

# Equality Impact Assessment: Screening Tool

## Summary of proposal

Name of proposal	Procurement Strategy for Council Tax and Business Rates Collection Services
Reference number (if applicable)	
Service Area	Revenues and Technical Services
Date screening completed	10 October 2023
Screening author name	Duwaine Brown
Fairness and Equality team sign off	
Authorising Director/Head of Service name	Paul Clarke

Before completing the EQIA Screening Tool please read the guidance and FAQs. For further help and advice please contact [equalities@islington.gov.uk](mailto:equalities@islington.gov.uk).

# Please provide a summary of the proposal.

Please outline:

- What are the aims/objectives of this proposal?
- Will this deliver any savings?
- What benefits or change will we see from this proposal?
- Which key groups of people or areas of the borough are involved?

The objective of this proposal is to seek pre-tender approval for the procurement strategy in respect of Procurement Strategy for Council Tax and Business Rates Collection Services in accordance with Rule 2.8 of the Council's Procurement Rules. Approval is also sought to utilise an existing dynamic purchasing system (DPS) operated by Yorkshire Purchasing Organisation (YPO) to procure the services of four collection services contractors (known as enforcement agents) for the collection of unpaid council tax and business rates.

There is no cost to the Council.

The key groups of people that will be involved are resident

On whom will the proposal impact? Delete as appropriate.

Group of people	Impacted?
Service users	Yes/No

Group of people	Impacted?
Residents	Yes/No
Businesses	Yes/No
Visitors to Islington	Yes/No
Voluntary or community groups	Yes/No
Council staff	Yes/No
Trade unions	Yes/No
Other public sector organisations	Yes/No
Others	Please specify:

# What consultation or engagement has taken place or is planned?

Please outline:

- Which groups or communities you have consulted/plan to consult
- Methods used/will use to engage (for example, focus groups)
- How insight gained from engagement or consultation has been/will be fed into decision making or proposal design

If you have not completed any engagement activity and do not plan to, you should outline why this decision has been made.

N/A

## What impact will this change have on people with protected characteristics and/or from disadvantaged groups?

Of the groups you have identified above, please now indicate the likely impact on people with protected characteristics within these groups by checking the relevant box below. Use the following definitions as a guide:

Neutral – The proposal has no impact on people with the identified protected characteristics

Positive – The proposal has a beneficial and desirable impact on people with the identified protected characteristics

Negative – The proposal has a negative and undesirable impact on people with the identified protected characteristics

You should then assess whether the negative impact has a low impact, medium impact or high impact. Consider the level and likelihood of impact. Please also think about whether the proposal is likely to be contentious or

perceived as a negative change by certain groups, as this could justify the completion of a full EQIA. See the guidance for help.

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	
Disability (include carers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	
Race or ethnicity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	
Religion or belief (include no faith)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	



Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
Gender and gender reassignment (male, female or non-binary)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	
Maternity or pregnancy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	
Sex and Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	
Marriage or Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	
Other (e.g. people living in poverty, looked after)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
children, people who are homeless or refugees)				

## How do you plan to mitigate negative impacts?

Where there are disproportionate impacts on groups with protected characteristics, please outline:

- The other options that were explored before deciding on this proposal and why they were not pursued
- Action that is being taken to mitigate the negative impacts

Action	Lead	Deadline	Comments
	Duwaine Brown	October 2024	A continuous review will be undertaken to assess whether there are any disproportionate impacts on any groups with protected characteristics.

Screening Decision	Outcome
Neutral or Positive – no full EQIA needed*.	Yes/No
Negative – Low Impact – full EQIA at the service director’s discretion*.	Yes/No
Negative – Medium or High Impact – must complete a full EQIA.	Yes/No
Is a full EQIA required? Service decision:	Yes/No
Is a full EQIA required? Fairness and Equality recommendation:	Yes/No

\* If a full EQIA is not required, you are still legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please send this completed EQIA Screening Tool to [equalities@islington.gov.uk](mailto:equalities@islington.gov.uk) for quality checking by the Fairness and Equality Team.