

EQUALITY IMPACT ASSESSMENT (EQIA): SCREENING FORM

Introduction to the EQIA screening process

A successful EQIA screening will look at 5 key areas:

1. **Identify the Policy, Project, Service Reform or Budget Option to be assessed**

A clear definition of what is being screened and its aims

2. **Gathering Evidence & Stakeholder Engagement**

Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups)

3. **Assessment & Differential Impacts**

Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level

4. **Outcomes, Action & Public Reporting**

Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publically reported

5. **Monitoring, Evaluation & Review**

Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

1. IDENTIFY THE POLICY, PROJECT, SERVICE REFORM OR BUDGET OPTION:

a) Name of the Policy, Project, Service Reform or Budget Option to be screened

Glasgow Housing Register: Northwest (GHR) Pilot

b) List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option

- To create a single online application form to allow Social Housing applicants to apply to multiple housing providers.
- To assist the Homelessness Section 5 referral process
- To manage a single Social Housing waiting list to more accurately measure demand
 - This will also reduce pressure and resource implications on Registered Social Landlords (RSLs), for whom maintaining waiting lists is time consuming and expensive.

c) Name of officer completing assessment (signed and date)

Charly Lynn 18 August 2015

d) Assessment Verified by (signed and date)

GHR Project Board (who will become the GHR Management Board after the system goes live) 18 November 2016

2. GATHERING EVIDENCE & STAKEHOLDER ENGAGEMENT

The best approach to find out if a policy, etc is likely to impact negatively or positively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. This will provide you with what do you need to know that will provide you with evidence of the needs of the diverse population and their needs.

| Please name any research, data, consultation or studies referred to for this assessment: | Please state if this reference refers to; Gender, BME, Disabled people, LGBT, older people, children & young people or faith & belief. | Do you intend to set up your own consultation? If so, please list the main issues that come from this consultation. |
|--|--|---|
| Social Work Services Commissioning Strategy 2009-2011 | Blind | No |
| <i>Opportunity Knocks</i> <i>Designing solutions for an ageing society</i> , David Sinclair & Helen Creighton, July 2015 | Older People | No |
| Age UK Digital Inclusion Evidence Report 2013 | Older People, Gender, | No |
| Access-Ability Making technology more useable by people with disabilities, John Gill, 2004 | Disabled People, Older People | No |
| The Web Access and Inclusion for Disabled People A formal investigation conducted by the Disability Rights Commission, 2004 | Disabled People | No |

3. ASSESSMENT & DIFFERENTIAL IMPACTS

Use the table below to tick where you think the **Policy, Project, Service Reform or Budget Option** has either a negative impact (could disadvantage them) or a positive impact (contributes to promoting equality or improving relations within an equality group), based on the evidence you have collated

| | | Positive Impact – it could benefit an equality group | Good Practice/ Promotes Equality or improved relations | Negative Impact – it could disadvantage an equality group | Reason for Change in Policy or Policy Development | |
|-------------------|---|--|--|---|---|---|
| GENDER | Women | Potential positive impact on all groups as the GHR will make applying for social housing a much easier process for applicants than what currently exists | | | The application form will include statements in the 5 most common languages spoken in Glasgow explaining that applicants can get further help by contacting their preferred housing provider. | |
| | Men | | | | | |
| RACE | Asian People | | | | | Potential disadvantage to those for who English is not their first language. Or to anyone who cannot read or write in English |
| | Black People | | | | | |
| | Chinese People | | | | | |
| | White People | | | | | |
| | People of mixed race | | | | | |
| | European People (Polish, Greek, Italian, etc) | | | | | |
| DISABILITY | Physical disability | | | | | |
| | Sensory Impairment (sight, hearing,) | | | Potential disadvantage to Blind or Partially sighted people who would require assistance completing an application form | | |
| | Mental Health Issues | | | | | |
| LGBT | Lesbians | | | | | |
| | Gay Men | | | | | |
| | Bisexual | | | | | |
| | Transgender | | | | | |
| AGE | Older People (60 +) | | | | | |

