

## Equality Impact Assessment Form

The Equality Act 2010 includes a public sector equality duty (the 'general duty'), replacing the separate duties on race, disability and gender equality. This came into force on 5 April 2011. The aim of the general duty is to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities. The duty ensures that equality considerations are built into the design of policies and the delivery of services, and that they are kept under review. This will achieve better outcomes for all.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The guidance refers to these three elements as the three 'aims' of the general duty and so when we discuss the general duty we mean all three aims.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The Act describes fostering good relations as tackling prejudice and promoting understanding between people who share a protected characteristic and those who do not. Meeting the duty may involve treating some people more favourably than others, as long as this does not contravene other provisions within the Act.

The following principles are drawn from case law on the previous equality duties, and will continue to be relevant in relation to the new duty. To meet the general duty, a public authority must ensure:

- **Knowledge:** those who exercise its functions (its staff and leadership) are aware of the duty's requirements. Meeting the duty involves 'a conscious approach and state of mind'. Decision-makers should therefore be aware of the implications of the duty when making decisions about their policies and practices.
- **Timeliness:** the duty arises before and at the time that a particular policy is under consideration and a decision is taken. A public authority cannot satisfy the duty by justifying a decision after it has been taken.

- **Meaningful consideration:** consideration of the three aims of the general duty must form an integral part of the decision-making process. This is not a 'tick box' exercise – it must be exercised with rigour, with an open mind in such a way that influences the final decision.
- **Sufficient information:** the decision-maker must consider what information s/he has as well as what further information might be needed to give proper consideration to the general duty.
- **Review:** public bodies must have due regard to the aims of the general duty not only when a policy is developed and decided upon, but also when it is implemented and reviewed. The general duty is a continuing duty.
- **Non-delegation:** Anyone exercising public functions on behalf of a public body is required to meet the duty. This is because the duty rests with the public authority even if they have delegated any functions to another organisation.

The Equality and Human Rights Commission has produced guidance for the performance of the general duty in Wales, known as the specific duties in Wales. The specific duties include guidance on impact assessment and engagement that are both relevant to this process. Copies of the guidance are available on the Commission's website and via the equality section of StaffNet.

An impact assessment is a systematic way of finding out the impact of a policy on different protected groups. Officers who are responsible for policies are required to identify the likely impacts that may result from the introduction of a policy.

This impact assessment form has been developed to ensure that these groups are neither directly nor indirectly discriminated against in the planning and delivery of our services, nor by the decisions that we make.

An equality impact assessment must be carried out at a formative stage so that it is an integral part of the development of the policy, not a later justification of a measure that has already been determined.

How should you assess impact?

1. Identify **the objectives** of your policy and how it will work.
2. Examine local and national **data and research**.
3. Assess **the likely impact** on the protected groups.
4. **Consult and involve** people who are likely to be affected by your policy.
5. Make arrangements to **monitor and review** the impact of your proposal.
6. **Publish** the assessment.

**It is the responsibility of the relevant Head of Service or Operational Manager to ensure that an assessment has been completed for the policy, practice, procedure or decision identified.**

Complete form electronically and return to the Equalities Section:  
[tsgreaves@valeofglamorgan.gov.uk](mailto:tsgreaves@valeofglamorgan.gov.uk). For support, ring: 01446 709446

## Equality Impact Assessment

<b>Title and Description of Policy, Procedure, Practice or Decision (referred to as “policy” throughout form).</b>	<b>Introduction of the 2013/14 Council Tax Reduction Scheme for residents over 70</b>
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**Who is responsible for developing and implementing the policy?**

<b>Name</b>	<b>Nigel T Smith</b>
<b>Job Title</b>	<b>Revenues &amp; Benefits Manager</b>
<b>Directorate</b>	<b>Resources</b>
<b>Division</b>	<b>Financial Services</b>
<b>Assessment Date</b>	<b>13<sup>th</sup> August 2013</b>

### 1. Background and screening:

**Who will be affected by this policy?**

Vale of Glamorgan residents	<b>Yes</b>
Internal department(s) (please state which):	<b>No</b>
Customers/residents in a specific geographical location - Specify location:	<b>No</b>
Specific group of customers	<b>Yes</b>
Specify group(for example, a particular age group or gender, gypsy / traveller children in education, people with dementia)	<b>Yes</b>
Other Please specify:	<b>None</b>

**What research or baseline information do you have about how your service is used by various groups of people?**

The Revenues and Benefits Service administers the Council Tax and Council Tax Reduction Scheme for all eligible residents and claimants within the Vale of Glamorgan. All eligible

residents receive an account each March for the following year or following occupation showing their net liability.

