



## Stage 1: Scope of the Equality Assessment

**\*\* NB. It is important that your Equality Champion (See Corporate, Equality and Safeguarding on WySpace for a current list) is aware that the EA is being undertaken, and is kept updated throughout the entire process \*\***

EAs are designed to be proportionate and relevant and thus the time spent completing the EA and the depth to which the questions are answered need to reflect the size and importance of what is being assessed

Your Equality Champion can help with completing the EA if necessary, or [guidance](#) can be found in the Documents section of the Equality and Safeguarding page on WySpace (via the Corporate tab)

1. What is being assessed? (Title or description of the policy, strategy, service, function (this includes reports to Cabinet as appropriate)).

And who implements this policy, strategy, service or function?

Protocol between housing departments in District Councils in Bucks and Social Services at County

2. What is the purpose? (A short statement about its aim or objectives)

To ensure consistent and equitable treatment of 16/17 year olds who become homeless.

3. Who is affected? (The people it covers)

16 and 17 year old children who are or who become homeless in Bucks.

4. Are there any other organisations involved in delivery? (Other agencies, Voluntary sector) If so, please list them.

Yes County Council Social Services and other district councils housing departments.

5. What are the external drivers for change? (i.e. Legal, National Policy, Partnership, etc)

County Council Safeguarding Childrens board require a consistant approach and therefore shared protocol across all bucks-wide service providers as no protocol existed previously following case law changes to legislation regarding the client group



6. Does / could the service, the way you implement it, or the potential change directly affect any of the protected characteristic groups (public, Members or staff)? See Appendix 2 of the [Equality Framework](#).

The Protocol relates to 16 and 17 year olds only so is not relevant to other ages. But within this age range the reasons for becoming homeless could relate to one or more of the other protected characteristics (eg, disability, gender, sexual orientation, transgender, religion of belief etc). As such the requirements of the Equality Act 2010, and in particular the Public Sector Equality Duty have been included in the Protocol.

7. Does / will it affect how other services are provided?

Not necessarily as the duty should remain with social services unless exceptional circumstances.

8. Is there information e.g. survey data or complaints that suggest that it will / is affecting particular groups of people who share a protected characteristic? If so, how?

No

9. Does it have employment implications? (e.g. Recruitment policy)

No

If you have answered 'yes' to one or more of questions 6,7,8 or 9 you will probably need to carry out a full Equality Assessment immediately.

10. Using the assessment in Questions 6-9 above, should a full assessment be carried out at this time?

YES                  NO x

11. If you have said NO what is the justification for your decision? (Please provide details. e.g. a top level assessment may need to be carried out now to meet Cabinet requirements but enough information for a full assessment isn't available at this time). If so a due date for the completion of the full EA **MUST** be provided

It is simply a working document for officers to be able to understand the processes and flow chart of how to work with County Council in the event of a 16/17 year old presenting as homeless. And, as in 6 above, the Protocol ensures the requirements of the Equality Act 2010 are considered for each case.

If the answer to Q10 is 'yes' continue with stages 2-4. Head of Service sign off will be required after Stage 4 only and a **Word electronic copy** should be returned to the Equality Officer for publication.



If the answer to Q10 is 'no' the EIA will need to go through the **challenge process** to ensure that no further stages are required either at this time or ever, and needs to be sent to Claire Hook, Equality Officer for discussion and possible further explanation at [claire\\_hook@wycombe.gov.uk](mailto:claire_hook@wycombe.gov.uk). Then, if following the challenge process

- a) it is agreed with the Equality Officer that no further Stages need to be completed the Head of Service needs to sign off the assessment (below) and return a Word electronic copy it to the Equality Officer for publication.  
OR
- b) it is agreed with the Equality Officer that Stages 2-4 need to be completed there is no need for Head of Service sign off until Stages 2-4 have been completed at which point a **Word electronic copy** should be returned to the Equality Officer for publication.

12. Who undertook this assessment?

Name: Brian Daly Job Title: Housing Service Manager Phone: 01494 421601 Email: Brian_Daly@wycombe.gov.uk
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This impact assessment was approved by the following Head of Service:

Name: Caroline Hughes

Service: Environment

Date: 18 September 2014

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area and has been completed in line with the current programme.