

Equalities Screening Record Form

Date of Screening: 14 th march 2011	Directorate: ECC	Section: Benefits
1. Activity to be assessed	Certification of benefit subsidy claim and internal audit housing and council tax benefit part 2.	
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project x Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Shanaz Alam	
5. Who are the members of the EIA team?	Shanaz alam, Rosie Corah	
6. What is the purpose of the activity?	Action plan to respond to audit findings	
7. Who is the activity designed to benefit/target?	All benefit recipients	
8. a Racial equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y	The proposed actions should improve service delivery to all benefit recipients
8. b What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc.	Benefit customers are monitored on a regular basis to assess take up of the benefit services.	
9. a Gender equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y	The proposed actions should improve service delivery to all benefit recipients.
9. b What evidence do you have to support this?	Benefit customers are monitored on a regular basis to assess take up of the benefit services	
10. a Disability equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y	The proposed actions should improve service delivery to all benefit recipients
10. b What evidence do you have to support this?	Benefit customers are monitored on a regular basis to assess take up of the benefit services	
11. a Age equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y	. The proposed actions should improve service delivery to all benefit recipients
11. b What evidence do you have to support this?	Benefit customers are monitored on a regular basis to assess take up of the benefit services	
12. a Religion and belief equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y	The proposed actions should improve service delivery to all benefit recipients
12. b What evidence do you have to support this?	Benefit customers are monitored on a regular basis to assess take up of the benefit services	

13. a Sexual orientation equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y		The proposed actions should improve service delivery to all benefit recipients
13. b What evidence do you have to support this?	Benefit customers are monitored on a regular basis to assess take up of the benefit services		
14. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	The nature of the benefit service is that it is targeted at low income and vulnerable households.		
15. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	The service should generate a positive impact on those households.		
16. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	No		
17. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	
18. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Data collection on all equality groups who receive the benefit service will be improved during 2011/12..		
19. On the basis of sections 7 – 17 above is a full impact assessment required?		N	The action plan proposed actions which will improve the general operation of the benefit administration system and there are no specific actions which are directed at any specific group of benefit recipients..
20. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Improve collection rate of equality monitoring information.	03/2012	Shanaz alam	Improvement in the percentage
21. Which service, business or work plan will these actions be included in?	Benefit service plan		
22. Have any current actions to address issues for any of the groups or examples of good practice been identified as part of the screening?	None		
23. Chief Officers signature.	Signature:		Date:
24. Which PMR will this screening be reported in?			

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.