Residents aged 70 or over, identified from an extract taken of the Electoral Register, will receive a notification to apply for a council tax grant and will be asked to confirm their eligibility.

In order to qualify for the assistance the eligibility criteria are:

- Eligible persons must be liable to pay council tax in respect of a chargeable dwelling which is their sole or main residence on the 30th June 2013;
- Eligible persons must be aged 70 years or over on the 30th June 2013;
- Eligible persons must not be in receipt of an award under the Council Tax Reduction Scheme on the 30th June 2013.

The maximum award will be restricted to the lesser of £40.00 per household or the total net council tax liability for the financial year 2013/14 (i.e. after any other reduction or discount).

<b>Will this policy have a significant effect on how services are delivered?</b>		<b>Yes</b>	<b>No</b>
Please detail:	The policy has an effect on the Council Tax liability of approximately 8,500 residents over 70 who pay Council Tax and will have an allowance reducing their overall liability if they are not in receipt of the Council Tax Reduction Scheme and meet the eligible criteria.		

<b>Will this policy have a significant effect on how other organisations operate?</b>		<b>Yes</b>	<b>No</b>
Please detail:	Support Organisations who primarily deal with older residents and claimants will be affected by this policy change as they advise customers who may qualify for this assistance. They will need to assist Residents who meet the eligibility criteria to claim the maximum level of assistance available in each case.		

<b>Does the policy involve a significant commitment of resources?</b>		<b>Yes</b>	<b>No</b>
Please detail:	The policy requires the Council to administer the reduction to approximately 8,500 residents which it currently does not administer. This requires a significant increase in the resources needed to administer this Council Tax grant.		

<b>Does the policy relate to an area where there are known inequalities (for example, disabled peoples' access to public transport, the gender pay gap, racist or homophobic bullying in schools, educational attainment of Gypsies and Travellers)?</b>		<b>Yes</b>	<b>No</b>
Please detail:	The policy affects all residents over 70 equally who meet the relevant criteria within the statutory regulations and does not affect a specific group that may suffer inequality.		

<b>What are the intended outcomes of the policy (outcomes to be specific, measurable, achievable, results oriented, time-based)?</b>		<b>Yes</b>	<b>No</b>

Please detail:	The outcomes are to administer the Council Tax Over 70 reduction scheme in line with statutory regulations in 2013/14. To maximise the reduction granted to each eligible resident within the allocated budget for the 2013/14 financial year.
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<b>How will these be measured?</b>	
Please detail:	Measurement will be the number of residents who apply to receive this reduction during 2013/14, following receipt of the signed application form.

<b>Will the policy impact upon other policies or practices?</b>		<b>Yes</b>	<b>No</b>
Please detail:	The policy does not affect any other protected group, as all residents are treated equally within the statutory regulations.		

<b>What data or research is available on the policy (for example, statistics, survey results, best practice advice)?</b>		<b>Yes</b>	<b>No</b>
Please detail:	The Electoral Register holds data regarding those persons over 70. An extract has been provided from the Electoral Register which shows 15,000 over 70's residing in the Vale. This data includes 3,500 duplications where 2 persons reside at the same address but only one application is required or where the property is a home. A further extract of the Council Tax system has provided information that 3,000 residents exist where the liable person is in receipt of Council Tax Reduction Scheme. This leaves 8,500 residents who will receive and application and who may qualify if the relevant criteria is met		

<b>Are there any gaps in data which necessitate further research or consultation?</b>		<b>Yes</b>	<b>No</b>
Please detail:	The data has been taken from the latest Electoral Register where residents have indicated that they are 70 years of age or over. This has been collated with the list of those residents in receipt of Council Tax Reduction Scheme who are not entitled to this grant following relevant the criteria		

<b>Is there any evidence that there are different levels of service uptake for different protected groups, for example, do men use the policy more than women?</b>		<b>Yes</b>	<b>No</b>
Please detail:	There grant is aimed at those residents of the Vale who are aged 70years and over on the 30 <sup>th</sup> June 2013. The protected age group will benefit from the grant by reducing their liability to Council Tax if they are not in receipt of Council Tax Reduction Scheme. Those receiving Council Tax Reduction due to low income will benefit from a separate national scheme compiled by the Welsh Government which will run in parallel with the Councils local scheme. Otherwise the policy affects all residents equally within the statutory regulations and does not affect any specific group that may suffer inequality.		

