

### 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 Allocation Scheme	<b>Date of Assessment</b>	06/11/08	<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>	Fair allocation of social housing, (1996 Act as amended) applying reasonable preference criteria.				
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	Fair access to housing register.				
<b>3. Who is intended to benefit from this policy and in what way?</b>	Applicants who have a local connection to the Borough and who are registered for housing.				
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	Fair allocation of social housing to those who are eligible.				
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	<p>Lack of available properties.</p> <p>Fraudulent applications.</p> <p>Applicant's failure to keep application updated.</p> <p>Change in an applicants circumstances.</p> <p>Failure to renew application or failure to bid for advertised properties.</p> <p>Policy on applicants who have demonstrated unreasonable behaviour and therefore can be excluded from the register.</p> <p>Certain persons from abroad are ineligible for assistance.</p>				
<b>6. Who are the main stakeholders in relation to the policy?</b>	Applicants, Local Authority, 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.		

8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?	Y	N	Please explain
What existing evidence (either presumed or otherwise) do you have for this?			<p>Local ethnic population is 2% of total lets.</p> <p>However, all decisions regarding application registration are taken in conjunction with current legislation and reasonable preference criteria.</p> <p>Applicant's ethnicity is recorded, to ensure that people from all ethnic backgrounds have equal access to social housing.</p> <p>Currently GBC's Housing register application is not translated into any other language. Language Line is used whenever required. All housing applicants ethnicity is monitored.</p>
9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			Access to the housing register is not restricted to either males or females.
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			<p>Introduction of Shared Database to identify applicants who have learning Disabilities.</p> <p>The needs of applicants who have physical disabilities are identified though OT panel meetings.</p> <p>Home visits will be carried out whenever necessary.</p>
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			However, no clear evidence available to confirm this.

<b>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</b>	Y	N	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	However, under 16 year olds are not eligible to join housing register.		
<b>13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?</b>	Y	N	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	However, no clear evidence available to confirm this.		
<b>14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?</b>	Y	N	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Applicants would not be precluded from joining the register due to having dependants/caring responsibilities, however, the lack of available properties only allows for those applicants who have dependents to whom they have full responsibility to be taken into account on their applications. Home visits or telephone interviews will be carried out whenever necessary, should someone not be able to come into the Housing Advice Centre.		
<b>15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?</b>	Y	N	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Consideration is given to all applicants who are eligible. Reasonable preference provision in legislation ensures need of offenders are reflected in allocation scheme.		

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	<b>Please explain</b> 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	<b>Please explain for each heading (questions 8-16) on a separate piece of paper.</b>
<b>Business improvement</b> 19. Is there any concern that there are unmet needs in relation to any of the above groups?	Y	N	<b>Please explain</b> However, could be identified for those not registered. Those on the register without a local connection, those unemployed unable to obtain a local connection, owner occupiers, and those with capital/income to meet their own housing needs. Particular groups such as large families and parents who have access to a child where the other parent has the residence. Primarily unmet need is a consequence of lack of affordable housing overall.
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?	Y	N	<b>Please explain</b>

<b>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</b>	<b>Y</b>	<b>N</b>	<b>Please explain</b>		
<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>			Where possible the service should be promoted to encourage applications from all groups.  Equality monitoring of service users may help to identify if people from particular groups are deterred from using the service.		
<b>23. Should the policy proceed to a full equality impact assessment?</b>	<b>Y</b>	<b>N</b>		<b>Yes</b>	<b>No</b>
			<b>24. If No, are there any changes required to the policy to improve it around the equality agenda?</b>  None identified.		

Signed  
(completing officer)

Date November 2008

Signed  
(Head of Section) .....

Date

**Countersigned  
(HR representative)**

**Date November 2008**