



**EQUALITY IMPACT ASSESSMENT FORM**

Name of activity/change/ project being assessed	<b>Allocation policy</b>
Directorate/Department	<b>Customer Services Dept</b>
Name(s) of person(s) completing this assessment	<b>Janice McDonald</b>
Date of commencement of the assessment	<b>March 2024</b>

**1. What is/are the aims/purpose of the activity or policy you are assessing?**

The Allocation Policy will set out key principles of how our properties are allocated to our customers.

**2. Who is/will be affected by the activity/change, and how? Consider Hanover employees, customers, board members, or other stakeholders.**

This policy is intended to inform customers how Hanover allocates its properties and gives clear guidance to our employees on how this is carried out.

**3. Please list any documentation which has been used to inform this Equality Impact Assessment:**

Reference was made to the previous policy/procedure to ensure any update was relevant and continued to conform to current legislation.

**4. List any consultation, involvement, or research with a protected characteristic group that informed this assessment.**

Consultation on this policy was undertaken with customers, applicants and employees as well as with Local Authority Housing Departments in whose area Hanover has developments prior to being finalised.

**5. List the protected characteristic group consulted for this assessment**

<b>Group</b>	<b>Yes/No</b>	<b>Please give details of all parties consulted in this assessment</b>
<b>Employees</b>	Y	Relevant to all employees who are part of the allocation process
<b>Customers</b>	Y	Customers in our developments were consulted on the policy when development meetings were being held.
<b>Board Members</b>		
<b>Any other Stakeholders</b>	Y	Local authority Housing Departments were consulted for their views on the policy

**6. Explain the positive/negative impact of the document being assessed for all protected characteristics or state if there is no impact.**

<b>Protected characteristic</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>No impact</b>
Disabled people	Property with adaptations will be allocated to applicants with a disability who require this type of accommodation		<input type="checkbox"/>
Sexual orientation			<input checked="" type="checkbox"/>
Women (Gender)			<input checked="" type="checkbox"/>
Men (Gender)			<input checked="" type="checkbox"/>
Transgender people			<input checked="" type="checkbox"/>
Race/ethnicity			<input checked="" type="checkbox"/>
Age (including people aged 60+)	Properties specially designed for older people will be allocated to applicants who are within the age criteria for that particular type of property.		<input type="checkbox"/>
Children and young people			<input checked="" type="checkbox"/>
Religion or belief			<input checked="" type="checkbox"/>
Pregnancy and maternity			<input checked="" type="checkbox"/>
Marriage and civil partnership			<input checked="" type="checkbox"/>
Social/economic status			<input checked="" type="checkbox"/>
Gender reassignment			<input checked="" type="checkbox"/>

**7. What further research or consultation is needed to check the impact/potential impact of the activity/change on different groups? If needed, how will the additional information be gathered, and from whom?**

The policy will be reviewed on a three yearly cycle or if any operational concerns are raised in relation to the management/use of policy.

**8. Provisional Assessment- If there is not sufficient evidence available to do a full EIA and a provisional is to be carried out, state its justification below**

n/a

**9. Following your EIA analysis and taking into account all the information, please confirm one of the following outcomes**

<b>Outcome</b>	<b>Yes/No</b>
No barriers or impacts identified; therefore, policy or activity can proceed.	<b>Y</b>
EIA analysis shows bias towards one or more protected groups and a decision made to stop the policy or activity introduction.	<b>N</b>
EIA analysis shows bias towards one or more protected groups and adaption or change to the policy/activity are identified to remove bias as much as possible.	<b>N</b>

Barriers and impact identified; however, no other proportionate ways can be identified to achieve the aim of the policy or activity. The decision to progress with the policy/activity with caution and recorded justification.

**N**

**10. What amendments are being considered/made to the activity/change as a result of the EIA analysis? If a negative effect has been identified, how could it be/has it been lessened?**

The equality of opportunities for our applicants and customers has been duly considered as part of the revised Allocation policy. The revised update has no material impact.

**11. Please state how will the impact of the activity be monitored in future.**

At the review cycle or sooner if required

**12. Signing off section**

**Please complete the following boxes for signing off on the Equality Impact assessment:**

<b>Manager Responsible</b>	Director of Customer Services
<b>Name</b>	Janice McDonald
<b>Designation</b>	Head of Housing
<b>Department</b>	Customer Services
<b>Telephone</b>	
<b>Email</b>	<a href="mailto:jmcdonald@hanover.scot">jmcdonald@hanover.scot</a>