

TEMPLATE 2

Full Equality Impact Assessment (EqIA) Template

In order to carry out this assessment, it is important that you have completed the EqIA E-learning Module and read the Corporate Guidelines on EqIAs. Please refer to these to assist you in completing this form and assessment.

What are the proposals being assessed? (Note: 'proposal' includes a policy, service, function, strategy, project, procedure, restructure)	Cancellation of the existing Discretionary Rate Relief (DRR) policy and introduction of a new policy from 1st April 2012
Which Directorate / Service has the responsibility for this?	Collections and Housing Benefits - Finance
Name and job title of lead officer	Fern Silverio – Divisional Director Collections and Housing Benefit
Name & contact details of the other person(s) involved in the EqIA:	Lynn Allaker – Service Manager Revenues Tel: 020 8424 1920 Email: Lynn.allaker@harrow.gov.uk
Date of assessment:	27/9/2011 Initial Equality Implications Assessment 19 th January 2012 reviewed further to outcome of consultation

Stage 1: Overview

1. What are the aims, objectives, and desired outcomes of your proposals? (Also explain proposals e.g. reduction / removal of service, deletion of posts, changing criteria etc)	To reduce the direct cost to the local authority and to increase the take up of alternative mandatory rate reliefs, including Community Amateur Sports Clubs and Small Business Rate Relief which are not paid for by the local authority to minimise the impact of the change of policy on charitable and non profit making organisations. To move away from patronage and to ensure a formal application and assessment process is adopted which dovetails with Council priorities. To lay the groundwork for the changes that will be required following the implementation of the Localism Bill whereby Business Rates will be retained locally including payment of any discretionary rate relief.
2. What factors / forces could prevent you from achieving these aims, objectives and outcomes?	Implementation issues and short period of consultation. Although the policy needed to change for a number of years, the catalyst for change was the council's current financial position which did not provide adequate time for a longer period of consultation considering that implementation is due to coincide with

		the new financial year and the savings already planned.
3. How does this contribute to your Directorates Service Plan?		Reducing the funding gap by reviewing DRR
4. Who are the customers? Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.		Charitable organisations and non profit making organisations paying business rates in the borough. The functions that they carry out in many instances support that of the council and third sector organisations. There are also 16 educational establishments most of which are voluntary aided schools and one college providing faith education within the borough. Users of the services that they provide may be affected. Should services reduce due to the reduction of rate relief, this could impact on internal council departments as well.
5. Is the responsibility shared with another department, authority or organisation? If so: <ul style="list-style-type: none"> Who are the partners? Who has the overall responsibility? 		No but mandatory rate relief is paid by Central Government via the Pool Arrangements any move to mandatory relief will be beneficial to the local authority and from 1 st April 2013 ensure that the maximum income is being retained locally from Business Rates.
5A. How are/will they be involved in this assessment?		N/A
Stage 2: Monitoring / Collecting Evidence / Data		
6. What information is available to assess the impact of your proposals (<i>include the actual data, statistics and evidence</i>)? List the main sources of data, research and other sources of evidence (including full references) reviewed to determine impact on each equality group (protected characteristic). This can include results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys, workforce profiles, service users profiles, local and national research, evaluations etc		
(Where possible include data on the nine protected characteristics. Where you have gaps, you may need to include this as an action to address in the action plan)		
Age (including carers of young/older people)		Feedback from consultation, comments from Citizen Advice Bureau, MIND and HADS
Disability (including carers of disabled people)		Feedback from consultation, comments from Citizen Advice Bureau, MIND and HADS

Gender Reassignment	Not Known						
Marriage / Civil Partnership	Not Known						
Pregnancy and Maternity	Not Known						
Race	Not Known						
Religion and Belief	Feedback from consultation, comments from Citizen Advice Bureau, MIND and HADS						
Sex / Gender	Not Known						
Sexual Orientation	Not Known						
7. Do you need to collect any additional data to be able to monitor the impact on different groups?		Get a breakdown from organisations where other groups use their facilities on a regular basis of the profile of users to cover:-					
		- Age					
		- Disability					
		- Pregnancy and maternity					
		- Race					
8. Are there any other local/regional/national data sources that can inform this assessment if you have insufficient data on any of the groups?		Consideration to other local authority policies					
9. Have you undertaken any consultation on your proposals? (this may include consultation with staff, members, unions, community / voluntary groups, stakeholders, residents and service users)			Yes	Yes	No		
Who was consulted?	What consultation methods were used?	What did you learn from your consultation?	What do the results show about the impact on different equality groups (protected characteristics)?				

