

## EQIA Register

Name of Service Unit: Financial Services

Date: December 2007

Function <sup>1</sup>	Screening Date	Relevant equality Issue <sup>2</sup>	Level of Impact <sup>3</sup>	Full EQIA Needed	Date of Full EQIA (Nov 08- Nov 11)	Review date <sup>4</sup>	Lead Officer	Performance Measure <sup>5</sup>
Financial Advisory Service	30/10/07	None	None	No				
Financial Planning	30/10/07	None	None	No				
Budget monitoring and reporting	30/10/07	None	None	No				
Closure of accounts	30/10/07	None	None	No				
Treasury Management	30/10/07	None	None	No				
Corporate Procurement – letting of corporate contracts	30/10/07	None	None	No				
Corporate Procurement – toolkit	30/10/07	None	None	No				
VAT advice	30/10/07	None	None	No				
Internal audit	07/12/07	None	None	No				

<sup>1</sup> This listing should include a) existing functions, b) functions that will require a review, c) new policies that are to be developed. The Unit's Summary Business Plan and EQIA Registers from 2005 can be used as a guide for existing functions. The latter needs to be checked for accuracy and completeness

<sup>2</sup> Categories: All issues, gender, race, disability, sexual orientation, faith/religious belief, and/or age.

<sup>3</sup> **HIGH/ADVERSE IMPACT, MEDIUM, LOW or DON'T KNOW** – See [Guidance](#) to determine extent of impact that the policy has on the relevant equality issue(s).

<sup>4</sup> Guidance advises at least every three years after the first screening or full EQIA.

<sup>5</sup> See Full EQIA Record

Insurance	19/11/07	None	None	No				
Payroll & Pensions administration	19/11/07	None	None	No				
Creditors	19/11/07	None	None	No				
Collection of Council Tax	19/11/07	BME	LOW	No				
Collection of National Non Domestic Rate	20/11/07	BME	LOW	No				
Collection of other Council Income	19/11/07	None	None	No				
Financial Assessments for Residential Care and Home Care	26/11/07	BME	LOW	No				
National Non Domestic Rate Discretionary Relief Criteria	20/11/07	Faith	LOW	No				
National Non Domestic Rate Hardship Relief Criteria	20/11/07	BME	LOW	No				
Discretionary Housing Payments	26/11/07	BMEALL	LOW	No				
Criteria for granting local discounts on Council Tax	20/11/07	BME	LOW	No				
Anti Fraud and Prosecution and Sanction	26/11/07	BME Disability	LOW	No				
Benefits Take	26/11/07	BME	LOW	No				

Up Strategy								
Collection & Debt Recovery Policy	20/11/07	BME Disability	LOW	No				
Administration / Scanning / PA to SUH / Ordering for Financial Services	19/11/07	None	None	No				
Assessment and payment of benefits	26/11/07	BME	LOW	No				
Bailiff code of practice	20/11/07	BME Disability	LOW	No				
Financial Services - reception	26/11/07	BME Disability Age	LOW	Yes	To link to corporate review of customer service areas			

**This is a living document that should be regularly updated and sent to the [Improvement and Policy Officer – Equalities](#) when updates are made.**