

DUNDEE CITY COUNCIL

Equality and Diversity Rapid Impact Assessment Tool

Part 1

Date of assessment -	Title of document being assessed - Council Tax Single Person Discount Review Report
1) This is a new policy, procedure, strategy or practice being assessed (If yes please tick box) - Yes	This is an existing policy, procedure, strategy or practice being assessed? (If yes please tick box) No
2) Please give a brief description of the policy, procedure, strategy or practice being assessed.	This report advises members of a proposed pilot to undertake the review of Single Person Discount awards using data matching, rather than the current method of a postal review. The actual review would be undertaken by a third party provider.
3) What is the intended outcome of this policy, procedure, strategy or practice?	To ensure that the correct level of Single Person Discount is awarded.
4) Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	None.
5) Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details.	No.
6) Please give details of council officer involvement in this assessment. (E.g. names of officers consulted, dates of meetings etc)	Ian Gillanders & Charmaine Wanless.
7) Is there a need to collect further evidence or to involve or consult protected characteristics communities on the impact of the proposed policy? (Example: if the impact on a community is not known what will you do to gather the information needed and when will you do this?)	No.

Part 2

Which protected characteristics communities will be positively or negatively affected by this policy, procedure or strategy?

NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.

If the impact on a protected characteristic communities are not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.

	Positively	Negatively	No Impact	Not Known
Ethnic Minority Communities including Gypsies and Travellers				x
Gender				x
Gender Reassignment				x
Religion or Belief				x
People with a disability				x
Age				x
Lesbian, Gay and Bisexual				x
Socio-economic				x
Pregnancy & Maternity				x
Other (please state)				

Part 3

1) Have any positive impacts been identified? (We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)	If yes please give further details
2) Have any negative impacts been identified? (Based on direct knowledge, published research, community involvement, customer feedback etc. If unsure seek advice from your departmental Equality Champion.)	If yes please give further details
3) What action is proposed to overcome any negative impacts? E.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc. see Good Practice on DCC equalities web page	Please give further details
4) Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome? (If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)	If yes please give further details
5) Has a 'Full' Equality Impact Assessment been recommended? (If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required) Seek advice from your departmental Equality Champion.	If yes please give further details No
6) How will the policy be monitored? (How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.	Please give details - Regular updates from the third party provider. Also monitor feedback from customers.

Part 4**Name of Department or Partnership:** Finance Department**Type of Document**

Human Resource Policy	
General Policy	x
Strategy/Service	
Change Papers/Local Procedure	
Guidelines and Protocols	
Other	

Contact Information

Manager Responsible	Author Responsible
Name Ian Gillanders	Name Ian Gillanders
Designation Head Of Accounts & Benefits	Designation Head Of Accounts & Benefits
Base Tayside House	Base Tayside House
Telephone 01382 431300	Telephone 01382 431300
Email	Email

Signature of author of the policy:

Date

Signature of Director / Head of Service area:

Date

Name of Director / Head of Service:

Date of next policy review: