



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. Refer to the [guidance notes](#) on when an equality screening should happen, and some initial principles to bear in mind when getting started.

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: Pest Control Procedure (Housing Department)

Service Area: Affordable Homes

Lead Officer: Geoff Clark

Team: Laura Kitchen, Geoff Clark, Anita Goddard, Sean Missin, Martyn Hilliam

Start date of screening: 10 March 2015

Completion date of screening:

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)?

Please tick one box:

Yes	–	No	✓	Unknown	–
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The intention for use of the pest control service contractor is only on void / empty properties, communal areas and for infestations where management decides appropriate due to sensitive issues. This will be arranged by members of the housing management and housing repairs teams.

2. Is it possible that any aspect of the policy will impact on people from different groups in different ways? (See [guidance notes](#) for list of protected characteristics to consider)

Please tick one box:

Yes	–	No	–	Unknown	✓
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The procedure focuses on the Council's duty towards pest control in its own communal areas. The pest control service is only available for officers within the housing department to use on void / empty properties, communal areas and for infestations where management decides appropriate due to sensitive issues – for example where an infestation is causing a particular issue, we may, as the landlord, arrange for the pest control service to carry out the works and recharge the costs to the tenant of the property.

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 list of protected characteristics)

Please tick one box:

Yes	–	No	✓	Unknown	–
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The pest control procedure is designed to not intentionally discriminate against any of the nine protected characteristics and is intended to focus upon the property as opposed to the resident occupying the dwelling.

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.

Duty	Yes	No	Unknown
Eliminate unlawful discrimination, harassment and victimisation ¹	–	✓	–
Advance equality of opportunity between different groups	–	✓	–
Foster good relations between different groups	–	✓	–

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

The procedure is intended to focus upon the property as opposed to the occupying resident(s).

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

Please tick one box:

Yes	–	No	✓	Unknown	–
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There are no known issues that have been raised previously and the policy should be reviewed every two years (earlier reassessment may take place should there be changes in operations and / or legislation etc.).

Conclusions

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

High: full EqIA within 6 months, or before approval of policy	–
Medium: full EqIA within one year of screening	–
Low: full EqIA within three years of screening	–
Screen out: no further EqIA required at this time	✓

As the procedure focuses on the property rather than the people living within it and given that there are no known issues having been raised previously, it seems appropriate to screen out this procedure at this stage.

Please send this completed screening form to Paul Williams, Equality & Diversity Officer by emailing paul.williams@scams.gov.uk so that it can be incorporated into the Council's EqIA schedule.