

# North Yorkshire Council

## Community Development Directorate

4 March 2026

### Safeguarding Procedure for the Housing Service

#### Report of the Assistant Director Housing

<b>1.0</b>	<b>PURPOSE OF REPORT</b>
1.1	To present to the Corporate Director for Community Development the Safeguarding Procedure for the Housing Service for approval.
<b>2.0</b>	<b>SUMMARY</b>
2.1	The Council does not have a Corporate Safeguarding Procedure covering every area within the authority. Staff currently follow multi-agency Safeguarding Procedures which are very detailed. The proposed Safeguarding Procedure for the Housing Service provides concise clear guidance for staff across all areas of the service and details the training required, to respond to Safeguarding concerns and appropriate responses if people have suicidal thoughts.
2.2	Permission is sought to adopt the Safeguarding Procedure for the Housing Service (Appendix A) as soon as possible.
<b>3.0</b>	<b>BACKGROUND</b>
3.1	The Housing Service have a statutory duty to identify and act on potential safeguarding issues when they are noticed by staff or reported by residents. Because many individuals interacting with the service have vulnerabilities or complex needs, it's especially important that those working within the service know how to recognize and act on any concerns.
3.2	Housing incorporates several customer-facing services, including Housing Options and Homelessness, Housing Management, Private Housing Standards, Disabled Facilities Grants, Housing Standards and Maintenance and Sheltered Housing.
3.3	The Housing Service includes Landlord Services responsible for the current housing stock throughout North Yorkshire, but primarily located across the Selby, Harrogate, and Richmond localities. It is necessary to adopt a safeguarding procedure to set out how we will respond to tenants within council owned properties where concerns are identified.
3.4	North Yorkshire Council is working towards accreditation through the Domestic Abuse Housing Alliance. This is a nationally agreed standard which housing associations and local authorities can attain to prove best practice. Work commenced in November 2022 to understand and adopt best practice, including developing and delivering bespoke domestic abuse training to the housing team. The accreditation requires that a clear safeguarding procedure is in place.

#### **4.0 DETAILED PRESENTATION OF THE SUBSTANTIVE ISSUE**

- 4.1 This proposed procedure is a new procedure developed by researching best practice.
- 4.2 Staff in all parts of the service interact with members of the public, residents and tenants and may identify safeguarding concerns. Introducing the new proposed procedure will give reassurance that all staff in the Housing Service have clear guidance to follow and do not miss the opportunity to take action to help prevent further abuse of children and adults.
- 4.3 Many staff in the Housing Service are uniquely placed to identify safeguarding issues including domestic abuse as they visit people in their own homes.

#### **5.0 CONSULTATION UNDERTAKEN AND RESPONSES**

- 5.1 Consultation has taken place with key staff within the Housing Service.
- 5.2 Consultation has taken place with key staff representing North Yorkshire Safeguarding Adults Board.

#### **6.0 CONTRIBUTION TO COUNCIL PRIORITIES**

- 6.1 The procedure contributes principally to the following Council priority:  
“ensure the people of North Yorkshire are safe, healthy and living well”

#### **7.0 ALTERNATIVE OPTIONS CONSIDERED**

- 7.1 Take no action. By taking no action there is likely to be a risk to the authority that staff will not take appropriate action to protect residents when safeguarding concerns arise.
- 7.2 Await a Corporate Safeguarding Procedure. By awaiting the development of a corporate procedure there is likely to be a risk to the authority that staff will not take appropriate action to protect residents when safeguarding concerns arise.

#### **8.0 IMPACT ON OTHER SERVICES/ORGANISATIONS**

- 8.1 The implementation of this procedure is unlikely to impact on other services or organisations. It is designed to provide clarity for internal staff within the Housing Service.

#### **9.0 FINANCIAL IMPLICATIONS**

- 9.1 There are no anticipated financial implications associated with the adoption of this new procedure.
- 9.2 Managers in Housing will be expected to inform their teams about the procedure and work to embed good practice.

#### **10.0 LEGAL IMPLICATIONS**

- 10.1 In adopting a Safeguarding Procedure for the Housing Service the council will be helping to protect residents and tenants from harm and ensure they are offered support, which is appropriate to their needs, this is in line with the local authority Serious Violence Duty.

