

# Equality Impact Assessment Screening Form – Appendix D

Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact the Access to Services team (see guidance for details).

## Section 1

Which service area and directorate are you from?

Service Area: Housing and Public Health

Directorate: Place

### Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

| Service/<br>Function     | Policy/<br>Procedure                | Project                  | Strategy                 | Plan                     | Proposal                 |
|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### (b) Please name and describe here:

HMO Licensing Policy (Houses in Multiple Occupation) – review and update of existing policy

### Q2(a) WHAT DOES Q1a RELATE TO?

| Direct front line<br>service delivery   | Indirect front line<br>service delivery | Indirect back room<br>service delivery |
|---|---|--|
| <input checked="" type="checkbox"/> (H) | <input type="checkbox"/> (M)            | <input type="checkbox"/> (L)           |

### (b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?

| Because they<br>need to                 | Because they<br>want to      | Because it is<br>automatically provided to<br>everyone in Swansea | On an internal<br>basis<br>i.e. Staff |
|---|------------------------------|---|---------------------------------------|
| <input checked="" type="checkbox"/> (H) | <input type="checkbox"/> (M) | <input type="checkbox"/> (M)                                      | <input type="checkbox"/> (L)          |

### Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...

|                              | High Impact<br>(H)                  | Medium Impact<br>(M)                | Low Impact<br>(L)                   | Don't know<br>(H)        |
|------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Children/young people (0-18) | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Older people (50+)           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Any other age group          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Disability                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Race (including refugees)    | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Asylum seekers               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Gypsies & travellers         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Religion or (non-)belief     | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sex                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sexual Orientation           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Gender reassignment          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Welsh Language               | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Poverty/social exclusion     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Carers (inc. young carers)   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Community cohesion           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Marriage & civil partnership | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Pregnancy and maternity      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

## Equality Impact Assessment Screening Form – Appendix D

### Q4 WHAT ENGAGEMENT / CONSULTATION / CO-PRODUCTIVE APPROACHES WILL YOU UNDERTAKE?

Please provide details below – either of your planned activities or your reasons for not undertaking engagement

There has already been a public consultation about the changes to the existing policy (Nov 2019 – Feb 2020) following a report to Cabinet in September 2019. A subsequent report, including feedback on the public consultation, is now being taken to Council for adoption of the new policy. This will be available on the Council's website and notification will specifically be given to existing landlords, agents, landlords' groups, partner organisations including Police, Fire Service, universities, residents' groups and CAB in line with statutory requirements under Housing Act 2004.

### Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?

|   |   |  |
|---|---|--|
| High visibility<br><input type="checkbox"/> (H)   | Medium visibility<br>X <input type="checkbox"/> (M) | Low visibility<br><input type="checkbox"/> (L) |
| <b>(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL'S REPUTATION?</b><br>(Consider the following impacts – legal, financial, political, media, public perception etc...) |   |  |
| High risk<br><input type="checkbox"/> (H)   | Medium risk<br>X <input type="checkbox"/> (M)       | Low risk<br><input type="checkbox"/> (L)       |

### Q6 Will this initiative have an impact (however minor) on any other Council service?

X ☐ Yes      ☐ No      If yes, please provide details below

Will assist with enforcement of legislation to improve housing conditions within our own Service, but will also assist Planning in determining applications for new HMOs under their existing controls in that it will enable better identification of HMO properties, assisting with community cohesion. It was also assist Waste Enforcement, Cleansing and StreetScene in introducing additional regulatory controls over possible problematic properties/areas.

### Q7 HOW DID YOU SCORE?

Please tick the relevant box

MOSTLY H and/or M → HIGH PRIORITY → ☐ EIA to be completed  
Please go to Section 2

MOSTLY L → LOW PRIORITY / NOT RELEVANT → X ☐ Do not complete EIA  
Please go to Q8 followed by Section 2

### Q8 If you determine that this initiative is not relevant for an EIA report, you must provide a full explanation here. Please ensure that you cover all of the relevant protected groups.

This policy follows a review of an existing policy and replaces the existing policy from 2016. There is no specific group, in terms of any characteristics, that will be impacted over any other. Existing knowledge of this type of shared housing is that there are a limited number of older people, children or people with disabilities living

## Equality Impact Assessment Screening Form – Appendix D

in HMOs. One of the impacts is intended to be an increase in community cohesion with increased ability to apply legislation to improve housing conditions. The review was in part carried out as a result of calls from residents to improve conditions in their local areas and also to comply with a statutory timescale for review of the existing policy. Information is already available on our website, bilingually and updates and amendments will continue to be available this way. It is intended that, subject to ICT developments, in due course, applicants for HMO licences will be able to submit their applications online. There is a statutory process to follow for applications and the granting of licences. There is a cost involved for landlords as the Council levies a licence fee set on a cost-recovery basis as controlled by the legislation. In normal circumstances this is for a licence which is granted for five years. There is the possibility that landlords will pass this cost on to their tenants, but this is the same for any costs they incur in letting a property.

### Section 2

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

|  |
|--|
| Screening completed by:  |
| Name: Paula Livingstone  |
| Job title: Divisional EHO – Pollution Control and Private Sector Housing |
| Date: 14/9/2020  |
| Approval by Head of Service:   |
| Name:  |
| Position:  |
| Date:  |

Please return the completed form to [accesstoservices@swansea.gov.uk](mailto:accesstoservices@swansea.gov.uk)