

**Equality Impact  
Assessment/ Analysis (EqIA)  
Introduction & Forms**

**March 2016**

**Adapted for WDC using WCC template and framework**



Equality Impact Assessment/ Analysis

<b>Service Area</b>	Finance
<b>Policy/Service being assessed</b>	Local Council Tax Reduction Scheme
<b>Is this is a new or existing policy/service?</b> <b>If existing policy/service please state date of last assessment</b>	Existing Policy August 2012
<b>EqIA Review team – List of members</b>	
<b>Date of this assessment</b>	November 2016
<b>Signature of responsible officer (to be signed after the EqIA has been completed)</b>	


**A copy of the Equality Impact Assessment Report including relevant data and information to be forwarded to XXXXX**

**If you require help, advice and support to complete the forms, please contact the Equalities team on [equalities@warwickshire.gov.uk](mailto:equalities@warwickshire.gov.uk) or call 01926 412659/418199**



## Form A1

### INITIAL SCREENING FOR STRATEGIES/POLICIES/FUNCTIONS FOR EQUALITIES RELEVANCE TO ELIMINATE DISCRIMINATION, PROMOTE EQUALITY AND FOSTER GOOD RELATIONS

 High relevance/priority  
relevance/ priority

 Medium relevance/priority

 Low or no

**Note:**

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

Business Unit/Services:	Relevance/Risk to Equalities																										
	Gender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Gender Reassignment			Pregnancy/Maternity			Marriage/Civil Partnership (only for staff)		
State the Function/Policy /Service/Strategy being assessed:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Local Council Tax Reduction Scheme (LCTRS)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Change to the way Universal Credit is treated in the assessment of the LCTRS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family premium no longer to be included in the assessment of LCTRS for new	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



**Form A2 – Details of Plan/ Strategy/ Service/ Policy**

**Stage 1 – Scoping and Defining**

(1) What are the aims and objectives of Plan/Strategy/Service/Policy?

The aim of the LCTRS is to provide financial assistance to council taxpayers who have a low income. The rules for calculating the reduction for working age claimants are locally determined by Warwick District Council whilst the rules for pensioners are prescribed by Central Government.

This equality impact assessment considers the proposed changes to the rules for working age customers from April 2017.

Where a working age customer breaks their claim and reclaims or claims for the first time it is proposed that the new claim is calculated using the same rules as are currently in place for pensioners.

- End the family premium used in the assessment
- Restrict the award of a child premium to the first two children in any family.

These changes will not apply to a person who receives either Employment and Support Allowance (Income Related), Income Support or Job Seekers Allowance (Income related). Claimants in receipt of these primary benefits will continue to receive reduction at the same rate as previously.

<p>(2) How does it fit with Warwick District Councils wider objectives?</p>	<p>The scheme provides help to residents who are on a low income and are liable to pay council tax and fits with the overall aim to make Warwick District a great place to live, work and visit in that it meets as far as possible equality and sustainability. It also assists the local economy and ensure that persons on a low income will be able to meet their council tax liability.</p>
<p>(3) What are the expected outcomes?</p>	<p>The rules for pensioners are prescribed by Central Government, and these have already been amended to incorporate the changes proposed for working age claimants. However pensioners can still receive up to 100% reduction in their council tax liability.</p> <p>Working age claimants will continue to receive the same level of help whilst they remain continuously entitled to council tax reduction. The proposals will only affect new claims and are designed to align with other welfare benefit changes including council tax reduction for pensioners.</p>
<p>(4) Which of the groups with protected characteristics is this intended to benefit? (see form A1 for list of protected groups)</p>	<p>Pension age claimants can still receive up to 100% reduction in council tax liability.</p>
<p><b><u>Stage 2 - Information Gathering</u></b></p>	
<p>(1) What type and range of evidence or information have you used to help you make a judgement about the plan/ strategy/ service/ policy?</p>	<p>Data modelling.</p>
<p>(2) Have you consulted on the plan/ strategy/ service/policy and if so with whom?</p>	<p>The major pre-cepting authorities were asked for their comments. Public consultation was undertaken.</p>
<p>(3) Which of the groups with protected characteristics have you consulted with?</p>	<p>None.</p>

<b>Stage 3 – Analysis of impact</b>			
<p>(1) From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p><b>RACE</b></p> <p><b>No</b> – any award of LCTR is based on the customers’ financial circumstances only.</p>	<p><b>DISABILITY</b></p> <p><b>No</b> – any award of LCTR is based on the customers’ financial circumstances only. There will be no changes to the current disability premiums included when calculating any entitlement.</p>	<p><b>GENDER</b></p> <p><b>No</b> – any award of LCTR is based on the customers’ financial circumstances only.</p>
	<p><b>MARRIAGE/CIVIL PARTNERSHIP</b></p> <p><b>No</b> – any award of LCTR is based on the customers’ financial circumstances only.</p>	<p><b>AGE</b></p> <p><b>No</b> – any award of LCTR is based on the customers’ financial circumstances only.</p>	<p><b>GENDER REASSIGNMENT</b></p> <p><b>No</b> – any award of LCTR is based on the customers’ financial circumstances only.</p>
<p>(2) If there is an adverse impact, can this be justified?</p>	<p><b>RELIGION/BELIEF</b></p> <p><b>No</b> – any award of LCTR is based on the customers’ financial circumstances only.</p>	<p><b>PREGNANCY / MATERNITY</b></p> <p><b>No</b> – any award of LCTR is based on the customers’ financial circumstances only.</p>	<p><b>SEXUAL ORIENTATION</b></p> <p><b>No</b> – any award of LCTR is based on the customers’ financial circumstances only.</p>

<p>(3) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>Current working age claimants will see no change to their LCTR entitlement. These proposals will only affect new claims.</p>
<p>(4) How does the plan/strategy/service/policy contribute to promotion of equality? If not what can be done?</p>	<p>The scheme provides financial support to those residents receiving a low income by helping them meet their Council Tax liability; contributing towards sustainability and equality.</p>
<p>(5) How does the plan/strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>If customers are awarded LCTR they have demonstrated that they would be struggling to meet their Council Tax costs. If the customer requires further independent advice including financial e.g. full benefit checks, all notification award letters signpost the claimants to the local Citizens Advice Bureau.</p>
<p>(6) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>No – in addition to the traditional paper application forms, we have extended our service to allow the customer to choose to complete an on-line application form for LCTR. Private facilities and appointments are available for customers wishing to claim and where appropriate a Visiting Officer will call to assist applicants.</p>



**Stage 4 – Action Planning, Review & Monitoring**

If No Further Action is required then go to – Review & Monitoring

(1) Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

EqIA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments

(2) Review and Monitoring  
State how and when you will monitor policy and Action Plan

Please annotate your policy with the following statement:

**'An Equality Impact Assessment/ Analysis on this policy was undertaken on 15<sup>th</sup> November 2016 and will be reviewed on 15<sup>th</sup> November 2019 or sooner should any revisions be made to the scheme prior to then**