<p>All current recipients of DRR were invited to participate in an online consultation</p>	<p>Pre Consultation a letter was sent in September to each current recipient advising them that the current level of relief was going to end on 31st March 2012 and that a consultation would be taking place.</p> <p>An additional letter was then issued to each organisation advising them that an online Consultation would be taking place and would end on 9th January 2012</p>	<p>That organisations do not want St Luke's treated any differently from other Charity Shops. That Sports Clubs should not be completely excluded if they are unable to qualify for CASC due to their constitution.</p> <p>Majority agree with removing relief for educational establishments</p> <p>Majority agree removing DRR if there is an alternative mandatory relief with no direct cost to the council</p> <p>The majority disagree with a rateable value ceiling as this disincentisises shared working opportunities to achieve efficiencies and central place for users.</p> <p>The majority agree that at least 75% of the users should be residents and that DRR should be given for Harrow Specific organisations only but there was a caveat that organisations based near the boundary should not be held to this limit.</p> <p>The appeal period was felt to be too short.</p> <p>That the proposal that Business Rates are paid first from any reserves breaches Charity Commission guidelines.</p> <p>That some organisations want a longer time period for the consultation and an open forum event.</p> <p>That a cross cutting EQIA for the impact of all of the savings being proposed throughout the council should be done.</p> <p>Goes against manifesto to protect the most vulnerable.</p>
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NOTE: If you have not undertaken any consultation as yet, you need to consider if you need to carry out any consultation. For example, if you have

insufficient data/information for any equality group and you are **unable** to assess the potential impact, you may want to consult with them on your proposals as how they will affect them. Any proposed consultation needs to be **completed before** progressing with the rest of the EqIA.

Guidance on consultation/community involvement toolkit can be accessed via the link below
http://harrowhub/info/200195/consultation/169/community_involvement_toolkit

10. If you have not undertaken any consultation, explain why?

n/a

Stage 3: Assessing Impact and Analysis

11. What does your information tell you about the impact on different groups? Consider whether the evidence shows potential for differential impact, if so state whether this is an adverse or positive impact? How likely is this to happen? How you will mitigate/remove any adverse impact? How likely is this to happen? How will you mitigate/remove any adverse impact?

Protected Characteristic	Positive	Adverse	Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur.	What measures can you take to eliminate or reduce the adverse impact(s)? E.g. consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 5)
Age (including carers of young/older people)		X	Many of the organisations potentially affected by any changes in policy are used by younger people e.g. scouting/guiding and sports facilities and also by older people e.g. sports and social clubs.	The policy does not propose to remove DRR from scouting/guiding facilities but will encourage them to apply for mandatory rate reliefs available e.g. Small Business Rate Relief (SBR) to minimise the requirement for DRR. Sports facilities in many cases will be able to qualify under HMRC regulations to be treated as a Community Amateur Sports Club (CASC) so would be able to obtain 80% mandatory rate relief. Following the consultation the policy has been amended so if clubs are actively seeking to obtain CASC status, as an interim claims under DRR can be considered.
Disability (including carers of disabled people)		X	Currently there are a number of properties receiving DRR which support residents with disabilities in different ways. There are currently plans to bring many of these together under one roof in the North Harrow Hub.	Following the consultation the original proposal of having a limit on the Rateable value has been dropped which would mean this would not be a barrier to the set up of the North Harrow Hub and organisations applying for DRR.

Gender Reassignment			N/A	
Marriage and Civil Partnership			N/A	
Pregnancy and Maternity			Information about the impact on this group is not known as the question about what other groups use their facilities on a regular basis which may include meetings which affect this group was not raised at the consultation stage	This has not been raised as an area of concern by any of the respondents to the consultation.
Race	X		By amending the policy so that all educational establishments are excluded from applying for DRR it will impact on faith based organisations and this may in turn impact adversely on this group.	The background of the change is to bring all educational establishments in the borough including Academies in line in terms of the level of financial support that the Council provides. The consultation feedback supported the removal of relief from educational establishments and alternative funding is available which may mean the impact of removing DRR is minimal.
Religion or Belief	X		By amending the policy so that all educational establishments are excluded from applying for DRR it will impact on faith based organisations and numbers affected will reflect the diversity of Harrow's community. Reducing relief may result in access to such facilities being reduced.	The background of the change is to bring all educational establishments in the borough including Academies in line in terms of the level of financial support that the Council provides. The consultation feedback supported the removal of relief from educational establishments and alternative funding is available which may mean the impact of removing DRR is minimal.
Sex			Not Known	A breakdown of this characteristic was not obtained as part of the consultation process however it has not been raised as an area of concern by any of the respondents to the consultation
Sexual Orientation			Not known	A breakdown of this characteristic was not obtained as part of the consultation process however it has not been raised as an area of concern by any of the respondents to the consultation

