

Stage 1: Scope of the Equality Assessment

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?

To merge the existing Housing Options Teams, Homelessness, Prevention and Choice Based Lettings into one generic Housing Options Team.

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

The aim of the restructure is to enable the Housing Options Team to provide a responsive streamlined service to the customer and to provide full advice and assistance. To meet challenging budget targets, by not employing agency staff.

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

Customers who want to apply for housing the merging of the service will improve the quality of information and assistance available to those seeking housing and will have one Housing Officer looking after them.

The current members of the Housing Options team have been advised that there will be no redundancies for permanent staff. A new post of Assistant team Leader has been created to assist the service in moving forward.

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

Although there are Agencies who The Housing Options Team work with these partnerships will remain and not be affected by the restructure.

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

Internal policies and reduction in capital received from Central Government. Finance Department requests for each directorate to make savings. Legislation with regards to who we can assist.

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](#).

No

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

No

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?

None

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

The review is being carried out in accordance with WDC's policies. No permanent staff will be made redundant under the restructuring

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

This is a restructure of the Housing Options team to ensure VFM and provide a better joined up service to the customer. The effects on the customer and staff should only be short term during the training process.

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. 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?

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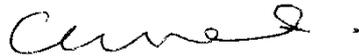
This impact assessment was approved by the following Head of Service:

Name: Caroline Hughes

Service: Environment

Date: 17 September 2014

Signature



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.