



## Equality Impact: Screening and Assessment Form

<b>Section 1: Policy details - policy is shorthand for any activity of the organisation and could include strategies, criteria, provisions, functions, practices and activities including the delivery of our service.</b>	
a. Name of policy or practice (list also any linked policies or decisions)	Aged Debt Reporting Procedure
b. Name of department	Accounts Payable and Accounts Receivable, Finance department
c. Name of Lead	Anne Marie Gregory
d. Equality Impact Assessment Team [names, job roles]	David Bywater, Consultant Paramedic, Clinical directorate Walid Hussain, Finance Officer, Finance department Emma Stewart, Finance Trainee, Finance department
e. Date of assessment	30 January 2017
f. Who are the main target groups / who will be affected by the policy?	Scottish Ambulance Service staff and suppliers.
g. What are the intended outcomes / purpose of the policy?	To ensure budget holders are aware of their responsibility regarding aged debts due to the Service
h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations?	Yes
If yes to any of the three needs complete all sections of the form (2- 7) If no to all of the three needs provide brief detail as to why this is the case and complete only section 7 If don't know: complete sections 2 and 3 to help assess relevance	

<b>Section 2: Evidence, consultation and involvement</b>			
<b>Please list the available evidence used to assess the impact of this policy, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.</b>			
a. Previous consultation / involvement with community, including individuals or groups or staff as relevant. Please outline details of any involvement / consultation, including dates carried out and protected characteristics			
Details of consultations - where, who was involved	Date	Key findings	Protected characteristics
Consultation with Account Payable and Receivable manager and team leader	10/01/17	There is no distinction in procedure made for any groups.	Age
			Disability
			Gender reassignment
			Gender / sex
			Marriage / civil partnership *
			Pregnancy / maternity
			Race
			Religion / belief
			Sexual orientation
			Cross cutting - e.g. health inequalities - people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas. Other?

	Available evidence
b. Research and relevant information	Consultation with department manager and team leader
c. Knowledge of policy lead	Consultation with department manager and team leader
d. Equality monitoring information -- including service and employee information	
e. Feedback from service users, partner or other organisations as relevant	
f. Other	
g. Are there any gaps in evidence? Please indicate how these will be addressed	No
Gaps identified	
Measure to address these; give brief details. Further research? Consultation? Other	
Note: specific actions relating to these measures can be listed at section 5	

<b>Section 3: Analysis of positive and negative impacts</b>			
<b>Please detail impacts in relation to the three needs specifying where the impact is in relation to a particular need - eliminating discrimination, advancing equality of opportunity and fostering good relations</b>			
<b>Protected characteristics</b>	<b>i. Eliminating discrimination</b>	<b>ii. Advancing equality of opportunity</b>	<b>iii. Fostering good relations</b>
<b>Age</b>	There have been no impacts identified.		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
<b>Disability</b>	There have been no impacts identified.		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
<b>Gender reassignment</b>	There have been no impacts identified.		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
<b>Gender / sex</b>	There have been no impacts identified.		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			

<b>Marriage / civil partnership</b>	There have been no impacts identified.
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Pregnancy / maternity</b>	There have been no impacts identified.
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Race</b>	There have been no impacts identified.
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Religion / belief</b>	There have been no impacts identified.
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Sexual orientation</b>	There have been no impacts identified.
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Cross cutting - e.g. health inequalities people with poor mental health, low incomes, involved in the</b>	We have discussed the possibility of any detrimental impacts on those with lower incomes and concluded that any adverse impact would be minimal and justifiable.

<b>criminal justice system, those with poor literacy, are homeless or those who live in rural areas. Other</b>	
Positive impacts	
Negative impacts	Customers with lower incomes face financial pressures and may struggle to pay debts in a timely manner.
Opportunities to enhance equality	Clear correspondence with customers to be established to ensure that correct information is noted to ensure valid invoices are issued in a timely manner and the debtor is aware of the timeline for repayment.
Note: specific actions relating to these measures can be listed at section 5	

**Section 4: Addressing impacts**  
**Select which of the following apply to your policy and give a brief explanation - to be expanded in Section 5: Action plan**

	Reasons
a. <b>No major change</b> - the EQIA shows that the policy is robust, there is no potential for discrimination or adverse impact and all opportunities to promote equality have been taken	
b. <b>Adjust the policy</b> – the EQIA identifies potential problems or missed opportunities and you are making adjustments or introducing new measures to the policy to remove barriers or promote equality or foster good relations	
c. <b>Continue the development and implementation of the policy without adjustments</b> – the EQIA identifies potential for	We have concluded that no major change is required to the procedure regarding the potential negative impact identified for those on lower incomes. We have concluded the procedure is a proportionate and

<p>adverse impact or missed opportunity to promote equality. Justifications for continuing without making changes must be clearly set out, these should be compelling and in line with the duty to have due regard. See option d. if you find unlawful discrimination. Before choosing this option you must contact the Equalities Manager to discuss the implications.</p>	<p>justifiable means of ensuring aged debts are dealt with appropriately. This is due to the timeframes stated in the procedure which ensures customers are provided with several opportunities to pay before the debt becomes a bad debt. The number of debts reported as aged debts and bad debts should be continually monitored.</p>
<p>d. <b>Stop and remove the policy</b> - there is actual or potential unlawful discrimination and these cannot be mitigated. The policy must be stopped and removed or changed. Before choosing this option you must contact the Equalities Manager to discuss the implications.</p>	

<b>Section 5: Action plan</b> <b>Please describe the action that will be taken following the assessment in order to reduce or remove any negative / adverse impacts, promote any positive impacts, or gather further information or evidence or further consultation</b>					
Action	Output	Outcome	Lead responsible	Date	Protected characteristic / cross cutting issue*
Communications Lead	Variety of Communications – including publishing on external website	Stakeholders are informed of the timeframes.	Communications Lead Accounts Payable and Receivable team	Ongoing	People on lower incomes – volunteers and small businesses
* list which characteristic is relevant - age, disability, gender reassignment, gender / sex, marriage and civil partnership, pregnancy and maternity, race, religion / belief, sexual orientation or cross cutting issue e.g. poor mental health, illiteracy etc					

<b>Section 6: Monitoring and review</b> <b>Please detail the arrangements for review and monitoring of the policy</b>	
	Details
a. How will the policy be monitored? Provide dates as appropriate	Reviewed annually or on the implementation of new financial procedures.
b. What equalities monitoring will be put in place?	Monitoring number of aged and bad debts respectively.
c. When will the policy be reviewed? Provide a review date.	Annually – June 2018

<b>Section 7: Sign off</b> <b>Please provide signatures as appropriate</b>			
Name of Lead	Title	Signature	Date
Anne Marie Gregory	Financial Services Manager		30 January 2017
Completed form: copy of completed form to be retained by department and copy forwarded to Equalities Manager for publication on Service website			
Provide date this was sent	19 May 2017		



