

Equality Impact Assessment Template¹

Public sector bodies need to be able to evidence² that they have given due regard to the impact and potential impact on all people with 'protected characteristics'³ in shaping policy, in delivering services, and in relation to their own employees.

The following principles, drawn from case law, explain what is essential in order for the Public Sector Equality Duty to be fulfilled. Public bodies should ensure:

- **Knowledge** – everyone who works for the council must be aware of our Equality Duties and apply them appropriately in their work.
- **Timeliness** – you must comply with the Duty at the time of considering policy options and/or before a final decision is taken. You cannot meet the Duty by justifying a decision after it has been taken.
- **Real consideration** – you must consider the aims of the Equality Duty as an integral part of your decision-making process. The Duty is not about box-ticking; it must be done properly, with rigour and with an open mind so that it influences your final decision.
- **Sufficient information** – you must consider what information you have and what further information is needed to give proper consideration to the Equality Duty.
- **No delegation** – the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the Duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- **Review** – we must have regard to the aims of the Duty not only when a policy is developed and decided upon, but also when it is implemented and reviewed. The Equality Duty is a continuing duty.
- **Proper Record Keeping** – we must keep records of the process of considering the Equality Duty and the impacts on protected groups. This encourages transparency and the proper completion of Equality Duties. If we don't keep records then it may be more difficult for us to evidence that we have fulfilled our equality duties.

For more guidance see the guidance [[weblink](#)] or contact the Communities and Equality Team – x 2301. EIA workshops and support are available through Directorate Equality Groups from the Communities and Equality Team. **1. Equality Impact Assessment (EIA) Template**

¹ Information taken from Equality Act 2010: Public Sector Equality Duty What Do I Need To Know? A Quick Start Guide For Public Sector Organisations – Government Equalities Office May 2011

² To councillors, senior managers, service-users, the public and community and voluntary sector groups

³ 'Protected characteristics' are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. (Also marriage and civil partnership, but only in relation to eliminating discrimination.)

Title of EIA (should clearly explain what you are assessing)	Council Tax Reduction scheme 2017/18	ID No.	
Team/Department	Welfare Reform – Finance and Resources		
Focus of EIA	<p>The focus of this EIA is the impact of what the proposed changes to the CTR scheme from April 2017 would mean for recipients of Council Tax Reduction.</p> <p>A draft scheme for Council Tax Reduction (CTR) which contained three possible changes was published in September 2016 and consulted upon.</p> <p>These possible changes are not currently policy. A decision on whether they should be adopted as a part of the CTR scheme will be made at a meeting of Full Council on 15th December. This EIA looks at the impacts of the possible changes should they be adopted.</p> <p>The draft possible changes were:</p> <p>The taper</p> <p>When people start to receive more income than they would on Job Seekers Allowance, Income Support or Employment Support Allowance (often by working) their CTR goes down by £0.20p for every extra £1 they receive. This is called the taper.</p> <p>It is proposed that the taper is increased from £0.20p to £0.25p. This means that for each extra £1 a person receives, their Council Tax Reduction will reduce by £0.25p rather than £0.20p.</p> <p>It is estimated this change would affect 2298 cases and would mean those people would have to pay an average of £1.74 per week more in Council Tax than they do now. For individual cases this would mean individuals losing between a few pence and £7.50 per week.</p> <p>CTR will pay up to 80% of Council Tax Band D</p> <p>Currently CTR will pay up to 80% of a household's Council Tax liability whichever Council Tax band</p>		

their property is in. Council Tax bands go from A to H. Generally the larger and more valuable a property, the higher band it will be in.

It is proposed that CTR will be based on a maximum of a band D property including the separate maximum CTR payable. For example, at the moment the maximum rate of CTR a person can receive is 80% of their liability. This proposal would mean that the maximum CTR a working age household could receive would be 80% of the Council Tax liability for a Band D property.

It is estimated this change would affect 152 cases and would mean those people would have to pay between £2.08 and £16.69 per week more than they do now.

Minimum amount of CTR

Currently the smallest amount of CTR a household can receive is £0.01p per week.

