

Agenda No 12

AGENDA MANAGEMENT SHEET

Report Title:	Improvements to the Lawrence Sheriff Almshouses
Name of Committee:	Cabinet
Date of Meeting:	23 October 2023
Report Director:	Chief Officer - Communities and Homes
Portfolio:	Communities, Homes, Digital and Communications
Ward Relevance:	Eastlands
Prior Consultation:	Senior Leadership Team; Legal Services, Party representatives and Group Leaders
Contact Officer:	Michelle Dickson - Chief Officer, Communities and Homes (michelle.dickson@rugby.gov.uk)
Public or Private:	Public
Report Subject to Call-In:	Yes
Report En-Bloc:	No
Forward Plan:	Yes
Corporate Priorities:	This report relates to the following priority(ies): <input checked="" type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input checked="" type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) Corporate Strategy 2021-2024 <input type="checkbox"/> This report does not specifically relate to any Council priorities but
Summary:	The report sets out the strategic rationale for the Council considering making a financial contribution toward the refurbishment of the current Lawrence Sheriff Almshouses and 4 proposed new properties on the same site.

Financial Implications:

The grant of £0.100m to Lawrence Sheriff Almshouses to be funded from existing capital resources.

Risk Management/Health and Safety Implications:

There is a risk that if the refurbishment works are not completed then the Energy Performance Certificate rating of the properties (currently an E) will not meet the current standards required of private sector properties from 2025 (C rating).

This scenario would result in a likely increase in homelessness applications and a resulting need for temporary accommodation whilst assessment of individual circumstances are made.

If the homes ended up empty then, in addition to the obvious loss of accommodation to meet the housing needs of a vulnerable cohort, there would be a potential impact on community safety and a likelihood of squatters taking up occupation.

The finalised grant conditions will ensure that the grant is ring-fenced for the agreed purpose of refurbishing the almshouses.

The Communities & Projects Team will monitor that the resulting expenditure has been undertaken in line with the agreed grant conditions. Compliance with this will also form part of the grant conditions.

Environmental Implications:

An environmental impact assessment has been completed and forms appendix 1 to this report.

Legal Implications:

The Council has a wide power within section 2 of the Local Government Act 2000. This is known as the 'well-being power' and seeks to promote or improve the economic, social, and environmental well-being of the Council's area. This includes the power to provide financial assistance to achieve this purpose.

In addition to the 'well-being power' the Council is also able to utilise the General Power of Competence under the Localism Act 2011. This represents a more recent statutory power and further strengthens the ability of the Council to provide financial assistance as set out within this report.

Equality and Diversity:

The charitable objectives of the Lawrence Sheriff Almshouses is prescriptive in terms of its client base - *the provision of charitable social housing in the form of Almshouse accommodation for aged men resident in the Borough of Rugby who have resided in the borough for not less than ten years before the time of appointment and who are in need of such accommodation due to financial hardship or limited financial resources.*

An Equality Impact Assessment forms appendix 2 to this report.

Options:

- To provide funding to support the eco aspects of the refurbishment project.
- Not to provide funding to support the eco aspects of the refurbishment project

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT -

1. a grant of £0.100m be awarded to Lawrence Sheriff Almshouses to support the delivery of this project;
2. the scheme is added to the capital programme and a supplementary budget of £0.100m be established;
3. delegated authority be given to the Chief Officer of Communities and Homes and the Chief Officer of Legal and Governance to determine the final grant terms; and
4. the Communities and Projects Team to monitor that the resulting expenditure has been undertaken in line with the agreed grant conditions. Compliance with this will also form part of the grant conditions.

Reasons for Recommendation:

The Lawrence Sheriff Almshouses are a long established part of the heritage of Rugby and in particular the town centre.

The refurbished and additional homes will be ringfenced to meeting the housing needs of vulnerable people.

The aims of the project complement the strategic objectives of the Housing Strategy 2022-024:

- to increase the affordable housing supply available to meet needs, through new

supply or making most efficient use of the existing housing stock.

