

Equality Impact Assessment Form



Directorate: Transformation & Resources

Service: Revenues and Benefits

Completed by: Estelle Dobson

Date: ??.01.24

Subject Title:

1. DESCRIPTION

Is a policy or strategy being produced or revised?	Yes <i>*delete as appropriate</i>
Is a service being designed, redesigned or cutback:	Yes
Is a commissioning plan or contract specification being developed?	No*
Is a budget being set or funding allocated:	Yes
Is a programme or project being planned?	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations)?	Yes
Details of the matter under consideration:	Discretionary Schemes both Borough Council and Central Government funded have been agreed and Policy to underpin these Discretions requires decision and adoption to progress payment to eligible NNDR payers

*If you answered **Yes** to any of the above go straight to Section 3
If you answered **No** to all the above, please complete Section 2*

2. RELEVANCE

Does the work being carried out impact on service users, staff or Councillors (stakeholders):	No <i>*delete as appropriate</i>
If yes , provide details of how these impact on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	

3. EVIDENCE COLLECTION

Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	NNDR payers
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	Yes
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	<i>*delete as appropriate</i> No No* No* No* No* No* No* No* No*
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	The service/discretionary scheme is not yet set up and running
What will the impact of the work being carried out be on usage/the stakeholders?	Support 'Good cause' businesses within the Borough
What are people's views about the services? Are some customers more satisfied than others, and if so, what are the reasons? Can these be affected by the proposals?	n/a
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Existing data contained within the Northgate Revenues computer system
If any further data/consultation is needed and is to be gathered, please specify:	
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	n/a
6. CONSIDERING THE IMPACT	

If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	
What actions do you plan to take to address any other issues above?	<i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	?