

Appendix B `Initial screening assessment

Subject of assessment:	Stop the Knock Initiative.			
Coverage:	Service specific			
This is a decision relating to:	<input checked="" type="checkbox"/> Strategy	<input type="checkbox"/> Policy	<input type="checkbox"/> Service	<input type="checkbox"/> Function
	<input type="checkbox"/> Process/procedure	<input type="checkbox"/> Programme	<input type="checkbox"/> Project	<input type="checkbox"/> Review
	<input type="checkbox"/> Organisational change	<input type="checkbox"/> Other (please state)		
It is a:	New approach:	<input type="checkbox"/>	Revision of an existing approach:	<input checked="" type="checkbox"/>
It is driven by:	Legislation:	<input type="checkbox"/>	Local or corporate requirements:	<input checked="" type="checkbox"/>
Description:	<ul style="list-style-type: none"> • Key aims, objectives and activities To sign up to the 'stop the knock' campaign to support Council Tax customers. • Statutory drivers (set out exact reference) The Council has a statutory duty to levy and collect Council Tax under the Local Government Finance Act 1992. • Differences from any previous approach The solution is based on the introduction of a completely revolutionised approach to council Tax Collection, through a greater understanding of the route cause for non payment, whilst providing a comprehensive solution designed to encourage payment. • Key stakeholders and intended beneficiaries (internal and external as appropriate) Council Tax customers who are in receipt of Council Tax Reduction or who may be or are deemed as vulnerable. • Intended outcomes. It is intended that the Council continues to maximise its Council Tax collection rate, within a system that provides a significant change designed around support and assistance 			
Live date:	April 2020			
Lifespan:	Not applicable.			
Date of next review:	Not applicable.			

Screening questions	Response			Evidence
	No	Yes	Uncertain	
Human Rights Could the decision impact negatively on individual Human Rights as enshrined in UK legislation?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no concerns that the proposal could impact negatively on human rights. The proposal will provide additional support to those who are in need of financial support. Evidence used to make this assessment includes analysis of the proposal and the modelled impact on customers coupled with the introduction of a pilot that support the process design and consequential outcomes.
Equality Could the decision result in adverse differential impacts on groups or individuals with characteristics protected in UK equality law? Could the decision impact differently on other commonly disadvantaged groups?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Public Sector Equality Duty (PSED) requires that when exercising its functions the Councils must have due regard to the need to:- <ul style="list-style-type: none"> eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act; advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and foster good relations between persons who share a relevant protected characteristic and persons who do not share it. In having due regard to the need to advance equality of opportunity, the Council must consider, as part of a single equality duty: <ul style="list-style-type: none"> removing or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic; taking steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it; and encouraging people who share a protected characteristic to participate in public life or in any other activity in which participation is low. The proposal will positively impact on Council Tax payers who are struggling to meet their statutory obligations around making Council Tax payments through the adoption of the principles that underpin the 'stop the knock' campaign. This will have a positive impact on a number of protected characteristics in particular those experiencing financial difficulties/vulnerable groups. Evidence used to make this assessment includes analysis of the proposal and the modelled impact on customers.
Community cohesion Could the decision impact negatively on relationships between different groups, communities of interest or neighbourhoods within the town?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is no negative impact on community cohesion as a result of these proposals. Evidence used to make this assessment includes analysis of the proposal and the modelled impact on customers.
Next steps: ➡ If the answer to all of the above screening questions is No then the process is completed. ➡ If the answer of any of the questions is Yes or Uncertain, then a Level 2 Full Impact Assessment must be completed.				

* Consult the Impact Assessment further guidance appendix for details on the issues covered by each of these broad questions prior to completion.

Assessment completed by:	Janette Savage	Head of Service: Revenues & Benefits	n/a
Date:	10.3.2020	Date:	n/a