- to increase the quality and affordability of homes by improving the energy efficiency of our poorer performing housing stock and at the same time reducing carbon emissions

Cabinet - 23 October 2023

Improvements to the Lawrence Sheriff Almshouses

Public Report of the Chief Officer - Communities and Homes

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT -

- (1) a grant of £0.100m be awarded to Lawrence Sheriff Almshouses to support the delivery of this project;
- (2) the scheme is added to the capital programme and a supplementary budget of £0.100m be established;
- (3) delegated authority be given to the Chief Officer of Communities and Homes and the Chief Officer of Legal and Governance to determine the final grant terms; and
- (4) the Communities and Projects Team to monitor that the resulting expenditure has been undertaken in line with the agreed grant conditions. Compliance with this will also form part of the grant conditions.

Executive Summary

The heritage of the borough remains strongly influenced by Lawrence Sheriff even 456 years after his death. Famously, he bequeathed funding to establish both Rugby School as well as the Lawrence Sheriff Almshouses (LSA), the latter of which remain a valued source of affordable homes for his intended beneficiaries - *older males who are in need of such accommodation due to financial hardship or limited financial resources.*

When the previous properties were destroyed, the 11 LSA bungalows were rebuilt in a new and sustainable location, on what is now the gyratory system, in the 1960's. The properties are now dated and in need of refurbishment, at an estimated cost of £880,000, to make them fit for purpose for the next 30 years, most notably in terms of disability access and eco performance. The current Energy Performance Certificates (EPC's) are 'E' rating and, to remain lettable, need to achieve a minimum of a 'C' rating from 2025, a requirement for all private-rented properties.

In additional to the refurbishment plans, the Trustees (a number of whom are Rugby Borough Councillors) have also developed plans to deliver an additional 4 homes to the site as a proposed phase 2 of the project.

The recommendation is for Council to support the financial viability of the improvement phase of the project through a grant of £100,000 to be funded from existing capital resources. If approved, the Chief Officers for Communities & Homes

and Legal & Governance are requesting delegated authority to agree the grant terms, including the establishment of monitoring mechanisms to oversee compliance of spend within the agreed terms.

The project links in closely with the corporate objective of making sure that residents have access to high quality, affordable and environmentally sustainable homes, as well as meeting the objectives of the Housing Strategy (2021-24) through making most efficient use of the existing housing stock, which will also provide a potential referral pathway for qualifying applicants who are homeless or at risk of being homeless.

1.0 Historical context

- 1.1 Lawrence Sheriff Almshouses is a registered charity (1196238) providing low-cost housing solutions for some of the most vulnerable older residents in the area.
- 1.2 The creation of the almshouses as well as Rugby School, were enabled through the provisions of the will of Lawrence Sheriff, who rose to become the Grocer to Queen Elizabeth 1st. He wanted to support men of the area who were in poverty.
- 1.3 The almshouses were originally located on Church Street, in the town centre, opposite St Andrew's Church, but were later destroyed and replaced with shops. The current almshouses were built as their replacement on their current site on the gyratory system, at the top of Dunchurch Road (accessed via Union Street) in the 1960's.

2.0 The Objectives of the Lawrence Sheriff Almshouse Charity

2.1 The objectives of the charity are as follows:

(a) The provision of charitable social housing in the form of Almshouse accommodation for aged men resident in the Borough of Rugby who have resided in the borough for not less than ten years before the time of appointment and who are in need of such accommodation due to financial hardship or limited financial resources

(b) Such charitable purposes for the benefit of the residents as the trustees decide

(c) The Charity trustees may in exceptional circumstances appoint a resident who lives outside the Borough of Rugby who is otherwise qualified. The charity trustees must record the exceptional circumstances in the minutes. The number of residents appointed under this sub-clause must not exceed one third of the number of residents at any one time.

2.2 The charity's aims are to ensure that:

- residents should enjoy independent living in a property that is fit for purpose;
- the properties meet the latest Government housing standards,
- residents are independent and have the freedom to live in comfortable and secure accommodation

- 2.3 The organisation is in a fairly unique position, as it is not a Registered Provider of Social Housing and it is not a commercial organisation as it is limited to how it allocates its properties to ensure compliance with its charitable objectives.