## **11.0 EQUALITIES IMPLICATIONS**

11.1 Equalities impact screening has been carried out and a full Equalities Impact Assessment is not required. See Appendix B.

## **12.0 CLIMATE CHANGE IMPLICATIONS**

12.1 A climate change impact assessment screening form has been completed acknowledging that there are no significant impacts. See Appendix C.

## **13.0 PERFORMANCE IMPLICATIONS**

13.1 Adopting the proposed policy and embedding it will result in increased staff awareness of the signs of safeguarding; As a result, it is likely that there will be some increased casework. The procedure introduces closer monitoring of safeguarding referrals by managers.

## **14.0 POLICY IMPLICATIONS**

14.1 The draft Safeguarding Procedure will be a new procedure.

14.2 All localities would adopt the new procedure following approval.

## **15.0 RISK MANAGEMENT IMPLICATIONS**

15.1 The Council risks not being legally compliant if it does not provide clear guidance for staff.

## **16.0 HUMAN RESOURCES IMPLICATIONS**

16.1 The procedure does not have HR implications.

## **17.0 ICT IMPLICATIONS**

17.1 The procedure does not have ICT implications.

## **18.0 COMMUNITY SAFETY IMPLICATIONS**

18.1 Adopting the new procedure will likely improve community safety.

## **19.0 CONCLUSIONS**

19.1 Adopting a Safeguarding Procedure which has been drafted considering best practice and feedback.

## **20.0 REASONS FOR RECOMMENDATIONS**

20.1 The following recommendations are therefore proposed

### **21.0 RECOMMENDATION(S)**

21.1 That the Corporate Director for Community Development notes the contents of the report, the proposed Safeguarding Procedure for the Housing Service.

21.2 That the Safeguarding Procedure for the Housing Service is approved and adopted.

## **APPENDICES:**

Appendix A – Proposed Safeguarding Procedure for the Housing Service  
Appendix B – Equality Impact Screening  
Appendix C – Climate Change Screening

## **BACKGROUND DOCUMENTS:**

*Nic Harne*  
Corporate Director – *Community Development*  
County Hall  
Northallerton  
*27 February 2026*

Report Author – *Kim Robertshaw*  
Presenter of Report – *Kim Robertshaw - Head of Housing Needs*

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

# Appendix A

## Safeguarding Procedure for the Housing Service

**Safeguarding is everyone's business and everyone at the Council shares a responsibility, both corporately and individually to ensure that every person is treated with dignity and respect and protected from others who may seek to harm or to abuse them.**

*This procedure is guided by a trauma-informed approach, acknowledging that individuals accessing housing services may have experienced trauma such as domestic abuse, homelessness, displacement, or systemic disadvantage. For more information see the [Guide to Trauma Informed Practice](#)*

### 1. Purpose

This procedure outlines how the Housing Service will implement the Multi Agency Safeguarding Policies to protect children, young people, and adults at risk. It ensures staff understand their responsibilities and act appropriately when safeguarding concerns arise.

[Joint Multi Agency Safeguarding Adults Policy and Procedure](#)

[Process Maps, Flow Charts and Case Studies - Safeguarding Adults](#)

[North Yorkshire Safeguarding Children Partnership Procedures Manual](#)

### 2. Scope

Applies to all Housing Service staff, including:

Housing Officers/Tenancy Support Officers

Housing Options/Homelessness Support/Prevention workers/PRS Officers and the Rough Sleeping team

Supported Housing and Temporary Accommodation Officers

Repairs and Maintenance staff

Contractors and volunteers

Managers and Team Leaders

(This is not an exhaustive list)

## 3. Responsibilities

### 3.1 All Staff

Understand and follow this procedure to know when to submit a safeguarding concern.

Complete mandatory safeguarding training. The level will be determined through your job role and part of your induction (see training in Section 7 below).

In addition, all staff will;

- Report safeguarding concerns immediately using agreed referral pathways.
- Maintain professional boundaries and avoid situations that could lead to allegations.