Other (please state)				
<p>12. Cumulative impact – Are you aware of any cumulative impact? For example, when conducting a major review of services. This would mean ensuring that you have sufficient relevant information to understand the cumulative effect of all of the decisions. Example: A local authority is making changes to four different policies. These are funding and delivering social care, day care, respite for carers and community transport. Small changes in each of these policies may disadvantage disabled people, but the cumulative effect of changes to these areas could have a significant effect on disabled people's participation in public life. The actual and potential effect on equality of all these proposals, and appropriate mitigating measures, will need to be considered to ensure that inequalities between different equality groups, particularly in this instance for disabled people, have been identified and do not continue or widen. This may include making a decision to spread the effects of the policy elsewhere to lessen the concentration in any one area.</p>			<p>There are other potential changes to the way existing Voluntary Grants are awarded and a review of subsidised commercial council premises which may also impact on the same target group. However analysis has been carried out through the 3rd sector Strategy Group so the cumulative impact on any one organisation is mapped and known.</p>	
<p>13. How do your proposals contribute towards the requirements of the Public Sector Equality Duty (PSED), which requires the Council to have due regard to eliminate discrimination, harassment and victimisation, advance equality of opportunity and promote good relations between different groups.</p> <p>(Include all the positive actions of your proposals, for example literature will be available in large print, Braille and community languages, flexible working hours for parents/carers, IT equipment will be DDA compliant etc)</p>				
<p>Equality Group</p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010</p>	<p>Advance equality of opportunity between people from different groups</p>	<p>Foster good relations between people from different groups</p>	<p>What actions can you take to meet these requirements? (Also include these in the Improvement Action Plan at Stage 5)</p>
<p>Age (including carers of young/older people)</p>	<p>Amendments to the proposed policy have been made particularly to sports</p>	<p>The DRR policy looks for any organisation to be proactively seeking to</p>		<p>Build into any review process a request for evidence of a) the age range of their</p>

	clubs where both young and old people will use the facilities	encourage users from this group		users b) what steps have they taken over the review period to encourage take up.
Disability (including carers of disabled people)	The limit on the rateable value which would have prevented any Hub to apply for DRR has been removed.	The DRR policy looks for any organisation to be proactively seeking to encourage users from this group		Build into any review process a request for evidence of a) the number of disabled users b) what steps have they taken over the review period to encourage take up.
Gender Reassignment	Information not available			
Marriage and Civil Partnership	Information not available			
Pregnancy and Maternity	Information not available			
Race		The DRR policy looks for any organisation to be proactively seeking to encourage users from this group		Build into any review process a request for evidence of a) the ethnic breakdown of users b) what steps have they taken over the review period to encourage take up Review which organisations which previously received DRR have ceased to run in Harrow
Religion or Belief				Review which organisations which previously received DRR have ceased to run in Harrow
Sex	Information not available			
Sexual Orientation	Information not available			

14. Is there any evidence or concern that **direct or indirect discrimination** may occur with reference to anti-discrimination legislation?

Direct discrimination - occurs when a person is treated less favourably than others on the grounds of their age, disability, gender, race, religion or belief, or sexual orientation. Refer to main guidelines and toolkit for examples of direct discrimination.

Indirect discrimination - occurs when a rule, condition or requirement, which applies equally to everyone, has a disproportionately adverse effect on people from a particular equalities group when there is no objective justification for the rule. Refer to main guidelines and toolkit for examples of indirect discrimination.

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Direct	Yes								
	No								
Indirect	Yes	Y					Y		
	No								

If you have answered 'yes' to any of the above you need to stop and rethink and should not proceed with your proposals. (You are also encouraged to seek Legal Advice)

Stage 4: Decision

15. Please indicate which of the following statements best describes the outcome of your EqIA (✓ tick one box only)

Outcome 1 – No change required: when the EqIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality are being addressed.	
Outcome 2 – Adjustments to remove adverse impact identified by the EqIA or to better promote equality. List the actions you propose to take to address this in the Improvement Action Plan at Stage 5	
Outcome 3 – Continue with proposals despite having identified some potential for adverse impact or missed opportunities to promote equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the impact. (explain this in 15A below)	X
Outcome 4 – Stop and rethink: when your EqIA shows actual or potential unlawful discrimination. (You are also encouraged to seek Legal Advice)	

15A. If your EqIA is assessed as **outcome 3**, explain your justification with full reasoning to continue with your proposals?