3.0 The current Lawrence Sheriff Almshouse scheme

- 3.1 The current scheme comprises 11 x 1-bedroom bungalows along with a single 2-bedroom house (currently providing accommodation for an on-site warden), all benefitting from their own front door and amenity space.
- 3.2 There are sensitivities with the location of the properties as, whilst not located in a conservation area, the site does form part of the border for the two conservation areas of Bilton Road and Rugby School.

4.0 Improvement and expansion of the current scheme

- 4.1 The bungalows were designed with the needs of older people in mind but are now outdated. The Trustees have developed a remodelling project (phase 1) to bring the bungalows up to date, making them fit for purpose, and disability accessible, for the next thirty years. They have also developed proposals for an extra 4 properties to be delivered on the site, which would be phase 2 to the project.
- 4.2 The works included in phase 1 of the project have a substantial emphasis on improving both the quality and the thermal performance of the properties. The current Energy Performance Certificate (EPC) rating of the properties is an E, which will rise to an anticipated B post implementation of planned works.
- 4.3 EPC C is a mandatory requirement for private rented properties (which these are currently classed as) from 2025.
- 4.4 The planned refurbishment works include:
- Installation of central heating (with a hydrogen ready combi boiler)
 - Insulation of 450-500mm
 - Solar PV
 - New windows
 - Replacement kitchen and shower room
 - Wheelchair accessibility / ramped access
 - Decoration
 - bringing new life into the garden area by working with Garden Organic

5.0 Anticipated project costs (phase 1)

- 5.1 Formal architect proposals have been drawn up and the indicative cost for refurbishment is anticipated to be in the region of £80,000 for each bungalow.
- 5.2 Tenders are in the process of being submitted to inform the full costings for the works and it is anticipated that a contractor will be appointed in readiness to start on phase 1 of the project in October 2023.

- 5.3 The Charity is in the process of raising funds to cover the costs of both phases of the project. However, it has a severe financial challenge that leaves it with no investments or financial security to call upon. The logistics of decanting tenants to enable the refurbishment works to progress means that inevitably a few of the properties are currently void which has a further adverse impact on revenue income.
- 5.4 Discussions are in progress with several charities and potential lenders to enable the works for both phases to progress. In addition, the Almshouses Association, along with the Almshouse Consortium Limited, are helping the Trustees to formulate a bid for funding from Homes England (HE) to support the delivery of this project. HE have a focus on increasing affordable housing supply and larger scale regeneration projects, which far exceed the scale of this one. So far, negotiations with HE have been positive, and a grant application will be submitted for determination later in September / October 2023.

6.0 Potential financial support from Rugby Borough Council

- 6.1 The Trustees negotiations with other potential funders will be strengthened if there is evidence of match funding from other parties to enable project delivery. A contribution from the council equivalent to £100,000 would substantially increase the viability of phase 1, as well as:
- Complement the objectives of the corporate strategy – particularly in respect of meeting housing need and environmental sustainability,
 - Support the Housing Strategy objective of making best use of the available housing stock,
 - Reduce the risk of the properties falling into an EPC category or state of disrepair whereby they can no longer be let,
 - Provide a potential referral pathway for applicants who are homeless / at risk of being homeless that meet the criteria of the charity, should a suitable vacancy exist
 - Help to preserve the historical legacy that Lawrence Sheriff put in place for future generations of the borough.

7.0 Conclusion

- 7.1 The proposed scheme complements the objectives of the Housing Strategy 2022-24, the environmental aspirations of the council whilst protecting the heritage of the town.
- 7.2 Without support from the Council and other potential funders, the scheme cannot progress.

Name of Meeting: Cabinet

Date of Meeting: 23 October 2023

Subject Matter: Improvements to the Lawrence Sheriff Almshouses

Originating Department: Communities and Homes

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Appendix 1 - Rugby Borough Council

Climate Change and Environmental Impact Assessment

CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action. Rugby Borough Council declared a climate emergency in 2019, in doing so committed to:

- To move the Council's operations towards Carbon Neutrality by 2030.
- To establish action to tackle climate change as a key driver of all decision-making.
- To provide community leadership in reducing the impact of Climate Change.
- To take action to mitigate the impact of climate change on a Borough wide basis and beyond, through adaptation.

