



You will need to produce an Equality Impact Assessment (EqIA) if:

- You are developing a new policy, strategy, or service
- You are making changes that will affect front-line services
- You are reducing budgets, which may affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles

Guidance notes on how to complete an EqIA and sign off process are available on the Hub under Equality and Diversity. You must read the [guidance notes](#) and ensure you have followed all stages of the EqIA approval process. Section 2 of the template requires you to undertake an assessment of the impact of your proposals on groups with protected characteristics. Borough profile data and other sources of statistical information on each group can be found on the Harrow hub, within the section entitled: Equality Impact Assessment - [Borough profile data](#) and other sources of information to help you complete your EqIA template.

Equality Impact Assessment (EqIA)

Type of Decision:

Portfolio holder

Title of Proposal	Local Discretionary Business Rate Retail Relief Scheme 2018	Date EqIA created
Value of savings to be made (if applicable):		
Name and job title of completing/lead Officer	Fern Silverio	
Directorate/ Service responsible		
Organisational approval		
EqIA approved by Directorate Equality Task Group (DETG) Chair	Name Alex Dewsnap	Signature <input checked="" type="checkbox"/> Tick this box to indicate that you have approved this EqIA Date of approval 21/12/2018

1. Summary of proposal, impact on groups with protected characteristics and mitigating actions (to be completed after you have completed sections 2 - 5)
<p>a) What is your proposal?</p> <p>The implementation of a Local Business Retail Rate Relief scheme for occupied retail properties with a rateable value of less than £51,000 in 2019/20 and 2020/21. The value of the relief to be one third of the remaining net liability after any mandatory or other discretionary reliefs funded by Section 31 grants have been applied. Central Government will fully reimburse local authorities for the local share of the Discretionary relief using a grant under Section 31 of the Local Government Act 2003.</p>
<p>b) Summarise the impact of your proposal on groups with protected characteristics</p> <p>As this relief is targeted at occupied retail properties with a rateable value under £51,000 it is aimed at small to medium size properties and it is likely that the owners and users will reflect the diversity of the borough. By awarding this relief it will be supporting the corporate value of supporting local businesses.</p>
<p>c) Summarise any potential negative impact(s) identified and mitigating actions</p> <p>There is no identified negative impact on the groups.</p>

