



# Equality Assessment

## Part 1 - Initial Equality Assessment Screening

Name of Policy/Function:  Former Tenant Arrears Collection Policy	<input checked="" type="checkbox"/>	This is <b>new</b>
	<input type="checkbox"/>	This is a <b>change</b> to an existing policy
	<input type="checkbox"/>	This is an <b>existing</b> policy, not previously assessed

Date of Screening	20 June 2016
Name of Screener	Christopher Welford

### 1. Briefly Describe Its Aims & Objectives

<p>The aim of this policy is to:</p> <ul style="list-style-type: none"> <li>• Ensure a professional, consistent and timely approach to Former Tenant Debt recovery action.</li> <li>• Minimise arrears after a tenant has left the property and maximise income through promoting a payment culture.</li> <li>• Promote a co-ordinated approach to sharing debtor information and managing any multiple debts owed to the Council by individuals, including Former Tenant Arrears.</li> <li>• Ensure that individual and exceptional circumstances are given due consideration and appropriate when pursuing debts particularly in relation to vulnerability and those who are experiencing financial hardship.</li> <li>• Ensure that debts are managed in accordance with legislative provisions and best practice.</li> <li>• Ensure that the principles of the Corporate Enforcement Policy for breaches of regulatory matters are regarded whilst collecting the Council's debts. Ensuring that all enforcement action taken will be consistent, proportional, open, fair and transparent.</li> </ul>
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### 2. Are There External Considerations? (Legislation/government directive etc)

None.
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### 3. Who are the stakeholders and what are their interests?

The Council – Maximising rent income and therefore overall income to the Housing Revenue Account.
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### Appendix 3a

#### 4. What outcomes do we want to achieve and for whom?

See Aims & Objectives (Section 1)

#### 5. Has any consultation/research been carried out?

No

**6. Are there any concerns at this stage which indicate the possibility of inequalities/negative impacts?** (Consider and identify any evidence you have - equality data relating to usage & satisfaction levels, complaints, comments, research, outcomes of review, issues raised at previous consultations, known inequalities) If so please provide details.

None.

**7. Could a particular group be affected differently in either a negative or positive way? (Positive – it could benefit, Negative – it could disadvantage, Neutral – neither positive nor negative impact or Not sure?)**

	Type of impact, reason & any evidence
Disability	Neutral
Race (including Gypsy & Traveller)	Neutral
Age	Neutral
Gender Reassignment	Neutral
Sex	Neutral
Sexual Orientation	Neutral
Religion/Belief	Neutral
Marriage and Civil Partnership	Neutral
Pregnancy and Maternity	Neutral

**8. Could other socio-economic groups be affected** e.g. carers, ex-offenders, low incomes?

Potentially those with low incomes may be adversely affected as the policy allows for financial circumstances to be taken into account with the collection of Former Tenant Debt but the policy requires that repayment arrangements must be paid to ensure that the Council's income is maximised.

## Appendix 3a

### 9. Are there any human rights implications?

No.

### 10. Is there an opportunity to promote equality and/or good community cohesion?

No.

### 11. If you have indicated a negative impact for any group is that impact legal (not discriminatory under anti-discrimination legislation)?

Yes.

### 12. Is any part of this policy/service to be carried out wholly or partly by contractors?

Yes.

The contractors are the Council's current approved Debt Collection & Tracing Agencies. Equality & Human Rights considerations have already included in the procurement process prior to awarding the current contracts.

### 13. Is a full Equality Assessment required?

No.

A full consultation is neither practical nor necessary. Income collection and maximisation is a fundamental duty of the Council and is subject to legislative regulation. In addition the principles of how the Council carries out its income recovery duties are set out in the Corporate Debt Policy which was approved and implemented in July 2015 and was subject to a full consultation and impact assessment.

The principles have been carried through into this Policy and therefore will not need further impact assessment.

The Policy will be monitored by both the Head of Community and Housing Services Manager and reviewed / amended annually.

### 14. Date by which a full Equality Assessment is to be completed and actions

N/A

### Appendix 3a

**Please note that you should proceed to a Part 2, the full Equality Assessment if you have identified actual, or the potential to cause, adverse impact or discrimination against different groups in the community.**

We are satisfied that an initial screening has been carried out and a full impact assessment **is not required\*** (please delete as appropriate).

Completed by: Christopher Welford Date: 20 June 2016

Countersigned by: Veronika Quintyne Date: 27 June 2016

**(Community Engagement Officer)**

*Please forward an electronic copy to: [veronika.quintyne@oadby-wigston.gov.uk](mailto:veronika.quintyne@oadby-wigston.gov.uk)  
**Community Engagement Officer** for a countersignature. This Equality Assessment form will then be published on the Council website*