<b>Is there any evidence that there are barriers that might exclude any of the protected groups from accessing the policy?</b>		<b>Yes</b>	<b>No</b>
Please detail:	The relevant criteria to receive this grant qualify the protected age group. No other protected group can qualify for this grant as it is expressly to assist those over 70 years of age who are not in receipt of Council Tax Reduction Scheme. Otherwise the policy affects all residents equally within the statutory regulations and does not affect another specific group that may suffer inequality.		

<b>If there are no barriers, what is your evidence to support this</b>	
Please detail:	The policy affects all over 70 residents not in receipt of Council Tax Reduction Scheme equally within the statutory regulations and does not affect another specific group that may suffer inequality. The reduction is intended to assist those persons who by application decide they require a Council Tax grant and meet the relevant criteria.

<b>Is there evidence that any of the protected groups will have different needs or priorities with regard to the proposed policy?</b>		<b>Yes</b>	<b>No</b>
Please detail:	The policy affects all over 70 residents not in receipt of Council Tax Reduction Scheme equally within the statutory regulations and does not affect another specific group that may suffer inequality. The reduction is intended to assist those persons who by application decide they require a Council Tax grant and meet the relevant criteria.		

<b>Is there any evidence that the policy could discriminate, directly or indirectly, against people in any of the protected groups?</b>		<b>Yes</b>	<b>No</b>
Please detail:	The policy affects all over 70 residents not in receipt of Council Tax Reduction Scheme equally within the statutory regulations and does not affect another specific group that may suffer inequality. The reduction is intended to assist those persons who by application decide they require a Council Tax grant and meet the relevant criteria.		

<b>Can anything be done further to promote equality of opportunity by altering the policy?</b>		<b>Yes</b>	<b>No</b>
Please detail:	The policy affects all over 70 residents not in receipt of Council Tax Reduction Scheme equally within the statutory regulations and does not affect another specific group that may suffer inequality. The reduction is intended to assist those persons who by application decide they require a Council Tax grant and meet the relevant criteria.		

## **1. Objectives**

## What are the objectives of the policy/practice being developed or reviewed?

The objective of the policy is to assist those residents in the Vale who does not receive Council Tax Support to help with their Council Tax liability for 2013/14. The scheme is administered in accordance with the provisions contained in the Local Government Finance Act 1992 which gives the duty to a billing authority to collect and enforce the Council Tax, which is a chargeable Tax banded on the capital value of a property and to which specific discounts and exemptions apply.

This Equality Impact Assessment considers the delivery of the service and the effects on those persons or organisations by the introduction of a Council Tax Over 70 Reduction Scheme in accordance with s13A Local Government Act 1992 as amended

An equality impact assessment (EqIA) is a statutory process that helps public authorities make sure that their policies, and the ways that they carry out their functions, do what they are intended to do for everybody. Carrying out an EqIA involves systematically assessing the likely (or actual) effects of policies on people in respect of disability, gender, sexuality (including gender identity), age, Welsh language, and racial equality. This includes looking for opportunities to promote equality that may have previously been missed or could be better used, as well as assessing negative or adverse impacts that can be removed or mitigated, where possible. If any negative or adverse impacts amount to unlawful discrimination, they must be removed.

The aims of the policy relate to addressing equality issues:

1. To ensure that all eligible residents are able to engage equally.
2. To give all residents the opportunity to engage in ways and at the level they want and are comfortable with.

## 2. Relevance

Where, as a result of the above screening, the officer responsible for the policy believes that an equality impact assessment is not relevant, they should initially discuss this with the Council's equalities coordinator, and record and explain the decision.

Is an equality impact assessment relevant to this policy?		Yes	No
Please detail evidence:	An Equality Impact Assessment is essential as this policy affects a specific category of residents of the Council. The policy is administered within statutory regulations and within specified criteria.		

## 3. Gender

Will the policy/practice have a **negative impact** directly or indirectly on different genders?

**The Service does not have an effect on the Gender of its customers.**

No primary Council Tax legislation or policy refers to different Genders

<b>Will the policy have a negative impact, directly or indirectly, on women or men?</b>	<b>Yes</b>	<b>No</b>
Please detail evidence:	The policy affects all residents equally within the statutory regulations and does not affect a specific gender group that may suffer inequality.	

<b>Will the policy have a positive impact, directly or indirectly, on women or men?</b>	<b>Yes</b>	<b>No</b>
Please detail evidence:	The policy affects all residents equally within the statutory regulations and does not affect a specific gender group that may suffer inequality.	

