

## Equalities Screening Record Form

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|---|--|--|---|
| <b>Date of Screening: 15<sup>th</sup><br/>March 2013</b>  | <b>Directorate: Adult Social Care, Health and<br/>Housing</b>  |  | <b>Section: Benefits Service</b>  |
| <b>1. Activity to be assessed</b>                         | Discretionary housing payments   |  |   |
| <b>2. What is the activity?</b>                           | <input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change |  |   |
| <b>3. Is it a new or existing activity?</b>               | New <input checked="" type="checkbox"/> Existing   |  |   |
| <b>4. Officer responsible for the screening</b>           | Shanaz Alam  |  |   |
| <b>5. Who are the members of the EIA team?</b>            | Simon Hendey / Shanaz Alam   |  |   |
| <b>6. What is the purpose of the activity?</b>            | Discretionary housing payments are intended to provide short term financial support to households who face financial difficulty on meeting the cost of renting their home.   |  |   |
| <b>7. Who is the activity designed to benefit/target?</b> | Households who face financial hardship   |  |   |
| <b>Protected Characteristics</b>                          | <b>Please tick<br/>yes or<br/>no</b>   | <b>Is there an impact?</b><br>What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both?<br><br>If the impact is neutral please give a reason. | <b>What evidence do you have to support this?</b><br>E.g. equality monitoring data, consultation results, customer satisfaction information etc<br><br>Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data |
| <b>8. Disability Equality</b>                             | Y  | The DHP policy will provide financial support to households facing hardship and as such it will have a positive impact.  | Awards of DHP will be monitored by the equality groups to measure take up and applications.   |
| <b>9. Racial equality</b>                                 | Y  | The DHP policy will provide financial support to households facing hardship and as such it will have a positive impact.  | Awards of DHP will be monitored by the equality groups to measure take up and applications.   |
| <b>10. Gender equality</b>                                | Y  | The DHP policy will provide financial support to households facing hardship and as such it will have a positive impact.  | Awards of DHP will be monitored by the equality groups to measure take up and applications.   |
| <b>11. Sexual orientation equality</b>                    | Y  | The DHP policy will provide financial support to households facing hardship and as such it will have a positive impact.  | Awards of DHP will be monitored by the equality groups to measure take up and applications.   |

## Appendix B

|  |   |   |   |   |
|--|---|---|---|---|
| <b>12. Gender re-assignment</b>  | Y   |   | The DHP policy will provide financial support to households facing hardship and as such it will have a positive impact. | Awards of DHP will be monitored by the equality groups to measure take up and applications. |
| <b>13. Age equality</b>  | Y   |   | The DHP policy will provide financial support to households facing hardship and as such it will have a positive impact. | Awards of DHP will be monitored by the equality groups to measure take up and applications. |
| <b>14. Religion and belief equality</b>  | Y   |   | The DHP policy will provide financial support to households facing hardship and as such it will have a positive impact. | Awards of DHP will be monitored by the equality groups to measure take up and applications. |
| <b>15. Pregnancy and maternity equality</b>  | Y   |   | The DHP policy will provide financial support to households facing hardship and as such it will have a positive impact. | Awards of DHP will be monitored by the equality groups to measure take up and applications. |
| <b>16. Marriage and civil partnership equality</b>   | Y   |   | The DHP policy will provide financial support to households facing hardship and as such it will have a positive impact. | Awards of DHP will be monitored by the equality groups to measure take up and applications. |
| <b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.</b>   | The policies are aimed specifically at addressing financial hardship for those households on low incomes. The policies will be used to enable households to achieve more sustainable financial situations without the need for additional financial support from the Council.                   |   |   |   |
| <b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>  | Not applicable.   |   |   |   |
| <b>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</b> |   |   |   |   |
| <b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>  |   | N | Please explain for each equality group  |   |
| <b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>   | The number of applications and awards by policies will be monitored by each equality group. This will be compared against the make up of households who are in receipt of housing benefit. This will provide an indication of the take up and awareness of the policies by each equality group. |   |   |   |
| <b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>   |   | N | On going monitoring of the polices is required to ensure that take up across all the equality groups is as expected.    |   |

| <b>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</b> |                      |                           |                                   |
|---|----------------------|---------------------------|-----------------------------------|
| <b>Action</b>   | <b>Timescale</b>     | <b>Person Responsible</b> | <b>Milestone/Success Criteria</b> |
| Reporting via annual equality reporting   | September 2016       | Shanaz Alam               | Annual report                     |
| <b>24. Which service, business or work plan will these actions be included in?</b>  | Benefit service plan |                           |                                   |
| <b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>   |                      |                           |                                   |
| <b>26. Chief Officers signature.</b>  | Signature:           |                           | Date:                             |

When complete please send to [abby.thomas@bracknell-forest.gov.uk](mailto:abby.thomas@bracknell-forest.gov.uk) for publication on the Council's website.