

Equality Impact Assessment Screening Tool

Equality Impact Assessments help the Council to comply with its public sector duty under the Equality Act 2010 to have due regard to equality implications. EIAs also help services to be customer focussed, leading to improved service delivery and customer satisfaction.

The Council understands that whilst its equalities duty applies to all services, it is going to be more relevant to some decisions than others. We need to ensure that the detail of Equality Impact Assessments (EIAs) are proportionate to the impact of decisions on the equality duty, and that in some cases a full EIA is not necessary.

This tool assists services in determining whether plans and decisions will require a full EIA. It should be used on all new policies, projects, functions, staff restructuring, major development or planning applications, or when revising them.

Full guidance on the Council's duties and EIAs and the full EIA template is available at [Equality Impact Assessments](#).

Proposal/Project/Policy Title	Strategy Report for the procurement of a maintenance and support contract for the Capita Academy system via the Kent Commercial Services (KCS) Framework
Service Area	Community Solutions – Support & Collections
Officer completing the EIA Screening Tool	Donna Radley – Head of Welfare
Head of Service	Donna Radley – Head of Welfare
Date	16/01/2023
Brief Summary of the Proposal/Project/Policy Include main aims, proposed outcomes, recommendations/decisions sought.	The Council and specifically the Revenues and Benefits department have historically used Capita and its product Academy to complete their many business-critical functions. These functions include distributing benefits/universal credit and the collection of Council Tax and Business rate. The latter two functions serving as a major revenue stream for the Council. The Academy product has been used by the Council since 2007, originally being managed by the Council and then managed by Elevate East London upon its inception in 2010. Through the use of the product there has been one major contract with numerous addendums added onto it, which formulated extensions allowing the product to be used up until now, 2023. As it currently stands the 1-year addendum will come to an end in March 2023, to facilitate the Councils internal governance processes, there are discussion ongoing for a one-month extension. For a variety of reasons, including best practice, there is now a need to put in place a more formal contract for Capita and its product Academy, bringing into line a number of different modules which are already in use by the team, as well as

	adding in some new functionality to further improve the capabilities of the Revenues and Benefits team	
Protected characteristic	Impact	Description
Age	Positive impact (L)	This contract aids the provision of welfare services which includes claims for financial aid and Council Statutory Services. There will be no perceived negative impact on this protected characteristic.
Disability	Positive impact (L)	This contract aids the provision of welfare services which includes claims for financial aid and Council Statutory Services. There will be no perceived negative impact on this protected characteristic.
Gender re-assignment	Positive impact (L)	This contract aids the provision of welfare services which includes claims for financial aid and Council Statutory Services. There will be no perceived negative impact on this protected characteristic.
Marriage and civil partnership	Positive impact (L)	This contract aids the provision of welfare services which includes claims for financial aid and Council Statutory Services. There will be no perceived negative impact on this protected characteristic.
Pregnancy and maternity	Positive impact (L)	This contract aids the provision of welfare services which includes claims for financial aid and Council Statutory Services. There will be no perceived negative impact on this protected characteristic.
Race	Positive impact (L)	This contract aids the provision of welfare services which includes claims for financial aid and Council Statutory Services. There will be no perceived negative impact on this protected characteristic.
Religion	Positive impact (L)	This contract aids the provision of welfare services which includes claims for financial aid and Council Statutory Services. There will be no perceived

		negative impact on this protected characteristic.
Sex	Positive impact (L)	This contract aids the provision of welfare services which includes claims for financial aid and Council Statutory Services. There will be no perceived negative impact on this protected characteristic.
Sexual orientation	Positive impact (L)	This contract aids the provision of welfare services which includes claims for financial aid and Council Statutory Services. There will be no perceived negative impact on this protected characteristic.
Socio-Economic Disadvantage¹	Positive impact (L)	<p>This contract aids the provision of welfare services which includes claims for financial aid and Council Statutory Services. There will be no perceived negative impact on this protected characteristic.</p> <p>There are provisions in place within the service to escalate urgent cases that would negatively impact residents. Such cases include those who are risk of eviction or repossession, cases where delays in processing would have severe detrimental effects on mental health, the health and wellbeing of a child or whose condition would be worsened by delays.</p>
How visible is this service/policy/project/proposal to the general public?		Low visibility to the general public (L)
What is the potential risk to the Council's reputation? Consider the following impacts – legal, financial, political, media, public perception etc		Low risk to reputation (L)

If your answers are mostly H and/or M = **Full EIA to be completed**

If after completing the EIA screening process you determine that a full EIA is not relevant for this service/function/policy/project you must provide explanation and evidence below.

¹ Socio-Economic Disadvantage is not a protected characteristic under the Equality Act. London Borough of Barking and Dagenham has chosen to include Socio-Economic Disadvantage as best practice.

There are no perceived negative impacts on these protected characteristics. There are provisions in place within the service to escalate urgent cases that would negatively impact residents, those with protected characteristic or those with socio-economic disadvantage. Such cases include those who are risk of eviction or repossession, cases where delays in processing would have severe detrimental effects on mental health, the health and wellbeing of a child or whose condition would be worsened by delays.

There is no requirement to complete a full Equalities Impact assessment.

Please submit the form to CE-strategy@lbbd.gov.uk and include the above explanation as part of the equalities comments on any subsequent related report.