### 3.2 Housing Safeguarding Champions

The Head of Service in each team will identify the roles (usually team leaders or managers) that will be designated as **Safeguarding Champions**

- Be trained to level 2 in Safeguarding Adults Level 2 – Concerns Managers Training
- NYC Safeguarding Children training
- Embed safeguarding into supervision, team meetings, and performance reviews.
- Support staff in raising concerns acting as the first point of contact for safeguarding concerns within the service are
- Ensure staff receive safeguarding training appropriate to their role
- Ensure safer recruitment practices are followed.
- Ensure referrals are recorded and reasons recorded when a referral has not been made.
- Assist with any audits required.
- Feed into Housing Safeguarding Group (to be held quarterly).
- Promote safeguarding awareness across the Housing Service.

### 3.3 Safeguarding (and Deputy) Lead for Housing

This will be provided through the Housing Needs service.

- Ensure the combined North Yorkshire and York Governance and Section 11 Self-Assessment Audit is completed
- Monitor Safeguarding Practice within the service
- Act as a Lead Champion for Safeguarding and ensure this Safeguarding Procedure is readily available and updated for all staff in Housing.

- Contribute to and ensure attendance at North Yorkshire Safeguarding Adults Board and North Yorkshire Safeguarding Children's Partnership meetings and sub-groups or task and finish groups as appropriate.
- Chair quarterly Housing Safeguarding Group.

## 4. Identifying Safeguarding Concerns

Housing staff may encounter safeguarding issues throughout their working day this may include:

- Home visits
- Tenancy management calls
- Repairs and maintenance visits
- Anti-social behaviour investigations
- Homelessness and housing assessments

### **Types of Abuse under the Care Act (for adults)**

- Discriminatory Abuse
- Domestic Abuse
- Financial and Material Abuse
- Modern Slavery
- Neglect and Acts of Omission
- Organisational Abuse
- Physical Abuse
- Psychological Abuse
- Self-Neglect
- Sexual Abuse

### **Types of Abuse for children (under Working Together to Safeguarding Children and Keeping Children Safe in Education)**

- Physical Abuse
- Sexual Abuse
- Emotional
- Neglect
- Domestic Abuse
- Technology Assisted Abuse
- Extra Familial Harm
- Child on Child Sexual Violence and Sexual Harassment

Concerns may include:

- Domestic abuse – follow the [Domestic Abuse Policy for the Housing Service | North Yorkshire Council](#)
- Self-neglect or hoarding [NYSAB](#)
- Financial exploitation [NYSCP NYSAB Financial Abuse](#)
- Child neglect or abuse [North Yorkshire Safeguarding Children Partnership Procedures Manual](#)
- Hate crime [Hate crime | North Yorkshire Council](#) or mate crime [NYSAB](#)
- Modern slavery [Modern slavery | North Yorkshire Council](#)
- Prevent – [Safeguarding Individuals from the threat of terrorism](#)
- [County Lines and cuckooing](#)

**Suicidal Ideation** refers to thoughts about ending one's life.

You may need to make a safeguarding referral for someone who is suicidal, but it depends on several factors.

Under **Section 42 of the Care Act 2014**, a safeguarding referral is appropriate if:

- The adult **has care and support needs** (whether or not the local authority is meeting any of those needs).
- They are **experiencing or at risk of abuse or neglect**.
- As a result of those needs, they are **unable to protect themselves** from the abuse or neglect.

Suicidal ideation **alone** may not always meet the threshold for a safeguarding referral unless:

- The person is **unable to protect themselves** due to their mental health condition.
- There are **additional concerns** such as neglect, abuse, coercion, or exploitation.
- The person is receiving care and support and is at risk due to those circumstances

If a Safeguarding referral is not appropriate, consider the following options for signposting or referring for support

Support is available

### General helplines

- [Contact Us | Samaritans](#) - Call 116 123 (24/7, free), text 'SHOUT' to 85258 or email: [jo@samaritans.org](mailto:jo@samaritans.org), [samaritans.org](http://samaritans.org)
- National Suicide Prevention Helpline UK - Call 0800 689 5652 or 0800 587 0800 (6pm–midnight), [spuk.org.uk](http://spuk.org.uk)
- Mind Info Line - call 0300 102 1234 (Mon to Fri, 9am to 6pm), [mind.org.uk](http://mind.org.uk)
- SANEline - call 0300 304 7000 (4:30pm to 10pm daily), [sane.org.uk](http://sane.org.uk)
- NHS 111 - Call: 111 (choose mental health option), [nhs.uk](http://nhs.uk)
- Andy's Man Club [ANDYSMANCLUB - It's Okay To Talk](#)

