

CABINET - 14TH OCTOBER 2021

Report of the Head of Landlord Services Lead Member: Councillor James Poland

Part A

ITEM 8 PETS POLICY 2021-2025

Purpose of Report

To seek Cabinet approval for a new Pets Policy to cover the period 2021-2025.

Recommendations

1. That the Pets Policy 2021-2025 attached at Appendix 1 be approved.
2. That delegated authority be given to the Head of Landlord Services in consultation with the Lead Member for Public Housing, to make minor amendments to the Pets Policy 2021-2025.

Reasons

1. To set out a policy on the keeping of pets in properties falling within the housing revenue account.
2. To enable minor changes to be made to support the effective management of tenancies and estates in a way that is consistent with the Council's Scheme of Delegation.

Policy Justification and Previous Decisions

There is no current pets policy. Information in the existing Conditions of Tenancy relating to pet ownership is limited. The draft new Conditions of Tenancy, should it be implemented as planned, will direct tenants to the Pets Policy 2021-2025, which is the subject of this report.

Should it be approved by Cabinet, the policy will support compliance with the statutory requirements of local authority landlords under the *Neighbourhood and Community Standard* (Regulator of Social Housing 2015) which sets out that local authority landlords shall:

- *...keep the neighbourhood and communal areas associated with the homes that they own clean and safe. They shall work in partnership with their tenants and other providers and public bodies where it is effective to do so.*
- *...work in partnership with other agencies to prevent and tackle anti-social behaviour in the neighbourhoods where they own homes.*

Implementation Timetable including Future Decisions and Scrutiny

Subject to call in and Cabinet approval, it is expected the policy will be implemented by March 2022.

Report Implications

The following implications have been identified for this report.

Financial Implications

None identified.

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

| Risk Identified | Likelihood | Impact | Overall Risk | Risk Management Actions Planned |
|--|-----------------|--------------|-----------------|---|
| The policy is not adequately communicated leading to incorrect application of the policy, financial loss, and reputational damage on individual cases. | 2 (unlikely) | 1 (minor) | 2 (very low) | Training will be provided to officers. The policy will be published on the Council's website. A clear and unambiguous communication will be issued to existing tenants setting out that if they do not already have permission for pets they can ask for it now, and permission will not be unreasonably refused. |

Crime and Disorder

The Policy will support enforcement where pets are causing a nuisance to others. The policy sets out that dogs and other creatures banned under legislation may not be kept in Council accommodation (unless there is a license held in respect of the

former). The policy will therefore positively contribute toward the effective management of ASB and consequently compliance with the Council's responsibilities under Section 17 of the Crime and Disorder Act (1998) to undertake reasonable action to improve community safety in the Borough.

Equality and Diversity

Through the policy (if approved), the Council will meet its responsibilities in relation to equality and diversity. An Equality Impact Assessment has been completed and can be found at Appendix 2.

Key Decision: Yes

Background Papers: None

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Head of Landlord Services
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Peter.oliver@charnwood.gov.uk

Part B

1. Key Policy Areas

- 1.1 The policy provides a guide to the granting of permission for the keeping of dogs and cats, generally limiting the number of cats or dogs in housing to two: two dogs or cats or one of each.
- 1.2 For existing tenants, permissions to keep pets should already be on file. Existing tenants will be invited to apply for retrospective permission to keep pets (and this is an existing condition of tenancy). For these existing tenants, permission to keep more pets than the guide number set out in the policy will not be unreasonably refused providing that other aspects of the policy are being complied with i.e. there is no nuisance present etc.
- 1.3 The policy is expected to be reactive, rather than pro-active i.e. enforcement will be linked to reports of pet nuisance, rather than there being an audit of pet numbers in tenants' homes.
- 1.4 It is not expected that enforcement will commence solely due to the number of pets kept; other linked breaches of tenancy / policy will need to be present.
- 1.5 Other key policy changes to the current position are as follows:
 - Pets will be allowed in sheltered accommodation where there is direct access to outside space. This will provide for some older people to have companion pets.
 - Pets will be allowed in temporary accommodation (excluding Lingdale House). This will support homeless families (for example fleeing domestic abuse) to keep loved family pets with them.

3. Policy Development

- 3.1 The Policy has been considered by the Charnwood Housing Residents' Forum, and by the Housing Management Advisory Board (HMAB) at its meetings on 24th March 2021 and 12th May 2021.
- 3.2 At its meeting on the 24th March 2021 the HMAB requested the policy emphasise that action would not be taken against existing pet owners whose only breach was to have more than the permitted number of pets. This amendment has been made.
- 3.3 At its meeting on the 12th May 2021 there was further debate around the extent to which enforcement would take place where there was an excess number of pets identified and no previous permission had been granted. The Board were advised that when exercising retrospective enforcement, a pragmatic approach would be taken, and unnecessary punitive action was not expected. If there was an excess of the rule, then a sensible approach would be taken and if the pets in question were not causing a nuisance then a heavy-handed approach would not be made. Councillor Brennan raised

concern that such a pragmatic approach was out of keeping with the fact that the policy was intended to provide a consistent approach.

The Head of Landlord Services suggested adding an information note to clarify that existing tenants with extra pets that were not causing problems would be allowed to keep them, however rules would need to be in place for new tenants.

It was resolved:

1. that the board note and commend the policy to cabinet subject to the below,
2. that in information note be added to the policy clarifying the rules for existing tenants with more than two cats or dogs, and
3. that Councillor Brennan's abstention on the resolution be noted.

For the following reasons:

1. To acknowledge the Board's consideration of the policy.
 2. To clarify the rules for existing tenants and to make the policy more consistent.
 3. To acknowledge Councillor Brennan's reservations about the application of the policy to existing pet owners.
- 3.4 Following the comments of the HMAB, some further refinement of the policy has taken place to clarify that enforcement action will not be taken purely on the basis of the number of pets present.

Appendices

Appendix 1 - Pets Policy 2021-2025

Appendix 2 - Equality Impact Assessment

Appendix 1 - Pets Policy

CHARNWOOD BOROUGH COUNCIL

LANDLORD SERVICES

PETS POLICY 2021-2025

1. Objectives of this policy

1.1 Keeping a pet¹ can bring many benefits and Charnwood Borough Council encourages responsible pet ownership. We also understand that some people need pets for physical, psychological or emotional reasons. Irresponsible pet owners, however, can cause, through their pets, a severe nuisance to others and harm to their pets through neglect or abuse. This policy, therefore, is designed to encourage responsible pet ownership.

1.2 The objectives of this policy are:

- to provide a framework that will deliver a positive, fair, sensitive and enlightened policy on council tenants keeping pets in their homes;
- to align our² policy on pets with the relevant conditions of tenancy as set out in our non-secure, introductory/secure tenancy agreement;
- to enable us to create operational procedures that deliver this policy in a consistent manner but also allowing for the correct degree of flexibility when considering individual requests to keep pets that fall outside this policy statement, for example, requests from tenants living in designated sheltered accommodation;
- to enable us to create operational procedures that will enable us to take the right enforcement action against breaches of tenancy or legislation under this policy, including tackling animal neglect and cruelty and pet-related anti-social behaviour;
- to express through this policy the acknowledgment of the importance of pets to people's well-being, including their psychological, emotional and physical health;
- to express also through this policy the acknowledgment of the disruption to people's lives that uncontrolled animals and irresponsible pet ownership can have on the welfare of the animal and on the lives of others. This policy sets out our position on dealing with uncontrolled and irresponsible pet ownership in our properties.
- to outline how we deal with animal neglect and hoarding

¹ The use of the word 'pet' throughout this documents includes any living creature including mammals, fish, insects, reptiles, birds, amphibians, and invertebrates such as insects and, arachnids [spiders]

² References throughout this policy to "we", "our" and "us" are to be interpreted as relating to Charnwood Borough Council

2. Scope of this policy

This policy applies to everyone who is currently housed or is to be housed by us in our rented homes, permanent or temporary. It does not apply to leaseholders, whose lease terms will determine the matter of pet ownership. It does not apply to tenants housed [temporarily] in Lingdale House, Loughborough, where pets are not allowed in any circumstances.

3. Policy statement

3.1 Anyone, be they an existing or a prospective tenant wishing to keep a pet, must ask permission from us first by completing an application for permission to keep a pet.

