

Equality Screening Form

Question	Response
Q1) Name of the strategy, policy, programme or project being assessed.	West Suffolk Debt Management and Recovery Policy
Q2) In no more than five lines and using Plain English, summarise the purpose of the policy or proposal, and its desired outcomes.	The policy updates the arrangements for the effective and appropriate collection of debts arising from non-payment of council tax, non-domestic rates or over-payment of benefits. It sets out the councils' proportionate approach both to encouraging timely payment and facilitating the collection of overdue payments where they arise.
Q3) Who should benefit from the proposal and in what way?	<ul style="list-style-type: none"> - West Suffolk customers (organisations and individuals) will benefit from the greater clarity in the policy about their rights and responsibilities - West Suffolk staff will benefit through a reduced need for chasing outstanding debts - West Suffolk residents will indirectly benefit through a reduction in the amount of debts that are written off. This in turn will prevent resources being diverted from essential service provision in order to support the Councils' finances. - Partner organisations – e.g. Citizens Advice Bureaux – will benefit from a clearer description of the Councils' processes
Q4) Is there any evidence or reason to believe that in relation to this proposal, there may be a difference in: <ul style="list-style-type: none"> • Levels of participation • Uptake by different groups • Needs or experiences of different groups • Priorities • Other areas? 	There may be a difference in the needs or experience of different groups due to differing financial circumstances. These are explained in the table relating to Q5) below.

APPENDIX B

Question	Response
Q5) Using the evidence listed above, fill in the table below to highlight the groups you think this policy or proposal has the potential to impact upon: (i) Is there any potential for negative impact? Yes or No (ii) Are there opportunities for positive impact or to promote equality of opportunity?	
Q6) Considering your answers to questions 1-5, do you believe a Full Equality Impact Assessment is needed?	No
Q7) Considering our duty to proactively tackle disadvantage and promote equality of opportunity, list the actions required.	See action plan below

APPENDIX B

Impacts Table				
	Is there potential for negative impact? YES or NO	Are there opportunities for positive impact? YES or NO	If YES, please provide details of the impact below	
			Positive Impact	Negative Impact
All groups or society generally	No	No		
Age - Older or younger people	No	No		
Disability - People with a disability	No	No		
Sex - Women or men	No	No		
Pregnancy or maternity - including expectant or new parents i.e. pregnancy and maternity	No	No		
Marriage and civil partnership – including same sex couples	No	No		
Race - People who are black or from a minority ethnic background (BME)	No	No		
Religion - People with a religion or belief (or who choose not to have a religion or belief)	No	No		
Sexual Orientation - People who are lesbian, gay or bisexual (LGB) or in a Civil Partnership	No	No		
Gender Reassignment - People who are transitioning from one gender to another	No	No		
<i>Families and those with parenting or caring responsibilities (The Families Test)</i>	No	No		
<i>Individuals on low income</i>	Yes	No		Customers on a low income could find it hard to pay outstanding debts, especially if they temporarily experience extreme hardship

Impacts Table				
	Is there potential for negative impact? YES or NO	Are there opportunities for positive impact? YES or NO	If YES, please provide details of the impact below	
			Positive Impact	Negative Impact
<i>Those suffering rural isolation</i>	No	No		
<i>Those who do not have English as a first language</i>	No	No		

Action Plan				
Equality group/ characteristic	Action/milestone	Responsibility (Project manager or partner organisation)	Achievement date	Monitoring arrangements
Individuals on low income	Implement the arrangements for vulnerable customers described in the draft policy.	Paul Corney – Head of Anglia Revenues Partnership Advice / advocacy organisations	Already in place, following implementation of previous policies.	n/a

Sign off section

This Screening Level EqIA was completed by:

Name Jo Andrews

Job Title Strategic Manager

Signature

Date

On completion, please submit this document with the policy or proposal. Guidance and advice on draft and final versions can be obtained from:

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