The Council's Corporate Strategy (2021-2024) [link](#) sets ambitious outcomes in relation to Climate Change. These ambitions must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes carbon emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and Environmental Impact Assessment.

A copy of this Climate Change and Environmental Impact Assessment, including relevant data and information should be forwarded to the Deputy Chief Executive.

If you require help, advice and support to complete the form, please contact Dan Green, Deputy Chief Executive.

SECTION 1: OVERVIEW

Portfolio and Service Area	Communities and Homes
Policy/Service/Change being assessed	Support of the Lawrence Sheriff Almshouse refurbishment and expansion project
Is this a new or existing Policy/Service/Change?	One off support of a charitable organisation
If existing policy/service please state date of last assessment	N/a
Ward Specific Impacts	Eastlands
Summary of assessment Briefly summarise the policy/service/change and potential impacts	<p>The bungalows were designed with the needs of older people in mind but are now outdated. The Trustees have developed a refurbishment project (phase 1) to bring the bungalows up to date, making them fit for purpose, and wheelchair accessible, for the next thirty years. They have also developed proposals for an extra 4 properties to be delivered on the site, which would be phase 2 to the project.</p> <p>The works included in phase 1 of the project have a substantial emphasis on improving both the quality and the thermal performance of the properties. The current Energy Performance Certificate (EPC) rating of the properties is an E, which will rise to an anticipated B post implementation of planned works.</p> <p>EPC C is a mandatory requirement for private rented properties (which these are currently classed as) from 2025.</p> <p>The planned refurbishment works include:</p>

	<ul style="list-style-type: none">• Installation of central heating (with a hydrogen ready combi boiler)• Insulation of 450-500mm• Solar PV• New windows• Replacement kitchen and shower room• Wheelchair accessibility / ramped access• Decoration• bringing new life into the garden area by working with Ryton Organic
Completed By	Michelle Dickson
Authorised By	Dan Green
Date of Assessment	17 August 2023

SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The funding from RBC will contribute towards the energy efficiency measures described above		Trustees	Project phase 1
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable Transport/Travel (customers and staff)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Community leadership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The council's grant will support the provider of affordable homes to increase the quality and environmental sustainability of the housing scheme for the improved health and well-being (including financial well-being) of the tenants		Trustees	Project phase 1
Biodiversity and habitats	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The engagement of the expertise of Ryton Organic will help to ensure the habitat and biodiversity		Trustees	Project phase 2

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
				offer is a sound one within an urban environment.			
Adaptation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The support will help to ensure that the properties are adapted to continue to meet need and be fit for purpose – essentially making best use of the existing housing stock.		Trustees	Project phase 1 & 2
Impact on other providers/partners	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are positive additional benefits as the properties continue to contribute to addressing affordable housing need in the borough and therefore help to prevent homelessness.		Trustees	Project phase 1 & 2

SECTION 3: REVIEW

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

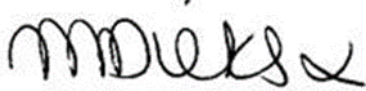
Review date	
Key points to be considered through review	
Person responsible for review	
Authorised by	

APPENDIX 2 - EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Aftab Razzaq
Chief Officer for Legal and Governance
aftab.razzaq@rugby.gov.uk
01788 533521

Equality Impact Assessment

Service Area	Communities and Homes
Policy/Service being assessed	Support for Lawrence Sheriff Almshouses
Is this a new or existing policy/service? If existing policy/service please state date of last assessment	New – one off grant support
EqlA Review Team – List of members	Michelle Dickson and Mary Jane Gunn
Date of this assessment	17 August 2023
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Chief Officer for Legal and Governance.