GHR EQIA Screening Form

| | | | | | |
|---|------------------------|--|--|--|--|
| | Younger People (16-25) | | | | |
| | Children (0-16) | | | | |
| MARRIAGE & CIVIL PARTNERSHIP | Women | | | | |
| | Men | | | | |
| | Lesbians | | | | |
| | Gay Men | | | | |
| PREGNANCY & MATERNITY | Women | | | | |
| | | | | | |
| RELIGION & BELIEF | Input * | | | | |

* There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts

Continue to answer or tick the following questions where the initial screening (above) indicated that there may be a negative impact on certain equality groups. ** Equality Legislation listed a back of this document.

| IMPACT | YES | NO |
|---|--------------------|-----------------------------|
| HIGH | | |
| There is substantial evidence and/or concern that people from different groups or communities are (or could be) differently affected by the policy. | | |
| MEDIUM | | |
| There is some evidence and/or some concern that people from different groups or communities are (or could be) differently affected | ✓ | |
| LOW | | |
| There is little or no evidence that some people from different groups or communities are (or could be) differently affected. | | |
| | | |
| Does the negative impact breach any of the equality legislation? ** | | ✓ |
| | Immediately | Within next 6 months |
| The negative impact requires action to be taken | ✓ | |

** See summary of legislation in appendix at the back of this form (you may also require to refer directly to the Equality Act 2010)

4. OUTCOMES, ACTION & PUBLIC REPORTING

SCREENING ASSESSMENT OUTCOME ACTIONS

| Screening Outcome | Yes /No /Not At This Stage | Further Action Required | Lead Officer | Timescale for Resolution |
|---|----------------------------|---|--------------|---|
| Was a significant impact from the project, policy or strategy identified? | No | | Charly Lynn | |
| Does the project, policy of strategy require to be amended to have a positive impact? | No | In order to ensure compliance with the Equality Act (2010), the online application form will meet the 'AA' standard as defined in the W3C Web Content Accessibility Guidelines. | | |
| Does a Full Impact Assessment need to undertaken? | No | | | |
| If none of the above is required, please recommend the next steps to be taken. (i.e. is there a strategic group that can monitor any future impacts as part of implementation?) | | The GHR Project Board (which will become the Management Board once GHR goes live) will monitor potential future impacts as part of its overall monitoring responsibilities | | The next GHR Project Board meeting will be 7 th October 2015 and will meet every 6 weeks thereafter. |

PUBLIC REPORTING OF SCREENING ASSESSMENT

All completed EQIA Screenings are required to be publically available on the Council website once they have been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. (See EQIA Guidance: Pgs. 11-12)

5. MONITORING OUTCOMES, EVALUATION & REVIEW

The Equalities Impact Assessment (EQIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Strategic, Policy, or Operational Group responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EQIA Screening and any actions that may have been take to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from **Corporate Strategic Policy and Planning** will be available to provide support and guidance.

Legislation

Equality Act (2010) - the Equality Act 2010 (Specific Duties) Scotland Regulations 2012

The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of:

- race
- sex
- sexual orientation (whether being lesbian, gay, bisexual or heterosexual)
- disability (or because of something connected with their disability)
- religion or belief
- being a transsexual person (transsexuality is where someone has changed, is changing or has proposed changing their sex – called ‘gender reassignment’ in law)
- having just had a baby or being pregnant
- being married or in a civil partnership, and
- age.

Further information: <https://www.gov.uk/equality-act-2010-guidance>

As noted the Equality Act 2010 simplifies the current laws and puts them all together in one piece of legislation. In addition the **Specific Duties (Scotland Regulations 2012)** require local authorities to do the following to enable better performance of the general equality duty:

- report progress on mainstreaming the general equality duty
- publish equality outcomes and report progress in meeting those
- impact assess new or revised policies and practices as well as making arrangements to review existing policies and practices gather, use and publish employee information
- publish gender pay gap information and an equal pay statement
- consider adding equality award criteria and contract conditions in public procurement exercises.

Further information: <http://www.equalityhumanrights.com/about-us/devolved-authorities/the-commission-in-scotland/legal-news-in-about-us/devolved-authorities/the-commission-in-scotland/articles/understanding-the-scottish-specific-public-sector-equality-duties>

Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.