

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness, however only the final version will be publically available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 6 years.

Service Area	Housing	Head of Service	Simon Inkson	Strategic Director	Paul Griffiths	Portfolio Holder	Jonathan Wilkinson
Proposal	Common Allocation Scheme Policy and Procedure						
Outline Summary							
This Common Housing Register (CHR) policy and procedure looks to update the current CHR policy and procedure which was last reviewed in 2015. The overall aim is to increase housing options and provide easier access for applicants to find the right housing solution by having one register and one allocation policy across Powys. Following a review in December 2016, which took into account operational findings, amendments have been made which look to make better use of social housing stock and resources, bring the policy in line with current legislation and guidance and address the challenges posed by changes to the benefit system.							

1. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

Version	Author	Job Title	Date
V1	Kelly Jones	Housing Policy and Strategy Officer	20/6/17
V2	Kelly Jones	Housing Policy and Strategy Officer	03/7/17
V3	Kelly Jones	Housing Policy and Strategy Officer	31/7/17

2. Impact on Other Service Areas

Does Proposal have potential to impact on another service area? (Including implication for Health and Safety and corporate parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

It will promote greater collaborative working between the Housing service and other services such as Income and Awards regarding our ability to tackle fraud and deal with the welfare benefit changes.

Cyngor Sir Powys County Council

Impact Assessment (IA)

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3. How does your proposal impact on the council's strategic vision?

Council Priority	How does the proposal impact on this priority?	IMPACT Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
Services delivered for less	A number of changes to the policy including the amendment of Band 2 to prioritise all social tenants who are wanting to downsize and allocations being based on the need of the size of house rather than the want, all look to promote the best use of our housing stock and encourage mobility within the stock to ensure that applicants are housed in the right home and able to sustain their tenancy.	Good	No impact	Choose an item.
Supporting people in the community	In order to make best use of social housing stock and encourage greater mobility within the social rented sector, it is also proposed to restrict the size of properties households can apply for. This will also ensure applicants are in a home they are able to afford for the long term. By removing the restriction on only allowing households with dependent children to apply for a house, this encourages families to stay together and provides an alternative housing option for older children who may not be able to afford to move out on their own.	Good	No impact	Choose an item.
Developing the economy	No impact	Choose an item.	No impact	Choose an item.
Learning	No impact	Choose an item.	No impact	Choose an item.
Source of Outline Evidence to support judgements				
Code of Guidance for Local Authorities on Allocation of Accommodation and Homelessness Feedback from CHR review				

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



4. How does your proposal impact on the Welsh Assembly's well-being goals?

Well-being Goal	How does proposal contribute to this goal?	IMPACT Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.	No impact	Choose an item.	No impact	Choose an item.
A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).	No impact	Choose an item.	No impact	Choose an item.
A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.	No impact	Choose an item.	No impact	Choose an item.
A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.	No impact	Choose an item.	No impact	Choose an item.
A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.	No impact	Choose an item.	No impact	Choose an item.
A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.				

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



<i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i>	No impact	Choose an item.	No impact	Choose an item.
<i>Opportunities to promote the Welsh language</i>	No impact	Choose an item.	No impact	Choose an item.
<i>Welsh Language impact on staff</i>	No impact	Choose an item.	No impact	Choose an item.
<i>People are encouraged to do sport, art and recreation.</i>	No impact	Choose an item.	No impact	Choose an item.
A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).				
<i>Age</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	The Housing service needs to capture better quantitative data regarding the 9 protected characteristics to reduce the number of unknowns and improve on the reporting aspect of these characteristics. In turn the right measures need to be put in place so we can better evidence the impact of the policy.	Good
<i>Disability</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
<i>Gender reassignment</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
<i>Marriage or civil partnership</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
<i>Race</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
<i>Religion or belief</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
<i>Sex</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
<i>Sexual Orientation</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
<i>Pregnancy and Maternity</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
Source of Outline Evidence to support judgements				
<p>Census 2011 figures show that “a larger proportion Council tenants indicate their day to day activities are limited a little or a lot, compared with all tenures” – 31% compared to 21%. https://statswales.gov.wales/Catalogue/Health-and-Social-Care/Social-Services/Disability-Registers</p> <p>We are currently in the process of gathering the equality statistics on applicants currently registered on the waiting list but are aware that the recording of this information needs to be improved.</p>				

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



5. How does your proposal impact on the council's other key guiding principles?

Principle	How does the proposal impact on this principle?	IMPACT Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
Sustainable Development Principle (5 ways of working)				
Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.	A number of changes to the policy including the amendment of Band 2 to prioritise all social tenants who are wanting to downsize and allocations being based on the need of the size of house rather than the want, all look to promote the best use of our housing stock and encourage mobility within the stock to ensure that applicants are housed in the right home and able to sustain their tenancy. The changes also aim to meet the challenges introduced by the benefit caps and the introduction of the first weeks rent at the commencement of the tenancy reflects the ethos of universal credit.	Good	It is important that the right measures are put in place to evidence the positive and negative impact our policy and procedures are having. Frontline officers meet on a quarterly basis to review how the policy is working and to ensure it is being consistently applied across Powys.	Good
Collaboration: Working with others in a collaborative way to find shared sustainable solutions.	Although not a change to the policy, the whole ethos behind the CHR is for Powys CC to work together with the Housing Associations to provide a better housing service for the citizens of Powys. The aim of the CHR is to make it easier for people to apply for housing but also to increase their housing options. This may involve working with other services within the Council such as Environmental Health, social services etc. but also third partner agencies such as estate agents, support agencies, CAB, Shelter etc.	Good	No impact	Choose an item.
Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.	The changes have been introduced following a review carried out by frontline officers of each partner organisation of the CHR	Good	No impact	Choose an item.

