

DUNDEE CITY COUNCIL

Equality and Diversity Rapid Impact Assessment Tool

Part 1

Date of assessment 14/03/11	Title of document being assessed: HOUSING BENEFIT OVERPAYMENT RECOVERY POLICY
1) This is a new policy, procedure, strategy or practice being assessed - No	This is an existing policy, procedure, strategy or practice being assessed? - Yes
2) Please give a brief description of the policy, procedure, strategy or practice being assessed.	This policy document sets out Dundee City Council's commitment to the recovery of Housing Benefit Overpayments as laid down by the Housing Benefit Regulations 2006.
3) What is the intended outcome of this policy, procedure, strategy or practice?	The aim of this policy is to act as a guide to the Council's Administration of Housing Benefit Overpayment recovery and to set out a clear Debt Recovery strategy
4) Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	None
5) Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details.	No
6) Please give details of council officer involvement in this assessment. (E.g. names of officers consulted, dates of meetings etc)	Ian Gillanders, Head of Accounts & Benefits and Charmaine Wanless, Equality Champion - 14/03/2011
7) Is there a need to collect further evidence or to involve or consult protected characteristics communities on the impact of the proposed policy? (Example: if the impact on a community is not known what will you do to gather the information needed and when will you do this?)	No

Part 2

Which protected characteristics communities will be positively or negatively affected by this policy, procedure or strategy?

NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.

If the impact on a protected characteristic communities are not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.

	Positively	Negatively	No Impact	Not Known
Ethnic Minority Communities including Gypsies and Travellers			X	
Gender			X	
Gender Reassignment			X	
Religion or Belief			X	
People with a disability			X	
Age			X	
Lesbian, Gay and Bisexual			X	
Socio-economic			X	
Pregnancy & Maternity			X	
Other (please state)			X	

Part 3

1) Have any positive impacts been identified? (We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)	If yes please give further details None
2) Have any negative impacts been identified? (Based on direct knowledge, published research, community involvement, customer feedback etc. If unsure seek advice from your departmental Equality Champion.)	If yes please give further details None
3) What action is proposed to overcome any negative impacts? E.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc. see Good Practice on DCC equalities web page	Please give further details N/A
4) Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome? (If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)	If yes please give further details N/A
5) Has a 'Full' Equality Impact Assessment been recommended? (If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required) Seek advice from your departmental Equality Champion.	If yes please give further details N/A
6) How will the policy be monitored? (How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.)	Please give details - This is not a new policy however recovery statistics are maintained and monitored quarterly. eg timescales between recovery stages have recently been tightened up and the effectiveness of this change in procedure will be monitored to see how successful the recovery process is.

Name of Department or Partnership: Finance - Revenues

Type of Document

Human Resource Policy	
General Policy	x
Strategy/Service	
Change Papers/Local Procedure	
Guidelines and Protocols	
Other	

Contact Information

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Signature of author of the policy:

Date

Signature of Director / Head of Service area:

Date

Name of Director / Head of Service:

Date of next policy review: