

Equality Impact Assessment Form

Name of Strategy/Policy:	Local Taxation Debt Mngement	
Officer Name(s):	Ian Walker	
Job Title & Location:	Service Assurance Officer	
Department/Service Area:	Customer Services & I.C.T.	
Telephone & E-mail Contact:	ianwalker@rossendalebc.gov.uk 01706 252592	
Date Assessment:	28 th Feb 2008	

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 cash flow by avoiding bad debt write off
- Formulate a comprehensive policy
- Define appropriate levels of responsibility for write off
- Define monitoring process for write off of bad debt

- 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.

N/A

- 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 particular group is intended to benefit, generic policy applicable to all liable parties for local taxes.

- 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 e.g. surveys, reports, statistics, etc which point up specific areas/issues.
- LOCAL DATA e.g. demographics, service mapping studies & relevant research.
- MANAGEMENT INFO e.g. data collected for operational/financial or other purposes.
- MONITORING DATA e.g. information already available or collected. For example: disability type, age band, gender, location. (ref existing BVPIs).
- CONSULTATION/CONTACT DATA e.g. user group feedback, representations, specific consultation events etc.
- CUSTOMER COMPLAINT/FEEDBACK e.g. 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)):

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

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

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

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

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?

N/A

- 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 may impact on the potentially 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 impact 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

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. However the policy largely formalises what has been custom & practice & confirms monitoring system.

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:

Improve Management and Review system.

- 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

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

Name of Strategy/Policy:	
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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:

Date commenced Assessment:

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

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:.....