

Scottish Borders Council

Stage 3 Equality Impact Assessment - Sign Off

(For use at the end of development project/proposal/policy development – prior to sign off)

3.1	Title of Proposal:	Housing Benefit Overpayment Recovery & Debt Policy
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(Please enter the title or reference for your proposal)

3.2	Service Area: Department:	Neighbourhood Services Customer Services
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(Please enter the department/service area submitting the proposal)

3.3	Description:	To set out how SBC, Customer Services interact with our claimants and their agents I the administration of Housing benefit overpayment and the subsequent recovery and to set out clear debt recovery strategy.
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(Please enter a full description of your proposal including its aims and objectives)

3.4	Impact Assessment				
	Use the information you have gathered during the development of your proposal to identify the anticipated impacts of your proposal against the three arms of the Equality Duty.				
	Equality Characteristic	Impact		Description	Mitigation & Recommendations
	No Impact	Positive Impact	Negative Impact	<i>Please enter your reasoning for your assessment based on the evidence you have gathered.</i>	<i>Please enter any mitigations if you have identified a negative impact &/ or recommendation for implementation</i>
	Age (Older or younger people or a specific age grouping)	✓		Age is not a factor and therefore not taken in to consideration when recovering Housing Benefit Overpayments	

<p>Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring</p>	<p>✓</p>			<p>Disability is not a factor and therefore not taken in to consideration when recovering Housing Benefit Overpayments</p>	
<p>Gender (Males, Females, Transgender or Transsexual people)</p>	<p>✓</p>			<p>Gender is not a factor and therefore not taken in to consideration when recovering Housing Benefit Overpayments</p>	
<p>Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)</p>	<p>✓</p>			<p>Race is not a factor and therefore not taken in to consideration when recovering Housing Benefit Overpayments</p>	
<p>People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)</p>	<p>✓</p>			<p>People with Religious or other beliefs is not a factor and therefore not taken in to consideration when recovering Housing Benefit Overpayments</p>	
<p>Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual</p>	<p>✓</p>			<p>Sexual Orientation is not a factor and therefore not taken in to consideration when recovering Housing Benefit Overpayments</p>	
<p>Carers (those who</p>				<p>Carers is not a factor and therefore not taken in to consideration when</p>	

	have caring responsibilities for someone with an equality Characteristic)	✓			recovering Housing Benefit Overpayments	
	Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)			✓	Customer could experience some financial hardship as a result of the overpayment debt recovery which will be addressed through the mitigations in place through the policy.	Signposting customers to money advice companies. Carry out income & expenditure assessment. Staff training on personal budgeting and support. To avoid overpayments arising wherever possible by ensuring accuracy of claims and reminding customers to report changes in circumstances (i.e. targeted media campaigns)
	Employees (those employed by the Council including full time, part time and temporary)	✓			Employees is not a factor and therefore not taken in to consideration when recovering Housing Benefit Overpayments	

3.5	Relevance to the Equality Duty in Summary:	
	What impact will your proposal have on the following : <i>(After considering all the available evidence what impact do you believe the implementation of this proposal will have in relation the Equality Duty?)</i>	
	Equality Duty	Reasoning:
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Will proposal discriminate? Or help eliminate</i>	The policy will help eliminate discrimination and mitigations are in place to prevent financial hardship.

	<i>discrimination?)</i>	
	Promotion of equality of opportunity? <i>(Will your proposal help or hinder the Council with this)</i>	The policy will not help promote equal opportunity.
	Foster good relations? <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Following the Customer Charter within the policy will help the Council's relations with those who experience poverty.

3.6	Recommendations & Mitigation Please summaries all recommendations and mitigations for approval by the decision makers who will approve your proposal		
	Characteristic	Mitigation/Recommendation	Approved Yes/No
	Poverty	Signposting customers to money advice companies. Carry out income & expenditure assessment. Staff training on personal budgeting and support. To avoid overpayments arising wherever possible by ensuring accuracy of claims and reminding customers to report changes in circumstances (i.e. targeted media campaigns)	

Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)			
Name:	Jenni Craig	Directorate:	Neighbourhood Services
Post:	Service Director Neighbourhood Services	Date:	30/03/17

EIA Completed By			
Name	Clare Easson	Service Area.	Customer Services
Post	Development Officer	Date	21/09/2016

Next Steps:

	Date
Proposals Approved for Implementation:	21 March 2017
EIA Published:	30 March 2017
Date for Review of Findings:	

If it is agreed that your proposal will progress, you must send an electronic copy to corporate communications to publish on the webpage within 3 weeks of the decision.

For your records, please keep a copy of this Equality Impact Assessment form.