The Council is required to reduce the funding gap and is reviewing all discretionary awards. With the introduction of Academies the authority has sought to ensure there is parity between all educational establishments.

	<p>Deciding on non supporting schools is a strategy that has the least impact as schools budgets compared with the low amount of DRR relief actually received is significantly higher and the amount is almost de-minimus in the wider context of the full individual schools' budget. Additionally, as the budget is not being increased, having existing VA & Faith schools receiving relief but barring the new Academies from receiving relief only on the basis of having no available budget would be discriminatory and possibly more contentious than adopting a clear policy not to award to any educational establishment.</p>
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Stage 5: Making Adjustments (Improvement Action Plan)

16. List below any actions you plan to take as a result of this impact assessment. This should include any actions identified throughout the EqIA.

Area of potential adverse impact e.g. Race, Disability	Action proposed	Desired Outcome	Target Date	Lead Officer	Progress
Age Young Persons	To conduct further research through a second phase of consultation to better understand impact of potential future changes to policy / process on Sports Clubs, Scout Groups	To map out full potential impacts / outcomes before making further changes to criteria	By 31/12/2012	Lynn Allaker	Report to CSB / Cabinet by Feb 2013
Age Older Persons	To conduct further research through a second phase of consultation to better understand impact of potential future changes to policy / process on Charity Shops	To map out full potential impacts / outcomes before making further changes to criteria	By 31/12/2012	Lynn Allaker	Report to CSB / Cabinet by Feb 2013

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Stage 6 - Monitoring

The full impact of the decision may only be known after the proposals have been implemented, it is therefore important to ensure effective monitoring measures are in place to assess the impact.

<p>17. How will you monitor the impact of the proposals once they have been implemented? How often will you do this?</p>	<p>Review if any organisations which no longer receive DRR have ceased to operate in Harrow after 6 months and 12 months. Monitoring of DRR budget on a monthly basis</p>
<p>18. What monitoring measures need to be introduced to ensure effective monitoring of the policy? (Also include in Improvement Action Plan at Stage 5)</p>	<p>Introduce a formal review process which includes capturing information about the users to give monitoring information on the above characteristics to be carried out every other year. Monitoring of DRR budget on a monthly basis</p>
<p>19. How will the results of any monitoring be analysed, reported and publicised?</p>	<p>Budget Forecasting Report to Portfolio Holder & CSB</p>
<p>20. Have you received any complaints or compliments about the policy, service, function, project or decision being assessed? If so, provide details.</p>	<p>Through consultation 28 responses were received. Outside of consultation, 5 individual letters offering their views and a petition were also sent to officers/members to inform decision making process.</p>

Stage 7 – Reporting outcomes

The completed EqIA must be attached to all committee reports and a summary of the key findings included in the relevant section within them.

EqIA's will also be published on the Council's website and made available to members of the public on request.

21. Summary of the assessment

NOTE: This section can also be used in your Cabinet reports etc but you must ALSO attach the full EqIA to the report

- What are the key impacts – both adverse and positive?
- What course of action are you advising as a result of this EqIA?
- Are there any particular groups affected more than others?
- Do you suggest to proceeding with your proposals although an adverse impact has been identified?

Enabling budget reduction
 Removing the 20% top up support from all educational establishments
 Introducing a fit for purpose policy

The above will result in approximately 25 organisations losing funding. Average funding will be in the region of approx £2000 per organisation. In addition to the educational establishments, some religious organisations and a few sports clubs (which operate on a commercial basis) will no longer be funded.

As the funding amounts are small in comparison to the relevant organisations overall budgets, adverse impacts are minimal.

22. How will the impact assessment be publicised? E.g. Council website, intranet, forums, groups etc

Feed back from organisations, user complaints.

Stage 8 - Organisational sign Off (to be completed by Chair of Departmental Equalities Task Group)

The completed EqIA needs to be sent to the chair of your Departmental Equalities Task Group (DETG) to be signed off.


23. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?

Revenues Management Team, Portfolio Holder, Legal

Signed: (Lead officer completing EqIA)



Signed: (Chair of DETG)



Date:

31/01/2012

31/01/2012