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	To provide a grant of £100,000 to support the improvement (mainly eco) of the existing Lawrence Sheriff Almshouses and to help facilitate a development of a further 4 new homes on the same site, to be let in accordance with the charitable aims of the organisation.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<ul style="list-style-type: none"> • Complement the objectives of the corporate strategy – particularly in respect of meeting housing need and environmental sustainability, • Support the Housing Strategy objective of making best use of the available housing stock, • Reduce the risk of the properties falling into an EPC category or state of disrepair whereby they can no longer be let, • Provide a potential referral pathway for applicants who are homeless / at risk of being homeless that meet the criteria of the charity, should a suitable vacancy exist • Help to preserve the historical legacy that Lawrence Sheriff put in place for future generations of the borough
(3) What are the expected outcomes you are hoping to achieve?	Sustainable and accessible affordable homes in the urban centre
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	Lawrence Sheriff Almshouses is a registered charity (1196238) providing low-cost housing solutions for some of the most vulnerable older residents in the area. The creation of the almshouses as well as Rugby School, were enabled through the provisions of the will of Lawrence Sheriff, grocer to the then Princess Elizabeth, in the 16th century.

<u>Stage 2 - Information Gathering</u>	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).
(1) What does the information tell you about those groups identified?	The articles of the charity are very prescriptive in who they can assist:
(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?	<p>(a) The provision of charitable social housing in the form of Almshouse accommodation for aged men resident in the Borough of Rugby who have resided in the borough for not less than ten years before the time of appointment and who are in need of such accommodation due to financial hardship or limited financial resources</p> <p>(b) Such charitable purposes for the benefit of the residents as the trustees decide</p> <p>(c) The Charity trustees may in exceptional circumstances appoint a resident who lives outside the Borough of Rugby who is otherwise qualified. The charity trustees must record the exceptional circumstances in the minutes. The number of residents appointed under this sub-clause must not exceed one third of the number of residents at any one time</p>
(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.	No consultation required as, with the exception of the modest number of new homes (4 units) the scheme is for refurbishment of existing stock for the purpose as set out above. The proposal is to support the works required to ensure that the properties remain fit for purpose.
<u>Stage 3 – Analysis of impact</u>	

<p>(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE</p> <p>None</p>	<p>DISABILITY</p> <p>The properties will benefit from increased accessibility as they will be wheelchair accessible</p>	<p>GENDER</p> <p>By virtue of the charitable aims, the properties are for men</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP</p> <p>The properties are for single males</p>	<p>AGE</p> <p>The properties are for older males</p>	<p>GENDER REASSIGNMENT</p> <p>The properties are for older males</p>
	<p>RELIGION/BELIEF</p> <p>None</p>	<p>PREGNANCY MATERNITY</p> <p>The properties are for older males</p>	<p>SEXUAL ORIENTATION</p> <p>None</p>
<p>(2) <u>Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how? (b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>The articles of the charity – provide clarification. In addition, the charity aims to ensure that:</p> <ul style="list-style-type: none"> • residents should enjoy independent living in a property that is fit for purpose; • the properties meet the latest Government housing standards, • residents are independent and have the freedom to live in comfortable and secure accommodation 		
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>Yes – the charity’s objectives reflect the wishes of the original benefactor – Lawrence Sheriff.</p>		

(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (This should form part of your action plan under Stage 4.)	There are none. The demand for affordable homes by single people make up a disproportionate number on the council housing waiting list (in excess of 50% of applicants). Within this cohort there are more males than females in need of high quality 1-bedroom accommodation.
(5) How does the strategy/service/policy contribute to the promotion of equality? If not, what can be done?	The charity's objectives reflect the wishes of the original benefactor – Lawrence Sheriff.
(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?	N/a
(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	There will be opportunities for the Housing Advice & Benefits Team to nominate people for any vacancies.

<u>Stage 4 – Action Planning, Review and Monitoring</u>																										
If No Further Action is required then go to – Review and Monitoring																										
(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.	<p>EqIA Action Plan</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																						

(2) Review and Monitoring
State how and when you will monitor policy
and Action Plan

We will seek a project evaluation from the group when the project has been completed

Please annotate your policy with the following statement:

'An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).'