



**Oxfordshire County Council**  
**Equality and Climate Impact Assessment**

November 2021

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## Section 1: Summary details

<b>Directorate and Service Area</b>	Oxfordshire Fire and Rescue Service, Community Safety
<b>What is being assessed</b> (e.g. name of policy, procedure, project, service or proposed service change).	Budget proposal to review process in collection of rent and utility fees from travellers sites, to reduce rent arrears and outstanding payments.
<b>Is this a new or existing function or policy?</b>	This is an existing function within the organisation.
<b>Summary of assessment</b> Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community?  (following completion of the assessment).	This policy is focused on the Gypsy, Roma and Traveller (GRT) communities of the county, who live on council owned Traveller sites. All of OCC's Gypsy and Traveller Service (GTS) residents are from the GRT community
<b>Completed By</b>	Peter Gammond Service Manager OCC Gypsy and Traveller Service
<b>Authorised By</b>	Mike Adcock, Area Manager Oxfordshire Fire and Rescue Service
<b>Date of Assessment</b>	22 <sup>nd</sup> November 2021

## Section 2: Detail of proposal

<p><b>Context / Background</b></p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	<p>OCC GTS have had a debt recovery process since its inception 16 years ago. We have followed this process to recover debts that residents have, be that for rent, electricity or water payments.</p> <p>This process was suspended for the 19-month period of COVID-19 on advice from HM Government, but has now recommenced.</p>
<p><b>Proposals</b></p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>The proposal is to review the current process to make it more robust and increase rent and utility cost recovery. This will involve targeted communication with residents on our council owned Traveller sites, to address their arrears.</p> <p>This proposal has been considered as it seeks to recover costs owed to the council, and work with residents to address any issues that prevent them from tackling the accrued arrears. This proactive process to work with residents enables a holistic approach to supporting members of the community whilst ensuring the targeted income for the council is received.</p>
<p><b>Evidence / Intelligence</b></p> <p>List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that</p>	<p>The Community Law Partnership (CLP) is an independent legal organisation that represents minority groups, including the GRT community. It is one of many support organisations that specialises in legal actions against the GRT community. CLP have had view of our policy and procedures in respect of debts, evictions and other legal actions OCC GTS are involved with. CLP view our policies and procedures as fair to the GRT community</p>

<p>supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.</p>	<p>Our policies are explained to the residents in the Pitch Agreement under the Mobile Homes Act 1983 that our residents sign.</p> <p>Our debt recovery process policy has been reviewed by OCC's Senior Recovery Officer in Corporate Finance; it was found to be fit for purpose.</p> <p>All debt recovery legal work is processed by OCC's legal team.</p> <p>All residents that are subject to the debt recovery process that have children or have welfare issues are subjected to Multi-Agency Safeguarding Hub (MASH) referrals.</p>
<p><b>Alternatives considered / rejected</b></p> <p>Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.</p>	<p>The accrued arrears go back as far as 2010 which need to be recovered, we cannot allow arrears to be written off unless in exceptional circumstances.</p> <p>The current debt recovery process is not appropriate as it does not enable us to successfully recover costs and requires a review to lessen the debt for residents of council owned Travellers sites.</p>

**Section 3: Impact Assessment - Protected Characteristics – see next page**

Protected Characteristic	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Timescale and monitoring arrangements
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This policy is focused on residents from Gypsy, Roma and Traveller communities and the impact of it will result in recovery of costs owed to the council. OCC GTS manage 6 sites (89 plots), the planning approval for all these sites restricts the occupation of the plots to persons from the GRT community only.	This policy seeks to work with residents to find a mutually agreed solution to recover owed utility and rent costs. Residents will be engaged and supported by officers to recover these arrears. This mitigation provides a holistic approach to supporting members of the community whilst ensuring the targeted income for the council is received.	Ongoing
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

<b>Religion or Belief</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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### Section 3: Impact Assessment - Additional Community Impacts

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Timescale and monitoring arrangements
Rural communities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Armed Forces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Areas of deprivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

### Section 3: Impact Assessment - Additional Wider Impacts

<b>Additional Wider Impacts</b>	<b>No Impact</b>	<b>Positive</b>	<b>Negative</b>	<b>Description of Impact</b>	<b>Any actions or mitigation to reduce negative impacts</b>	<b>Timescale and monitoring arrangements</b>
<b>Other Council Services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Providers</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Social Value <sup>1</sup></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

<sup>1</sup> If the Public Services (Social Value) Act 2012 applies to this proposal, please summarise here how you have considered how the contract might improve the economic, social, and environmental well-being of the relevant area

### Section 3: Impact Assessment - Climate Change Impacts

OCC and CDC aim to be carbon neutral by 2030. How will your proposal affect our ability to reduce carbon emissions related to

Climate change impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Timescale and monitoring arrangements
Energy use in our buildings or highways	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Our fleet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Staff travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Purchased services and products (including construction)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Maintained schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

We are also committed to enable Cherwell to become carbon neutral by 2030 and Oxfordshire by 2050. How will your proposal affect our ability to:

Climate change impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Timescale and monitoring arrangements
Enable carbon emissions reduction at district/county level?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

## Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

<b>Review Date</b>	<b>01/11/2022</b>
<b>Person Responsible for Review</b>	<b>Peter Gammond, Service Manager OCC GTS.</b>
<b>Authorised By</b>	<b>Mike Adcock, Area Manager Oxfordshire Fire and Rescue Service.</b>