It is proposed that once CTR entitlement goes below £5 per week, it will then reduce to zero, which means the household would pay the full amount of Council Tax.

For the people affected by these changes this would mean they would have to pay a higher amount of Council Tax than they do now.

It is estimated this change would affect 609 households and would mean those people would have to pay between £0.01 and £4.99 per week more in Council Tax than they do now.

Note: There are likely to be around 300 households who are affected by more than one of these provisions. If these possible changes are adopted these households will be written to and invited to apply for the Discretionary Council Tax Reduction scheme so these circumstances can be taken into account.

Consider:

- How to avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- How to promote equality of opportunity. This means the need to:
 - Remove or minimise disadvantages suffered by equality groups
 - Take steps to meet the needs of equality groups
 - Encourage equality groups to participate in public life or any other activity where participation is disproportionately low
 - Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- How to foster good relations between people who share a protected characteristic and those who do not. This means:
 - Tackle prejudice
 - Promote understanding

	Summary of data¹ about your service-users and/or staff	Summary of service-user and/or staff feedback²	Impacts identified from data and feedback (actual and potential)³	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations (You will prioritise these below in section 2)
Age (people of all ages)	<p>Taking each measure separately 3059 households of working age would be affected by these changes. They would exclude people of pensionable age.</p> <p>As a proportion of the caseload people aged 25-34 are slightly</p>		Taking each measure separately 3059 households of working age would have to pay more Council Tax than they do now.	Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations.

¹ 'Data' may be monitoring, customer feedback, equalities monitoring, survey responses...

² Either ongoing links with community and voluntary groups, service-user groups, staff forums; or one-off engagement sessions you have run.

³ If data or engagement are missing and you can not define impacts then your action will be to take steps to collect the missing information.

	<p>more likely to be affected by change to the Taper and the Minimum amount of CTR than other age brackets.</p> <p>As a proportion of the caseload people aged 45-54 are more likely to be affected by the restriction to Band D than other age groups</p> <p>As a proportion of the caseload people aged 55-64 are less likely to be affected by the changes to the Taper and Minimum amount of CTR than other groups and people aged 16-25 are less likely to be affected by the restriction to band D.</p>		<p>People currently in receipt of CTR aged 25-34 and 45-54 are more likely to have to pay more council tax than people in other age brackets as a result of these changes..</p>	<p>This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances. Review take up of the discretionary fund to make sure it is being taken up where there is a need.</p> <p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p>
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	Summary of data¹ about your service-users and/or staff	Summary of service-user and/or staff feedback¹	Impacts identified from data and feedback (actual and potential)¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
<p>Disability (a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities¹)</p>	<p>(For the purposes of this measure a household is considered to have a member who is disabled if they are in receipt of Disability Living Allowance, Personal Independence Payments or Severe Disablement Allowance)</p> <p>Taking each measure separately 505 households with a disabled member would be affected by one of these changes.</p> <p>350 - the Taper 78 - Restriction to band D 77 - £5 Minimum CTR</p> <p>As a proportion of the</p>		<p>Taking each measure separately 505 households with a disabled member would be affected by these changes and have to pay more Council Tax</p> <p>As a proportion of the caseload households with a disabled member are less likely to have to pay more Council Tax as a result of these changes than other households.</p>	<p>There are a number of provisions within the CTR scheme which recognise and account for the issues faced by disabled people in relation to their finances, These include the full disregard of some income types, for example Disability Living Allowance and Personal Independence payments; and, increases in applicable amounts through specific disability related elements such as the disability premium, the severe disability premium and the carers premium.</p> <p>Consultation has been undertaken with the community and voluntary sector which will help to disseminate information about the possible changes</p> <p>Ensure the provision of clear communications about the change</p>

¹ The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

	Summary of data¹ about your service-users and/or staff	Summary of service-user and/or staff feedback¹	Impacts identified from data and feedback (actual and potential)¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	<p>caseload households with a disabled member are less likely to be affected by the change to the Taper or the Minimum amount of CTR than households without a disabled member.</p> <p>For the restriction to band D as a proportion of the caseload households with a disabled member are about as likely to be affected by this change as households without a disabled member.</p>			<p>so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances. Review take up of the discretionary fund to make sure it is being taken up where there is a need.</p> <p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p>

