



South Cambridgeshire District Council

Equality Impact Assessment (EqIA)

Screening Form

This form provides a mechanism to enable staff to identify the need for an EqIA when developing or revising a new or existing policy / strategy / programme / procedure / function / decision (hereafter all understood by the term 'policy'). It will also help staff to prioritise existing policies to undergo a full EqIA.

Unless they are 'screened out' following this initial prioritisation process, policies will be required to undergo a full EqIA, which will determine whether any adverse impacts on protected groups of people have been identified.

No new or revised policy can be approved unless an equality screening and (if required) a full EqIA has taken place.

Name of Policy being screened: Tenancy Profiling

Service Area: Affordable Homes

Lead Officer: Laura Kitchen

Team: Housing Management

Start date of screening: 17 October 2016

Completion date of screening: 25 October 2016

Screening Questions:

1. Is this policy an important or 'large scale' Council function, and / or is it likely the policy will impact upon a large number of people (staff, residents and customers)?

Yes

Description:

Visit to be carried out to every council tenant.

2. Is it possible that any aspect of the policy will impact on people from different groups in different ways?

(See [guidance notes](#) for the list of protective characteristics to consider).

No

Description:

None.

3. Is there a risk that any aspect of the policy could in fact lead to discrimination or adverse effects against any group of people?

(See [guidance notes](#) for the list of protective characteristics to consider).

Yes

Description:

Researchers will need to be aware of potential needs of different groups, for example same sex interviewing may be necessary for some Black and Minority Ethnic groups. Tenants with learning difficulties may require additional support from the researcher.

4. Could any aspect of the policy help the Council to meet one or more of its public sector equality duties? Bear in mind that the duty covers 9 protected characteristics.

Please tick where appropriate:

Duty	Yes	No	Unknown
Eliminate unlawful discrimination, harassment and victimisation ¹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advance equality of opportunity between different groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foster good relations between different groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description:

Opportunity to identify tenants who are vulnerable, disabled and possibly living in hardship – hoarding, poor property conditions or fuel poverty.

¹ All 9 protected characteristics (i.e. including marriage and civil partnership status) are relevant to this particular aspect of the duty).

Identifying how customers want to be contacted – phone, email, letter and whether they want to join our existing tenants’ participation groups and disability forums.

5. Are you aware of any evidence that different groups have different needs, experiences, issues and / or priorities in relation to this policy?

Yes

Description:

Aware that we have a diverse tenant base which consists of elderly, transgender, same sex couples, vulnerable, disabled and different religious groups.

Conclusions:

6. What level of EqlA priority would you give to this policy?

Tick the most appropriate priority:

Level of EqlA Priority:	Tick where appropriate:
High: full EqlA within 6 months, or before approval of policy	<input checked="" type="checkbox"/>
Medium: full EqlA within one year of screening	<input type="checkbox"/>
Low: full EqlA within three years of screening	<input type="checkbox"/>
Screen out: no further EqlA required at this time	<input type="checkbox"/>

Description:

None.

Please send this completed screening form to Johanna Davies, Policy Development Officer by emailing johanna.davies@scambs.gov.uk so that it can be incorporated into the Council’s EqlA schedule.