

Impact Assessment of: Benefit Application form
Service/ Directorate: Leeds Revenues and Benefits Service (LRBS) / Resources
Date Completed: 7th September 2010
Lead Officer: Steve Blighton

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service
Steve Blighton	LRBS	Manager
Jacqueline Robertson	LRBS	Form designer
Technical & Compliance Team	LRBS	Review of impact assessment
Access to Services Steering Group	LRBS	Review of impact assessment

Brief description of policy/ service:

The application form completed by customers of the benefit service who do not access the service via the Department for Work and Pensions has been reviewed to update the form, make it easier to complete and with the aim of receiving more complete applications to enable the council to make quicker decisions on entitlement.

Brief account of how the impact assessment was carried out:

Desk top exercise involving relevant officers

Brief description of any adverse affects found:

Some adverse affects were identified during the design phase of the form but these were all addressed through the extensive consultation process.

Summary of Actions arising from Assessment

Actions	Responsibility	Timescale
The adverse affects have been addressed with the design of the form. The form will be changed in the future when required due to legislative change. Any changes will be considered from an equality perspective and include feedback from the Equal Access Officers and the Access to Services Group. There are no outstanding actions.	Steve Blighton	Ongoing processes in place
Contacts for further information:		
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