provide the appropriate support and assistance.</li> <li>• Those with physical health issues may require a property to have certain adaptations and care should be taken when identifying suitable properties for those with health impairments to be decanted to</li> <li>• A sensitive approach to rent arrears recovery will be taken to tenants who are deemed to be vulnerable.</li> </ul>
Ethnicity/Nationality	<ul style="list-style-type: none"> <li>• Decanting is a difficult and often complicated process, and if there are residents who do not speak or read English, further care maybe required to ensure they understand the process fully.</li> <li>• understand the process fully.</li> </ul>	<ul style="list-style-type: none"> <li>• The policy may need to be provided in other languages or an interpreter/translator engaged.</li> </ul>



## Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your CIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
	<b>Outcomes and Actions entered onto Covalent</b>			
Positive	Provide a robust training seminar to internal housing colleagues	Lucy Cunnett	Oct 23	To ensure all staff are aware of the roles and responsibilities within the policy
Positive	Explore the policy being produced in alternative languages and formats if required by tenants	Lucy Cunnett	As required	To ensure the policy is accessible in different formats as and when required by tenants
Positive	A 6 monthly report to be produced to identify any adapted properties which could be used as decants if needed	Lucy Cunnett	First report Oct 23 (6 monthly after that)	To ensure the Homes Manager has up to date and accurate information regarding council owned stock and possible use this to identify any decanted properties which could be used for those tenants requiring adaptations.

Positive	To continue to work with community partners and statutory organisations to reduce the impact of decants on low income households.	Lucy Cunnett	Ongoing	To ensure that any low income households are supported with income maximisation throughout the period of the decant
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Date of Review (If applicable) ...20/09/2026.....