	Summary of data ¹ about your service-users and/or staff	Summary of service-user and/or staff feedback ¹	Impacts identified from data and feedback (actual and potential) ¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
<p>Gender reassignment (a transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. A person does <u>not</u> need to be under medical supervision to be protected)</p>	<p>This information is not available at a case level (although it is requested).</p>	<p>The Trans Scrutiny work undertaken by the council and partners identified that Trans people are more likely to be unemployed (because of discrimination) and therefore to be on low incomes</p>	<p>Any households with a transsexual member would have to pay more Council Tax as a result of these changes.</p>	<p>Consultation has been undertaken with the community and voluntary sector which will help to disseminate information about the possible changes</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances. Review take up of the discretionary fund to make sure it is being taken up where there is a need.</p> <p>Raise awareness of the discretionary</p>

	Summary of data¹ about your service-users and/or staff	Summary of service-user and/or staff feedback¹	Impacts identified from data and feedback (actual and potential)¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				<p>fund with Revenues and Benefit Teams and our internal and external stakeholders.</p> <p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p>
<p>Pregnancy and maternity (protection is during pregnancy and any statutory maternity leave to which the woman is entitled)</p>	<p>Taking each measure separately 112 households with a child under 1 year of age would be affected by one of these changes.</p> <p>89 – The Taper 3 – Restriction to Band D 20 – Minimum amount of CTR</p>		<p>112 Households with a child under 1 year of age would have to pay more Council Tax as a result of these changes</p> <p>As a proportion of the caseload households with a child under 1 year of age are about as likely to have to pay</p>	<p>Consultation has been undertaken with the community and voluntary sector which will help to disseminate information about the possible changes</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p>

	Summary of data¹ about your service-users and/or staff	Summary of service-user and/or staff feedback¹	Impacts identified from data and feedback (actual and potential)¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	<p>As a proportion of the caseload households with a child under one are about as likely to be affected by all three measures as households without a child under one</p>		<p>more Council Tax as a result of this change as households which do not have a child under 1 year of age</p>	<p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances. Review take up of the discretionary fund to make sure it is being taken up where there is a need.</p> <p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p>

	Summary of data ¹ about your service-users and/or staff	Summary of service-user and/or staff feedback ¹	Impacts identified from data and feedback (actual and potential) ¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations 		
<p>Race (this includes ethnic or national origins, colour or nationality, and includes refugees and migrants; and Gypsies and Travellers)</p> <p>These figures are extrapolated as not all customers have disclosed their ethnicity</p>		overall caseload	The Taper	Restriction to band D	£5 minimum CTR	<p>All customers in this group would have to pay more council tax</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances. Review take up of the discretionary fund to make sure it is being taken up where there is a need.</p> <p>Raise awareness of the discretionary fund with Revenues and Benefit Teams and our internal and external stakeholders.</p>
	Arab	0.63%	1.05%	0.00%	0.52%	
	Asian or Asian British: Bangladeshi	1.07%	2.51%	3.71%	2.10%	
	Asian or Asian British: Indian	0.34%	0.53%	0.00%	2.63%	
	Asian or British: Pakistani	0.17%	0.40%	0.00%	0.00%	
	Asian or British: Any other Background	1.97%	2.64%	3.70%	2.63%	
	Black-Black British: African	2.32%	1.98%	3.70%	0.52%	
	Black - Black British: Caribbean	0.58%	0.26%	0.00%	0.00%	
	Black - Black British: Other	0.43%	0.13%	0.00%	0.52%	
	Chinese	0.23%	0.39%	0.00%	0.00%	
	Gypsy/Traveller	0.11%	0.13%	0.00%	0.00%	
	Mixed: Any other mixed background	1.04%	1.58%	1.85%	1.05%	
	Mixed: White and Asian	0.69%	0.92%	0.00%	1.05%	
	Mixed: White and Black African	1.42%	1.71%	1.85%	2.10%	
	Mixed: White and Black Caribbean	1.18%	0.39%	0.00%	0.00%	
White: Any other White Background	8.47%	15.30%	9.26%	15.26%		
White: British	78.24%	69.92%	75.93%	73.68%		
White: Irish	1.04%	0.13%	0.00%	0.00%		

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				Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.

