

## Full Equality Impact Assessment (EIA)

Please refer to the guidance and resources available on Connect site to help you complete this Full EIA form

A full EIA is undertaken when the policy or service change will have a significant impact on one or more of the protected characteristics and/or have high political or public interest.

The full EIA should demonstrate how you have considered the impact of the changes on the different protected characteristics in more depth than the EIA screening.

The evidence you collect must inform your assessment. This will help demonstrate that you have met the general duty and have shown due regard to eliminating discrimination, advancing equality and fostering good relations.

The characteristics protected by the Equality Act 2010 are:

<b>Disability</b>	<b>Age</b>	<b>Sex (gender)</b>
<b>Gender reassignment</b>	<b>Marriage/civil partnership</b>	<b>Pregnancy/maternity</b>
<b>Race</b>	<b>Sexual orientation</b>	<b>Religion/belief</b>

In addition to the above protected characteristics, you should consider the impact of living in a **rural area** as part of this assessment. Where people live is not a characteristic protected by law, but for an organisation such as Babergh and Mid Suffolk District Councils it is good practice to consider carefully how location may affect people's experience of a policy or service.

Similarly, you should also consider the impact of policies/services on **veterans**. We signed the Suffolk Armed Forces Covenant which aims to encourage activities which help to integrate the armed forces community into local life. Together Local Government, statutory services (such as health, police and the Job Centre), and charities shared aims of providing fair opportunity and support to the Armed Forces community and their families.

Therefore, you should consider the challenges and disadvantages faced by veterans in accessing public services, employment opportunities, housing, healthcare etc. after transitioning to civilian life. Also recognising that veterans may have disabilities or mental health conditions like PTSD resulting from their military service that need to be accommodated. Therefore, identifying and mitigating potential negative impacts of policies/services on this particular group.

Please also give consideration to **neurodivergent individuals**. Neurodiversity refers to the different ways the brain can work and take in information. Therefore, you should consider the need to provide suitable adjustments, accommodations and assistive technologies for neurodivergent individuals and prevent policies/services from disproportionately disadvantaging or excluding those who think/learn differently. Neurodiversity could also, in some cases, be classed as a disability, and therefore a protected characteristic, under the Equality Act 2010.

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Details	
<b>Service or policy title</b>	<i>Tenant and Leaseholder Alteration Policy</i>
<b>Lead officer</b> <i>(responsible for the policy or service/function)</i>	<i>Margaret Taylor – Business Support Team Lead</i>
<b>Officers carrying out the EQIA</b> <i>(it is recommended that an officer responsible for the policy or service/function is involved in completion)</i>	<i>Margaret Taylor – Business Support Team Lead</i>
<b>Is this new or a revision?</b> <i>(If revision state when previous EQIA undertaken)</i>	<i>New</i>
<b>Is this the first time this policy or function has been assessed?</b>	<i>Yes</i>
<b>Date of completing this EQIA</b>	<i>12.03.26</i>

Description	
<b>What exactly is proposed?</b> <i>(Describe the service/policy and the changes that are being planned)</i>	<i>The policy introduces a clear process for tenants and leaseholders to request permission for alterations.</i>
<b>Why?</b> <i>(Give reasons why these changes are being introduced)</i>	<i>This is a new policy to support the tenant alteration process.</i>
<b>What will the effect of the changes be?</b> <i>(Describe which people, communities, localities etc. will be affected by the changes)</i>	<i>This is a new policy to support the tenant alteration process.</i>
<b>How will it be implemented?</b> <i>(Describe the decision making process, timescales, process for implementation)</i>	<i>It is desired that the policy be in place as soon possible, ideally within the next week. The policy will be signed off by Mandeep Bhogil the Interim Housing Director and implemented immediately.</i>

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<b>When is it due to start?</b> <i>(Planned start of new/revised policy/service)</i>
12.03.2026
<b>Any other relevant details</b>
No

<b>Data about the population</b>
<p><b>What is the demographic profile or make up of the community you are serving?</b> <i>(A brief overview of quantitative data used and qualitative research undertaken, including customer surveys and focus groups, plus links to reports, local or national data that you have used, suggested sources of information can be found at the end of this document)</i></p> <p><i>This policy applies to all housing tenants under BMSDC and therefore the makeup will include all people who fall under protected characteristics.</i></p>
<p><b>What is the profile or make up of your service users by protected characteristics?</b> <i>(Where this data is available. If it is not currently available state any plans to collect this in future)</i></p> <p><i>All protected characters will be included due to the number of tenants who this policy applies to.</i></p>

<b>Implications for communities and workforce</b>	
<b>Disability</b>	
What is the impact on people with a disability (including children with additional needs) and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	<i>There is a positive impact for disabled people as the policy supports alterations that enable accessibility, safety and independent living with a commitment to approving disability related tenant alteration requests wherever possible.</i>
How does it have a positive or negative impact?	<i>Positive</i>
What could be done to mitigate any adverse impact or further promote positive impact?	<i>N/A</i>
<b>Age</b>	
What is the impact on people of different ages and what evidence do you have? <i>(If you</i>	<i>This policy does not have an impact specifically relating to the age of a person.</i>

