

# Equality Impact Assessment Form

**Please ensure that you refer to the 'Equality Impact Assessment Guidance' while completing this form. If you would like further guidance please contact the Equalities Officer or Equalities Team**

<b>Details</b>
Name of Initiative to be assessed: Revised Section 13a Discretionary Relief Policy 2018/19
Name of responsible officer: Mike Parry
Group/Directorate: Customer Services (Place & Transformation).
Service Area: Revenues
Date: 15 <sup>th</sup> May 2018

**(a) WHAT ARE YOU ASSESSING FOR IMPACT ?**

Service/ Function <input type="checkbox"/>	Policy/ Procedure <input checked="" type="checkbox"/>	Project <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>	Proposal <input type="checkbox"/>	Information/ Position statement <input type="checkbox"/>
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**(b) Please name and describe below**

Revised Council Tax Discretionary Relief Policy under S13a of the Local Gov't Finance Act 1992 to specify care leavers as a specific class under the Act.

**(c) IS THE DELIVERY OF THIS INITIATIVE AFFECTED BY LEGISLATION OR OTHER DRIVERS SUCH AS CODES OF PRACTICE?**

**If so, please identify what and how?**

Yes – The initiative is subject to and relies upon Section 13a of the Local Gov't Finance Act for implementation.

**(d) Does the initiative directly affect service users, employees or the wider community?**

Yes  Continue assessment  
 No  No need to continue screening or carry out an EqIA

**Screening/Relevance Test: Is an equality impact assessment required?**

*Screening is used to decide whether the initiative you are responsible for has a high or medium negative impact on any of the protected groups and will require a full EqIA. Please highlight the positive impact the decision will have on the protected characteristics.*

What will be the effect on :-

Protected Characteristic	Impact? <i>Include Positive and Negative</i>
Age	Positive impact on care leavers between the ages of 18 and 25 if the scheme were approved. Young Care leavers are a particularly vulnerable group with significant risk of falling into debt as they transition from care into adulthood.
	N/A

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Disability	
Gender Reassignment	N/A
Marriage & Civil Partnership	N/A
Pregnancy and Maternity	N/A
Race	N/A
Religion or Belief	N/A
Sex	N/A
Sexual orientation	N/A
Carers	N/A
Welsh Language	N/A

**If after completing the EqlA screening/relevance test you determine that this service/function/policy/project is not relevant for an EqlA you must provide adequate explanation below (Please use additional pages if necessary).**

The impact is positive and purely of a financial nature. The policy will go some way to address certain financial vulnerabilities experienced by Care leavers between the specified ages.

**Are you happy that you have sufficient evidence to justify your decision?**

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Yes ...  ..... No .....

**Signed\_**



**Position: \_Revenues & Benefits Manager**

**N.B. If the initial screening process has identified actual or potential high or medium negative impact on a particular group or groups then you MUST carry out a full EqlA.**

### **Full Equality Impact Assessment**

*You should use the information gathered at the screening stage to assist you in identifying possible negative/adverse impact, including positive impact, and clearly identify which protected groups are affected.*

In terms of any disproportionate / negative / adverse impact that the proposal may

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have on a protected group, what steps (if any) could be taken to reduce that impact for each group identified. Attach a separate action plan if necessary.

If ways of reducing the impact have been identified but are not possible, please explain why they are not possible.

Please highlight positive impacts and actions that have been identified as a result of the assessment process.

### Evidence Sources

(i) Give details of any data or research that has led to your reasoning above, in particular, the sources used for establishing the demographics of service users.

(ii) Give details of how you have engaged with service users on the proposals and steps to avoid any disproportionate impact on a protected group and how you have used any feedback to influence your decision.

Are you satisfied that the engagement process complies with the requirements of the Statutory Equality duties?

**Decision Log** – (detail how Elected Members and Senior Managers have been involved in the decision process (give dates of key meetings and decisions made)

### Review

**Date of Next Review:**

N/A.

**If review is not required, explain why.**

Policy re Care leavers will not need reviewing unless legislation changes.

**Approved by: M Parry**

**Signature:**

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**Job Title:**  
**Revenue and Benefits Manager**

**Approval date: 15/05/2018**

**Date of Update: 15/05/2018**

**Update recording**