	Summary of data¹ about your service-users and/or staff	Summary of service-user and/or staff feedback¹	Impacts identified from data and feedback (actual and potential)¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations 																		
Religion or belief (religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.)	<p>Case level information on religious belief is not available. The following data is from the 2011 Census. There is no reason at present to expect the distribution to vary from the distribution of CTR claimants and these measures</p> <table> <tr> <td>Christian</td> <td>42.90%</td> </tr> <tr> <td>Muslim</td> <td>2.20%</td> </tr> <tr> <td>Buddhist</td> <td>1.00%</td> </tr> <tr> <td>Jewish</td> <td>1.00%</td> </tr> <tr> <td>Hindu</td> <td>0.70%</td> </tr> <tr> <td>Sikh</td> <td>0.10%</td> </tr> <tr> <td>Other religion</td> <td>0.90%</td> </tr> <tr> <td>No Religion</td> <td>42.40%</td> </tr> <tr> <td>Religion not stated</td> <td>8.80%</td> </tr> </table>	Christian	42.90%	Muslim	2.20%	Buddhist	1.00%	Jewish	1.00%	Hindu	0.70%	Sikh	0.10%	Other religion	0.90%	No Religion	42.40%	Religion not stated	8.80%	No specific issues identified or raised by community in informal consultation	All customers in this group would have to pay more council tax	<p>Consultation has been undertaken with the community and voluntary sector which will help to disseminate information about the possible changes</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances.</p> <p>Raise awareness of the discretionary fund with Revenues and Benefit Teams and our internal and external stakeholders.</p>
Christian	42.90%																					
Muslim	2.20%																					
Buddhist	1.00%																					
Jewish	1.00%																					
Hindu	0.70%																					
Sikh	0.10%																					
Other religion	0.90%																					
No Religion	42.40%																					
Religion not stated	8.80%																					

	Summary of data¹ about your service-users and/or staff	Summary of service-user and/or staff feedback¹	Impacts identified from data and feedback (actual and potential)¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				<p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p> <p>Moneyworks is an organisation funded by Brighton and Hove Council set up to help residents save money, make money and manage their money better. The services are for anyone who is struggling to make ends meet and incorporates community and voluntary services throughout the city.</p>
Sex/Gender (both men and women are covered under the Act)	<p>Taking each measure separately 1,026 households where the claimant is male will be affected</p> <p>796 – The Taper 52 – Restriction to Band D 178 – Minimum CTR</p> <p>Taking each measure</p>		<p>1,026 households where the claimant is male and 1,978 households where the claimant is female would have to pay more Council Tax as a result of these changes.</p> <p>As a proportion of the caseload households where the claimant is female are more likely to</p>	<p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p>

	Summary of data¹ about your service-users and/or staff	Summary of service-user and/or staff feedback¹	Impacts identified from data and feedback (actual and potential)¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	<p>separately 1,978 households where the claimant is female will be affected.</p> <p>1448 – The Taper 100 – Restriction to Band D 430 – Minimum CTR</p> <p>As a proportion of the caseload changes to the Taper and the Minimum Amount of CTR would affect a higher number of households where the claimant is female than male.</p> <p>As a proportion of the caseload households affected by the change Restriction to Band D are approximately the same whether the claimant is female or male.</p>		<p>have to pay more Council Tax as a result of these changes.</p>	<p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances. Review take up of the discretionary fund to make sure it is being taken up where there is a need.</p> <p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p>

