

EQUALITY IMPACT ASSESSMENT (EQIA): SCREENING FORM

Introduction to the EQIA screening process

A successful EQIA screening will look at 5 key areas:

1. **Identify the Policy, Project, Service Reform or Budget Option to be assessed**

A clear definition of what is being screened and its aims

2. **Gathering Evidence & Stakeholder Engagement**

Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups)

3. **Assessment & Differential Impacts**

Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level

4. **Outcomes, Action & Public Reporting**

Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publically reported

5. **Monitoring, Evaluation & Review**

Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

1. IDENTIFY THE POLICY, PROJECT, SERVICE REFORM OR BUDGET OPTION:

a) Name of the Policy, Project, Service Reform or Budget Option to be screened

Corporate Debt Policy

b) List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option

The policy is a statement of good practice and its aim is to:

- Help to minimise overall indebtedness to the Council;
- Emphasise the prevention of arrears and promote intervention at an early stage in the debt recovery cycle;
- Provide assistance to citizens with genuine financial difficulties and take firm action against those who can pay;
- Ensure a consistent treatment of arrears by debt management staff, money advice staff, the voluntary sector and Council appointed Debt Management Partners;
- Avoid making conflicting demands on citizens;
- Complement the Councils' Financial Inclusion Strategy and People Make Glasgow Fairer Strategy

c) Name of officer completing assessment (signed and date)

Linda Welsh and Gillian Anderson 18th March 2019

d) Assessment Verified by (signed and date)

Moira Carrigan 18th March 2019

2. GATHERING EVIDENCE & STAKEHOLDER ENGAGEMENT

The best approach to find out if a policy, etc is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

Please name any research, data, consultation or studies referred to for this assessment:	Please state if this reference refers to one or more of the protected characteristics: <ul style="list-style-type: none"> ➤ disability, ➤ race and/or ethnicity, ➤ religion or belief (including lack of belief), ➤ gender, ➤ gender reassignment, ➤ sexual orientation ➤ marriage and civil partnership, ➤ pregnancy and maternity, 	Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation.
Met with Chris Thomson Policy Author, for further research into the background of the policy. Sought clarification on the 3 rd party providers.	All	No
Met with Afton Hill and Cormac Quinn from Strategic Policy & Planning on for corporate consultation.	All	No

3. ASSESSMENT & DIFFERENTIAL IMPACTS

Use the table below to provide some **narrative** where you think the **Policy, Project, Service Reform or Budget Option** has either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

Based on the evidence that has been collated the paragraph below covers the reason for the change. This covers all individuals with protected/specific characteristics.

* The Corporate Debt Policy will help deliver the priorities of a city that looks after its vulnerable people and make best use of our resources.

The Council Family's vision is to make Glasgow a world-class city that is focused on economic growth and tackling poverty and inequality. People with protected characteristics may experience socio-economic disadvantage that is further compounded by other barriers. The city's Poverty Leadership Panel (PLP) leads the work to reduce poverty in the city. The People Make Glasgow Fairer Strategy (Tackling Poverty) is an all-age, all-city strategy developed by the partners of the PLP, with particular input and direction from the members of the Community Activist Panel, a group of volunteers from Glasgow communities who have lived in and experienced poverty. The strategy includes practical improvements to services that will help reduce poverty for all of our citizens.

Financial exclusion is both a symptom and a cause of poverty. The current Financial Inclusion Strategy sets out the Council Family's commitment to addressing the financial exclusion experienced by people who are exposed to features of financial exclusion such as unmanageable debt, lack of access to mainstream financial services, difficulty managing money and reliance on expensive credit. The strategy aims to give Glasgow's citizens, no matter their circumstances, access to quality advice, information and assistance that aims to help them regain control of their life and enable them to fully contribute to and participate in the social and economic life of the city.'