3.2 Permission, if granted, will be granted in writing. Permission is not required for tenants to have a registered assistance (e.g. guide) dog; but tenants must inform us and provide a copy of their registration. For new tenancies, permission must be sought and given before the tenancy sign-up. The decision on whether to allow a pet to be kept will be made by the landlord service.

3.3 We take a positive view about residents keeping pets. Some animals, however, are not suitable for being kept as pets and for which permission will **never** be granted. These include:

- dogs of a breed that is prohibited by the Dangerous Dogs Act 1991 or crosses involving one of those breeds **unless**, under section 1 of that act, the owner has a licence with conditions for the him or her to keep such a dog. The licence must be seen and an agreement to abide by the terms must be agreed. If the terms are breached the council reserves the right to inform the police, who may decide to seize the dog.
- creatures covered by the Dangerous Wild Animals Act 1976;
- cockerels;
- any animal that will be used for commercial breeding or business activity from the property or locality;
- fish that are of a size or breed that makes them unsuitable to be kept in domestic aquariums or garden ponds;
- pigeons or external or internal aviaries.

3.4 Some types of property are considered unsuitable through design or size for tenants to keep pets (other than registered assistance pets) even if they do not fall into the prohibited groups set out in 3.3 above. In addition to the groups set out in 3.3 in the following circumstances permission will not be granted:

- Pets that would be kept in a property that is either too small or generally unsuitable because of design and position for their proper care and well-being;
- Except for situations covered in 3.6 (iii) below, pets that require, for their proper care and well-being, direct and independent access to or permanent existence in outside space, be that private or communal (e.g. livestock, horses, ponies, goats);

- Dogs and cats (other than an exclusively 'indoor' cat) in designated sheltered accommodation where the property in question has no direct and exclusive access to and from outside. If the pet owner cannot gain entry into his or her home or leave it without having to go through any internal communal areas where they live permission will **not** be granted. The tenancy and estate management officer (or, in the case of an applicant, the lettings officer), must always consult the council's warden service when faced with a request from a tenant or potential tenant in sheltered housing before making a decision.

3.5 There are certain overriding terms and conditions that must be satisfied in order that consent to keep a pet will be given. They are:

- that, as a guide and unless explicitly agreed otherwise, no more than two dogs or cats (or one of each) will be allowed in any one property; but there may be properties whose size and/or layout means that only one may be kept e.g. bedsit.
- the guide of two pets for cats and dogs (or one of each) will not apply to other types of pets but permission to keep more than two pets will be dependent upon the species and the property [inside and outside space];
- that any dog kept must have a completed valid and current Charnwood 'pet passport' with a photograph of the pet. It must be microchipped or tattooed. Details of the microchip must be provided to the council, which will apply to each individual pet for which permission has been granted;
- that the animal is considered suitable for the property, taking into account its size, access to outside space and its relationship with neighbouring properties, such as a flat in a block of flats;

3.6 All tenants seeking permission to keep a pet will be required, in addition to completing an application, sign a declaration and undertaking. This will include the following conditions:

- (i) The pet will not be the subject of any breeding or business activity from the property (this includes outside and inside);
- (ii) The owner will look after his or her pet in compliance with the principal terms of the Animal Welfare Act 2006 and will:
 - a. feed it a proper diet;
 - b. protect it from pain, suffering, injury or disease (this includes physical and psychological/emotional suffering or distress etc. (for example leaving a dog alone in a property for an unacceptable length of time³);
 - c. provide it with a suitable environment that will allow the pet to exhibit normal behaviour patterns with or apart from, other animals;
 - d. clean up after it and eliminate any offensive smells (this includes in communal outside areas);
 - e. not allow it to wander unaccompanied and unrestrained in any communal parts where they live, inside and outside and to confine it to

³ Usually deemed to be anything greater than four hours but could be longer where no-one is at home for normal hours of work.

a separate room, if requested, by visiting council staff, agents or contractors;

- f. not allow it to create unreasonable levels of noise;
- g. ensure that all dogs and cats are neutered, microchipped and, in the case of dogs, wear a collar with a contact tag at all times other than when inside the property.

