

EQUALITY IMPACT ASSESSMENT

Name of activity:	Corporate Debt Policy	Date Completed:	21st December 2022		
Directorate / Division responsible for activity:	Corporate Finance	Lead Officer:			
Existing Activity	<input type="checkbox"/>	New / Proposed Activity	<input type="checkbox"/>	Changing / Updated Activity	<input type="checkbox"/>

What are the aims / main purposes of the activity? (Why is it needed? What are the main intended outcomes?)

Collect debt more efficiently
 Look at the Debtor of the Council as a whole and not the individual debt, to enable them to manage their liability better.
 Reduce the possibility of potential future debt, this may be by not offering discretionary services where the ability to pay is limited.

What are the main actions and processes involved?

Staff to access the Corporate debt system, Lateral
 Communication between departments collecting debt or providing services
 Training new staff on the corporate policy

Who is intended to benefit & who are the main stakeholders? (e.g. tenants, residents, customers or staff. How will they benefit?)

Crawley Borough Council
 Staff
 Debtors, users of services from the Council

Have you already consulted on / researched the activity? (What consultation has taken place & what were the key findings?)

What evidence already exists? Are there any gaps that need further investigation? What still needs to be done?)

The Corporate debt group was set up in 2012
 A Corporate debt policy was published in 2012
 In November 2021 the Corporate debt system went live which will include all debt across the Council from the various systems

Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?)		
Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	No	<u>Positive Impact</u> <u>Negative Impact</u>
Disability (people with physical / sensory impairment or mental disability)	Yes	<u>Positive Impact</u> The shared data between departments will ensure no legal action will be taken until the person has been fully assessed, and this will also be considered when granting or refusing discretionary services <u>Negative Impact</u>
Gender reassignment (the process of transitioning from one gender to another.)	No	<u>Positive Impact</u> <u>Negative Impact</u>
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognised for same-sex couples)	No	<u>Positive Impact</u> <u>Negative Impact</u>
Pregnancy & maternity	No	<u>Positive Impact</u>

(Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)		<u>Negative Impact</u>
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	<u>Positive Impact</u> <u>Negative Impact</u>
Religion & belief (religious faith or other group with a recognised belief system)	No	<u>Positive Impact</u> <u>Negative Impact</u>
Sex (male / female)	No	<u>Positive Impact</u> <u>Negative Impact</u>
Sexual orientation (lesbian, gay, bisexual, heterosexual)	No	<u>Positive Impact</u> <u>Negative Impact</u>

Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	Yes	Those that are financially disadvantaged are offered support in managing their debt, where possible on areas such as Council tax, council tax reduction is applied.
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What evidence has been used to assess the likely impacts? (e.g. demographic profiles, research reports, academic research, benchmarking reports, consultation activities, staff surveys, customer surveys, public surveys, complaints, grievances, disciplinary cases, employment tribunal cases, ombudsman cases, media reports)

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What resource implications are there to deliver actions from this EIA? (Quantify: people, time, budget, etc.)

Managers from the various sections must ensure their staff follow the debt policy

Outcome following initial assessment

Does the activity have a positive impact on any of the protected groups or contribute to promoting equality, equal opportunities and improving relations within target groups?	Yes	People with disabilities and health issues together with those who are experiencing difficult circumstances will be supported with appropriate debt advice and offered discounts where available.
Does the activity have a negative impact on any of the protected groups, i.e. disadvantage them in any way.	No	

Decision following initial assessment

Continue with existing or introduce new / planned activity	Yes / No	Amend activity based on identified actions	Yes
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Action Plan (Has the EIA identified any positive or negative impact on any of the protected groups which requires action? E.g. adjustments to the approach or documents, changes to terminology, broadening parameters of policy, etc. If so record any actions to be undertaken and monitored)

Impact identified	Action required	Lead Officer	Deadline

Monitoring & Review	
Date of last review or Impact Assessment:	n/a
Date of next 12 month review:	December 2023
Date of next 3 year Impact Assessment (from the date of this EIA):	December 2025

Date EIA completed:	21 st December 2022
Signed by Person Completing:	Steve Blacktop
Date Sent to HR and Equalities Team:	12/01/2023
Approved by Head of Service:	K Hayes 21 December 2022

NB – The original signed hard copy & an electronic copy should be kept within your Department for audit purposes. Send an electronic copy to the OD Officer in HR & Development. Also, please complete the summary document overleaf. This will be included on the Council's website.

The EIA Toolkit provides guidance on completing EIAs & HR&D can provide further advice.

Crawley Borough Council Equality Impact Assessment



Completed Equality Impact Assessment	Key findings	Future actions
<p>Directorate / Division:</p> <p>Function or policy name:</p> <p>Officer completing assessment (Job title):</p> <p>Date of assessment:</p>	<ul style="list-style-type: none">•	<ul style="list-style-type: none">•