

Equality Impact Assessment Form

Screening

Name of Strategy, Project or Policy
Council Tax Penalty Policy

Officer completing assessment
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Tel: x5319

Main purpose of the strategy/project/policy
Ensuring that we have a clear policy stating how and when we will impose Council Tax penalties.

Main activities of the project/policy - for strategies list main policy areas
Imposing penalties on persons who fail to provide information or give false information in relation to Council Tax discounts, exemptions or liabilities.

Main beneficiaries of the strategy/project/policy
Residents of Exeter as the policy protects Council Tax revenue, supports an accurate database where discounts and exemptions are applied fairly and gives a clear message that information requested must be accurate and provided on time.

Negative / Positive Impact on target groups				
		Positive impact	Negative impact	Reason
Gender	Women	<input type="checkbox"/>	<input type="checkbox"/>	Recognition of protected characteristics in the administration of the Council Tax Penalties Policy
	Men	<input type="checkbox"/>	<input type="checkbox"/>	As above
Race	Asian or Asian British	<input type="checkbox"/>	<input type="checkbox"/>	Recognition of protected characteristics in the administration of the Council Tax Penalties Policy
	Black or black British	<input type="checkbox"/>	<input type="checkbox"/>	As above
	Mixed race	<input type="checkbox"/>	<input type="checkbox"/>	As above

	Irish	<input type="checkbox"/>	<input type="checkbox"/>	As above
	White	<input type="checkbox"/>	<input type="checkbox"/>	As above
	Chinese and other minority ethnic communities not listed above	<input type="checkbox"/>	<input type="checkbox"/>	As above
	Gypsies/travellers	<input type="checkbox"/>	<input type="checkbox"/>	As above
Disability	Physical	<input type="checkbox"/>	<input type="checkbox"/>	Recognition of protected characteristics in the administration of the Council Tax Penalties Policy
	Sensory	<input type="checkbox"/>	<input type="checkbox"/>	As above
	Learning	<input type="checkbox"/>	<input type="checkbox"/>	As above
	Mental health issues	<input type="checkbox"/>	<input type="checkbox"/>	As above
Sexuality	Lesbians, gay men and bisexuals	<input type="checkbox"/>	<input type="checkbox"/>	Recognition of protected characteristics in the administration of the Council Tax Penalties Policy
Gender Identity	Trans	<input type="checkbox"/>	<input type="checkbox"/>	Recognition of protected characteristics in the administration of the Council Tax Penalties Policy
Age	Age 60 +	<input type="checkbox"/>	<input type="checkbox"/>	Recognition of protected characteristics in the administration of the Council Tax Penalties Policy
	Ages 1-16 and 17-25	<input type="checkbox"/>	<input type="checkbox"/>	Recognition of protected characteristics in the administration of the Council Tax Penalties Policy
Belief	Faith groups	<input type="checkbox"/>	<input type="checkbox"/>	Recognition of protected characteristics in the administration of the Council Tax Penalties Policy
Equal opportunities and /or improved relations		<input type="checkbox"/>	<input type="checkbox"/>	Recognition of protected characteristics in the administration of the Council Tax Penalties Policy

Notes:

- Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs, Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.
- The categories used in the Race section are those used in the 2001 census. Consideration should be given to the needs of specific communities within the broad categories such as Bangladeshi people and to the needs of other communities such as Turkish/Turkish Cypriot, Greek/Greek Cypriot, Italian and Polish that do not appear as separate categories in the census.

Where you have indicated a negative impact - is that impact:

- Legal: *i.e. not discriminatory under anti-discriminatory legislation*
- Intended:
- Level of impact high:

If you have ticked the above boxes complete section below

Could you minimise or remove any negative impact that is of low significance?

Explain:

Could you improve the strategy, project or policy's positive impact?

Explain:

If there is no evidence that the strategy, policy or project promotes equality, equal opportunities or improved relations – could it be adapted so that it does

How:

Do you have data which monitors the impact of the policy on minority groups?