- Talk Suicide <https://talksuicide.co.uk/>
- <https://www.northyorks.gov.uk/healthy-living/mental-health/local-mental-health>

### **Support for young people**

- Papyrus HOPELINEUK - Call 0800 068 4141, text: 07786 209 697 or email [pat@papyrus-uk.org](mailto:pat@papyrus-uk.org), [papyrus-uk.org](http://papyrus-uk.org)
- Childline - Call 0800 1111, [childline.org.uk](http://childline.org.uk)

### **Specialist helplines**

- CALM (Campaign Against Living Miserably) - Call 0800 58 58 58 (5pm–midnight), [thecalmzone.net](http://thecalmzone.net)
- Switchboard LGBT+ Helpline - Call 0300 330 0630 (10am–10pm), email: [chris@switchboard.lgbt](mailto:chris@switchboard.lgbt) [switchboard.lgbt](http://switchboard.lgbt)

## **5. Reporting Safeguarding Concerns**

### **Immediate Risk**

Call 999 if a child or adult is in immediate danger.

### **Adult Concern**

**You should speak to a line manager or a Housing Safeguarding Champion where possible to discuss the concerns**

Raise a safeguarding concern about an adult who is at risk of, or is experiencing abuse or neglect [Raise a safeguarding concern - Before you start - NYC](#)

If your concern does not meet the Safeguarding threshold and you think the person needs extra help with care or support, you must seek their consent to refer through this link [Get help and support with adult social care | North Yorkshire Council](#)

### **Concern about a Child**

**You should speak to your line manager or Housing Safeguarding Champion where possible to discuss the concerns**

Raise a safeguarding concern using the universal referral form for a child who is at risk of, or is experiencing abuse or neglect [NYSCP](#)

If you are a professional seeking advice prior to making a referral, you can access advice from a Multi-Agency Screening Team (MAST) Social Worker via the professionals' consultation line available between 10 am and 4 pm Monday to Friday (except bank holidays) via [01609 535070](tel:01609535070).

The universal referral form can also be used to request additional support for families, with consent, for example from the early help service.

### **Concerns About Staff or Volunteers working with children or adults**

#### **Adults**

A People in Positions of Trust (PIPOT) allegation relates to a person who works with adults with care and support needs who has:

- behaved in a way that has harmed, or may have harmed an adult or child
- possibly committed a criminal offence against, or related to, an adult or child
- behaved towards an adult or child in a way that indicates they may pose a risk of harm to children or adults with care and support needs
- behaved or may have behaved in a way that indicates they may not be suitable to work with children
- More information is available [NYSAB](#) for adults

#### **Children**

Contact the Local Authority Designated Officer (LADO) at [lado@northyorks.gov.uk](mailto:lado@northyorks.gov.uk) or call 01609 798005.

- Practice guidance is available [NYSCP](#) for children

### **Support for Staff**

Talking to someone about safeguarding is difficult, so it is important to look after yourself.

You can get help from:

- a Team Leader or Manager
- [Health Assured](#) – contact 0800 028 0119 (NYC access code: MHA000258)
- MIRT (Major Incident Response Team) [mirt@northyorks.gov.uk](mailto:mirt@northyorks.gov.uk) to request a confidential chat, or contact Alex Sutcliffe 07974 745194
- [Looking after you \(sharepoint.com\)](#)

## **6. Safeguarding in Commissioned Services**

- Ensure all housing-related commissioned services have safeguarding policies.
- Include safeguarding clauses in contracts and monitor compliance.
- Contract managers must verify safeguarding training and procedures during reviews.

## 7. Training and Induction

All staff must complete required safeguarding training, suicide prevention training and domestic abuse training at induction; this will be determined by your job role. Each team has a training matrix which shows the details. More information is available about the various courses on learning zone in [Safeguarding Courses](#)

Ad hoc training is also available during Safeguarding Week each June and through masterclasses and other multi-agency learning opportunities.