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<i>do not believe there is any impact describe why not)</i>	
How does it have a positive or negative impact?	<i>This policy does not relate or have an effect on age and does not discriminate against this protected characteristic.</i>
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Sex (gender)</b>	
What is the impact on people of different genders and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	<i>This policy does not have an impact specifically relating to the sex of a person.</i>
How does it have a positive or negative impact?	<i>This policy does not relate or have an effect on any sex and does not discriminate against this protected characteristic.</i>
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Gender reassignment</b>	
What is the impact on people who have undergone gender reassignment (i.e. transgender people) and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	<i>This policy does not have an impact specifically relating to the gender or a person.</i>
How does it have a positive or negative impact?	<i>This policy does not relate or have an effect on gender reassignment and does not discriminate against this protected characteristic.</i>
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Marriage/civil partnership</b>	
What is the impact on people who are married or in a civil partnership and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	<i>This policy does not have an impact specifically relating to the relationship status of a person.</i>
How does it have a positive or negative impact?	<i>This policy does not relate or have an effect on civil status and does not discriminate against this protected characteristic.</i>

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What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Pregnancy/maternity</b>	
What is the impact on people who are pregnant women or those with a young child and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	<i>This policy does not have an impact specifically relating to pregnant women or those with a young child.</i>
How does it have a positive or negative impact?	<i>This policy does not relate or have an effect on pregnant women or those with a young child and does not discriminate against this protected characteristic.</i>
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Race</b>	
What is the impact on people from different races or ethnic groups and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	<i>This policy does not have an impact specifically relating to the race of a person.</i>
How does it have a positive or negative impact?	<i>This policy does not relate or have an effect on specific races and does not discriminate against this protected characteristic.</i>
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Sexual orientation</b>	
What is the impact on people according to their sexual orientation and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	<i>This policy does not have an impact specifically relating to the sexual orientation of a person.</i>
How does it have a positive or negative impact?	<i>This policy does not relate or have an effect on a persons sexual orientation and does not discriminate against this protected characteristic.</i>
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Religion/belief</b>	

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What is the impact on people according to their religion or belief and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	<i>This policy does not have an impact specifically relating to the religion or belief of a person.</i>
How does it have a positive or negative impact?	<i>This policy does not relate or have an effect people according to their religion or belief and does not discriminate against this protected characteristic.</i>
What could be done to mitigate any adverse impact or further promote positive impact?	N/A

<b>Rurality</b>	
Where people live is not a characteristic protected by law: but for Babergh and Mid Suffolk District Councils it is good practice to consider carefully how location may affect people's experience of a policy or service.	
What is the impact on people according to whether they live in an urban or rural environment and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	<i>This policy does not have an impact specifically relating to the location of a property.</i>
Is the impact positive or negative? <i>(Explain)</i>	N/A
What could be done to mitigate any adverse impact or further promote positive impact?	N/A

<b>Armed Forces Veterans</b>	
We signed the Suffolk Armed Forces Covenant which aims to encourage activities which help to integrate the armed forces community into local life. Together, Local Government, statutory services (such as Health, police and the Job Centre), and charities shared aims of providing fair opportunity and support to Armed Forces people and their families.	
What is the impact on veterans? <i>(If you do not believe there is any impact describe why not)</i>	<i>This policy does not have an impact specifically relating to Armed Force Veterans.</i>
Is the impact positive or negative? <i>(Explain)</i>	N/A
What could be done to mitigate any adverse impact	N/A

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or further promote positive impact?	
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<b>Neurodiversity</b>	
Neurodiversity refers to the different ways the brain can work and take in information. It includes conditions like ADHD, autism, dyslexia and dyspraxia.	
What is the impact on neurodivergent people? <i>(If you do not believe there is any impact describe why not)</i>	<i>This policy has no intentional or direct impact on neurodivergent people; however certain administrative and procedural elements may create unintended barriers.</i>
Is the impact positive or negative? <i>(Explain)</i>	<i>Negative - certain administrative and procedural elements may create unintended barriers.</i>
What could be done to mitigate any adverse impact or further promote positive impact?	<i>Reasonable adjustments, such as flexible deadlines, alternative communication pathways or support with documentation.</i>

<b>Making Decisions</b>	
Having completed this equality impact assessment indicate which decision is recommended to be taken.	
Should the policy or service be implemented as the correct course of action?	Yes
Should the policy or service be amended as suggested by the report so that mitigating actions are taken to address an adverse or negative impact on any characteristic?	No
Should the policy or service be reviewed and revised more significantly to take into account its impact on different groups?	No
Should the policy or service not be actioned as there are too many negative impacts?	No

<b>Monitoring Impact</b>	
Assessing the impact on equality is an ongoing process that does not end once a policy or service had been agreed or implemented.	
How frequently will the policy or service be reviewed?	<i>Annually</i>

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Who will be involved?	<i>Business Support Team, Head of Asset Investment and Compliance, Director for Housing.</i>
Will there need to be an action plan completed for any amendments?	<i>No</i>
What further evidence or consultation will be needed to check that the policy or service is working well?	<i>N/A</i>

<b>Completion</b>	
Authors signature	<i>Margaret Taylor</i>
Date of completion	<i>12.03.26</i>