



(5)	<p><b>What factors / forces could contribute to / detract from the outcomes?</b></p> <p>Revised recovery procedures to maximise options including the use of bankruptcy proceedings. Use of outside collection agencies to help in the collection of post bailiff/committal debt. Use of Experian Citizen View search facility and financial status reports to improve tracing and collection.</p> <p>Poverty, failure to maximise benefit take up, attitudes towards debt–no longer a stigma attached to debt, reluctance of Magistrates to commit to prison causing committal procedures to be ineffective.</p>
(6)	<p><b>Who are the main stakeholders in relation to the policy / function?</b></p> <p>Benefits and Taxation Division  Chargepayers – those who do not pay the Council Tax as the instalments fall due, despite reminders being sent.  Bailiff and Debt collection agencies contracted to the Council (Rossendaes Ltd).</p>
(7)	<p><b>Who implements the policy and who is responsible for the policy / function?</b></p> <p>Dave Whittingham, Taxation Manager</p>
(8)	<p><b>Is there any monitoring data available? (e.g. results from consultations, surveys, focus groups) No</b></p>
(9)	<p><b>Are there any concerns that the policy/function could have a differential impact on <b>ethnic groups</b>? <b>Yes</b></b>  Please explain:</p> <p>As with other Benefit &amp; Taxation functions, for non-English speaking individuals, there could be an access problem, notifications are only available in English. However this is a council wide issue, and will be addressed accordingly.</p> <p>The team are aware of the Interpreting Service and have a PIN to access the service. It has been used, successfully, twice in the past and we have written instructions/guidelines on how to use the service</p> <p><i>What existing evidence (either presumed or otherwise) do you have for this?</i></p>

<p>(10)</p>	<p>Are there any concerns that the policy/function could have a differential impact due to <b>gender</b>? <b>No</b> Please explain:</p> <p>There would be no differential impact due to an individual's gender. Council tax is a property-based tax and is charged on each dwelling. Recovery proceedings would be carried out in the same way for both men and women.</p> <p><i>What existing evidence (either presumed or otherwise) do you have for this?</i></p>
<p>(11)</p>	<p>Are there any concerns that the policy/function could have a differential impact due to <b>disability</b>? <b>No</b> Please explain:</p> <p>The function aims to have a positive impact on people with certain disabilities in accordance with their needs, for example if someone has become disabled due to an accident at work and has a reduced income the service would make a temporary arrangement to help them sort their finances. The recovery service can also advise the customer to contact Citizen's Advice Bureau as they have an official agreement for working with CAB to deal with customers in severe financial hardship.</p> <p><i>What existing evidence (either presumed or otherwise) do you have for this?</i></p>
<p>(12)</p>	<p>Are there any concerns that the policy/function could have a differential impact due to <b>sexual orientation</b>? <b>No</b> Please explain:</p> <p>The service would be unaware of an individual's sexual orientation.</p> <p><i>What existing evidence (either presumed or otherwise) do you have for this?</i></p>
<p>(13)</p>	<p>Are there any concerns that the policy/function could have a differential impact due to <b>age</b>? <b>No</b> Please explain:</p> <p>There would be no differential impact due to the age of an individual, if a Council Tax payer is not paying their bill in accordance with the instalment set up on their Council Tax account then the recovery process will commence. For elderly charge-payers we can look at their circumstances and make an alternative or reduced arrangement if they are on a lower income due to retiring. Would also try to ensure they had Council Tax and Housing Benefit where-ever relevant.</p> <p><i>What existing evidence (either presumed or otherwise) do you have for this?</i></p>

<p>(14)</p>	<p>Are there any concerns that the policy/function could have a differential impact due to <b>religion</b> or <b>belief</b>? <b>No</b> Please explain:</p> <p>The religious beliefs of an individual are usually unknown and would make no difference to how they were dealt with by the recovery officers.</p> <p>What existing evidence (either presumed or otherwise) do you have for this?</p>
<p>(15)</p>	<p>Are there any concerns that the policy/function could have a differential impact on people due to them having <b>dependants/caring responsibilities</b>? Please explain:</p> <p>The function takes into account people with these responsibilities but only in accordance with legislation. In the case of dependents the council tax section could extend payment/make special arrangements in cases where a charge-payer couldn't work due to dependants.</p> <p>What existing evidence (either presumed or otherwise) do you have for this?</p>
<p>(16)</p>	<p>Are there any concerns that the policy/function could have a differential impact due to their <b>offending past</b>? <b>Yes</b> Please explain:</p> <p>Could be aware if it is noted on their account but would have no impact on how we treat charge-payers.</p> <p>No impact. But we would make sure they had Council Tax exemption if relevant.</p> <p>What existing evidence (either presumed or otherwise) do you have for this?</p>
<p>(17)</p>	<p>Are there any concerns that the policy/function could have a differential impact on <b>Trans</b> people? <b>No</b> Please explain:</p> <p>Officers would be unaware of whether an individual is transgendered or transsexual. This would have no bearing on the recovery process.</p> <p>What existing evidence (either presumed or otherwise) do you have for this?</p>

(18)	<p>Could the differential impact identified in 8-16 amount to there being the <b>potential</b> for adverse impact in this policy or function? Please explain:</p> <p>What existing evidence (either presumed or otherwise) do you have for this?</p>
(19)	<p>Are the differential impacts caused by unlawful discrimination?</p>
(20)	<p><b>Findings</b></p> <p>The Authority has a duty to collect the Council Tax due by every chargepayer and the procedures to do so are set out within legislation. The Authority is bound by Law to pursue payment where it is not made as due.</p> <p>The Recovery section aims to use the most appropriate method of recovery action, subject to the information available, with the overall aim of maximising collection of the Council tax.</p>
(21)	<p><b>Action Points</b></p>
<p>Completed by: _____ Date: _____</p>	