

**Impact Assessment of: School Clothing Voucher Scheme**

**Service/ Directorate: Leeds Benefits Service (LBS) / Resources**

**Date Completed: 3 July 2006**

**Lead Officer: Sukvinder Singh**

**Members of the assessment team:**

Name	Organisation	Role on assessment team e.g. service user, manager of service
Sukvinder Singh	Leeds Benefits Service	Equal Access Officer

**Brief description of policy/ service:**

Leeds Benefits Service administers the School Clothing Voucher Scheme on behalf of Leeds City Council.

The aim of the scheme is to provide financial assistant to parents to help them buy school uniforms for their children. The scheme is means tested and is open to those that meet the qualifying criteria.

A separate scheme operates for Asylum Seeker children. In view of their exceptional circumstances and temporary status as Asylum Seekers, these children will qualify automatically for vouchers.

**Brief account of how the impact assessment was carried out:**

Desktop exercise together with Education Benefit Officers

**Brief description of any adverse affects found:**

Built environment – access to buildings

Location – geographical spread of venues for take up

Information & communication – publicity material to be made available in all formats

Customer care and staff training – staff awareness

### Summary of Actions arising from Assessment

<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>
Ensure all public buildings are accessible by disabled customers	Building manager/equal access officer	Ongoing
Ensure any take-up activity is centred around customer needs, i.e. timing and venues for events	Take-up steering group/equal access officer	Ongoing
Ensure Education Benefit Officers are aware of budgetary implications	Education Benefits Team Leader	Ongoing

### Contacts for further information:

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