	Summary of data ¹ about your service-users and/or staff	Summary of service-user and/or staff feedback ¹	Impacts identified from data and feedback (actual and potential) ¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
Sexual orientation (the Act protects bisexual, gay, heterosexual and lesbian people)	<p>This data has been derived through identifying people who claim CTR as a couple and whether that is as a same sex or different sex couple.</p> <p>Taking each measure separately there are 18 households where the occupants are claiming as a same sex couple who would be affected by these changes.</p> <p>14 – The Taper 2 – Restriction to Band D 4 – Minimum CTR</p> <p>Taking each measure separately there are 1,230 households where the</p>		<p>Taking each measure separately 18 households where the occupant's claims as a same sex couple would have to pay more Council Tax as a result of these changes.</p> <p>Taking each measure separately 1,230 households where the occupants are claiming as a different sex couples will have to pay more Council Tax as a result of these changes.</p> <p>As a proportion of the caseload people in different sex relationships are more</p>	<p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances. Review take up of the discretionary fund to make sure it is being taken up where there is a need.</p>

	Summary of data¹ about your service-users and/or staff	Summary of service-user and/or staff feedback¹	Impacts identified from data and feedback (actual and potential)¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	<p>occupants are claiming as a different sex couple.</p> <p>919 – The Taper 108 – Restriction to band D 203 – Minimum CTR</p> <p>As a proportion of the caseload people in difference sex relationships are more likely to be affected by each possible change than those in same sex relationships.</p>		likely to have to pay more Council Tax as a result of these changes than people in same sex relationships.	Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.
Marriage and civil partnership (only in relation to due regard to the need to eliminate discrimination)	<p>Taking each measure separately there are 1,027 households where the claim is from a couple who would be affected by these changes</p> <p>735 – The Taper 85 – Restriction to band D 207 – Minimum CTR</p> <p>Taking each measure separately there are 1,980</p>		<p>Taking each measure separately 1,027 households where the claim is from a couple will have to pay more Council Tax</p> <p>Taking each measure separately 1,980 households where the claim is from a single person will have to pay more Council Tax.</p> <p>As a proportion of the</p>	<p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if</p>

	Summary of data¹ about your service-users and/or staff	Summary of service-user and/or staff feedback¹	Impacts identified from data and feedback (actual and potential)¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	<p>households where the claim is from a single person household</p> <p>1511 – The Taper 67 – Restriction to band D 402 – Minimum CTR</p> <p>The data shows that as a proportion of the caseload people who claim as a couple are more likely to be affected by all three proposed changes than people who claim as a single person.</p>		<p>caseload households where the claim is from a couple are more likely to have to pay more Council Tax than households where the claim is made by a single person.</p>	<p>they face exceptionally difficult circumstances. Review take up of the discretionary fund to make sure it is being taken up where there is a need.</p> <p>Raise awareness of the discretionary fund with Revenues and Benefit Teams and our internal and external stakeholders.</p> <p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p> <p>Single people affected by this change are entitled to claim an initial 25% discount from their bill which is not subject to a means test.</p>

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Community Cohesion (what must happen in all communities to enable different groups of people to get on well together.)	overall caseload	The Taper	Restriction to band D	£5 Minimum CTR	<p>This information will be fed into the work of the economic development team. CVS agencies who work in the most affected wards will be specifically briefed.</p> <p>The Financial Inclusion commission undertaken by the Policy and Communities team which commissioned Moneyworks Brighton and Hove undertook a detailed needs analysis of financial need in the city. This analysis was conducted against protected characteristic and by place. As a result services provided by Moneyworks Brighton & Hove have specifically been commissioned to be provided in the areas of greatest financial need as reflected in the accompanying ward information.</p>	
	East Brighton	183	3	50		
	Queens Park	1312	138	5		40
	St Peter's & North Laine	1003	145	7		48
	Moulsecoomb & Bevendean	1096	146	0		40
	Hollingdean & Stanmer	1011	111	2		28
	Hangleton & Knoll	849	149	10		33
	Hanover & Elm Grove	737	93	10		29
	Goldsmid	740	135	17		39
	Brunswick & Adelaide	534	109	9		22
	Regency	524	93	3		29
	Central Hove	544	94	0		28
	North Portslade	499	74	5		29
	South Portslade	541	93	0		17
	Preston Park	441	80	11		25
	Patcham	461	92	16		23
	Westbourne	456	75	8		31
	Woodingdean	419	71	11		20
	Wish	411	84	6		24
	Rottingdean Coastal	356	78	28		20
Withdean	344	65	15	12		
Hove Park	154	39	32	7		