(iii) The owner will agree not to fit a cat or dog flap other than to an external door or, exceptionally, a window leading directly to the outside and only after seeking and being given permission. When the tenant leaves they must reinstate the door or window as it was originally. Cat or dog flaps will not be permitted to be fitted in uPVC doors, communal entrance doors or where the cat or dog flap opens into a communal area (inside or outside the property);

3.7 If the pet owner refuses to comply with the relevant conditions above, permission will not be given for the pet to be kept; and the tenant will be liable to enforcement action for breach of tenancy if they go ahead and acquire the animal without our written consent. The council will seek to recover any court costs incurred in relation to any enforcement action required. Alternatively, on a case-by-case basis we may liaise with or refer the case to another service at the council to deal with the matter as a nuisance, environmental offence, anti-social behaviour or animal welfare matter.

3.8 Similarly if permission is sought and given and subsequently we find that any of the above conditions have not been complied with we reserve the right to withdraw consent to keep the pet. If the animal is not removed we may take enforcement action for breach of tenancy after giving the tenant reasonable time to comply. Alternatively, on a case for case basis we may refer the case to another service at the council to deal with the matter as a nuisance, environmental offence, anti-social behaviour or animal welfare matter.

3.9 If a tenant looks after a pet for a temporary period, only one application will need to be made stating the number of pets in total that may be looked after at any one time, i.e. one or two.

3.10 If a tenant acquires a pet without first seeking and being granted permission:

- he/she will be required to complete a pet application retrospectively and be shown to have complied with all the conditions set out in 3.5 above, failing which they may be required to find an alternative permanent home for the animal;
- If there are complaints about nuisance or anti-social behaviour, we may refer the matter to another service within the council or another agency i.e. RSPCA or police for enforcement.

3.11 If the pet owner subsequently breaks any of the conditions set out in this policy statement and, after a reasonable period of time, does not remedy that breach they will render themselves liable to enforcement action in line with breach of tenancy. They may also render themselves liable to prosecution under the Animal Welfare Act 2006, the Anti-social Behaviour Crime and Policing Act 2014 or other relevant legislation This could also involve reporting any alleged cruelty or neglect to the RSPCA or police.

3.12 Anyone found guilty of mistreating or neglecting a pet will be denied permission to keep pets in the future. If action has been taken against a tenant in relation to an

animal and there is a court order or disqualification order in place preventing a person from keeping an animal the council will deny permission to keep a pet.

4. Right of appeal

In the event that a tenant is either refused permission to keep a pet or that permission is withdrawn they have a right of appeal to the housing services team leader.

5. Pets visiting tenants' homes

Friends and relatives are allowed to visit tenants with their pets. These pets will be expected to comply with the conditions set out in 3.6 (ii) (d), (e) and (g) above. Tenants, however, need to be aware that as per the terms of the tenancy agreement the tenant will be responsible for the behaviour of the animal while at their address or within the neighbourhood (including communal shared areas)

6. Changing circumstances

Some tenants, for example older people, may well at some point become unable to care for their pet in accordance with the conditions set out in 3.5 above. In such circumstances we will make every effort to work with the tenant to try to enable the pet to remain with them and be cared for properly with adequate additional support³. Ultimately, however, the pet's welfare and that of neighbouring tenants will be factors to take into account when deciding whether the pet owner is able to keep their pet.

7. Tenants with existing pets

We recognise that there will be many tenants who have acquired pets without seeking or obtaining the proper permission. Our position on this will be as follows:

- We will not take enforcement action against tenants whose breach of this policy is confined solely to the number of pets they are keeping in their home.
- On implementing this policy, we will grant an amnesty to all pet owners who notify us of their pets, provided those pets are not prohibited under 3.3, 3.4 and 3.5 above and are prepared to comply with the conditions set out in this policy statement, upon which point we will grant retrospective permission as if permission were being sought for a new pet and as long as the pet is not prohibited under this policy;
- Any dogs listed under section 1 of the Dangerous Dogs Act 1991 or cross breeds involving one of the species specified in that act of parliament will not be eligible for this amnesty unless they have been returned to the owner under licence, they provide the licence and agree to abide by its terms.
- This amnesty will last for six months, after which time any pet owner who has not come forward will be liable to enforcement action if they either refuse to comply with the conditions in this policy statement or if they are keeping prohibited pets under this policy. This enforcement action may include the direction to re-home the animal.

8. Monitoring and review

This policy will be reviewed initially after being in operation for twelve months and thereafter every three years unless required earlier through legislative or regulatory changes.