## 8. Information Sharing

- Share safeguarding information securely and appropriately.
- Follow GDPR and Council protocols.
- Use multi-agency pathways where necessary.

The police rely on information from the community to understand local and wider issues. Crucial information may fill gaps and link other pieces of information together.

### Sharing intelligence with the Police

Alongside reporting a crime and informing about possible terrorist activity, partner agencies and organisations can share non-urgent information. It is a safe and direct way to provide information which may help with investigations and inform actions.

[Share community partnership intelligence | North Yorkshire Police](#)

## 9. Monitoring and Review

Safeguarding procedures will be reviewed annually.

- Quarterly Housing Safeguarding Group meeting – A representative from each Service area should attend.
- Monitor and review number of referrals / data / training concerns. Feed into the NYSAB, NYCSP and Prevent Board.
- Managers and team leaders will support teams to record referrals, store information appropriately and monitor staff training.
- Safeguarding concerns champions will link with locality managers and team leaders to monitor referrals raise staff awareness and attend the quarterly Housing Safeguarding Group.
- The Housing Service will contribute to combined North Yorkshire and York Governance and Section 11 Self-Assessment audits and performance indicators.

First issued	4 <sup>th</sup> March 2026
Version control	Version 1

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## Safeguarding Procedure for the Housing Service

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Review period	3 years
Update overview	

## Appendix B

# Equality impact assessment (EIA) form: evidencing paying due regard to protected characteristics

### *Housing Safeguarding Procedure*

An Equality Impact Assessment (EIA) form is a document that proves paying due regard by considering protected characteristics. EIAs that accompany reports presented to Councillors for decision-making are published with the committee papers on our website and are also available in hard copy at the relevant meetings.

#### Section 1: Initial Equality Impact Assessment Screening

This section documents the equality screening process of actual or potential impacts of the proposed activity on a specific protected characteristic, along with NYC's additional agreed-upon characteristics, to determine whether a full Equality Impact Assessment (EIA) is necessary or appropriate.

Basic Details	
<b>Directorate</b>	Community Development
<b>Service area</b>	Housing
<b>Proposal being screened</b>	Safeguarding Procedure for the Housing Service
<b>Officer(s) carrying out screening</b>	Kim Robertshaw, Jo Marriott, Sarah Wintringham, Richard Mair
<b>Lead Officer and contact details</b>	Kim Robertshaw <a href="mailto:kim.robertshaw@northyorks.gov.uk">kim.robertshaw@northyorks.gov.uk</a>
<b>Date of the assessment</b>	09.02.2026
<b>Please describe briefly what this EIA is about.</b> (e.g. are you starting a new service, changing how you do something, or stopping doing something?)	Implement a new procedure within the Housing Service.
<b>What does the authority hope to achieve by it?</b> (E.g. to save money, meet increased demand, do things in a better way.)	There is no corporate Safeguarding Procedure for all NYC staff and those in the Housing Service are currently referring to multi-agency policies and procedures which are available on the NYSAB and NYSCP websites. The Safeguarding Procedure for the Housing Service will provide clear guidance for staff and leadership about how to respond to Safeguarding concerns. The document provides links to more in-depth guidance which is available online. The Procedure will also clarify safeguarding responsibilities within the service and put into place governance in the form of quarterly monitoring meetings and clear responsibility for completing statutory audits.