	Summary of data¹ about your service-users and/or staff	Summary of service-user and/or staff feedback¹	Impacts identified from data and feedback (actual and potential)¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
Other relevant groups eg: Carers, people experiencing domestic and/or sexual violence, substance misusers, homeless people, looked after children, ex-armed forces personnel etc	<p>These groups are not specifically identified within CTR data.</p> <p>Households with children</p> <p>Taking each measure separately 1996 Households which contain children would be affected by these measures:</p> <p>The Taper – 1552 Restriction to band D – 117 £5 minimum CTR – 327</p> <p>As a proportion of the caseload households containing children are more likely to be impacted by</p>		<p>All customers in this group will have to pay more council tax</p> <p>Children to whom the authority is parent are protected when they leave the care through automatic access to the discretionary fund.</p> <p>Taking each measure separately 1996 households with children will have to pay more council tax as a result of these changes. As a proportion of the caseload households containing children are more likely to have to pay a higher amount of</p>	<p>There are provisions within the CTR scheme which recognise and account for the issues faced by carers of disabled people, namely the carers premium which increases a carers applicable amount.</p> <p>The Revenues and Benefits team will continue to pro-actively consider children who left care for the discretionary fund.</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p>

	Summary of data¹ about your service-users and/or staff	Summary of service-user and/or staff feedback¹	Impacts identified from data and feedback (actual and potential)¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	these changes than households without children		council tax as a result of these changes than households without children.	<p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances. Review take up of the discretionary fund to make sure it is being taken up where there is a need.</p> <p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p>
Cumulative impact (this is an impact that appears when you consider services or activities together. A change or activity in one area may create an	The reduction in funding for CTR should not be seen in isolation. For recipients of CTR it is fundamentally related to the government's other welfare reforms, the cost of living, the performance of the economy and the availability of work.		<p>Other welfare changes are due to start in late 2016/early 2017. They include:</p> <p>The decrease of the household Benefit Cap from November from £500 per week to £385 per week for families and from £350 per week to £258 per week for</p>	<p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or</p>

	Summary of data ¹ about your service-users and/or staff	Summary of service-user and/or staff feedback ¹	Impacts identified from data and feedback (actual and potential) ¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
impact somewhere else)			<p>single people.</p> <p>The restriction of Benefits to the levels for two children from April 2017.</p> <p>The reduction in the amount people on Employment and Support Allowance Work Related Activity group will receive from April 2017.</p> <p>The CTR caseload has reduced reflecting national trends and the economic cycle.</p>	<p>translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances. Review take up of the discretionary fund to make sure it is being taken up where there is a need.</p>

	Summary of data¹ about your service-users and/or staff	Summary of service-user and/or staff feedback¹	Impacts identified from data and feedback (actual and potential)¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations

2. Prioritised Action Plan:

NB: These actions must now be transferred to service or business plans.

Specific action	Evidence of progress / milestones	Lead officer	Timeframe
Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing specifically targeted and tailored information for specific groups to organisations which support people with protected characteristics.		Welfare Reform Programme Manager and Revenues and Benefits management team	
Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances.		Head of Revenues and Benefits	
Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work. services throughout the city.		Communities and Equalities team	
Ensure staff and advice services are skilled to advise people on the other statutory council tax discounts customers may be entitled to which would help mitigate some of the impacts of	The councils welfare rights team train other council staff providers of advice in the City on a number of subjects including Council Tax Reduction and other discounts	Welfare Reform Programme Manager	

<p>reduction of funding for CTR These include the discounts of 25% available for single occupants and the 100% discount which is referred to in legislation as being for people who are severely mentally impaired.</p>	<p>The Welfare Rights team are now part of the welfare hub and are co located in BARTS with the Discretionary Help and Advice Team, Special Accommodation Team, the Debt Prevention team and Welfare Reform Team. These teams each specialise in supporting and advising the cities most vulnerable citizens</p>		
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EIA sign-off: (to be final this section must be signed and the Publication Template completed – see Section 3 below)

Lead Equality Impact Assessment officer:

Date:

Directorate Management Team rep:

Date:

Communities and Equality Team officer:

Date:

