

Screening/Scoping Pro Forma

Section	Housing Advice Services	Officer responsible for the screening/scoping	Melissa Samee		
Name of Policy to be assessed	Housing Advice and Housing Options	Date of Assessment	06/11/08	Is this a proposed new or existing policy/procedure/practice?	Existing
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?	To provide first point of contact for local residents seeking advice in respect of their housing. This includes general advice work and signposting, through to detailed case work to prevent homelessness and the assessment and determination of the duty owed to those households who become homeless				
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.	To ensure that those seeking advice and assistance to secure housing receive appropriate and timely advice on the options available and where necessary ensure they receive the assistance they are entitled to under legislation. (Housing Act 1996, as amended)				
3. Who is intended to benefit from this policy and in what way?	Housing Advice service users, housing applicants, GBC and RSL tenants and other residents of Guildford Borough.				
4. What outcomes are wanted from this policy/procedures/practice?	The prevention of homelessness. To help service users to secure an alternative home or accommodation. To ensure that service users are aware of their rights and responsibilities as a tenant/licensee.				
5. What factors/forces could contribute/detract from the outcomes?	Lack of service user feedback. Unrealistic expectation of service users. Affordability, lack of finances and income. Certain persons from abroad are ineligible for assistance.				

6. Who are the main stakeholders in relation to the policy?	Applicants, tenants, Local Neighbouring Authorities, Housing Associations, GP's, Health Visitors CMHT, Social Services (Adult and Child), Social Care Team, Learning Disability Services, CAB, Probation and Police.		7. Who implements the policy, and who is responsible for the policy?	Head of Housing Advice Services and Housing Advice Staff
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	At present literature held at the Housing Advice Centre is not translated into any other language; however Language Line is used whenever required. All housing applicants ethnicity is monitored.			
9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N		
What existing evidence (either presumed or otherwise) do you have for this?	Access to the advice and assistance is not restricted to either males or females. <i>Is the service used mainly by males or females or is there a balance?</i>			
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N		
What existing evidence (either presumed or otherwise) do you have for this?	Home visits or telephone interviews will be carried out whenever necessary, should someone not be able to come into the Housing Advice Centre. Wheelchair access is available along with a hearing induction loop. Policy and legislation make particular reference to the needs of the vulnerable including physical and mental disablement.			
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N		
What existing evidence (either presumed or otherwise) do you have for this?	However, no clear evidence available to confirm this.			

12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	Legislation dictates who can be assisted according to their age.		
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	However, no clear evidence available to confirm this.		
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	Home visits or telephone interviews will be carried out whenever necessary, should someone not be able to come into the Housing Advice Centre and see No 10.		
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	However risk assessments are required before advice and assistance is offered to ensure staff safety and that the correct advice is offered.		
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?	Y	N	

What existing evidence (either presumed or otherwise) do you have for this?		However, no clear evidence available to confirm this.
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	N Please explain However a procedure is in place for requests for appeals against policy decisions. These are established in local policy and legislation.
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N Please explain for each heading (questions 8-16) on a separate piece of paper.
Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups?	Y	N Please explain The provision of advice and assistance is a statutory service.
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?	Y	N Please explain
21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?	Y	N Please explain

<p>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</p>		<p>Where possible the service should be promoted to encourage enquiries from all groups.</p>						
<p>23. Should the policy proceed to a full equality impact assessment?</p>	<p>Y N</p>	<table border="1"> <tr> <td data-bbox="822 512 1800 560"></td> <td data-bbox="1800 512 1917 560"> <p>Yes</p> </td> <td data-bbox="1917 512 2054 560"> <p>No</p> </td> </tr> <tr> <td colspan="3" data-bbox="822 560 2054 895"> <p>24. If No, are there any changes required to the policy to improve it around the equality agenda?</p> <p>An improvement could be made on the housing register application form to identify what is an applicant's preferred language of contact, either written or verbal.</p> <p>Monitoring the profile of the service users could help identify groups that are deterred from using the service.</p> </td> </tr> </table>		<p>Yes</p>	<p>No</p>	<p>24. If No, are there any changes required to the policy to improve it around the equality agenda?</p> <p>An improvement could be made on the housing register application form to identify what is an applicant's preferred language of contact, either written or verbal.</p> <p>Monitoring the profile of the service users could help identify groups that are deterred from using the service.</p>		
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Signed
(completing officer)

Date November 2008

Signed
(Head of Section)

Date

Countersigned
(HR representative)

Date November 2008