

## Equality Impact Assessment - Stage 1 Screening Process Guidelines and Template

Screening is useful in determining whether a full assessments of impact are required and to determine the relevance of a policy or practice to the general equality duty. The regulations make it clear the screening is not to be considered as assessment of impact. Reference to Protected Characteristics Table 2

You will be best placed to use the evidence you have in order to Identify what implications there may be, but you may find the following questions helpful as part of a screening exercise. This is not an exhaustive list.

You should consider what prompts are most appropriate to identify relevance within their particular context.

- Does the policy affect service users, employees or the wider community, and therefore potentially have an effect in terms of equality? Remember that the relevance of a policy will depend not only on the number of people affected, but also the significance of the effect on them.
- Is it a major policy, significantly affecting how functions are delivered?
- Will it have a significant effect on how other organisations operate (for example, a national strategy, an inspection framework or criteria for funding)
- Does it relate to functions that previous involvement activities have identified as being important to particular protected groups?
- Does it relate to an area where your organisation has set equality outcomes?
- Does it relate to an area where there are known inequalities? (For example, disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools etc.)?
- Does it relate to a policy where there is significant potential for reducing inequalities or improving outcomes?

A screening exercise is not to be treated as an assessment of impact and therefore you do not need to publish screening exercises. However if you decide not to progress to a Stage 2 Impact Assessment, you will have to be able to explain your decision. To do this, it is helpful to keep a full record of how you reached your decision. Please Complete Tables 1 and 2 below.

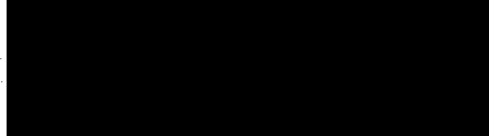
**Table 1: Defining the Policy**

<b>Title of Policy:</b>	<b>Housing Allocation Policy</b>
<b>Service:</b>	<b>Housing Service</b>
<b>Team:</b>	<b>Allocations and Lettings Services</b>
<b>What is the purpose of the proposed policy or changes to established policy?</b>	
<p>This Housing Allocation Policy sets out the principals and procedures for allocation of Council housing stock to current and potential clients in the Clackmannanshire area. Revision of the previous policy was required to incorporate new legislation, take advantage of guidance and best practice from the Scottish Government and the Chartered Institute of Housing, and to improve the process and procedures based on experience gained from the previous seven years of the previous policy. The current revision was developed to give priority to those in greatest need in line with existing legislation.</p>	
<b>Who is affected by the policy or who is intended to benefit from the proposed policy and how?</b>	
<p>The Allocation Policy will affect current and potential tenants of Clackmannanshire Council and all applicants for Clackmannanshire Council housing. The improvements are to assist in provision of better opportunities for applicants in having access to information, advice and help to secure accommodation, dependant on the priority needs of the applicant. It places more emphasis on ensuring that there is adequate support for applicants where needed, prior to being offered a Council tenancy. One other important improvement is new arrangements to work with current tenants in reducing overcrowding and under occupancy. The introduction of a Housing Options service and the planned introduction of Choice Based Letting allows more participation by applicants.</p>	
<b>How have you, or will you, put the policy into practice? Who will be responsible for delivering it?</b>	
<p>The Allocation Policy will be primarily implemented by the Housing Service through the staff in the Allocations and Lettings Team. The Council shares the responsibility for social housing in the Clackmannanshire area with other Registered Social Housing providers (i.e. Housing Associations). Housing of people in social housing includes the use of Housing Associations and the Council works with its partners through a Common Housing Register. The introduction of a Housing Options Guide will provide customers with more information on the full range of housing options.</p>	

**Table 2: Does the policy have an impact on any protected characteristic?**

<b>Equality Impact Screening: Is a Stage 2 Impact Assessment required?</b>		
<b>Protected Characteristic</b>	<b>Delete as Required</b>	<b>Description (If "yes" please provide details and proceed to the full assessment)</b>
Age	No	
Disability	No	
Gender Reassignment	No	
Pregnancy and Maternity	No	
Race	No	
Religion and Belief	No	
Sex	No	
Sexual Orientation	No	

If the answer is "yes" to any of the above return to the EQIA Guidelines and a Stage 2 template. If not, sign off below and forward to the Strategy and Quality Development Team Leader.

<b>This policy/function will have no impact on people from any of the Protected characteristics</b>	
<b>Name (Head of Service/Director):</b>	<b>Garry Dallas</b> <b>Director of Services to Communities</b> 
<b>Date:</b>	<i>16th May, 2013</i>