

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 & Housing	Service area: Housing Leeds
Lead person : Simon Swift	Contact number : 0113 3782284

1. Title: Increasing the resources within the Enhanced Income Management Service.

Is this a:

Strategy / Policy

 Service / Function

 Other

If other, please specify

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

It is essential that tenants affected by Welfare Reform are provided with suitable advice and support to enable them to deal with the change and improve their financial position when possible.

Housing Leeds has been supporting and engaging with tenants affected by Welfare Reform since August 2012. In February 2016 the Enhanced Income Management Service was introduced which is operated via a team of specialist Housing Officers. The team have been providing an enhanced level of support to tenants affected by Welfare Reform including Under Occupation, the Benefit Cap and Universal Credit.

The Enhanced Income Service has supported in excess of 1800 tenants to date and has generated an additional £470K in income for those tenants. Universal Credit Full Service will go live in Leeds in June 2018 where increasing numbers of tenants will move onto this benefit. It is intended to increase the size of the Enhanced Income Team by 5 staff so that additional numbers of tenants are able to be supported over

the next 3 years.

This document supports the Delegated Decision Notice that is asking for the Director of Resources and Housing agreeing to increase the resources within the team.

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. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	Yes	
Have there been or likely to be any public concerns about the policy or proposal?		No
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	Yes	
Could the proposal affect our workforce or employment practices?	Yes	
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	Yes Yes Yes	

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).

- **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) with those likely to be affected)

The service is open and to all tenants who have a housing tenancy with Leeds City Council and are affected by Welfare Reform. Access to the service can be through an Officer referral or direct contact from the team. The team operates city wide so is not limited to any particular geography. The team is predominantly based in offices alongside other Housing Leeds staff. The team operate from community based venues such as Children Centres, One Stop Centres, and Community Hubs. Many of our customers access these facilities. The service is available to be taken to tenants via a home visit.

Due regard of equality and diversity has been taken account of by considering the protective characteristics. This will have particular interest and positive implications on:

- BME tenants: Providing translation / interpreting service
- Disabled tenants: They will be held in equal access venues, provision of BSL interpreters will be available
- Carers: range of location and times as well as out outreach service if required
- Sexual Orientation: We do not consider there to be any direct implications
- Religion/Belief: We do not consider there to be any direct implications
- Gender: range of location and times- including children's centres
- Age: outreach service available if needed
- Gender-Reassignment: We do not consider there to be any direct implications

- **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)

The interview times the service provides are available at different times and venues throughout the day. There is opportunity for an interview on every day of the week.

Where access or travel arrangements prevent customers attending surgeries, then a home visit is offered. Should a customer wish to attend another Leeds City Council building, this is also available. Another advantage of holding the sessions in different venues is that customers are made aware of other the services that are available in their local area such as parenting support in the Children's Centre etc.

Customer surveys are undertaken at the initial point of engagement, and at later date to capture feedback on the service and what has gone well, and what may be improved upon.

- **Actions**

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

The service supports those that are affected by Welfare Reform and compliments key Council priorities. In particular dealing with the issues of tackling debt, poverty and

deprivation in the city. The project also supports other key priorities including health and well-being and supporting people into employment.

The service provides customers with additional support and sign posts to local third sector organisations.

Customer surveys are undertaken at the initial point of engagement, and at later date to capture feedback on the service including what has gone well, and what may be improved upon.

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:	Not required – completed section 4
Date to complete your impact assessment	Not required – completed section 4
Lead person for your impact assessment (Include name and job title)	Not required – completed section 4

6. Governance, ownership and approval

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

Name	Job title	Date
Simon Swift	Service Manager – Income	31 st August 2017
Date screening completed – 31st August 2017		

7. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality screening should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality screenings that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached screening was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent: Not applicable
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For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: Not applicable