Protected Characteristic	Specific Characteristics	Positive Impact – it could benefit an equality group	Good Practice/ Promotes Equality or improved relations	Negative Impact – it could disadvantage an equality group	Reason for Change in Policy or Policy Development
SEX/ GENDER	Women	✓	✓		*Please see above
	Men	✓	✓		*Please see above
	Transgender	✓	✓		*Please see above
RACE*	White	✓	✓		*Please see above

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<i>Further information on the breakdown below each of these headings, as per census, is available here.</i> <i>For example Asian includes Chinese, Pakistani and Indian etc</i>	Mixed or Multiple Ethnic Groups	✓	✓		*Please see above
	Asian	✓	✓		*Please see above
	African	✓	✓		*Please see above
	Caribbean or Black	✓	✓		*Please see above
	Other Ethnic Group	✓	✓		*Please see above
DISABILITY	Physical disability	✓	✓		*Please see above
<i>A definition of disability under the Equality Act 2010 is available here.</i>	Sensory Impairment (sight, hearing,)	✓	✓		*Please see above
	Mental Health	✓	✓		*Please see above
	Learning Disability	✓	✓		*Please see above
LGBT	Lesbians	✓	✓		*Please see above
	Gay Men	✓	✓		*Please see above
	Bisexual	✓	✓		*Please see above
AGE	Older People (60 +)	✓	✓		*Please see above
	Younger People (16-25)	✓	✓		*Please see above
	Children (0-16)	✓	✓		*Please see above
MARRIAGE & CIVIL PARTNERSHIP	Women	✓	✓		*Please see above

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	Men	✓	✓		*Please see above
	Lesbians	✓	✓		*Please see above
	Gay Men	✓	✓		*Please see above
PREGNANCY & MATERNITY					
	Women	✓	✓		*Please see above
RELIGION & BELIEF**					
A list of religions used in the census is available here .	See note	✓	✓		*Please see above

* For reasons of brevity race is not an exhaustive list, and therefore please feel free to augment the list above where appropriate; to reflect the complexity of other racial identities.

** There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions used in the census is available [here](#).

4. OUTCOMES, ACTION & PUBLIC REPORTING

SCREENING ASSESSMENT OUTCOME ACTIONS

Screening Outcome	Yes /No Or /Not At This Stage	Further Action Required/ Action To Be Undertaken	Lead Officer and/or Lead Strategic Group	Timescale for Resolution of Negative Impact/ Delivery of Positive Impact
Was a significant level of negative impact arising from the project, policy or strategy identified?	Not at this stage			
Does the project, policy or strategy require to be amended to have a positive impact?	Not at this stage			
Does a Full Impact Assessment need to be undertaken?	Not at this stage			
If none of the above is required, please recommend the next steps to be taken.	Recommendation	It is recommended that relevant third party providers are made aware of their duty under the Equality Act 2010 and the current Council policy to support individuals with multiple characteristics and to ensure they have suitable policies in place to support this.	Head of Revenues, Benefits & Collections (Financial Services) Financial Inclusion Manager (Financial Services)	It is recommended that this policy is taken into consideration as part of the review of the Financial Inclusion Strategy.

PUBLIC REPORTING OF SCREENING ASSESSMENT

All completed EQIA Screenings are required to be publically available on the Council website once they have been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. (See EQIA Guidance: Pgs. 11-12)

5. MONITORING OUTCOMES, EVALUATION & REVIEW

The Equalities Impact Assessment (EQIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Strategic, Policy, or Operational Group responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EQIA Screening and any actions that may have been take to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from **Corporate Strategic Policy and Planning** will be available to provide support and guidance.

Legislation

Equality Act (2010) - the Equality Act 2010 (Specific Duties) Scotland Regulations 2012

The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of:

- race
- sex
- being a transsexual person (transsexuality is where someone has changed, is changing or has proposed changing their sex – called ‘gender reassignment’ in law)
- sexual orientation (whether being lesbian, gay, bisexual or heterosexual)
- disability (or because of something connected with their disability)
- religion or belief
- having just had a baby or being pregnant
- being married or in a civil partnership, and
- age.

Further information: [Equality Act Guidance](#)

As noted the Equality Act 2010 simplifies the current laws and puts them all together in one piece of legislation. In addition the **Specific Duties (Scotland Regulations 2012)** require local authorities to do the following to enable better performance of the general equality duty:

- report progress on mainstreaming the general equality duty
- publish equality outcomes and report progress in meeting those
- impact assess new or revised policies and practices as well as making arrangements to review existing policies and practices gather, use and publish employee information
- publish gender pay gap information and an equal pay statement
- consider adding equality award criteria and contract conditions in public procurement exercises.

Further information: [Understanding Scottish Specific Public Sector Equality Duties](#)

Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.