

## EQUALITY IMPACT ASSESSMENT

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

<b>Impact on people with a protected characteristic</b> (What is the potential impact of the activity? Are the impacts high, medium or low?)		
<b>Protected characteristics / groups</b>	<b>Is there an impact (Yes / No)</b>	<b>If Yes, what is it and identify whether it is positive or negative</b>
<b>Age</b> (older / younger people, children)	No	<u>Positive Impact</u>  <u>Negative Impact</u>
<b>Disability</b> (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>
<b>Gender reassignment</b> (the process of transitioning from one gender to another.)	No	<u>Positive Impact</u>  <u>Negative Impact</u>
<b>Marriage &amp; civil partnership</b> (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>
<b>Pregnancy &amp; maternity</b>	No	<u>Positive Impact</u>

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

Whilst <b>Socio economic</b> 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

**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


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

<b>Date EIA completed:</b>	21 <sup>st</sup> December 2022
<b>Signed by Person Completing:</b>	Steve Blacktop
<b>Date Sent to HR and Equalities Team:</b>	12/01/2023
<b>Approved by Head of Service:</b>	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><b>Directorate / Division:</b></p> <p><b>Function or policy name:</b></p> <p><b>Officer completing assessment (Job title):</b></p> <p><b>Date of assessment:</b></p>	<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>