

Appendix 3 Impact Assessment Proforma

1	Title of Policy or function	Rent Arrears Policy
2	Lead Department	Corporate Services – Finance & ICT
3	Responsible Officer	Marion Smith
4	Staff involved in impact assessment screening	Marion Smith Lewis Morrison
5	Other staff / services / community groups involved	Social Work incl Welfare Rights Citizens Advice Bureau Independent Resource Centre Chief Executive's Policy Unit Tenant & Resident Groups
6	Brief summary of any consultation carried out.	Stakeholder meeting and 3 Tenant & Resident consultation meetings
7	Summary of (potential) impacts identified	None
8	Summary of actions identified	Add equalities and customer care training to policy. Policy to take into account equality issues such as disability and race.
9	What 'equalities' monitoring is required for this policy / service?	None
10	Date of completion of assessment	February 2009