

South Staffordshire Council Equality Impact Assessments (EIA)

Introduction

As functions or policies are reviewed, or new ones developed, an Equality Impact Assessment (EIA) should be carried out to address the following legislation:

- The Race Relations (Amendment) Act 2000;
- Disability Discrimination (Amendment) Act 2006;
- Sex Discrimination Act 1975; and
- To help implement the Employment Equality Regulations on Sexual Orientation and Religion and Belief and Age.

EIAs can help South Staffordshire Council to meet the various stages of the Equalities Standard for Local Government and increasingly service inspections are asking questions about the findings of EIAs.

An EIA is a process to determine whether a policy or function has any "*differential impacts*" that could have an adverse (negative) implication on the basis of a person's race, gender, disability, sexual orientation, religion/belief or age. It is a method to ensure that a function or policy will not create any barriers that could prevent access to services or employment opportunities.

Equality Impact Assessment	
1	Title of Function or Policy to be assessed: Debt Recovery Policy
2	Date: 7 th October 2008
3	Name of Lead Officer: Tracey Richards, Revenues and Benefits Manager
4	EIA Team Elaine Harper, Principal Benefits Officer Sonia Verma, Principal Revenues Officer Eric Labhart, Fraud Team Leader
5	Director/Head of Service/Service Manager: Tracey Richards, Revenues and Benefits Manager
6	Existing, new or review: A review of the way in which debts are dealt with by the authority to ensure that they are handled in a fair and consistent manner.
7	Set out the aims/objectives/purposes/outcomes of the function or policy, and give a summary of the service provided: The policy is required to reflect that the manner in which amounts owing to the Council are dealt with are fair and consistent to all, whilst protecting the public purse and looking at cases on an individual basis where appropriate.
8	Linked policies, functions: Are there any other functions, policies or services that might be linked with this one for the purposes of this exercise?
9	Who is it intended to affect or benefit (the target population): Residents and businesses within the South Staffordshire Council area, who owe an amount of money to the authority in respect of a service or charge.

If you have any queries or comments about Equality Impact Assessments or about the toolkit, please contact:
Kieran Smith, Policy and Partnerships, 01902 696537
Or email: k.smith@sstaffs.gov.uk

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10	Within this table, state whether the policy or function will have a positive or negative impact across the following factors and provide any comments.			
		Positive Impact	Negative Impact	Comments
	Age	Yes	No	Consistent approach to recovery whilst being fair to the individual's situation
	Disability	Yes	No	Consistent approach to recovery whilst being fair to the individual's situation
	Gender	No	No	
	Race	No	No	
	Religion/belief	No	No	
	Sexuality	No	No	
11	What evidence do you have for the statements you have made above? Through consultation with those parties involved in the process to ensure that a consistent approach is taken by all areas of the Council.			
12. From evidence given at Q.11 what actions, if any, will you need to take against each of the following equality strands:				
Disability: Ensure that any documentation and literature issued is available in a range of formats and is written in a clear language.				
Race:				
Gender:				
Age: Ensure that any documentation and literature issued is available in a range of formats and is written in a clear language.				
Religion/belief:				
Sexuality:				
13. Briefly explain how the policy or function contributes to Community Cohesion by answering the following questions:				
N/A				
14. Consultation: Describe what consultation has been undertaken on this function or policy, who was involved and the outcome.				
Consultation has taken place with the Performance Development Team from the DWP, Frankie Cartwright, Director of Revenues and Customer Services, Phil Cooper, Director of Finance, David Pattison, Head of Legal and staff within the Revenues, Benefits, Accounts and Legal areas of work.				
Director/Head of Service: I am satisfied with the results of this EIA I have seen the Councils Equality Schemes or Equality Action Plan and am satisfied with the contribution it can make to these.				

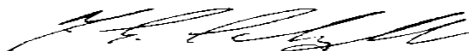
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Any major actions arising from this EIA will be fed into the Portfolio Service Plan where applicable.

I agree to refer the action plan to the Diversity Reference Group after 12 months.

Signature of Director:



Frankie Cartwright
Director of Revenue and Customer Services

Completion of the Toolkit:

Kieran Smith
Corporate Policy Officer
Policy and Partnerships
South Staffordshire Council