

Equality, Diversity, Cohesion and Integration Screening

As a public authority we need to ensure that all organisational change arrangements impacting on the workforce have given proper consideration to equality, diversity, cohesion and integration.

Equality and diversity will always have relevancy to organisational changes which impact on a diverse workforce. If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration then you have already carried out an impact assessment.

A **screening** process is a short, sharp exercise, which completed at the earliest opportunity will help to determine:

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

Directorate: Environment and Neighbourhoods	Service area: Housing Partnerships
Lead person: Lorraine Wright	Contact number: 2474743

1. Please provide a brief description of the organisational change arrangements that you are screening

The EDCI screening relates to the proposed changes to the Rent Arrears Recovery Procedures.

The purpose of the changes is to define how officers will inform, advise and support tenants affected by the welfare reforms in the event that rent arrears are accrued as a result of the government legislation.

The proposed changes seek to achieve a balance between minimising the impact of the welfare reforms on affected tenants and maximising rent collection.

2. Consideration of equality, diversity, cohesion and integration checklist

Questions	Yes	No
Have you already considered equality and diversity within your current and future planning	Yes	
Where you have made consideration does this relate to the range of equality characteristics	Yes	
Have you considered positive and negative impacts for different equality characteristics	Yes	

Have you considered any potential barriers for different groups	Yes	
Have you used equality information and consultation where appropriate to develop your proposals	Yes	
Is there a clear plan of how equality areas identified for improvement will be addressed	Yes	

If you have answered **no** to the questions above:

- there may be gaps in your equality and diversity considerations and you should complete an equality and diversity, cohesion and integration impact assessment (organisational change). Please go to **section 4**

If you have answered **yes** to the questions above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 3**.

3. 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)

There are no specific groups likely to be adversely affected by the updating of the Rent Arrears Recovery Procedures. The Rent Arrears Recovery Procedures apply to all tenants in rent arrears irrespective of age, caring, disability, gender re-assignment, race, religion or belief, sex and sexual orientation. The additional measures are designed to ensure tenants affected by the welfare reforms are appropriately informed of how the legislation will affect them and are made aware of the options open to them.

- **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)

It is anticipated that the changes to the procedures will produce a positive impact on the tenants identified as being affected by the welfare reforms. Many of these tenants are vulnerable in that they are potentially on low incomes and suffering from financial exclusion and hardship. The proposed changes have been developed to ensure all affected tenants understand how the welfare reform changes will affect them and what options are available to them. There is potential that some groups may not fully understand the communications they have received on the changes in legislation and

how it will affect them. Correspondence relating to the Rent Arrears Recovery Procedures can be provided in alternative formats such as large print and braille, community languages or can be translated. Correspondence also provides details advice and support organisations offering free, independent and confidential advice.

- **Actions**

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

Ensure that the Rent Arrears Recovery Procedures are applied fairly and consistently and that each case is dealt with on its own merits and individual circumstances with due regard to the impact on equality, diversity, cohesion and integration.

Monitor rent arrears cases and the impact of the welfare reforms on affected tenants with due regard to the impact on equality, diversity, cohesion and integration.

4. 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)	
--	--

5. Governance, ownership and approval

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

Name	Job title	Date
Lorraine Wright	Housing Services Manager	19 March 2013

6. 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.

Please send a copy to the Equality Team for publishing

Date screening completed	
---------------------------------	--

Date sent to Equality Team	
-----------------------------------	--

Date published (To be completed by the Equality Team)	
---	--