

Screening/Scoping Pro Forma

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| Section | Land Charges | Officer responsible for the screening/scoping | Elaine Davison Alicia Whelan |
| Name of Policy to be assessed | Land Charges Service | Date of Assessment | Is this a proposed new or existing policy/procedure/practice? Existing |
| 1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice? | The maintenance of an accurate Land Charges Register and the provision of a fast, cost effective and accurate search service. | | |
| 2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain. | To keep the service as flexible as possible so that it is available on-line, by post, in person by computerising all the data so that it is more readily available and user-friendly. | | |
| 3. Who is intended to benefit from this policy and in what way? | House buyers and sellers, solicitors, estate agents, personal search agencies. | | |
| 4. What outcomes are wanted from this policy/procedures/practice? | Competitive charges for a quality product and fast turnaround times, full computerisation. | | |
| 5. What factors/forces could contribute/detract from the outcomes? | Reduction in fees leading to increased demand for searches; reduce scope for error; reduced reliance on unreliable links; and decline in the property market and general home climate. | | |
| 6. Who are the main stakeholders in relation to the policy? | See 3 above | 7. Who implements the policy, and who is responsible for the policy? | Head of Legal and Democratic Services and Land Charges Officer. |
| 8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups? | Y | N | Please explain Searches are available to anyone on request and are necessary in connection with sale or purchase of property in the Borough. People who are not fluent in English may find it difficult to access the service. However, the service is delivered via professional intermediaries in connection with the sale or purchase of a property who would have the responsibility of explaining the search to their clients. |
| What existing evidence (either presumed or otherwise) do you have for this? | None | | |

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| 9. Are there concerns that the policy <u>could</u> have a differential impact due to gender? | <input type="checkbox"/> Y | <input checked="" type="checkbox"/> N | |
| What existing evidence (either presumed or otherwise) do you have for this? | Not applicable | | |
| 10. Are there concerns that the policy <u>could</u> have a differential impact due to disability? | <input type="checkbox"/> Y | <input checked="" type="checkbox"/> N | Searches are available to anyone on-line by post or in person. |
| What existing evidence (either presumed or otherwise) do you have for this? | There would be certain people who may find it difficult to access the service; blind/partially sighted, those who cannot read. However the service is delivered via professional intermediaries in connection with sale or purchase of property who would have the responsibility of explaining the search to their clients. | | |
| 11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation? | <input type="checkbox"/> Y | <input checked="" type="checkbox"/> N | |
| What existing evidence (either presumed or otherwise) do you have for this? | See above No.10 | | |
| 12. Are there concerns that the policy <u>could</u> have a differential impact due to their age? | <input type="checkbox"/> Y | <input checked="" type="checkbox"/> N | |
| What existing evidence (either presumed or otherwise) do you have for this? | See above No.10 | | |
| 13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief? | <input type="checkbox"/> Y | <input checked="" type="checkbox"/> N | |
| What existing evidence (either presumed or otherwise) do you have for this? | See above No.10 | | |
| 14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities? | <input type="checkbox"/> Y | <input checked="" type="checkbox"/> N | N/A |
| What existing evidence (either presumed or otherwise) do you have for this? | None | | |

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| otherwise) do you have for this? | | | |
| 15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past? | | Y | N |
| What existing evidence (either presumed or otherwise) do you have for this? | | None | |
| 16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual? | | Y | N |
| What existing evidence (either presumed or otherwise) do you have for this? | | None | |
| 17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice? | Y | N | Please explain The service is not provided directly to individual members of the public but through professional intermediary. |
| 18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason? | Y | N | Please explain for each heading (questions 8-16) on a separate piece of paper. There is no adverse impact on the grounds of promoting equality of opportunity for one group |
| Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups? | Y | N | Please explain |
| 20. Does differential impact or unmet need cut across the equality | Y | N | Please explain Not applicable |

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| strands (e.g. elder BME groups)? | | | |
| 21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency? | Y | N | <p>Please explain</p> <p>Not applicable</p> |
| 22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality? | | | No |

| | | | Yes | No |
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| | | <p>24. If No, are there any changes required to the policy to improve it around the equality agenda?</p> <p>Full computerisation of the service to ensure ease of accessibility of the information. Ensuring there is someone available on the phone or in person at all times to provide help and guidance.</p> | | |

Signed
(completing officer)

Elaine Davison

Date October 2008

Signed
(Head of Section) **Date**

Countersigned
(HR representative)

Richard Wood

Date October 2008