



**BIG PLANS FOR
A GREAT PLACE**
...FOR THE PEOPLE OF SANDWELL



Equality Impact Assessments Toolkit

EqlA Template



You must consider the [Equality Impact Assessment Guidance](#) when completing this template.

The EDI team can provide help and advice on undertaking an EqIA and also provide overview quality assurance checks on completed EqIA documents.

EDI team contact email: edi_team@sandwell.gov.uk

Quality Control	
Title of proposal	Tree Works for Council Housing Properties Policy
Directorate and Service Area	Place (Housing)
Officer completing EqIA	Louis Bebb
Contact Details	Louis_bebb@sandwell.gov.uk
Other officers involved in completing this EqIA	Nigel Collumbell
Date EqIA completed	19.08.2025
Date EqIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EqIA	Alan Lunt
Date EqIA considered by Cabinet	15.10.2025
Where the EqIA is Published	Modern Gov
(please include a link to the EqIA and send a copy of the final EqIA to the EDI team)	

Section 1.

The purpose of the project, proposal or decision required

The proposal is for Cabinet approval in relation to the Tree Works for Council Housing Properties.

Section 2.

Evidence used and considered. Include analysis of any missing data

The policy outputs outlined in the document have been formulated around a considerable amount of research and associated data. Sources include:

- [Sandwell Council Housing Strategy 2023-2028](#)
- [Sandwell 2030 Vision: Corporate Plan 2021-2025](#)
- [Housing Revenue Account 30 Year Business Plan 2023-2053](#)
- [Regulatory Standards for Landlords](#)
- [Reasonable Adjustments Policy](#)
- [Tenant Handbook](#)
- [Tenancy Conditions](#)
- [Housing Repairs and Maintenance Policy](#)

Section 3.

Consultation

Online consultation

The online consultation for the draft Tree Works for Council Housing Properties Policy will be open for five weeks, commencing mid-August, via Citizenspace. The survey will include both qualitative and quantitative questions, giving residents the opportunity to provide feedback on the clarity, accessibility, and completeness of the policy. This includes whether the document is resident-friendly, whether the timescales and responsibilities are clear, and if any key areas are missing.

Feedback received will be reviewed in detail, and amendments will be made where appropriate. The finalised policy will then be presented to Cabinet in October 2025.

Policy Engagement Sessions with Stakeholders:

Throughout the drafting of the Tree Works for Council Housing Properties Policy, Sandwell Council has conducted engagement sessions with a wide range of stakeholders to ensure the policy reflects both professional expertise and lived experience. These include:

- **Collaboration Across Housing Teams and Partner Services:** The policy has been developed in partnership with Housing Management, Property Compliance, Repairs and Maintenance, Public Health, Equality and Diversity, and Legal teams.
- **Resident Engagement:** Tenants and leaseholders have been invited to share their experiences of reporting tree works, helping shape improvements in how the Council communicates and responds.

Policy Scrutiny Working Group

The draft policy will also be shared with the cross-party Policy Scrutiny Working Group, consisting of Elected Members. A briefing meeting will be scheduled approximately one week after circulation of the draft, via Teams, and will include the report author, housing colleagues, and other relevant officers. The purpose of this meeting is to address questions, ensure alignment with the requirements of the Regulatory Consumer Standards, and provide Members with the opportunity to guide final refinements.

Section 4.

Summary assessment of the analysis at section 4a and the likely impact on each of the protected characteristics (if any)

The main equality considerations identified in this assessment include:

- Disability
- Age
- Race
- Religion
- Sexual orientation
- Pregnancy and maternity
- Low-income households

To address these considerations, the following actions will be implemented:

- **Accessible Communication:** Ensure all residents can easily report issues and understand procedures related to tree works.
- **Reasonable Adjustments:** Provide tailored support for residents with disabilities or additional needs.
- **Regular Policy Reviews:** Periodically review policies to incorporate resident feedback and respond to emerging risks.

Section 4a - What are the potential/actual impacts of the proposal on the protected characteristics ?

