



WEST OXFORDSHIRE  
DISTRICT COUNCIL

### Equality Impact Assessment Form

#### 1. Persons responsible for this assessment:

Names: Mandy Fathers	Telephone: 01285 623571
Date of assessment: 21/11/2025	Email: mandy.fathers@westoxongov.uk

#### 2. Name of the policy, service, strategy, procedure or function:

Procurement of Enforcement Agency for the recovery of council debt

#### 3. Briefly describe its aims and objectives

To enter into a procurement process to contract an external enforcement agency to support the council in its debt collection processes

#### 4. Are there any external considerations? (e.g. Legislation/government directives)

Taking Control of Goods Regulations 2014  
Local Government Finance Act 1992, Local Government Finance Act 1988,  
Breathing Space (The Debt Respite Scheme)

#### 5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	✓ <input type="checkbox"/>	Data from current enforcement agents activities, including complaints
Recent research findings including studies of deprivation	<input type="checkbox"/>	
Results of recent consultations and surveys	<input type="checkbox"/>	



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Results of ethnic monitoring data and any equalities data	<input type="checkbox"/>	
Anecdotal information from groups and agencies within Oxfordshire	<input type="checkbox"/>	
Comparisons between similar functions / policies elsewhere	<input type="checkbox"/>	
Analysis of audit reports and reviews	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

6. Please specify how intend to gather evidence to fill any gaps identified above:

n/a

7. Has any consultation been carried out?

N/A

If NO please outline any planned activities

N/A

8. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	<input type="checkbox"/>
LOW – Few members of the general public/staff will be affected by this proposal	<input checked="" type="checkbox"/>
MEDIUM – A large group of the general public/staff will be affected by this proposal	<input type="checkbox"/>
HIGH – The proposal will have an impact upon the whole community/all staff	<input type="checkbox"/>



9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

*Negative – it could disadvantage and therefore potentially not meet the General Equality duty;*

*Positive – it could benefit and help meet the General Equality duty;*

*Neutral – neither positive nor negative impact / Not sure*

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts	
Age – Young People			✓	Young people are not enforceable by these measures and so, no impact		
Age – Old People			✓	The proposal is inclusive to all ages	Evaluation of the tender and future contract management will use complaints and any other data available to review any disproportionate impact	
Disability			✓	The proposal is inclusive to people with disabilities but is not specific to disability		
Sex – Male			✓	The proposal is inclusive to all gender groups, but it is not specific to gender		
Sex – Female			✓			
Race including Gypsy and Travellers			✓	The proposal is inclusive to people of all races, but it is not specific to race		
Religion or Belief			✓	The proposal is inclusive to people of all religions, but it is not specific to religion		
Sexual Orientation			✓	This proposal is inclusive to all types of sexual orientation, but it is not specific to sexual orientation		
Gender Reassignment			✓	The proposal is inclusive to all gender groups, but it is not specific to gender		
Pregnancy and maternity			✓	The proposal is inclusive to people who are pregnant and/or on maternity, but it is not specific to this group		
Geographical impacts on one area			✓	The proposal is inclusive to the whole of West Oxfordshire district		
Other Groups			✓	This proposal is inclusive to all other groups that are not mentioned		



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<b>Rural considerations:</b> ie Access to services; leisure facilities, transport; education; employment; broadband.			✓	The proposal is inclusive to the whole of West Oxfordshire district	
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10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale
Procurement Exercise	Mandy Fathers/Procurement Team	Other Leads within the other Gloucestershire LA's as this is a joint procurement exercise	Aim to commence January/February 2026 with contract awarded and in place prior to the existing one ending

11. Is there is anything else that you wish to add?

n/a
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**Declaration**

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where an negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the Council and that I/we take responsibility for the completion and quality of this assessment.

Completed By:	Mandy Fathers	Date:	21/11/25
Line Manager:		Date:	21.11.25



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Reviewed by Corporate  
Equality Officer:

Date: 21.11.25