

## Stafford Borough Council

### Equality Impact Assessment Form (EIA)

See Guidelines on completing Equality Impact Assessment Forms

Equality Impact Assessment	
1	<b>Title of Function or Policy to be assessed:</b> <b>Benefit Take Up Strategy</b>
2	<b>Date: October 2009</b>
3	<b>Name of Lead Officer: Cliff Craddock</b>
4	<b>EIA Team: Sue Pote</b>
5	<b>Head of Service: Bryan Law</b>
6	<b>Existing, new or review: Review</b>
7	<b>Set out the aims/objectives/purposes/outcomes of the function or policy, and give a summary of the service provided:</b>  The aim of the strategy is to increase the number of new claimants and to provide the Benefits Service with a general level of assurance that the issue of take up is being properly and thoroughly addressed.  The intended outcome of the strategy is to increase the level of customers currently claiming benefit by: <ul style="list-style-type: none"><li>• Raising awareness of the scheme</li><li>• Targeting those who are most likely to qualify based on their financial circumstances</li><li>• Ensuring eligible customers get their full entitlement</li></ul>
8	<b>Linked policies, functions: Are there any other functions, policies or services, which might be linked with this one for the purposes of this exercise?</b>  Yes - The calculation and payment of standard HB & CTB.

If you have any queries about using Equality Impact Assessments, please contact:  
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9	<p><b>Who is it intended to affect or benefit (the target population):</b></p> <p>The Council recognises the importance of the Housing &amp; Council Tax Benefit service and that many people in disadvantaged circumstances depend on it to retain and gain accommodation.</p> <p>This Policy is intended to benefit those potential and existing customers who are unaware of the benefit scheme or of their full entitlement to benefit.</p>			
10	<p><b>Within this table, state whether the policy or function will have a positive or negative impact across the following factors and provide any comments.</b></p>			
		Positive Impact	Negative Impact	Comments
	Age			<b>No Known Concerns</b>
	Disability			<b>No Known Concerns</b>
	Gender			<b>No Known Concerns</b>
	Race			<b>No Known Concerns</b>
	Religion/belief			<b>No Known Concerns</b>
	Sexuality			<b>No Known Concerns</b>
11	<p><b>What evidence do you have for the statements you have made above?</b></p> <p>There are no specific equality objectives or issues identified within this strategy and it is not intended to discriminate against any members of society. All benefit customers are to be treated equally and fairly, with due regard to their individual circumstances and within the benefit regulations laid down by government.</p>			
<p><b>12. From evidence given at Q.11 what actions, if any, will you need to take against each of the following equality strands:</b></p>				
<p><b>Disability: None</b></p>				
<p><b>Race: None</b></p>				
<p><b>Gender: None</b></p>				
<p><b>Age: None</b></p>				
<p><b>Religion/belief: None</b></p>				
<p><b>Sexuality: None</b></p>				

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**13. Briefly explain how the policy or function contributes to Community Cohesion by answering the following questions:**

- How will it provide equality of access to services, information and employment?
- Does it or could it celebrate diversity?
- Will it or could it promote good relationships within and between communities?
- How will it help to prevent social exclusion?
- Will it help to reintegrate those who have become excluded?
- How will it provide good quality, inclusive services?

The main objective of this strategy is to encourage the take up of Housing & Council Tax Benefit to all eligible members of society and to maximise their entitlement. It also promotes general awareness about the scheme. The success of this strategy will potentially lead to greater prosperity and well being within the community by contributing to the wider benefits of social and financial inclusion.

**14. Consultation:**

**Describe what consultation has been undertaken on this function or policy, which was involved and the outcome.**

There is currently insufficient information from consultations and therefore there is a need to have an on-going dialogue with

- Citizens Advice Bureau
- Welfare Rights Groups
- Landlords

The Policy specifically provides for extensive consultation and demographic profiling, the results of which will inform and shape the Service's approach to take up.

**Head of Service:**

I am satisfied with the results of this EIA

\*The findings will be referred to within Service Plans and targets built around these.

I agree to review the Action Plan after 12 Months

**Signature of Head of Service:**

**Completion of the Toolkit:**

**Action Plan**

Please list on this sheet the nature of any issues and any recommendation for actions that you plan to implement as a result of undertaking this Impact Assessment

<b>Issue Identified</b>	<b>Action to be taken</b>	<b>Name Lead</b>	<b>Date to be Achieved</b>
Lack of consultation with key Stakeholders	Stakeholder Matrix to be drawn up and consultation exercise undertaken.	Cliff Craddock	December 2009.

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