

### Screening/Scoping Pro Forma

<b>Section</b>	Housing Advice Services	<b>Officer responsible for the screening/scoping</b>	Melissa Samee		
<b>Name of Policy to be assessed</b>	Housing Solutions (housing advice & homelessness prevention strategy 2007-2012)	<b>Date of Assessment</b>	12/12/08	<b>Is this a proposed new or existing policy/procedure/practice?</b>	Existing
<b>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</b>	To prevent homelessness in Guildford Borough and ensure compliance with homelessness and related legislation.				
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	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).				
<b>3. Who is intended to benefit from this policy and in what way?</b>	All sections of the community with a housing problem. Housing Advice is offered to both eligible and ineligible persons.				
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	To comply with legislation and meet key targets for homelessness prevention. To prevent homelessness, as required by legislation and wherever possible to assist homeless people not in priority need.				
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	Lack of resources. Lack of suitable accommodation. Economic instability, in particular affecting the private rented sector. Unrealistic expectation of applicants. Lack of affordability, particularly for those not entitled to benefits. Certain persons from abroad are ineligible for assistance.				

<b>6. Who are the main stakeholders in relation to the policy?</b>	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.	<b>7. Who implements the policy, and who is responsible for the policy?</b>	Head of Housing Advice Services and Housing Advice Staff
<b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b>	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<b>Please explain</b>
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Immigration, homelessness and benefit regulations can impact on some bme groups. 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. <i>Are the 'clients' equality monitored?</i>		
<b>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</b>	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Access to the advice and assistance is not restricted to either males or females, however it should be noted that there are instances of impact where age restrictions in hostels, means there is lower housing provision for females over the age of 30.		
<b>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</b>	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	A shortfall in housing provision for disabled groups has been identified across Surrey. However, 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.		
<b>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</b>	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	

<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>However, no clear evidence available to confirm this, as this information is not recorded at present.</p>	
<p><b>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</b></p>	<p>Y</p>	<p><b>N</b></p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>Legislation dictates who can be assisted according to their age.</p>	
<p><b>13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?</b></p>	<p>Y</p>	<p><b>N</b></p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>However, no clear evidence is available to confirm this, as this information is not recorded at present.</p>	
<p><b>14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?</b></p>	<p>Y</p>	<p><b>N</b></p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>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.</p>	
<p><b>15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?</b></p>	<p>Y</p>	<p><b>N</b></p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>Housing options inevitably tend to be more limited for offenders. However they have been identified nationally and locally as a key target group to reduce re-offending. Risk assessments are required before advice and assistance is offered to ensure staff safety and that the correct advice is offered.</p>	

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 is available to confirm this, as this information is not recorded at present.		
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	<p><b>Please explain</b></p> <p>A procedure is in place for requests for appeals against policy decisions. These are established in local policy and legislation.</p>
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	<p><b>Please explain for each heading (questions 8-16) on a separate piece of paper.</b></p>
<p><b>Business improvement</b></p> <p>19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>	Y	N	<p><b>Please explain</b></p> <p>Identified shortfalls in housing provision for certain socially excluded groups are being addressed locally and through Supporting People.</p>
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?	Y	N	<p><b>Please explain</b></p> <p>People with multiple and or complex needs can face greater difficulty in accessing suitable accommodation.</p>

<p><b>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</b></p>	<p>Y</p>	<p>N</p>	<p><b>Please explain</b></p>
<p><b>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?</b></p>			<p>Where possible the service should be promoted to encourage enquiries from all groups. The strategy identifies the most vulnerable groups as young people, including care leavers and those with complex needs.</p> <p>Equality monitoring of service users may help to identify if people from particular groups are deterred from using the service.</p>

23. Should the policy proceed to a full equality impact assessment?	Y	N		Yes	No
			<p><b>24. If No, are there any changes required to the policy to improve it around the equality agenda?</b></p> <p>The strategy has identified the need to ensure that all new services are inclusive and that available resources are allocated according to need.</p> <p>Equality monitoring of service users may help to identify if people from particular groups are deterred from using the service.</p>		

Signed  
(completing officer)

Date December 2008

Signed  
(Head of Section) .....

Date

Countersigned  
(HR representative)

Date December 2008