If not, explain how you intend to continue monitoring the impact of this strategy, policy or project:

The effectiveness of this policy will be monitored through the following outcomes:

- Collection rate
- Levels of arrears at each recovery stage
- Effectiveness of contact methods
- Complaints
- Equality impact
- Internal practice review

Signature: Jayne Hanson

Date: 21.12.2015

Keep a copy and send one to the Director of Corporate Services

Section Two

Full Assessment

Name of strategy, project or policy: Council Tax Penalty Policy
Date: December 2015

PART A

Question 1	
Reviewing section one of the EQIA, in what areas are there concerns that the strategy, policy or project could have a negative impact?	
Gender	<input type="checkbox"/>
Race	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Sexuality/Transgender	<input type="checkbox"/>
Age	<input type="checkbox"/>
Faith	<input type="checkbox"/>

Question 2
Summarise the likely negative impacts: It is not anticipated that this policy will have any negative impacts on any group defined above. The policy is intended to promote fair and consistent treatment of all customers, but does impose penalties on those who without good reason have failed to comply with a request for information, or have knowingly provided false information in relation to a Council Tax exemption, discount or liability, including those with protected characteristics

Question 3	
<ul style="list-style-type: none">• Previous or planned consultation on this topic/policy area/project with groups/individuals from equality target groups• Where consultation has taken place - indications about negative impact of this strategy, project or policy?	
Equality target groups	Summary of consultation carried out or planned
Women	None
Black & minority ethnic communities	None
Disabled	None
Lesbians, gay men, bisexuals or trans	None
Older people	None
Young people/children	None

Faith groups	None
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Question 4
<p>What consultation has taken place/or is planned with Council staff – including staff that have, or will have, direct experience of implementing the strategy/ policy/ working on the project? Full training and discussion on the practical implementation and decision making in respect of this policy will take place, once the policy is approved by members.</p>

Question 5	
<p>Check that research /studies/reports concerning the equality target groups and the likely impact have been used to plan the project and guide it or indicate what research you intend to carry out.</p>	
Equality target groups	Title/type/details of report/research
Women	
Black and minority ethnic communities	
Disabled people	
Lesbians, gay men, bisexuals or trans people	
Older people	
Young people/children	
Faith groups	

Question 6
<p>If there are gaps in your previous or planned consultation and research, are there any experts/relevant groups that can be contacted to get further views or evidence on the issues. YES <input type="checkbox"/></p> <p><i>List them and explain how you will obtain their views</i></p> <p>NO <input type="checkbox"/></p>

PART B

Complete this section when consultation and research has been carried out

Question 7
<ul style="list-style-type: none"> As a result of this assessment and available evidence collected, including consultation, state whether there will need to be any changes made/planned to the policy, strategy or project.

- As a result of this assessment and available evidence is it important that the Council commissions specific research on this issue or carry out monitoring/ data collection?

You may wish to put this information directly onto the action sheet at the end of this form

Question 8

Will the changes planned ensure that negative impact is:

Legal?
i.e. not discriminatory, under anti-discriminatory legislation

Intended?

Low impact?

Question 9

a) Have you set up a monitoring/evaluation/ review process to check the successful implementation of the strategy, project or policy?

YES NO

b) How will this monitoring/evaluation further assess the impact on the equality target groups/ensure the strategy/project/policy is non-discriminatory?

Details:

The effectiveness of this policy will be monitored through the following outcomes and where possible data on the impact on equality target groups will be gathered: the number and characteristics of those a fine is imposed against. The monitoring and gathering of information on decisions on cases where no fine is imposed including characteristic data.

Complete the action form below, sign the EQIA, retain a copy and send a copy of the full EQIA, including the Action Plan, to the Director of Corporate Services

Signature

Completing Officer: Jayne Hanson

Date: 18.12.2015

Equality Impact Assessment Action Plan

List any recommendations for action that you plan to take as a result of this impact assessment.

Issue	Action required	Lead officer	Timescale	Resource implications	Comments
EQIA monitoring & evaluation measures	Need to be established	Kevin Hughes	March 2016	None/dependant on monitoring systems available	Monitoring against equality impact may be limited to system data & collation

					available