



Equality Impact Assessment Form

Equality Impact Assessment Guidance and Template February 2017

1. Persons responsible for this assessment:

Names: Mandy Fathers	
Date of assessment: 11.12.18	Telephone: 01285 623571 Email: mandy.fathers@publicagroup.uk

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

Section 13A Council Tax Discretionary Policy
Is this a new or existing one? Amended Policy

3. Briefly describe its aims and objectives

<p>To ensure that all council tax payers are treated equally if they make an application to reduce the amount of council tax they are required to pay under Section 13A of the Local Government Finance Act 1992, as amended.</p> <p>To ensure that before making a decision in respect of an individual that their particular circumstances have been considered at each stage in the process</p> <p>To ensure that the council tax is spent in the most efficient and effective way for the council and its council tax payers.</p>

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

Legislation as detailed within section 13A of the Local Government Finance Act as amended by Section 76 of the Local Government Act 2003
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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"/>	
Recent research findings including studies of deprivation	<input type="checkbox"/>	

Results of recent consultations and surveys	<input type="checkbox"/>	
Results of ethnic monitoring data and any equalities data	<input type="checkbox"/>	
Anecdotal information from groups and agencies within Gloucestershire	<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?

No consultation has taken place as this policy is required in order to comply with Section 13A of the Local Government Finance Act

If NO please outline any planned activities

Consultation for comments with internal officers, senior managers and the relevant portfolio holder

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 checked="" type="checkbox"/> v
LOW – Few members of the general public/staff will be affected by this proposal	<input 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"/>
Comments: e.g. Who will this specifically impact?	

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			√	There is no evidence that this policy would impact on this age group in any way because of this characteristic. However any person unable to complete the application form will be offered assistance from the Revenues Team in completing the form and also be signposted to outside agencies such as Money Advice Service	
Age – Old People			√	There is no evidence that this policy would impact on this age group in any way because of this characteristic. However any person unable to complete the application form will be offered assistance from the Revenues Team in completing the form and also be signposted to outside agencies such as Age Concern, Money Advice Service	
Disability			√	There is no evidence that this policy would impact on people in any way because of this characteristic. However any person unable to complete the application form will be offered assistance from the Revenues Team in completing the form and also be signposted to outside agencies such as Disability Network, Citizens Advice Bureau	
Sex – Male			√	There is no evidence that this policy would impact on people in any way because of this characteristic.	
Sex – Female			√	There is no evidence that this policy would impact on people in any way because of this characteristic.	
Race including Gypsy and Travellers			√	There is no evidence that this policy would impact on people in any way because of this characteristic.	
Religion or Belief			√	There is no evidence that this policy would impact	



				on people in any way because of this characteristic.	
Sexual Orientation			√	There is no evidence that this policy would impact on people in any way because of this characteristic.	
Gender Reassignment			√	There is no evidence that this policy would impact on people in any way because of this characteristic.	
Pregnancy and maternity			√	There is no evidence that this policy would impact on people in any way because of this characteristic.	
Geographical impacts on one area			√	There is no evidence that this policy would impact on people in any way because of this characteristic.	
Other Groups			√	There is no evidence or research available. This policy is based on nationally applicable legislation and it covers all applicants who must all meet a set of standards and criteria intended to ensure that evidence of hardship justifies a reduction in council tax liability.	
Rural considerations: ie Access to services; leisure facilities, transport; education; employment; broadband.			√	There is no evidence that this policy would impact on people in any way because of this characteristic	

10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale

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

n/a



Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where a 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	Role:	Business Manager	Date:	11.12.18
Line Managers signature:				Date:	
Reviewed by Corporate Equality Officer Group (Forest Only):				Date:	

Please forward an electronic copy to;
Cheltenham;
Cotswold and West Oxfordshire;
Forest of Dean; Corporate Support Team – corporatesupport@fdean.gov.uk.