9. Training

9.1 Suitable training on this policy will be given to members of staff whose job either directly or indirectly is affected by this policy.

9.2 Refresher training on this policy at appropriate intervals will also be given or if the policy is changed materially.

10. Equality and diversity

We aim to ensure that all our policies are fair and transparent and have been impact-assessed according to our procedures and in accordance with legal requirements.

11. Responsibility

The head of service is responsible for the effective implementation of this policy.

12. Other external and internal influences on this policy

12.1 This policy has been created and should be implemented in conjunction with the following internal documents:

- Allocations policy;
- Equality and diversity policy and strategy;
- Anti-social behaviour, harassment and hate crime policies in respect of tenants either using pets as a means of causing nuisance or harassment to others or allowing, through their pet's behaviour, that pet to cause nuisance or harassment to others.

12.2 Similarly, this policy has been created and should be implemented in conjunction with the external documents and publications, including but not limited to:

- Housing Act 1985;
- Housing Act 1996;
- Housing Act 2004;
- Homelessness Act 2002;
- Anti-Social Behaviour Act 2003;
- Equality Act 2010;
- Anti-Social Behaviour, Crime and Policing Act 2014
- Homelessness Reduction Act 2018
- Dangerous Wild Animals Act 1976;
- Dangerous Dogs Act 1991
- Animal Welfare Act 2006.

Appendix 2 - Equality Impact Assessment

Charnwood Borough council

Equality impact assessment 'Knowing the needs of your customers and employees'

Background

An equality impact assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

Legislation- equality duty

As a local authority that provides services to the public Charlwood Borough council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual orientation

What is prohibited?

1. Direct discrimination
2. Indirect discrimination
3. Harassment
4. Victimisation
5. Discrimination by association
6. Discrimination by perception
7. Pregnancy and maternity discrimination
8. Discrimination arising from disability
9. Failing to make reasonable adjustments

Note: Complete the action plan as you go through the questions

Step 1 – Introductory information

| | |
|---|-------------|
| Title of the document being assessed | Pets policy |
|---|-------------|

| | |
|--|----------------------------|
| Name of lead officer and others undertaking this assessment | Andrew Staton; Gill Taylor |
| Date EIA started | 20 February 2020 |
| Date EIA completed | 21 February 2020 |

Step 2 – Overview of document being assessed:

| |
|---|
| Outline: What is the purpose of this document? (Specify aims and objectives) |
| <p>The objectives of this policy are:</p> <ul style="list-style-type: none"> • to provide a framework that will deliver a positive, fair, sensitive and enlightened policy on council tenants keeping pets in their homes; • to align our⁴ policy on pets with the relevant conditions of tenancy as set out in our non-secure, introductory/secure tenancy agreement; • to enable us to create operational procedures that deliver this policy in a consistent manner but also allowing for the correct degree of flexibility when considering individual requests to keep pets that fall outside this policy statement, for example, requests from tenants living in designated sheltered accommodation; • to enable us to create operational procedures that will enable us to take the right enforcement action against breaches of tenancy or legislation under this policy, including tackling animal neglect and cruelty and pet-related anti-social behaviour; • to express through this policy the acknowledgment of the importance of pets to people's well-being, including their psychological, emotional and physical health; • to express also through this policy the acknowledgment of the disruption to people's lives that uncontrolled animals and irresponsible pet ownership can have on the welfare of the animal and on the lives of others. This policy sets out our position on dealing with uncontrolled and irresponsible pet ownership in our properties. • to outline how we deal with animal neglect and hoarding |
| What specific group/s is the policy designed to affect and what is the intended change or outcome for them? |
| <p>This policy applies to everyone who is currently housed or is to be housed by us in our rented homes. It does not apply to leaseholders, whose lease terms will determine the matter of pet ownership.</p> |

⁴ References throughout this policy to "we", "our" and "us" are to be interpreted as relating to Charnwood Borough Council

Which groups have been consulted as part of the creation or review of the policy?

Landlord services staff
Environment health/enforcement team
Housing needs team
CHRF
HMAB

Step 3 – What we already know and where there are gaps

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.

