


Housing Document Management - Equalities, Fairness and Rights Impact Assessment NOT required - justification

If the screening has indicated a full assessment is not required, complete below.

Name of policy, strategy, practice, service or function	Housing Document Management
Description of policy, strategy, practice, service or function and why it is required	Implementing a real time integrated housing document management solution. This will enable Housing to ensure they have a more secure, resilient and compliant solution in managing the documents of the housing services
Department/ Service	Environment
Responsible officer for taking decision	Ricky Taylor
Rationale for decision	<p>An impact assessment is not required because this policy is day-day operational delivery and decision-making ;An impact assessment is not required because this is a service/operational plan ;An impact assessment is not required as this policy has no impact on people from protected characteristic groups, socio-economic disadvantage or children and young people up to the age of 18</p> <p>This change in service process will impact internal housing service officers only in the way they manage their documents. It is a day-to-day operational transaction which will now change the way in which internal processes manage the flow of all documents into new technical capabilities.</p>
<p>Declaration: I confirm the decision <u>not</u> to carry out an Equality, Fairness and Rights Impact Assessment has been authorised by:</p> <p>Name and Job Title: Suzanne Conlin, Senior Housing Services Manager</p> 	

Date Authorisation given: 23/4/2025