Reviewed Characteristic	Impact? (P/N/Ne)	Details of Impact	Actions to Address Negative Impact or Promote Positive Impact	Owner of Action / Timescale
Age	P	Older residents may find disruption from tree works (e.g., noise, restricted access) more stressful. Younger families may be concerned about safety during works.	Provide clear advance notice, offer support for access needs, and schedule works at times least disruptive to family routines.	Housing Services & Tree Maintenance Team / Prior to works
Disability	P	Residents with mobility issues, sensory impairments, or health conditions may be disproportionately affected by restricted access or environmental hazards.	Make reasonable adjustments (e.g., alternative access routes, additional support) and ensure accessible communication about works.	Tree Maintenance & Housing Adaptations Team / During planning and works
Gender Reassignment	Ne	No direct impact expected.	Ensure policy is applied consistently and inclusively to all residents.	N/A
Marriage and Civil Partnership	Ne	No direct impact expected.	Ensure fair and consistent application of policy regardless of marital or partnership status.	N/A

Reviewed Characteristic	Impact? (P/N/Ne)	Details of Impact	Actions to Address Negative Impact or Promote Positive Impact	Owner of Action / Timescale
Pregnancy and Maternity	P	Expectant mothers or new parents may be more vulnerable to noise, dust, and restricted movement.	Prioritise safe access, minimise exposure to dust/debris, and communicate clearly about expected duration of works.	Housing Services & Tree Maintenance Team / During works
Race	P	Language barriers may limit residents' understanding of works schedules and safety information.	Provide translated information and interpreting services where required.	Housing Services & Equality Team / Ongoing
Religion or Belief	P	Works may coincide with times of worship or cultural practices, causing disruption.	Where possible, schedule works sensitively and provide notice that allows residents to plan accordingly.	Housing Services / At planning stage
Sex	Ne	No direct impact identified.	Ensure gender-specific safety concerns (e.g., lone tenants feeling vulnerable during works) are considered.	Housing Services / Ongoing
Sexual Orientation	P	LGBTQ+ tenants may feel vulnerable if contractors are not inclusive or respectful.	Provide contractor training on equality, ensure respectful	Housing Services & Contractors / At start of contracts

Reviewed Characteristic	Impact? (P/N/Ne)	Details of Impact	Actions to Address Negative Impact or Promote Positive Impact	Owner of Action / Timescale
			engagement, and offer discreet feedback channels.	
Carer	P	Carers may be affected if access to the property or surrounding environment is disrupted during works.	Ensure continuity of access routes and accommodate carers' needs when planning works.	Housing Services & Tree Maintenance Team / Planning stage
Low Income Groups	P	Unexpected costs (e.g., damage to personal items, alternative arrangements during works) may disproportionately affect low-income residents.	Ensure residents are not financially disadvantaged; provide support for any essential additional costs caused by works.	Housing Services & Income Support Team / Ongoing
Veterans / Armed Forces Community	P	Veterans may have mental health needs and could be adversely affected by noise or disruption.	Coordinate with Armed Forces Covenant leads and provide additional wellbeing checks if required.	Housing Services / Ongoing
Other (e.g., refugees, neurodivergent tenants)	P	Refugees, migrants, or neurodivergent residents may find the disruption or communication around works confusing or stressful.	Provide plain-language information, offer tailored support, and establish regular check-ins before and after works.	Housing Inclusion Team / Every case

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then please move to Sections 6.

5. What actions can be taken to mitigate any adverse impacts?

- **Accessible Communication:** Ensure all policy materials are available in a range of accessible formats (e.g., large print, easy-read, translated versions, and digital accessibility).
 - **Timescale:** Initial update within 1 month; ongoing updates thereafter.
- **Reasonable Adjustments:** Put in place tailored adjustments for tenants with disabilities or other vulnerabilities to ensure fair access to housing services.
 - **Timescale:** Implement immediately, with formal reviews every 3 months.
- **Monitoring and Feedback:** Establish a robust system to capture, analyse, and act on tenant feedback to monitor the policy's impact across different groups.
 - **Timescale:** First tenant survey to be completed within 6 months, followed by regular cycles.
- **Policy Review:** Carry out scheduled reviews of the policy to ensure it remains fit for purpose and responsive to emerging issues or community needs.
 - **Timescale:** Built into the Housing Policy and Strategy Library review cycle.

6. Section 6: Decision or actions proposed

Approval of the Tree Works for Council Housing Properties so it can be implemented across the Housing Management service.

7. Monitoring arrangements

We have a Housing Policy and Strategy Library that is updated regularly – this monitors when policies need to be reviewed and will include all the EQIA documents.

Section 8 Action planning (if required)

Question no. (ref)	Action required	Lead officer/ person responsible	Target date	Progress

If you have any suggestions for improving this process, please contact EDI_Team@Sandwell.gov.uk