#### Further Details

<b>1.1 How have stakeholders been involved in this policy/ decision/ proposal? (e.g. a consultation exercise)</b>	NYSAB have been consulted (Sally Litchfield), managers from all teams in the Housing Service were involved in producing this procedure.				
<b>1.2 Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Please explain briefly</b>	No				
<b>1.3 Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYC's additional agreed characteristics</b> As part of this assessment, please consider the following questions: <ul style="list-style-type: none"> <li>To what extent is this service used by particular groups of people with protected characteristics?</li> <li>Does the proposal relate to functions that previous consultation has identified as important?</li> <li>Do different groups have different needs or experiences in the area the proposal relates to?</li> </ul> If for any characteristic, it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your directorate representative for advice if you are in any doubt. <b>Tick and indicate which protected characteristics are identified as relevant to the proposal (positive, negative, neutral or don't know).</b>					
Protected characteristic	Impact				Comments
	Positive	Negative	Neutral	Don't know	
Age	X				Children and older people make up a significant number of safeguarding referrals and this will improve reporting of concerns
Disability	X				People with disabilities including impairments such as dementia or severe learning disabilities are at higher risk.
Sex	X				Women are at greater risk than men in terms of abuse within the household and therefore improving awareness of the reporting procedures should help identify cases for referrals.
Race (including GRTS)			X		
Gender reassignment			X		
Sexual orientation			X		
Religion or belief			X		
Pregnancy or maternity	X				Pregnant women are considered a priority / at risk group in regard to safeguarding; especially in regard to the health of their unborn child. Effective reporting procedures will help ensure support and assistance is in place where needed.
Marriage or civil partnership			X		
<b>NYC's additional characteristics</b>					
People in rural areas	X				Isolation can be a factor in non-reporting of issues to statutory bodies; and less surveillance and contact can lead to greater risks. Again improved procedures will

					ensure staff are aware of what to consider when meeting clients and how to make effective referrals.
People on a low income			X		
Carer (unpaid family or friend)			X		
Are from the Armed Forces Community (including veterans)			X		
<b>1.4 To which Part(s) of the Public Sector Equality Duties is the Policy/decision/proposal relevant? Tick and briefly describe.</b>					
<b>General Duties</b>	<b>Yes</b>	<b>No</b>	<b>Details</b>		
Eliminate unlawful discrimination, harassment and victimisation	X	<input type="checkbox"/>			
Advance equality of opportunity	<input type="checkbox"/>	<input type="checkbox"/>			
Foster good relations between different groups	<input type="checkbox"/>	<input type="checkbox"/>			
<b>1.5 Decision (Please tick one option)</b>					
<b>Decision to recommend this policy/ decision for an Equality Impact Assessment?</b>	Yes		No	X	
<p>If the answer is “Yes”, or you indicate a negative impact on any of the characteristics mentioned in the table above, please continue to Section 2 and complete the full Equality Impact Assessment. If the answer is “No”, please give a brief reason here.</p> <p>There are no likely impacts on members of the community as this is just clear internal guidance for staff</p>					
<b>Signed</b> (Assistant Director or equivalent)	Andrew Rowe				
<b>Date</b>	03.03.26				

## Section 2: Equality Impact Assessment

This section aims to provide a full assessment of the actual or potential impacts on specific protected characteristics, along with NYC's additional characteristics. It will also identify the proper actions to mitigate these impacts, if needed.

**2.1 Evidence, Consultation and Data: What data or evidence source(s) has/ have been used to inform this assessment?** Select the relevant source (s):

- Demographic data
- Service usage data
- Consultation feedback
- National/local research and report
- Expert opinion
- Others

**2.2 Stakeholder Engagement: What engagement has been done regarding the proposal and what are the results?**

- Who has been consulted?
- How were they consulted?
- What feedback was received?

**2.3 What positive impact will this proposal have on the council budget, people, community, economic growth and environment, etc? Please explain briefly**

**2.4 Please briefly describe how will this proposal affect people with protected characteristics? Only those who are identified as relevant to the proposal in section 1.**

protected characteristics	Negative	Don't know	Why will it have this effect? Provide evidence from engagement, consultation and/or service user data or demographic information, etc.
Age			
Disability			
Sex			
Race (including GRTS)			
Gender reassignment			
Sexual orientation			
Religion or belief			
Pregnancy or maternity			
Marriage or civil partnership			
<b>NYC's additional characteristics</b>			
People in rural areas			
People on a low income			
Carer (unpaid family or friend)			
Are from the Armed Forces Community (including veterans)			

**2.5 Geographic impact: Please detail where the impact will be (please tick all that apply)**

North Yorkshire wide	
Craven	
Hambleton	
Harrogate	

Richmondshire	
Ryedale	
Scarborough	
Selby	

If you have ticked one or more areas, will specific town(s)/ village(s) be particularly impacted? If so, please specify below.

