

Diversity impact assessment

TITLE <i>Name / description of the issue being assessed</i>	Handling Payment Transactions Policy
DATE <i>Date the DIA is completed</i>	January 2018
LEAD OFFICER <i>Name, title and dept of person responsible for carrying out the DIA.</i>	Katherine Bishop – Business Development Officer

- 1 Summary description of the proposed change**
- *What is the change to policy / service / new project that is being proposed?*
 - *How does it compare with the current situation?*

The Handling Payment Transactions Policy was due to be reviewed and has been updated to ensure that it reflects the current Money Handling policy process. There have been no significant policy changes.

- 2 Summary of evidence used to support this assessment**
- *Eg: Feedback from consultation, performance information, service user records etc.*
 - *Eg: Comparison of service user profile with Medway Community Profile*

Current number of Homes for Independent Living Schemes – 8
 Current number of tenants in Homes for Independent Living Schemes = 281.

- 3 What is the likely impact of the proposed change?**
Is it likely to :
- *Adversely impact on one or more of the protected characteristic groups?*
 - *Advance equality of opportunity for one or more of the protected characteristic groups?*
 - *Foster good relations between people who share a protected characteristic and those who don't?*

Protected characteristic groups	Adverse impact	Advance equality	Foster good relations
Age		✓	
Disability		✓	
Gender reassignment			
Marriage/civil partnership			
Pregnancy/maternity			
Race			
Religion/belief			
Sex			

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Sexual orientation

Other (eg low income groups)

4 Summary of the likely impacts

- *Who will be affected?*
- *How will they be affected?*

It has not been identified that this policy will have a negative impact on any protected characteristic. This policy has been implemented to safeguard scheme vulnerable residents from being taken advantage of and the protect scheme staff from allegations of theft.

All officers are to adhere to the no cash handling policy. However in extreme circumstances, 2 scheme support officers will be allowed to assist that resident with financial matters, but only with the prior knowledge and approval of their Line Manager or other member of senior management.

5 What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?

- *Are there alternative providers?*
- *What alternative ways can the Council provide the service?*
- *Can demand for services be managed differently?*

N/A

6 Action plan

- *Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence*

Action	Lead	Deadline or review date
Monitor complaints to identify any complaints with regards to the Handling Payment Transactions Policy.	Homes for Independent Living Team Leader	January 2019

7 Recommendation

The recommendation by the lead officer should be stated below. This may be:

- *to proceed with the change, implementing the Action Plan if appropriate*
- *consider alternatives*
- *gather further evidence*

If the recommendation is to proceed with the change and there are no actions that can be taken to mitigate likely adverse impact, it is important to state why.

To proceed with the implementation of the revised policy.

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8 Authorisation

The authorising officer is consenting that:

- the recommendation can be implemented
- sufficient evidence has been obtained and appropriate mitigation is planned
- the Action Plan will be incorporated into the relevant Service Plan and monitored

Authorising Officer



Marc Blowers
Head of Housing Management

Date

18 - 1 - 18

Contact your Performance and Intelligence hub for advice on completing this assessment

RCC: phone 2443 email: annamarie.lawrence@medway.gov.uk

C&A: (Children's Social Care) contact your normal P&I contact

C&A (all other areas): phone 4013 email: chrismckenzie@medway.gov.uk

BSD: phone 2472/1490 email: corppi@medway.gov.uk

PH: phone 2636 email: david.whiting@medway.gov.uk

Send completed assessment to the Corporate Performance & Intelligence Hub (CPI) for web publication (corppi@medway.gov.uk)