2. Assessing impact					
You are required to undertake a detailed analysis of the impact of your proposals on groups with protected characteristics. You should refer to borough profile data , equalities data , service user information, consultation responses and any other relevant data/evidence to help you assess and explain what impact (if any) your proposal(s) will have on each group. Where there are gaps in data, you should state this in the boxes below and what action (if any), you will take to address this in the future.		What does the evidence tell you about the impact your proposal may have on groups with protected characteristics? Click the relevant box to indicate whether your proposal will have a positive impact, negative (minor, major), or no impact			
Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	
Age	<p>Business Rates are not calculated based on age and the records do not show or hold this information. Rates liability may fall on an individual or a corporate liability. The home address is not necessarily held on the Business Rate records to determine if they live within the borough or outside so the statistical information available may not be representative of the ratepayers in the borough.</p> <p>The corporate vulnerability policy does not specify age as a vulnerability but does cover Elderly people, Families with children, young people leaving care and carers. The policy proposed does not intend for awards of relief to be made on this basis however staff are aware of this so would take this into account to allow time for ratepayers to seek support in completing any application process.</p> <p>This policy does not take refer to this status in determining any award.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<p>Business Rates are not calculated based on disability and the records do not show this information. The home address is not necessarily held on the Business Rate records to determine if they live within the borough or outside so the statistical information available may not be representative of the ratepayers in the borough.</p> <p>The corporate vulnerability policy does not specify disability as a vulnerability unless it impacts on their ability to manage their financial affairs effectively and need support. The policy proposed does not intend for awards of relief to be made on this basis however staff are aware of this so would take this into account to allow time for</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>ratepayers to seek support in completing any application process.</p> <p>Where flagged notices from both the Northgate system and Civica W2 can be produced in large print and where required in braille.</p> <p>The Harrow website allows customers to self-serve and incorporates Accessibility tools which enables access to MyHarrow Account and application forms and other information about reliefs.</p> <p>This policy does not refer to this status in determining any award.</p>				
Gender reassignment	No information held however business rates are not calculated based on gender or gender reassignment and this policy does not refer to this status in determining any award.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	Regulations allow for all partners to be held jointly and severally liable regardless of their marital status. Information is held on titles only where it is a personal liability rather than a corporate organisation. Business rates are not calculated based on marriage or civil partnership and this policy does not refer to this status in determining any award.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and Maternity	No information held however business rates are not calculated based on these circumstances and this policy does not refer to this status in determining any award.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p>Race/ Ethnicity</p>	<p>Race is not held on the Council system records and is not taken into account in the calculation of business rates. The home address is not necessarily held on the Business Rate records to determine if they live within the borough or outside so the statistical information available may not be representative of the ratepayers in the borough.</p> <p>Business Rates may be a personal or a corporate liability so the borough information may not be representative of the actual ratepayers.</p> <p>The corporate vulnerability policy does not specify race as a vulnerability. In this case vulnerability is defined as anything that could impact on the ability to manage financial affairs effectively and need support. The policy proposed does not intend for awards of relief to be made on this basis however staff are aware of this so would take this into account to allow time for ratepayers to seek support in completing any application process.</p> <p>Corporately documents are no longer held in a variety of different languages however Access Harrow are able to provide translation services where required.</p> <p>As this policy is aimed at small to medium size properties it is likely that the business owners and users will be reflective of the borough diversity and so this policy will support the different races within the local community. This policy does not refer to this status in determining any award</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Religion or belief</p>	<p>Religion and belief are not held on the records for Business Rates and are not taken into account in the calculation of Business Rates. The home address is not necessarily held on the Business Rate records to determine if they live within the borough or outside so the statistical information available may not be representative of the ratepayers in the borough.</p> <p>Business Rates may be a personal or a corporate liability so the borough information may not be representative of the actual ratepayers.</p> <p>All staff who would be assessing entitlement to relief undertake equalities and diversity</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>training on an annual basis.</p> <p>As this policy is aimed at small to medium size properties it is likely that the business owners and users will be reflective of the borough diversity and so this policy will support the different religions within the local community. This policy does not refer to this status in determining any award</p>				
Sex	<p>The title of the ratepayer if a personal liability is held but not used to calculate the charge.</p> <p>Business Rates may be a personal or a corporate liability so the borough information may not be representative of the actual ratepayers. This policy does not refer to this status in determining any award</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	<p>This information is not held and is not used to calculate the charge. This policy does not refer to this status in determining any award</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>2.1 Cumulative impact – considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on groups with protected characteristics?</p> <p><input type="checkbox"/> Yes No <input checked="" type="checkbox"/></p>					
<p>If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below</p>					

3. Actions to mitigate/remove negative impact

Only complete this section if your assessment (in section 2) suggests that your proposals may have a negative impact on groups with protected characteristics. If you have not identified any negative impacts, please complete sections 4 and 5.

In the table below, please state what these potential negative impact (s) are, mitigating actions and steps taken to ensure that these measures will address and remove any negative impacts identified and by when. Please also state how you will monitor the impact of your proposal once implemented.

State what the negative impact(s) are for each group, identified in section 2. In addition, you should also consider and state potential risks associated with your proposal.	Measures to mitigate negative impact (provide details, including details of and additional consultation undertaken/to be carried out in the future). If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	What action (s) will you take to assess whether these measures have addressed and removed any negative impacts identified in your analysis? Please provide details. If you have previously stated that you are unable to identify measures to mitigate impact please state below.	Deadline date	Lead Officer

4. Public Sector Equality Duty

How does your proposal meet the Public Sector Equality Duty (PSED) to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
2. Advance equality of opportunity between people from different groups
3. Foster good relations between people from different groups

Include details in the space below

Business Rates are not calculated based on any of the protected characteristics nor does this policy have any inclusion or exclusion of any protected characteristics.

Staff are aware of the facilities to support customers who may have difficulty in completing applications via their annual equality training and our vulnerability policy.

Once the policy is agreed it can be promoted via the Economic Redevelopment Newsletter and the Business Improvement District advised.

The proposed policy focuses on small and medium sized properties which make up $\frac{3}{4}$ of the commercial property within the borough. It is probable that the business owners will be representative of the diversity of the borough and will support the local communities and those customers who use their services

5. Outcome of the Equality Impact Assessment (EqIA) click the box that applies

Outcome 1

No change required: the EqIA has not identified any potential for disproportionate impact and all opportunities to advance equality of opportunity are being addressed

Outcome 2

Adjustments to remove/mitigate negative impacts identified by the assessment, or to better advance equality, as stated in section 3&4

Outcome 3

This EqIA has identified missed opportunities to advance equality and/or foster good relations. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below.

Include details here