

Equality Impact Assessments – Screening Questionnaire (is an EIA required?)

Title:	Risk Based Verification (RBV)	
Version:	1.0	
Owner:	Phil Sudlow	
Date submitted to the Equalities Group:		June 2016
Follow up action:		
Date approved by the Equalities Group:		July 2016

1.What service or function are you reviewing?	In what way does this policy affect residents or visitors to the borough?
The facility to allow the Benefits Team to use a risk score analysis module in respect of Housing Benefit and Council Tax Support applications.	The process itself comes into effect once the application has been received by the Housing Benefit Team.
2.Lead Officer	
Phil Sudlow	

3a. Is this a new policy? If yes please state its intended outcomes.	Utilising the methodology created by Call Credit and the Department for Works and Pensions (DWP), the application will be risk scored and that will determine the level of supporting documents required to complete the claim. Currently all customers are asked to provide the same level of verification and this process will merely identify those where less evidence is required (potentially 55% of cases), making the assessment process more efficient and allowing the team to focus resources in a more strategic manner.
3.b If this is an existing policy please show how its outcomes to date have been achieved	n/a

4.Does your policy promote community cohesion?	Which of the protected characteristic groups does this affect?
As part of the assessment process RBV replaces manual checks in some cases and indicates other cases which require further checks. This is after the application has been received and has no impact on the applicant or the application process, prior to assessment.	

5.What consultation have you undertaken in drafting this policy?	<i>Please provide consultation results summary, where appropriate.</i>
No consultation was deemed necessary as there is no impact on applicants or the process of applying.	
6.What are the main issues relating to diversity within your policy or service area?	<i>Some things you may wish to consider.</i> <ul style="list-style-type: none"> • <i>How do you think that your policy or service currently meets the needs of different communities in Erewash?</i> • <i>Do you think that your policy/service specifically contributes to promoting Equality and Diversity in Erewash, please provide data and consultation results.</i> • <i>Do you think that your policy or service presents any barriers to any community or group? If so please provide evidence?</i> • <i>Please list our proposed equality objectives, at this stage, if any?</i>
<p>As a separate exercise the Housing Benefit Team will market a digital application to encourage channel shift and will take into account any accessibility issues.</p> <p>The policy is designed to meet the Council’s priority to provide excellent services. RBV will support the use of on-line applications and paper applications can be transcribed to the electronic version to maximise the use of RBV.</p>	

1. Is the policy, procedure or practice linked directly to providing services to customer's or users?	NO
2. Is there any element of personal judgement by an officer involved in the delivery or implementation of the policy or procedure?	NO
3. If so could one group of people benefit favourably over another?	NO
4. If so could certain groups of people find access to the service difficult or have reduced benefit?	NO

If the answer to any of the last four questions is yes then you have a statutory duty to complete a full Equality Impact Assessment.