<b>Will the policy have no gender-specific impact?</b>	The policy affects all residents equally within the statutory regulations and does not affect a specific gender group that may suffer inequality.	
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<b>What action can you take to mitigate against any negative impact, and/or to have a more positive impact on men or women?</b>	Not Applicable	
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#### **4. Race**

People from different black and minority ethnic communities may use Council services differently (for example will women from certain minority communities use the Council's swimming pool more often if same sex swimming arrangements are in place).

<b>The Service does not have an effect the Race, colour, nationality (including citizenship) or ethnic or national origin(s) of its customers.</b>
No primary Council Tax legislation or policy refers to different Races, colour, nationality (including citizenship) or ethnic or national origin(s)?

<b>Will the policy have a negative impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?</b>	<b>Yes</b>	<b>No</b>
Please detail evidence:	The policy affects all residents equally within the statutory regulations and does not affect a specific race group that may suffer inequality.	

<b>Will the policy have a positive impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?</b>	<b>Yes</b>	<b>No</b>
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Please detail evidence:	The policy affects all residents equally within the statutory regulations and does not affect a specific race group that may suffer inequality.
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<b>Will the policy have a no impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?</b>	The policy affects all residents equally within the statutory regulations and does not affect a specific race group that may suffer inequality.
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<b>Will the policy have a no impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?</b>	Not Applicable
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**5. Disability /Protected Characteristic**

**A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.**

<b>The Service does not affect any disability/protected characteristic of its customers.</b> No primary Council Tax legislation or policy refers to different disabilities/protected characteristics
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<b>Will the policy have a negative impact, directly or indirectly, on disabled people?</b>	<b>Yes</b>	<b>No</b>
Please detail evidence:	The policy affects all residents equally within the statutory regulations and does not affect a specific disabilities/protected group that may suffer inequality.	

<b>Will the policy have a positive impact, directly or indirectly, on disabled people?</b>	<b>Yes</b>	<b>No</b>
Please detail evidence:	The policy affects all residents equally within the statutory regulations and does not affect a specific disabilities/protected group that may suffer inequality.	

<b>Will the policy have a no impact, directly or indirectly, on disabled people?</b>	The policy affects all residents equally within the statutory regulations and does not affect a specific disabilities/protected group that may suffer inequality.
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<b>What action can you take to mitigate against any negative impact, and/or to have a more positive impact on disabled people?</b>	Not Applicable
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## 6. Welsh language

<b>The Service does not have an effect on the language preference of its customers.</b> No primary Council Tax legislation or policy refers to the Welsh language
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<b>Will the policy have a negative impact, directly or indirectly, on the Welsh language?</b>	<b>Yes</b>	<b>No</b>
Please detail evidence: The policy affects all residents equally within the statutory regulations and does not affect a specific Welsh language group that may suffer inequality.		

<b>Will the policy have a positive impact, directly or indirectly, on the Welsh language?</b>	<b>Yes</b>	<b>No</b>
Please detail evidence: The policy affects all residents equally within the statutory regulations and does not affect a specific Welsh language group that may suffer inequality.		

<b>Will the policy have a no impact, directly or indirectly, on the Welsh language?</b>	The policy affects all residents equally within the statutory regulations and does not affect a specific Welsh language group that may suffer inequality.
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<b>What action can you take to mitigate against any negative impact, and/or to have a more positive impact on the Welsh language?</b>	Not Applicable
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## 7. Age

**The Service does not have an effect the Age of its customers.**

No primary Council Tax legislation or policy refers to different Age Groups

**Will the policy have a negative impact, directly or indirectly, on different age groups (e.g. people over 50, people under 16)?**

**Yes**

**No**

Please detail evidence:

The policy positively affects all residents aged 70 and over, not in receipt of Council Tax Reduction Scheme, equally within the statutory regulations and does not affect another specific group that may suffer inequality. The reduction is intended to assist those persons who by application decide they require Council Tax reduction and meet the relevant criteria.

**Will the policy have a positive impact, directly or indirectly, on different age groups?**

**Yes**

**No**

Please detail evidence:

The policy positively affects all residents aged 70 and over, not in receipt of Council Tax Reduction Scheme, equally within the statutory regulations and does not affect another specific group that may suffer inequality. The reduction is intended to assist those persons who by application decide they require Council Tax reduction and meet the relevant criteria.

**Will the policy have no impact, directly or indirectly, on different age groups?**

The policy positively affects all residents aged 70 and over, not in receipt of Council Tax Reduction Scheme, equally within the statutory regulations and does not affect another specific group that may suffer inequality. The reduction is intended to assist those persons who by application decide they require Council Tax reduction and meet the relevant criteria.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact on people of different age groups?**

None

## 8. Religion, belief or non-belief

**The Service does not have an effect the Religious beliefs of its customers.**

No primary Council Tax legislation or policy refers to different Religious Beliefs

<b>Will the policy have a negative impact, directly or indirectly, on people with different religions, beliefs or non-beliefs?</b>		<b>Yes</b>	<b>No</b>
Please detail evidence:	The policy affects all residents equally within the statutory regulations and does not affect a specific Religious Beliefs group that may suffer inequality.		

<b>Will the policy have a positive impact, directly or indirectly, on people with different religions, beliefs or non-beliefs?</b>		<b>Yes</b>	<b>No</b>
Please detail evidence:	The policy affects all residents equally within the statutory regulations and does not affect a specific Religious Beliefs group that may suffer inequality.		

<b>Will the policy have no impact, directly or indirectly, on people with different religions, beliefs or non-beliefs?</b>	The policy affects all residents equally within the statutory regulations and does not affect a specific Religious Beliefs group that may suffer inequality.		
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<b>What action can you take to mitigate against any negative impact, and/or to have a more positive impact for people with different religions, beliefs or non-beliefs?</b>	Not Applicable		
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**9. Sexual orientation**

<b>The Service does not have an effect on the Sexual Orientation of its customers.</b> No primary Council Tax legislation or policy refers to different Sexual Orientations			
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<b>Will the policy have a negative impact, directly or indirectly, on lesbians, gays, bisexuals or heterosexual people?</b>		<b>Yes</b>	<b>No</b>
Please detail evidence:	The policy affects all residents equally within the statutory regulations and does not affect a specific Sexual Orientation group that may suffer inequality.		

<b>Will the policy have a positive impact, directly or indirectly, on lesbians, gays, bisexuals or heterosexual people?</b>		<b>Yes</b>	<b>No</b>
Please detail evidence:	The policy affects all residents equally within the statutory regulations and does not affect a specific Sexual Orientation group that may suffer inequality.		

<b>Will the policy have no impact, directly or indirectly, on lesbians, gays, bisexuals or heterosexual people?</b>	The policy affects all residents equally within the statutory regulations and does not affect a specific Sexual Orientation group that may suffer inequality.		
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<b>What action can you take to mitigate against any negative impact, and/or to have a more positive impact for lesbians, gays, bisexuals or heterosexual people?</b>	Not Applicable		
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## **10. Gender Reassignment**

<b>The Service does not have an effect on the Gender Reassignment of its customers.</b>			
No primary Council Tax legislation or policy refers to different Gender Reassignment			

<b>Will the policy have a negative impact, directly or indirectly, on transgender people?</b>		<b>Yes</b>	<b>No</b>
Please detail evidence:	The policy affects all residents equally within the statutory regulations and does not affect a specific Gender Reassignment group that may suffer inequality.		

<b>Will the policy have a positive impact, directly or indirectly, on transgender people?</b>		<b>Yes</b>	<b>No</b>
Please detail evidence:	The policy affects all residents equally within the statutory regulations and does not affect a specific Gender Reassignment group that may suffer inequality.		

<b>Will the policy have no impact, directly or</b>	The policy affects all residents equally within the statutory regulations and does not affect a specific Gender Reassignment		
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<b>indirectly, on transgender people?</b>	group that may suffer inequality.
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<b>What action can you take to mitigate against any negative impact, and/or to have a more positive impact for transgender people?</b>	Not Applicable
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### 11. Pregnancy and maternity

<b>The Service does not have an effect on the pregnancy or maternity of its customers.</b> No primary Council Tax legislation or policy refers to different pregnancy or maternity
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<b>Will the policy have a negative impact, directly or indirectly, on women during pregnancy or maternity?</b>	<b>Yes</b>	<b>No</b>
Please detail evidence:	The policy affects all residents equally within the statutory regulations and does not affect a specific pregnancy or maternity group that may suffer inequality.	

<b>Will the policy have a positive impact, directly or indirectly, on women during pregnancy or maternity?</b>	<b>Yes</b>	<b>No</b>
Please detail evidence:	The policy affects all residents equally within the statutory regulations and does not affect a specific pregnancy or maternity group that may suffer inequality.	

