

HDC Initial Equality Impact Assessment Form EIA1 (Updated January 2008)

Service Area/Section	Revenues and Benefits Finance	Persons undertaking the assessment (please also state name of contact officer)	David Shawley Jake Atkinson
Name of policy or function to be assessed	Corporate Debt Policy	Date of assessment	May 2008
			New or existing policy
			Revision of existing Policy
1. Briefly describe the aims, objective or purpose of the policy, or service function.	To ensure that all monies due to the Council are collected efficiently, in accordance with legal requirements, good practices.		
2. Are there any associated objectives of the policy/function? How do these objectives meet or hinder other policies, values, or objectives of HDC?	<p>The policy encompasses the vision for the council of working with its partners to ensure a contribution to Community Cohesion, Financial and Social Inclusion by taking into account the debtor's circumstances and ability to pay, ensuring that undue hardship is not suffered.</p> <p>In order to achieve the vision, the Council needs to work closely with its partners to identify individuals and groups, which may require specific attention. This policy supports this process by taking the service to the customer to a greater degree.</p>		
3. Who is intended to benefit from this policy and in what way?	<p>The Council - including Revenues, Benefits and Customer Services</p> <p>The officers involved in collection, and those giving advice to debtors or partner organisations</p> <p>Partner organisations including the Citizens Advice Bureau , Age Concern, Welfare Rights</p> <p>Service users/debtors and their representatives</p>		
4. What outcomes are wanted from this policy/function and for whom?	<p>The policy will provide a platform to ensure prompt payment and/or security of debt, which will maximise the collection of all debts.</p> <p>There will be an increase in the number of debtors receiving direct advice from Council Officers along with specialist money advice from independent agencies and this will assist debtors in having more efficient management of their debts, whilst a holistic view of the customer debt position will result in a fairer and more personalised service by the Council.</p> <p>The updated policy will ensure an efficient, consistent and transparent approach to debt collection for the</p>		

	Council,		
5. What factors/forces could contribute/detract from the intended outcomes?	<p>The prevailing economic situation could contribute to detract from the intended outcomes and as personal debts levels escalate, the management of those situations becomes more difficult. This situation may also, result in an increase in unemployment within residents of the district, which would also, impact on the ability of those affected to address their debt position.</p> <p>Increase in migrant community.</p> <p>Lack of knowledge of individual customer needs.</p>		
6. Who are the main stakeholders in relation to this policy?	The Council, Council partners, Citizens Advice Bureau, Age Concern, Welfare Rights Service users/debtors and their representatives	7. Who implements the policy/function and is responsible for the policy?	Harborough District Council, Revenues and Benefits Service
8. Is there an identified potential for the policy/function to have a differential impact on racial groups?	Y		Language issues Travellers (Limited Literacy skills) There will be a clear route for vulnerable people to obtain help and advice
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			
9. Is there an identified potential for the policy/function to have a differential impact due to gender?		N	
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			
10. Is there an identified potential for the policy/function to have a differential impact due to disability?	Y		There will be a clear route for vulnerable people to obtain help and advice. Assistance will be available for persons with learning disabilities within the community. Alternative communication formats will be available e.g. Braille, audio.

<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			Non-take up of disability relief for Council Tax and welfare benefits
11. Is there an identified potential for the policy/function to have a differential impact due to sexual orientation?		N	
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			
12. Is there an identified potential for the policy/function to have a differential impact due to age?	Y		Reduce pensioner poverty by increasing awareness of and providing advice for Housing and Welfare Benefits. There will be a clear route for vulnerable people to obtain help and advice
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			Non-take up of Housing Benefit and other types of Welfare Benefits.
13. Is there an identified potential for the policy/function to have a differential impact due to religious belief?		N	
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			
14. Is there an identified potential for the policy/function to have a differential impact on any other groups of people?	Y		Inclusion of some groups e.g. persons with learning disabilities, disabled. There will be a clear route for vulnerable people to obtain help and advice
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			Not claiming for Benefits of reliefs to which they are entitled.
15. Could any differential impact identified in points 9-15 amount to there being the potential for adverse impact in this policy?	Y		
16. Can any adverse impact be justified on the grounds of promoting equality of opportunity for one or more		N	

groups or any other reason?			
17. Should the policy proceed to a full impact assessment?		N	
18. If no, are there any recommended changes required to the policy to improve it around the equality agenda?	<p>The updated policy incorporates:</p> <ul style="list-style-type: none"> Foreign Language translation (documents/translators and language line). Literacy levels Learning Disability Alternative formats (Braille, audio etc) Promoting of Housing and Welfare Benefits to targeted groups Closer working with debt advice agencies and groups. 		
Additional notes/guidance (Policy Officer)			

Signed (Completing officer) Date / /

Signed (Equality officer) Date / /

Signed (Head of Service) Date / /