Data/information such as:

- Consultation
- Previous equality impact assessments
- Demographic information
- Anecdotal and other evidence

A range of diversity information is available from our records and held in QL (our housing management system) for all those customers receiving housing management services. This includes information on age, gender, ethnicity, sexual orientation, and disability. The range of information is limited in relation to certain characteristics (e.g. sexual orientation).

What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)

This information enables support to be directed to the most vulnerable tenants, and also shape our services to meet the needs of vulnerable people across a range of diverse groups.

Step 4 – Do we need to seek the views of others? If so, who?

In light of the answers you have given in step 2, do you need to consult specific groups to identify needs / issues? If not please explain why.

Staff in all landlord services have been consulted as have staff in the corporate street management team team and staff in the housing needs team.

Tenants have been consulted at the Charnwood Housing Residents' Forum and Housing Management Advisory Board.

Step 5 – Assessing the impact

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community

groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).

| | Comments |
|---|--|
| Age | Our proposals on restricting pet ownership in sheltered accommodation could discriminate against older people, a negative effect, therefore. However the new policy does open up the potential for pet ownership in sheltered accommodation which is a more favourable position to that which exists currently where an absolute ban on cats and dogs exists in sheltered accommodation. |
| Disability (Physical, visual, hearing, learning disabilities, mental health) | Since registered assistance dogs may be kept in accommodation where pet ownership is otherwise restricted this can be seen as a positive effect. |
| Gender reassignment (Transgender) | No effects identified |
| Race | No effects identified |
| Religion or belief (Includes no belief) | No effects identified |
| Sex | Because there are more women in sheltered accommodation compared to men, the proposals on restricting pet ownership in sheltered accommodation could be seen as having a negative effect on women,, however as stated above, the new policy does open up the potential for pet ownership in sheltered accommodation which is a more favourable position to that which exists currently where an absolute ban on cats and dogs exists in sheltered accommodation. |
| Sexual orientation | No effects identified |
| Other protected groups (pregnancy & maternity, marriage & civil partnership) | No effects identified |
| Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.) | Pets will be allowed in some temporary accommodation, which is a more favourable position to that currently enjoyed, where no pets are allowed. In some instances this will support homeless people to stay with their pets. |

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

Please note:

- a) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.

b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

The possible negative effect on older people and women as a result of our proposals to restrict pet ownership in sheltered accommodation more than in other flat blocks could be mitigated by not applying those restrictions. Our view, however, is that given the new policy does open up the potential for pet ownership in sheltered accommodation in limited instances a more favourable position to that which exists currently (i.e. no pet ownership in sheltered accommodation) will result.

Pets will be allowed in some temporary accommodation, which is a more favourable position to that currently enjoyed, where no pets are allowed. In some instances this will support homeless people to stay with their pets.

Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).

It is believed that this policy as drafted meets the council's equality and diversity responsibilities

Step 6- Monitoring, evaluation and review

Are there processes in place to review the findings of this assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?

Applications for permission to keep a pet will be assessed, recorded and monitored by our tenancy and estate management team. Consistency of application of the policy will be through this process.

How will the recommendations of this assessment be built into wider planning and review processes?
e.g. policy reviews, annual plans and use of performance management systems.

No recommendations have been identified in this assessment.

Step 7- Action plan


**Please include any identified concerns/actions/problems in this action plan:
The problems etc identified should inform your service plan and, if appropriate, your consultation plan**

| Reference number | Action | Responsible officer | Target date |
|------------------|--|---------------------|-------------|
| | No actions have been identified in this assessment | | |

■ **Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

| | Who needs to know (Please tick) | How they will be informed (we have a legal duty to publish EIA's) |
|---|---|---|
| Employees | ✓ | Team meetings |
| Tenants | ✓ | Publication on the council's website |
| Partners and stakeholders | ✓ | Publication on the council's website |
| Others | ✓ | Future and potential tenants through publication on the council's website. |
| To ensure ease of access, what other communication needs/concerns are there? | | None identified. |

■ **Step 9- Conclusion (to be completed and signed by the service head)**

| |
|--|
| Please delete as appropriate |
| I agree with this assessment. |
| If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales: N/A |
| Signed (service head):  Peter Oliver - Head of Landlord Services |
| Date: 16 th September 2021 |

Please send completed & signed assessment to Suzanne Kinder for publishing.