

Summary Report Proforma

The summary report proforma should be used to summarise the issues and actions identified in the impact assessment. It should be included as a background paper for committee reports on policies or functions which have been impact assessed. It will be published on the WDC web site.

1	Title of Policy or function	Housing and Council Tax Overpayment Policy
2	Lead Department	Corporate Services – Finance & ICT
3	Responsible Officer	Marion Smith
4	Staff involved in impact assessment screening	Ryan Chalmers
5	Other staff / services / community groups involved	Social Work, HEED Finance & ICT Citizens Advice Bureau Independent Resource Centre Registered Social Landlords
6	Brief summary of any consultation carried out.	Draft overpayment policy sent to groups and feedback given on issues raised
7	Summary of (potential) impacts identified	No likely disproportionate impacts on different groups present themselves on a reading and examination. As with all policies, fair operation will be aided by good organisational and managerial understanding of the impact of debt on individuals, families and households.
8	Summary of actions identified	Ensuring adequate knowledge of overarching corporate debt policy and HB/CTB overpayment policy and procedures through suitable training and instructions to be provided face to face and documented procedures, and checking of understanding and application.
9	What 'equalities' monitoring is required for this policy / service?	Though this is not currently a statutory requirement, it would be good practice to be able to monitor the caseload by sex/gender, ethnicity/'race', disability and age. An aspiration to do this would be in line with the Council's commitment to equal opportunities and fair treatment.
10	Date of completion of assessment	25 November 2010 Page 1

