

Equality analysis report

Use this report template to record your equality analysis. This report is a written record that demonstrates that you have shown *due regard* to the need to **eliminate unlawful discrimination, advance equality of opportunity and foster good relations** with respect to the personal characteristics protected by equality law. Due regard must be paid at formative stages of policy or service development, changes, or withdrawal.

To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:

- Factsheet 1: Equality Profile of the Epping Forest District
- Factsheet 2: Sources of information about equality protected characteristics
- Factsheet 3: Glossary of equality related terms
- Factsheet 4: Common misunderstandings about the Equality Duty
- Factsheet 5: Frequently asked questions
- Factsheet 6: Reporting equality analysis to a committee or other decision making body

If you require further help, please contact the Performance Improvement Unit.

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Local Council Tax Support scheme
Revised / new / withdrawal:	Revised
Intended aims / outcomes/ changes:	Up to date assessment of impact to support the Local Council Tax Support policy
Name of senior manager for the policy / project:	Janet Twinn
Name of policy / project manager:	Alan Hall

Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>Yes. Council tax payers in the District and the County, adults on a low income with low savings, precepting authorities that levy a charge on the council tax.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	<p>If yes, state which protected groups: All groups</p>
	<p>If no, state reasons for your decision:</p>

Step 3. Gather evidence to inform the equality analysis

What evidence have you gathered to help you understand the impact of your policy or service change or withdrawal on people? What does your evidence say about the people with the protected characteristics? If there is no evidence available for any of the characteristics, please explain why this is the case, and your plans to obtain relevant evidence. Please refer to Factsheet 2 'Sources of evidence for the protected characteristics'

<i>Characteristic</i>	<i>Evidence (name of research, report, guidance, data source etc)</i>	<i>What does this evidence tell you about people with the protected characteristics?</i>
Age Disability Sex Marriage and civil partnership Pregnancy and maternity Race / ethnicity	Data from current claims for Local Council Tax Support relating to age, disability, sex, marital status and whether pregnant. If provided by the claimant, data is held on race/ethnicity	50% of the Local Council Tax Support caseload are of pension age.
Religion or belief Gender reassignment Sexual orientation	Limited data relating to current claims for Local Council Tax Support as this data is not required for the assessment of entitlement to Local Council Tax Support	

Steps 4 & 5 Analyse the activity, policy or change (*The duty to eliminate unlawful discrimination*)

Based on the evidence you have analysed, describe any actual or likely adverse impacts that may arise as a result of the policy decision. Where actual or likely adverse impacts have been identified, you should also state what actions will be taken to mitigate that negative impact, ie what can the Council do to minimise the negative consequences of its decision or action.

<i>Characteristic</i>	<i>Actual or likely adverse impacts identified</i>	<i>Actions that are already or will be taken to reduce the negative effects identified</i>
Age Disability Gender reassignment Marriage and civil partnership Race / ethnicity Religion or belief Sex Sexual orientation	<p>People with disabilities or people of pension age or people with children, may experience hardship because of their reduced capacity to increase their income from other means. This scheme provides some protection against welfare reform cuts for these groups</p> <p>The scheme for people of working age applies to all claimants regardless of their characteristics, although persons with a disability</p>	The Exceptional Hardship Payment (EHP) fund can be used in exceptional circumstances to assist people who are struggling financially and to mitigate some of the adverse effects of the scheme.

	and/or dependant children are treated more favourably within the scheme.	
Pregnancy and maternity	These groups are dealt with in the same way as other working age claimants. There is limited data on pregnancy as there is no requirement for us to be told.. Once the baby is born, the scheme is more generous to people with children.	Additional allowances and premiums are included in the calculation for children.

Step 6.

The duty to advance equality of opportunity

Can the policy, service or project help to advance equality of opportunity in any way? If yes, provide details. If no, provide reasons. *(Note: not relevant to marriage and civil partnership)*

<i>Characteristic</i>	<i>Ways that this policy, service or project can advance equality of opportunity</i>	<i>Why this policy, service or project cannot help to advance equality of opportunity:</i>
Age Disability	The scheme is more generous to people of pensionable age and people with disabilities. This is a positive thing in terms of equality of opportunity as these groups are less likely to be able to change their financial position, for example' by finding work.	There may be a reduction in support given to people of working age because people of pensionable age are protected from adverse changes to the scheme. The effect of any changes to the scheme will therefore fall disproportionately on those of working age
Gender reassignment Religion or belief Sex Sexual orientation	These groups are dealt with in the same way as other working age claimants. It is not considered that their ability to access other sources of income is less because of these characteristics.	
Race / ethnicity	A translation service can be provided for people whose English is limited	
Pregnancy and maternity	The scheme is more generous to people with children. The EHP scheme can assist people who find themselves in exceptional financial hardship	

The duty to foster good relations

Can the policy, service or project help to foster good relations in any way? If yes, provide details. If no, provide reasons. *(Note: not relevant to marriage and civil partnership)*

<i>Characteristic</i>	<i>How this policy, service or project can foster good relations:</i>	<i>Why this policy, service or project cannot help to foster good relations:</i>
Age	<p>The policy can assist people of pensionable age to remain in their home contributing to more stable communities, but in any event the EHP scheme can help people who find themselves in exceptional circumstances.</p> <p>The clarity provided by having a Local Council Tax Support scheme in place, can help people to understand why different groups of people are being treated differently. This is relevant for all groups.</p>	There is a possibility of animosity being engendered in people of working age due to people of pensionable age being treated more favourably
Disability	People with a disability are treated more favourably within the scheme. This allows greater disposable income and therefore allowing greater independence within the community, but, in any event the EHP scheme can help people who find themselves in exceptional circumstances.	
Gender reassignment Pregnancy and maternity Race / ethnicity Religion or belief Sex Sexual orientation	No identified impact, but the EHP scheme can help people who find themselves in exceptional circumstances.	

Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
1. Non identified		

2.		
3.		

Name and job title of officer completing this analysis:	Janet Twinn
Date of completion:	01/08/18
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Alan Hall Director of Communities
Date of authorisation:	
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	

Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy.

Therefore you must:

- reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be updated as your policy or service changes develop, and it exists as a log of evidence of due regard;
- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

Your summary of equality analysis must include the following information:

- if this policy, service change or withdrawal is relevant to equality, and if not, why not;
- the evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- what the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- what you found when you used that evidence base to assess the impact on people with the protected characteristics;
- whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- whether or not your policy or service changes could help to foster good relations between communities.