

## Equality Impact Assessment Form

<b>Name of Strategy/Policy:</b>	Debt Management	
<b>Officer Name(s):</b>	Philip Seddon	
<b>Job Title &amp; Location:</b>	Head of Financial Services	
<b>Department/Service Area:</b>	Finance	
<b>Telephone &amp; E-mail Contact:</b>	philseddon@rossendalebc.gov.uk	
<b>Date Assessment:</b> 13/06/07	<b>Commenced:</b> 13/06/07	<b>Completed:</b> 13/06/07

### 1. Impact Assessment – Policy and Target Outcomes

- a) Summarise the main aims/objectives of the strategy, policy, procedure or project (refer to “**Notes for Guidance**” for details).

Maximisation of corporate cash flow by avoiding bad debt write off

Formulate a comprehensive policy

Recognise that the recovery of debt is not at the expense of customer service standards

- b) Is the policy under review (please tick)

New/proposed  Modified/adapted  Existing

c) Who will be the main beneficiaries, targets or users of this strategy, policy, project or procedure?

- Customers/citizens of the district
- Targeted/specific groups of customers/citizens (indicate below in [d]).
- Elected Members/Councillors
- Internal colleagues/customers or other public authorities e.g. government agencies
- Community Groups/voluntary sector groups or campaign/interest groups
- Staff/employees (in their contractual position) and/or potential employees/trainees.
- Any other stakeholder e.g. trade unions, contractors, suppliers, district partners, public agencies (not directly under Council control), intermediaries representing interest groups e.g. tenants, developers, legal agencies or third parties.

Specify in box below:

- Elected Members/Councillors
- Internal colleagues/customers or other public authorities e.g. government agencies
- Staff/employees (in their contractual position) and/or potential employees/trainees.

d) Please detail below specific equality groups – for example disabled citizens, elderly or infirm/female or non-traditional users who are seen as intended beneficiaries from this policy/strategy/project/procedure (see “**Notes for Guidance**”).

Key equality groups as intended beneficiaries (where appropriate):

No one particular group is intended to benefit

e) To assist with the assessment you may need to consider collecting the following information you require, before completing the table in Section 2:

- NATIONAL DATA eg surveys, reports, statistics, etc which point up specific areas/issues.
- LOCAL DATA eg demographics, service mapping studies & relevant research.
- MANAGEMENT INFO eg data collected for operational/financial or other purposes.
- MONITORING DATA eg information already available or collected. For example: disability type, age band, gender, location. (ref existing BVPIs).
- CONSULTATION/CONTACT DATA eg user group feedback, representations, specific consultation events etc.
- CUSTOMER COMPLAINT/FEEDBACK eg results of investigations, inquiries, elected member cases, normal complaints/compliments etc.
- Views of LSP Officers, independent externals, contractors/suppliers, partners and academia (if relevant).
- OTHER eg frontline employee feedback, other research, experiences of other agencies/local authorities, councillors mailbags/surgeries.

f) Is further consultation, data collection or research still required?

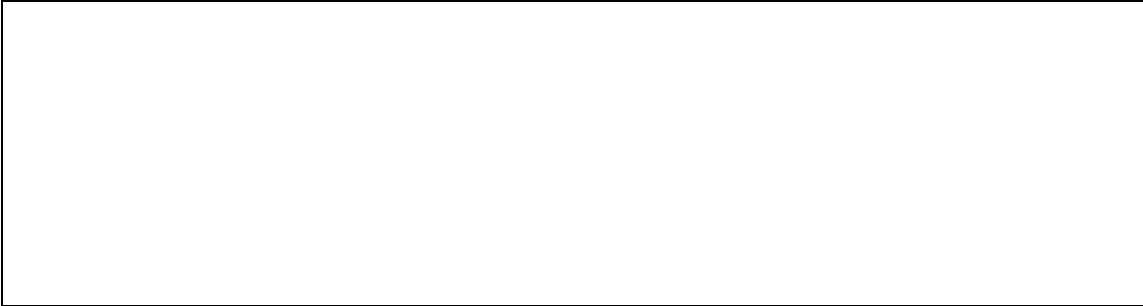
Yes

No

(If yes then complete Action Plan)

Key Actions (note responsible officer(s)):

Not applicable



## 2. Impact – Evidence

- a) Using the table below please tick whether you have evidence that the policy/strategy has a negative, positive or neutral impact on any of the equality groups listed below

		<b>Positive Impact</b> – it could benefit	<b>Negative Impact</b> – it could disadvantage	<b>Reason</b>	<b>Neutral Impact (Neither)</b>
<b>Gender</b>	Women			Generic policy equally applicable to all	X
	Men			Generic policy equally applicable to all	X
<b>Race (Ethnicity or Nationality)</b>	Asian or Asian British people			Generic policy equally applicable to all	X
	Black or black British people			Generic policy equally applicable to all	X
	Chinese or other ethnic people			Generic policy equally applicable to all	X
	Irish people			Generic policy equally applicable to all	X
	White people			Generic policy equally applicable to all	X
	Chinese people			Generic policy equally applicable	X