<b>Will the policy have no impact, directly or indirectly on women during pregnancy or maternity?</b>	The policy affects all residents equally within the statutory regulations and does not affect a specific pregnancy or maternity group that may suffer inequality.	
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<b>What action can you take to mitigate against any negative impact, and/or to have a more impact for women during pregnancy or maternity?</b>	Not Applicable
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## 12. Consultation and involvement

What arrangements have been made to consult with?

- men/women/parents/carers
- the black and minority ethnic community (including asylum seekers, refugees, economic migrants)
- people with disabilities / impairments (sensory, physical, learning, medical etc)
- the Welsh speaking community
- other 'hard to reach' or vulnerable groups (e.g. young/older people, low income families)

**What consultation and involvement activities have taken place? (for example focus groups, public surveys, public meeting, etc.)**

Please detail: The Council made a commitment to assist those residents who paid Council Tax, but who did not receive Council Tax Reduction Scheme, to award a grant. The Council has made residents aware of its previous commitment to this reduction by using the cost effective method of sending applications to those identified as meeting the relevant criteria from internal records.

**What arrangements have been made to consult and involve people and organisations representing the protected characteristics, which have been identified as potentially being affected by the policy? (for example men, women, parents, carers, the black and minority ethnic community (including asylum seekers, refugees, economic migrants), disabled people, the Welsh speaking community, the lesbian, gay and bisexual community, transgender people, different faith groups, etc.)**

Please detail: We are asking specific stakeholders to consider the equality impact of the implementation of an Over 70 Council Tax Reduction Scheme. The Council welcomes their opinion on this policy and would appreciate their feedback to inform its duty to promote equality.

- In your opinion should the Council offer this grant/support?
- Please tell us how this grant/support will affect the services you provide
- Please tell us how this grant/support will affect how you operate your services
- Will the grant/support require a significant commitment of your resources?
- How will the grant/support have an effect on a specific group that you represent?
- Would you like to make any other comments about the grant/support?

**How have the results of the consultation been implemented?**

Please detail: No consultee commented on the proposal. It should be obvious as this is a positive step by the Council to assist those over 70 with their Council Tax liability that all consultees welcomed the proposed grant, its level and the intended recipients. It should be considered that the consultees must have been satisfied that the grant is fair and equitable. Any future feedback will advise the Council and any further similar grant is wishes to make.

### 13. Monitoring

**What monitoring data do you intend to collect? (for example the number of disabled people using your service)**

Please detail: The Revenue Section will collate the applications giving the number of eligible residents who wish to receive this reduction and then administering the grant.

**How often will you analyse and report this data?**

Please detail: The data will be analysed following completion of the mailshot of applications and any views the residents have on the effect of this policy.

**Where will you publish the report on this data?**

Please detail: Outcomes will be reported to Council and published on the Council's Website.

### 14. Publication of policy

**How will you publish and publicise the policy to ensure equality of access to this information (including raising awareness with minority groups, producing information in accessible formats, etc.)?**

Please detail: An application form will be sent to all eligible residents identified from the Electoral Register as meeting the relevant criteria to receive this reduction not including those in receipt of Council Tax Support. The Council has made residents aware of its commitment previously to this reduction and is now using a cost effective method of sending applications to those identified as meeting the relevant criteria from internal records.

### 15. Further action

**Any recommendations for action that you plan to take as a result of this impact assessment (listed in the sections above) should be included in your Team Plan or Departmental Service Plan.**

Please detail: The effect of the reduction will be monitored through the financial year and will be included in the Team Plan and Service Plan where recommendations have been made in light



of the policy.

## 16. Outcome

**An equality impact assessment may have four possible outcomes, though more than one may apply to a single policy. Please indicate the relevant outcome of the impact assessment below.**

<b>No major change</b> – the impact assessment demonstrated that the policy was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.	<b>Yes</b>
<b>Adjust the policy</b> – the impact assessment identified potential problems or missed opportunities. The policy was adjusted to remove barriers or better promote equality.	<b>No</b>
<b>Continue the policy</b> – the impact assessment identified the potential for adverse impact or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant policies.)	<b>No</b>
<b>Stop and remove the policy</b> – the impact assessment identified actual or potential unlawful discrimination. The policy was stopped and removed, or changed	<b>No</b>

This equality impact assessment must be authorised by the relevant Head of Service or Operational Manager.

Approved by (name)	<b>Clive Teague</b>
Job Title	<b>Head of Finance</b>
Date	<b>13<sup>th</sup> August 2013</b>

## 18. Completed Impact Assessments:

**A copy of this form must be sent to the Equalities Coordinator for publication on the Council's website.**