

### Screening/Scoping Pro Forma

<b>Section</b>	Community Care – Sheltered Housing Services		<b>Officer responsible for the screening/scoping</b>	Susan Ash		
<b>Name of Policy to be assessed</b>	Service Review & Continuous Improvement Policy		<b>Date of Assessment</b>	30 <sup>th</sup> March 2009	<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>	Allocation to Sheltered Housing is managed by the Housing Advise Service in consultation with the Sheltered Housing Team. Management of the Sheltered Stock is the responsibility of Neighbourhood and Housing management services. The Sheltered Housing Service is responsible for the day to day services provided within the Sheltered Housing schemes, and for staffing.					
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	To meet the continuing legislative, financial and responsive changes that are identified by all stakeholders, and to ensure that at all times a safe sensitive and secure service is provided to all thereby ensuring future funding from Supporting People and enabling all service users and staff to have positive outcomes.					
<b>3. Who is intended to benefit from this policy and in what way?</b>	All service users: Partners within Health, Social Care, and the Voluntary Sector and Guildford Borough Council Staff and contractors.					
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	The successful maintenance and provision of a supportive, secure and enabling environment. Working alongside all partners to provide a 'Home for Life' where reasonable achievable.					
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	Change in expectations arising from deteriorating ability. Inappropriate housing. Lack of knowledge or understanding of service provision.					
<b>6. Who are the main stakeholders in relation to the policy?</b>	Service Users Partner Agencies Staff		<b>7. Who implements the policy, and who is responsible for the policy?</b>	Head of Community Care Services and Sheltered housing Staff.		
<b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b>	Y	<b>N</b>	<b>Please explain</b>			

<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>The CIG (Continuous Improvement Group) panel is made up of Service Users, Partners and Staff and open to all. There is no evidence to presume that any groups have been excluded. All Service Users are invited to join the group and are randomly selected from those who have expressed interest. Transport and facilities are made available. <i>Is the equality profile of tenants measured (applies also to 9 to 16 below)?</i></p>	
<p><b>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</b></p>	<p>Y</p>	<p>N</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>The service is open to both Males &amp; Females</p>	
<p><b>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</b></p>	<p>Y</p>	<p>N .</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>Service users are encouraged to partake and where necessary assistance is offered either by arranging transport or location to meet the need of anyone with a disability</p>	
<p><b>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</b></p>	<p>Y</p>	<p>N</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>No evidence to confirm this.</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>N</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>This group encourages involvement from all service users and staff.</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>N</p>

What existing evidence (either presumed or otherwise) do you have for this?	No evidence 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?	If necessary sheltered housing staff would facilitate services required to enable all service users to be involved.		
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?	Risk Assessments and Risk Management plans are in place and carried out to ensure the safety of both service users and staff.		
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?	No evidence 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 No significant area of exclusion.

<p><b>18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</b></p>	<p>Y</p>	<p><b>N</b></p>	<p><b>Please explain for each heading (questions 8-16) on a separate piece of paper.</b> Sheltered Housing is traditionally built and by nature of its description Housing for users over the age of 60 and the Supporting People contract states that this funding is for elderly Frail.</p>
<p><b>Business improvement</b></p> <p><b>19. Is there any concern that there are unmet needs in relation to any of the above groups?</b></p>	<p><b>Y</b></p>	<p><b>N</b></p>	<p><b>Please explain</b></p> <p>There is concern that there maybe an unmet need regarding requests for adaptations or improvements to property. This is currently being addressed and the policy will be brought to the CIG group for review before implementation.</p>
<p><b>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</b></p>	<p>Y</p>	<p><b>N</b></p>	<p><b>Please explain</b></p> <p>No evidence to confirm this</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><b>N</b></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 and necessary the service is encouraged to work cohesively with all partners. Equality monitoring of tenants – ideally across all equality strands as appropriate.</p>

23. Should the policy proceed to a full equality impact assessment?	Y	N		Yes	No
24. If No, are there any changes required to the policy to improve it around the equality agenda?			What is done to promote the sheltered housing service to potential tenants (presuming that is necessary)? Could that be an opportunity to promote the availability of the service to groups of people who, traditionally, have not sought to use such a service.		

Signed  
(completing officer)

Date March 2009

Signed  
(Head of Section)

Date March 2009

Countersigned  
(HR representative)

Date August 2009