**2.6 Will the proposal affect anyone more because of a combination of protected characteristics?** (e.g. older women or young gay men) State what you think the effect may be and why, citing evidence from Q2.1 & Q2.2, e.g. engagement, consultation and/or service user data or demographic information, etc.

**2.7 Mitigation and Actions: List the actions that will be taken to reduce or eliminate any negative impact identified above and how positive impacts will be enhanced.** Briefly describe the action you defined.

Actions	Lead	By when

**2.8 Monitoring and Review: If the proposal is to be implemented, how will the impact be monitored?** Briefly describe the monitoring arrangements/systems that will be put in place to find out how the expected outcomes have been achieved in practice.

**2.9 Conclusion: Please summarise the findings of your EIA, including impacts, recommendations in relation to addressing impacts, including any legal advice, and next steps.** This summary should be used as part of the report to the decision maker.

## 2.10 Sign off section

**This full EIA was completed by:**

Name:

Job title:

Directorate:

Signature:

Completion date:

**Authorised by relevant Assistant Director (signature):**

**Date:**

*Once this has been signed off, please send it to [webteam@northyorks.gov.uk](mailto:webteam@northyorks.gov.uk) for publication on the appropriate webpage.*

### **Publication:**

To help people find completed EIAs, we publish them in the Equality and Diversity section of the NY Council [website](#).

### **Contact details**

If you need further support and guidance about carrying out EIA, please contact your directorate equality representative as listed in Stage 4 on our Intranet: [Paying due regard to equality using equality impact assessments](#)

Or contact North Yorkshire Council's equality team on email [Equality@northyorks.gov.uk](mailto:Equality@northyorks.gov.uk)

## Appendix C

### Initial Climate Change Impact Assessment (Form created August 2021)

The intention of this document is to help the council to gain an initial understanding of the impact of a project or decision on the environment. This document should be completed in consultation with the supporting guidance. Dependent on this initial assessment you may need to go on to complete a full Climate Change Impact Assessment. The final document will be published as part of the decision-making process.

If you have any additional queries, which are not covered by the guidance please email [climatechange@northyorks.gov.uk](mailto:climatechange@northyorks.gov.uk)

<b>Title of proposal</b>	<b>Safeguarding Procedure for the Housing Service</b>
<b>Brief description of proposal</b>	<b>It is proposed to adopt a new Safeguarding Procedure for the Housing Service to provide staff and leadership within the Housing Service with clear guidance on how to respond to Safeguarding concerns.</b>
<b>Directorate</b>	<b>Community Development</b>
<b>Service area</b>	<b>Housing</b>
<b>Lead officer</b>	<b>Kim Robertshaw</b>
<b>Names and roles of other people involved in carrying out the impact assessment</b>	<b>Joanne Marriott Sarah Wintringham Hannah Nutsey</b>

The chart below contains the main environmental factors to consider in your initial assessment – choose the appropriate option from the drop-down list for each one.

Remember to think about the following;

- Travel
- Construction
- Data storage
- Use of buildings
- Change of land use
- Opportunities for recycling and reuse

Environmental factor to consider	For the council	For the county	Overall
Greenhouse gas emissions	No effect on emissions	No Effect on emissions	No effect on emissions
Waste	No effect on waste	No effect on waste	No effect on waste
Water use	No effect on water usage	No effect on water usage	No effect on water usage
Pollution (air, land, water, noise, light)	No effect on pollution	No effect on pollution	No effect on pollution
Resilience to adverse weather/climate events (flooding, drought etc)	No effect on resilience	No effect on resilience	No effect on resilience
Ecological effects (biodiversity, loss of habitat etc)	No effect on ecology	No effect on ecology	No effect on ecology
Heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape

If any of these factors are likely to result in a negative or positive environmental impact then a full climate change impact assessment will be required. It is important that we capture information about both positive and negative impacts to aid the council in calculating its carbon footprint and environmental impact.

<b>Decision (Please tick one option)</b>	Full CCIA not relevant or proportionate:	√	Continue to full CCIA:	
<b>Reason for decision</b>	There are no environmental impacts which would result from the implementation of this procedure. This is focused on procedure and staff training.			
<b>Signed (Assistant Director or equivalent)</b>	Andrew Rowe			
<b>Date</b>	03.03.26			