EQUALITY IMPACT ASSESSMENT – STAGE 1

EIA Ref	**PR/15/36**	
Lead Officer	Name	**Peter McCann**
	Position	**Head of Revenues & Benefits & Customer Services**
	Contact details	**Peter.mccann@halton.gov.uk**

SECTION 1 –Context & Background

1.1 What is the title of the policy/practice?

Council Tax Section 13A Policy

1.2 What is the current status of the policy/practice?

Existing Changed New √

1.3 What are the principal aims and intended outcomes of the policy/ practice?

To assist Council Tax payers who have experienced unforeseen or exceptional circumstances that threaten their ability to pay their Council Tax and reduce the amount of liability where national discounts or exemptions cannot be applied.

1.4 Who has primary responsibility for delivering the policy/practice?

Primary responsibility lies with the Head of Revenues and Customer Services

1.5 Who are the main stakeholders?

Council Tax payers

1.6 Who is the policy/practice intended to affect?

Residents Staff Specific Group(s) (add details below)

Council Tax payers

1.7 Are there any other related policies/practices?

No

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SECTION 2 – Consideration of Impact

2.1 Relevance: – the Public Sector Equality Duty

Does this policy / practice / service have due regard to the need to: -

(a) Eliminate discrimination, harassment, victimisation and any other conflict that is prohibited by the Equality Act 2010

(b) Advance equality of opportunity between two persons who share a relevant protected characteristic

(c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Yes (√) **No** ( )

State reasons below

(Relevance to service users/staff)

The service is provided equally irrespective of protected characteristic.

2.2 Has data and information been used in determining the impact of the policy/procedure under review?

(for example research, surveys, complaints, consultation, , monitoring data)

Equality Group(s)	Research was conducted but no specific Equality Group[was targeted

Baseline data and information

2.3 On the basis of evidence, has the actual/potential impact of the policy/practice been judged to be positive (+), neutral (=) or negative (-) for each of the equality groups and in what way? Is the level of impact judged to be high (H), medium ((M), or low (L)?

Protected Characteristic	**Impact type +, =, -**	**Level H, M. L, -**	**Nature of impact**
Age	=	**N/A**	
Disability	=	**N/A**	
Gender	=	**N/A**	
Race/ethnicity	=	**N/A**	
Religion / belief	=	**N/A**	
Sexual Orientation	=	**N/A**	
Transgender	=	**N/A**	
Marital status/ Civil Partnerships	=	**N/A**	
Pregnancy/Maternity	=	**N/A**	

In Halton two further vulnerable groups have been identified: -			
Carers	**=**	**N/A**	
Socio – economic disadvantage	**=**	**N/A**	

2.4 Does the policy/practice have any potential impact on safeguarding vulnerable people?

N/A

2.5 How will the impact of the policy/practice be monitored?

Via inspections and review

2.6 Who will be responsible for monitoring?

Head of Revenues & Benefits & Customer Services

2.7 If any negative impacts, or potential negative impacts, have been identified what mitigating actions will be put in place, thereby eliminating the need for a further Stage 2 assessment
Where none have been identified insert 'no further action required' in the first column

Action & purpose / outcome	Priority	Timeframe	Lead Officer
N/A	*(H, M, L)*		

2.8 Summary of stakeholders involved in this review

Name / Job Title	Organisation/representative of
Peter McCann, Head od Revenues & Benefits & Customer Services	HBC
Phil Delaney Area Manager	HBC
Les Unsworth Policy Officer	HBC

2.9 Completion Statement

As the identified Lead Officer of this review I confirm that:- There may be a positive impact for one or more of the protected groups, and that this is justifiable and lawful, or a potential negative impact has been identified, but steps can be taken to mitigate the impact. √

Signed: LU PP P McCann	**Date: March 2015**

Completed EIAs should be sent to Les Unsworth, Corporate and Organisational Policy, to be given a unique reference number and for inclusion on the central register.

Appendix 1

Public Sector Equality Duty – EIA Checklist

The Equality Act s149 (the Public Sector Equality Duty) requires is that HBC has due regard to the need to:-

(a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

(b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

These are matters that we must show we have taken into the reckoning in making decisions about the Council's functions. We therefore need evidence of the following:

1. We know about the duty
2. We have reflected on the duty
3. We have consulted those affected or likely to be affected
4. We have used relevant information already in the council's possession (surveys etc.)
5. \we have allowed adequate time for consultation with those affected and/or those who speak for those affected
6. We have allowed adequate time for earnest and genuine consideration of the information and views received
7. We have identified any adverse effects
8. We have sought to mitigate any adverse effects of decisions
9. We have identified principal options
10. Decision makers have not made up their mind in advance
11. We have considered all material considerations including our own financial situation, policy and strategy documents alongside along views received from consultees but have not applied those policies etc. In a rigid or unthinking way.