

Equality Analysis Template

1. Name of activity:	Fair Collection Policy			
2. Main purpose of activity:	To ensure that the Council operates a fair approach towards the collection of debts, provides all concerned with the opportunity to make payment arrangements and protects our vulnerable customers			
3. List the information, data or evidence used in this assessment:	Fair Collection Policy, Service Level Agreements with Collection Agents and many years of practical experience in debt collection			
4. Assessment				
Characteristics	Neutral (x)	Negative (x)	Positive (x)	Describe the person you are assessing the impact on, including identifying: community member or employee, details of the characteristic if relevant, e.g. mobility problems/particular religion and why and how they might be negatively or positively affected. Negative: What are the risks? Positive: What are the benefits?
Community considerations (i.e. applying across communities or associated with rural living or Human Rights)	<input type="checkbox"/>	<input type="checkbox"/>	x	Negative
				Positive
A person living with a disability	<input type="checkbox"/>	<input type="checkbox"/>	x	Negative
				Positive
A person of a particular race	x	<input type="checkbox"/>	<input type="checkbox"/>	Negative
				Positive
A person of a gay, lesbian or bisexual sexual orientation	x	<input type="checkbox"/>	<input type="checkbox"/>	Negative
				Positive
A person of a particular sex, male or female, including issues around pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	x	Negative
				Positive
				A person who is recently bereaved, with a disability, registered with a mental illness, dependent on drugs, alcohol or other addictive substances, experiencing severe financial hardship, appearing frail, confused or ill or terminally ill will be considered as vulnerable if they have limited means and will be referred for additional assistance
				Any household that has a person with a disability will be considered as vulnerable if they have limited means and will be referred for additional assistance
				A person who is pregnant or has responsibility for young children will be

				considered as vulnerable if they have limited means and will be referred for additional assistance
A person of a particular religion or belief	x	<input type="checkbox"/>	<input type="checkbox"/>	Negative
				Positive
A person of a particular age	x	<input type="checkbox"/>	<input type="checkbox"/>	Negative
				Positive
Transgender	x	<input type="checkbox"/>	<input type="checkbox"/>	Negative
				Positive

5 Results

	Yes	No	
Were positive impacts identified?	x	<input type="checkbox"/>	
Are some people benefiting more than others? If so explain who and why.	x	<input type="checkbox"/>	The policy intention is to make it as easy as possible for all customers to pay any money owed to the Council. It is however, recognised that some customers will be more vulnerable and the policy provides for the recovery processes to be suspended for these customers to be offered additional assistance with debt and money management.
Were negative impacts identified (what actions were taken)	<input type="checkbox"/>	x	

6. Consultation, decisions and actions

If High or very high range results were identified who was consulted and what recommendations were given?

Not applicable in this case

Describe the decision on this activity

List all actions identified to address/mitigate negative impact or promote positively

Action	Responsible person	Completion due date

When, how and by whom will these actions be monitored?

7. Signatures

Assessor

Name: Geraldine Goodwin	Signature** G Goodwin
Validated by	
Name: Howard Crompton	Signature** H Crompton
Forward to the Corporate Policy Team	
Signature** Reuben Ayavoo	
Assessment date: 19/06/2019	Review date: September 2021

**** Please type your name to allow forms to be sent electronically.**

A copy of this form should be forwarded to the corporate policy team and duplicate filed on the council's report system alongside any report proposing a decision on policy or service change.