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



Principle	How does the proposal impact on this principle?	<u>IMPACT</u> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<u>IMPACT AFTER MITIGATION</u> Please select from drop down box below
<p>Prevention: Understanding the root causes of issues to prevent them from occurring.</p>	<p>Early intervention and prevention is key to this policy to try and find out what the real issue is as housing is often a side effect of a separate issue. A key part of the policy is understanding the applicant's full story and finding a way forward which may involve pulling in other agencies. Due to high workload, Housing Management and Options Officers are struggling to spend that quality time at the start of the application process with individuals which is key to the early intervention process.</p>	<p>Poor</p>	<p>The CHR is continually under review and quarterly meetings with frontline staff have been set up to ensure the aims are being met. The right measures need to be put in place to be able to evidence the impact of the work being done. A pilot is currently being carried out in Welshpool to see if demand can be reduced and supply increased. There has also been a new post introduced of a Housing Options Support Officer to work in the North of the county to help alleviate workload.</p>	<p>Good</p>
<p>Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.</p>	<p>The policy encourages the housing service to work alongside a host of partner agencies to achieve its aims. Key to partnership working succeeding is communication, trust and openness.</p>	<p>Neutral</p>	<p>Sharing of information where appropriate is key to integration and in some areas this is better than others. There is a plan in place for Housing to use the same IT system as social services in Winter 2017 which will help with the sharing of information to ensure the best outcome for the client. The partner Housing Associations also now have access to PCC housing IT system so are able which facilitates that sharing of information where appropriate.</p>	<p>Neutral</p>
<p>Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty.</p>	<p>As part of the housing options approach, a full understanding of the issues facing the applicant needs to be gained and this may involve pulling in other support agencies and support to ensure that the different types of poverty are met. By introducing ID verification and revising our procedures to address fraud we are able to take more effective enforcement action to ensure properties and benefits are being used in the appropriate way.</p>	<p>Good</p>	<p>No impact</p>	<p>Choose an item.</p>

Cyngor Sir Powys County Council

Impact Assessment (IA)

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Principle	How does the proposal impact on this principle?	IMPACT Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account	No impact	Choose an item.		Choose an item.
Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves.	No impact	Choose an item.		Choose an item.
Impact on Powys County C Workforce	The changes to the policy were made in response to the views of staff at PCC to ensure allocations are made in a fair, effective and consistent way across Powys therefore the changes will have a positive impact on the workforce.	Good	Continuation of regular review meetings by frontline staff will aim to mitigate any negative impacts.	Good
Source of Outline Evidence to support judgements				
Review of CHR Feedback from Senior Investigator Income and Awards				

6. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Low	Medium	Low

7. What are the risks to service delivery or the council following implementation of this proposal?

Description of risks			
Risk Identified	Inherent Risk Rating	Mitigation	Residual Risk Rating

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To implement the changes, all current applications on the waiting list will need to be reviewed which means there will be a period where no allocations will be able to be made by Powys CC and the partner organisations	Medium	A set period will be put aside and a dedicated team will be put in place to deal with the reviews to ensure a new clean waiting list can be built in as short a time as possible to limit the disruption to all partners	Low
	Choose an item.		Choose an item.
	Choose an item.		Choose an item.
Overall judgement (to be included in project risk register)			
Very High Risk	High Risk		Medium Risk
			Low Risk
			x

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



8. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
This CHR policy and procedure looks to update the current CHR policy and procedure which was last reviewed in 2015. The impact of this policy is low due to it being reviewed with minimal changes. The main amendments have been made to make best use of housing stock and resources, meet the challenges faced by benefit caps and bring it in line with current legislation and guidance.	

9. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?
The amendments to the policy were made in response to a review carried out by frontline staff whose day to day job involves implementing the policy and procedure and statistics on waiting list info, offers and refusals and lettings.

10. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?
This policy will be reviewed by the Council every three years unless there are circumstances that require a review, for example a change in legislation or regulation or in response to feedback from the quarterly review meetings. Where there has been a change in legislation which has an impact on the policy, the policy will be reviewed within 3 months of the legislation or regulation coming into effect. The mitigating actions will need to be put in place including the procedures and measures to ensure monitoring can take place.
Please state when this Impact Assessment will be reviewed.
The IA will be reviewed in line with the policy i.e. every 3 years unless there are circumstances that require a review, for example a change in legislation or regulation.

11. Sign Off

Position	Name	Signature	Date
Service Manager:	David Roffey		
Head of Service:	Simon Inkson		
Strategic Director:	Paul Griffiths		
Portfolio Holder:	Jonathan Wilkinson		

FORM ENDS

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