

Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Environment and Housing	Service area: Housing Leeds – Strategic Housing
Lead person: Rob McCartney	Contact number: 2243480

1. Title: Housing Need Assessment Transfer

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

2. Please provide a brief description of what you are screening

Transfer of housing need assessment activity from Housing Leeds (Housing Management) to Housing Leeds (Strategic Housing)

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser

relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		✓
Have there been or likely to be any public concerns about the policy or proposal?		✓
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	✓	
Could the proposal affect our workforce or employment practices?	✓	
Does the proposal involve or will it have an impact on <ul style="list-style-type: none">• Eliminating unlawful discrimination, victimisation and harassment• Advancing equality of opportunity• Fostering good relations		✓

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

A) How have you considered equality, diversity, cohesion and integration?

(Think about: the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned – see Ai below) with those likely to be affected)

The proposal relates to housing need assessment, carried out by the Housing Management division, to Strategic Housing Services. This will mean that all housing need assessment activity is carried out by Strategic Housing Services. Affected groups include people in housing need who require some form of housing intervention including housing advice, housing need assessment, temporary and permanent accommodation. Specific affected groups include council tenants who are in housing need and people who require or prefer to have a housing need assessment service at a localised service rather than presenting at the central service point at Leeds Housing Options Service. The first stage of establishing the new service was the transfer of the housing registration from Housing Management to Strategic Housing. This has enabled Strategic Housing Services to better identify people requiring housing advice and housing need assessment services at the point when their housing applications are registered. Secondly, arrangements are established to carry out housing advice and housing need assessments at a range of local service points including supported housing services, One Stop Centres, Neighbourhood Housing Offices, prisons and other advice services.

Ai) Is the consultation /engagement listed on Talking Point?

Yes ☐

No ☒ If no, please give reason

Operational transfer of service.

B) Key findings

(Think about: any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

Housing need assessment is the core business of Strategic Housing Services and the proposed transfer will promote a more consistent approach to assessment and decision making activity and therefore ultimately to improvements in service delivery to customers. The new service will be delivered in a wider range of localities and this will improve service access and ultimately service outcomes. The new service will have improved links to wider housing advice, housing need assessment and housing support services and this will again lead to improved service outcomes.

C) Actions

(Think about: how you will promote positive impact and remove/ reduce negative impact)

The intended change is part of a wider programme to improve the connectivity and delivery of housing functions across Housing Leeds. Changes to the assessment of housing need is linked to ensuring that Housing Management services have access to quality information so that they are better informed to make decisions relating to the letting and management of council housing.

5. If you are **not already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment**.**

Date to scope and plan your impact assessment:

Date to complete your impact assessment

Lead person for your impact assessment
(Include name and job title)

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name

Job title

Date

Simon Costigan

Chief Officer – Strategic
Housing

26/09/2014

7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

Date screening completed

Date sent to Equality Team

Date published

(To be completed by the Equality Team)