

# Full Equality Impact Assessment Record

## Section 1:

**Service:**

**Title of strategy, policy or service:**

**Officers involved in the EQIA:**

**Type of strategy, policy or service (delete below as appropriate):**

Existing:

New/proposed:

Changing/Update/ revision

**Q1 – What is the aim of your strategy, policy, project or service?**

- a) To ensure timely and correct payments to suppliers, other creditors and service users of the Borough of Poole.
- b) To benefit any person, company or organisation that has either provided a service or is entitled to receive payments under statute.
- c) To enhance the wellbeing and prosperity of members of the public requiring social support, local businesses, council taxpayers, agencies and partnerships.
- d) To drive service redesign where appropriate and develop the scope of doing business electronically to assist in driving down transactions costs.

**Q2 – Who is it going to benefit and how? If this is a changing function say who it will affect or no longer benefit**

It aims to benefit: Officers, Members, Suppliers, Contractors, Schools, End Users and the Public.

**Officers/Schools** – Compliance with legislation, Council Financial Regulations and ensuring value for money.

**Members** – Probity, Code of Conduct, responsible processes, efficiency, responsibility to local tax payer and reduced exposure to risk.

**Suppliers/Contractors** – Consistent approach, fairness, equal treatment and openness.

**Public/End Users** – Impact/quality of service, value for money, fairness and openness.

**Q3 – What outcomes do you want to achieve?**

The benefits insofar as they relate to Payments Team related activities are:

- a) To optimise value for money by providing greater efficiency
- b) To provide greater levels of control and compliance
- c) To reduce risk to exposure
- d) To reduce carbon footprint
- e) To reduce back office administration in every Service Unit

**Q4 – How will you put this into practice? Who is involved in this?**

The Head of Financial Services is responsible for the Payments Function. It is implemented by the Payments Team Leader through collaborative working within the Payments Team.

- a) Payments Team procedures to provide clarity and streamlining of processes.
- b) Engagement with Service Units, the Business Community, the Public and Partners.
- c) Compliance with the following legislative requirements/related policies:
  - i) Local Government Finance Act
  - ii) Housing Benefit Regulations
  - iii) Social Security Administration Act
  - iv) Equalities legislation and the Human Rights Act
  - v) Data Protection Act
  - vi) Financial Regulations
  - vii) Money Laundering legislation

**Q5 – Are there barriers to doing this?**

- a) Encourage all Service Units to engage with the Payments Team as to changes in procedure that will impact on the flow of invoices.
- b) Pending amendments to European Legislation.

**Section 2: Information gathering and judging impact**

**Q6 - What does the existing information and data tell us about the likely impact on different groups?**

**General/all equality groups**

**Strategic Procurement Officers** – Equality issues continue to be an integral part of team management, including, awareness and compliance of Human Resources policies, sensitivity to specific needs and making reasonable adjustments where and if required. Templates devised by the office continue to be updated on a regular basis as and when required to reflect the needs of the equality agenda.

**Internal Customers (other Council officers)** – equality issues continue to be an integral part of service delivery, including, compliance with policies and sensitivity to needs etc.

**Age: Gender reassignment: Pregnancy and maternity: Race: Sex: Religion or belief: Sexual orientation: Socially excluded groups**

- Corporate policies covering the above are adhered to at all times.

**Disability**

- Consideration to the format of printed documents and use of e-mail (to allow format to be changed). Adherences to Corporate print and design standards. Produce in alternative formats where requested.
- Normally visit officers at their work place so accessibility issues have been considered.

- Normally visit tenants at their work place so an accessibility issue for the tenant is not an issue.
- Ensuring appropriate consideration of team members needs e.g. liaison with Occupational Health, appropriate workstations and equipment etc.
- Use of plain English in all correspondence

**Q7 – Does this have any impact on the workforce or other Human Resources issues in relation to equality?**

No

Payments Team Officers are mindful of the impact that individual decisions may have upon specific equality groups.  
The Payments Team takes payment instructions from Service Units who will assess the impact of equality issues involving their service users. Payments will be processed fully in line with individual Service Unit requests.

**Q8 - Is there any potential for direct or indirect discrimination?**

Payments Team Officers are mindful of the impact that individual decisions may have upon specific equality groups and the risk of direct or indirect discrimination when individual transactions are undertaken. Therefore, equality assessments are carried out as part of the individual projects to properly consider equality issues. These assessments are carried out by the appropriate responsible officer/s in the respective Service Unit rather than officers within the Payments Team, as they should have specialist information/data of the service users involved and their specific needs.