		<b>Positive Impact</b> – it could benefit	<b>Negative Impact</b> – it could disadvantage	<b>Reason</b>	<b>Neutral Impact (Neither)</b>
				to all	
	Other minority communities not listed above e.g. traveller/European (please state below):			Generic policy equally applicable to all	X
<b>Disability</b>	Physical/learning/mental health			Generic policy equally applicable to all	X
<b>Sexuality</b>	Lesbians, gay men and bisexuals			Generic policy equally applicable to all	X
<b>Gender Identity</b>	Transgender people			Generic policy equally applicable to all	X
<b>Age</b>	Older people (60+)			Generic policy equally applicable to all	X
	Younger people (17-25), and children			Generic policy equally applicable to all	X
<b>Belief</b>	Faith groups *			Generic policy equally applicable to all	X
<b>Other Groups (e.g. carers, rural isolation)</b>				Generic policy equally applicable to all	X

		<b>Positive Impact</b> – it could benefit	<b>Negative Impact</b> – it could disadvantage	<b>Reason</b>	<b>Neutral Impact (Neither)</b>
<b>Equal opportunities and/or improving relations</b>	Note impact on group relations <u>between</u> and any effects on social cohesion.			Generic policy equally applicable to all	X

**Notes:**

\* Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs, Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.

- b) If the table above is not fully completed, what further information does the Assessor need?

Not Applicable

- c) Based on a summary of the evidence obtained, are there specific equality groups more affected than others by this policy/project etc area? If so indicate briefly below.

Potentially the policy impact adversely on the financially vulnerable



### 3. Impact – Nature/Type

- a) Could you further improve the strategy, project, policy or procedure's positive impact?

YES  NO

If "Yes", briefly summarise below how the positive impact could be improved upon.

Key Actions:

- b) If you indicated that there is neutral impact, could this be changed to become positive?

YES  NO

If yes, briefly summarise below how this impact could be minimised or removed:

Key Actions:

- c) You need to think about how you can mitigate any adverse or negative impact or use the policy to promote a positive impact. If the proposed policy or project has a:

**High Impact** – you have identified that the policy or project will have a high, negative impact i.e. that it may be or is unlawfully discriminating against some groups, you will have to take immediate action to mitigate this.

Or:

**Lower Impact** – if you have identified that the policy would have a negative or adverse impact (that may not be lawful) you will also need to consider what changes you could make to remove this impact.

If you have identified adverse impact you must determine whether you will recommend that the Council should:

- Change the policy, stating what the changes should be
- Revise the policy, stating the revisions
- Consult further if you feel that you do not have enough information

Actions arising from the impact assessment should form part of the Service Planning Process.

Key Actions:

No immediate actions arising

#### 4. Impact Assessment - Summary

##### a) Key Findings

Please list the major outcomes/results/findings of this assessment in relation to equality which require action by the Council:

Key Findings:

No immediate actions

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b) "Public Duty" Issues

Refer to "**Notes for Guidance**". Given the three strands of legal duty, please identify which particular issues are essential for the Council to address:

Awaiting impact of the policy – any adverse impact will be re-assessed

**5. Impact Assessment – Further Action**

a) As a result of collecting evidence (including consultation) have any changes been made, or are planned, to this policy, strategy, procedure or project?

Yes

No

(If yes then complete Action Plan)

Key Actions (note responsible officer(s) or political body as required):

b) Has a monitoring/evaluation/review process been set up to check the successful implementation of the policy/strategy including improved outcomes?

Yes

No

If yes, briefly summarise below:

- c) Please briefly describe how the above monitoring/evaluation will ensure the policy/strategy will be reviewed/monitored for impact (indicate timescale):

**Please complete the Action Plan overleaf**

- d) If no further action is to be taken as a result of this assessment:

1. Are you convinced that no discriminatory action is evident in the implementation of this policy, procedure, etc?

Yes  No

2. Have you weighed up and considered any negative impact and the options to change, alter or adapt?

Yes  No

3. Do you intend/recommend a further review? If yes, indicate timescale.

Yes  No  (Timescale: 12 months.....)

**IMPACT ASSESSMENT ACTION PLAN**

Please list below any recommendations for action that you plan to take as a result of this impact assessment (refer to Sections 3 & 4).

Issue	Action required	Lead officer	Timescale	Resource implications	Comments

## Equality Impact Assessment

### Checklist & Signature Sheet

<b>Name of Strategy/Policy:</b>	Debt Managemet
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Please check the following steps have been completed before signing below:

- Sections 1 to 4 completed
- Action Plan completed
- Notified all relevant Officers/Service Areas/Partners

Signed: .....

Job Title: Head of Financial Services . Department: Finance.....

Date commenced Assessment: 13<sup>th</sup> July 2007... Date completed: 13<sup>th</sup> July 2007.....

Date received in HR:.....

Received in HR by:.....

**Please sign the EQIA as indicated above, retain a copy and send a copy of the full EQIA, including the Action Plan, to:**

**Liz Murphy**  
**Head of Human Resources**  
**Kingfisher Business Centre, Futures Park**  
**Bacup**  
**OL13 OBB**  
[lizmurphy@rossendalebc.gov.uk](mailto:lizmurphy@rossendalebc.gov.uk)

**MANAGEMENT ACTION REQUIRED (to be completed by the Head of HR)**

- Referred back to Assessor for amendment .....(date)
- Refer to Committee ..... (specify committee & date)
- Considered by Corporate Equalities Implementation Group..... (date)
- Published/made publicly available on ..... (date)

Signed:..... (Head of HR) Date:.....

Date of Review:.....