

# Uttlesford District Council

## Equality impact assessment (EqIA) tool

### What is this tool for?


This tool will help you to assess the impact of existing or new strategies, policies, projects, contracts or decisions on residents and staff. It will help you to deliver excellent services, by making sure that they reflect the needs of all members of the community and workforce.

### What should be equality impact assessed?

You only need to equality impact assess strategies, policies, projects, contracts or decisions that are **relevant** to equality. If you are not sure whether your activity is relevant to equality take the 'relevance test' on Page 9.

### How do I use the tool?

This tool is easy to use and you do not need expert knowledge to complete it. It asks you to make judgments based on evidence.

The tool uses a system of red flags  to give you an indication of whether or not your responses are identifying potential issues. Getting a red flag does not necessarily indicate a problem, but it does mean that your assessment is highlighting issues or gaps in data that may require further investigation or action.

General information		
1	Name of strategy, policy, project, contract or decision.	Localisation of Council Tax Support (LCTS) Policy 2014-2015
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To set up a fair and equitable scheme to help people with low incomes to afford their Council Tax, and in line with the Local Government Finance Bill.
3	Who may be affected by the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Residents <input type="checkbox"/> Staff <input checked="" type="checkbox"/> A specific client groups (please state): Those liable for Council Tax within the District; Any authority that can levy a charge to contribute to Council Tax (Essex County Council, Essex Police and Essex Fire) The scheme benefits those on low incomes by providing them with support to pay their Council Tax. In particular it provides full protection to Pensioners (as prescribed within the requirements of the legislation) and includes locally determined protections for vulnerable groups and incentives to encourage people into work.
4	Responsible department and Head of Division.	Department: Revenues & Benefits Head of Division: Stephen Joyce

5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Y <input type="checkbox"/> Yes  <p>Uttlesford is working with all major precepting authorities in Essex to develop an Essex-wide framework, with local variations, within constraints imposed by Government policy</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
---	--	--



**Gathering performance data**

6	Do you (or do you intend to) collect this monitoring data in relation to any of the following <u>diverse groups</u> ?	<table border="0"> <tr> <td><input checked="" type="checkbox"/> Age</td> <td><input checked="" type="checkbox"/> Disability</td> </tr> <tr> <td><input checked="" type="checkbox"/> Sex</td> <td><input type="checkbox"/> Race</td> </tr> <tr> <td><input type="checkbox"/> Gender Reassignment</td> <td><input type="checkbox"/> Sexual Orientation</td> </tr> <tr> <td><input type="checkbox"/> Religion &amp; Belief</td> <td><input type="checkbox"/> Pregnancy and Maternity</td> </tr> <tr> <td><input checked="" type="checkbox"/> Marriage and Civil Partnerships</td> <td><input checked="" type="checkbox"/> Rural Isolation</td> </tr> </table>	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Race	<input type="checkbox"/> Gender Reassignment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Religion & Belief	<input type="checkbox"/> Pregnancy and Maternity	<input checked="" type="checkbox"/> Marriage and Civil Partnerships	<input checked="" type="checkbox"/> Rural Isolation
<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability											
<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Race											
<input type="checkbox"/> Gender Reassignment	<input type="checkbox"/> Sexual Orientation											
<input type="checkbox"/> Religion & Belief	<input type="checkbox"/> Pregnancy and Maternity											
<input checked="" type="checkbox"/> Marriage and Civil Partnerships	<input checked="" type="checkbox"/> Rural Isolation											

		<p>Older people (60+) are protected in the policy which follows specific Government regulations. The policy has been specifically designed with safeguards for vulnerable people, particularly with regard to child poverty and disability. Parents will continue to receive a child allowance per child (currently £65.62) and family premium (£17.40) as part of the calculation, which is consistent with the Council's duty to safeguard and promote the welfare of children. Working parents will receive a higher disregard of their earnings to reflect their childcare costs. Certain Disability Benefits (Disability Living Allowance and Personal Independence Payments) will continue to be disregarded thereby protecting those with specific long term conditions who fall within this group. People with disabilities or long term sick will continue to receive additional premiums as part of the calculation of entitlement. Without these actions, designed to protect these groups, the policy could potentially be discriminatory. People over 18 of working age will be required to pay more. Dependants under the age of 18 years old may be disadvantaged indirectly if their parents have to pay more as a result of this policy. No impact specific to Sex, Race, Sexual Orientation; Gender Reassignment; Religion and Belief; Marriage and Civil Partnership; Pregnancy and Maternity has been identified</p>
--	--	--

7	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> <input checked="" type="checkbox"/> Y Uptake <input checked="" type="checkbox"/> Y <input type="checkbox"/> <input checked="" type="checkbox"/> Y Complaints <input type="checkbox"/> <input checked="" type="checkbox"/> Y Eligibility criteria <input checked="" type="checkbox"/> Y <input type="checkbox"/> None
---	---	--

**Analysing performance data**

8	<p>Consider the impact the strategy, policy, project, contract or decision has already achieved, measured by the monitoring data you collect. Is the same impact being achieved for diverse groups as is being achieved across the population or workforce as a whole?</p>	<p> <input type="checkbox"/> Yes *  <input checked="" type="checkbox"/> No*  <input type="checkbox"/> Insufficient   <input type="checkbox"/> Not applicable  </p> <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p> <p>The changes impact only on working age households currently in receipt of Council Tax Benefit – about 3.9% of the total households in Uttlesford.</p> <p>The key elements of the proposed scheme impact equally across the affected group in proportion to their Council Tax Band.</p> <p>Allowances and premiums currently awarded under housing benefit rules; and certain disregarded disability benefits similar to the housing benefit rules will help mitigate the impact to long term sick and disabled households; and by treating disabled households as vulnerable and exempt from the key elements of the scheme gives low income disabled households additional protection. Families with pre-school and school age children will continue to have allowances and premiums currently awarded under housing benefit rules to help mitigate the impact, and child benefit and maintenance for children will continue to be disregarded.</p> <p>Households with the very lowest incomes and savings will not have a greater than 12.5% Council Tax liability</p>
9	<p>Is uptake of any services, benefits or</p>	<p> <input checked="" type="checkbox"/> Yes *         </p>

	<p>opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u>?</p>	<table border="0"> <tr> <td><input type="checkbox"/></td> <td>No*</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Insufficient </td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> </tr> </table> <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p> <p>Northgate modeling tool          "R:\Local Council Tax\cabinet24-10-2013\working papers\CTS2014.xlsm"          R:\Local Council Tax\cabinet24-10-2013\working papers\ impact max-min and average.xls          R:\ Local Council Tax\cabinet 24-10-2013\working papers\CTXimpact by parish.xls</p>	<input type="checkbox"/>	No*	<input type="checkbox"/>	Insufficient	<input type="checkbox"/>	
<input type="checkbox"/>	No*							
<input type="checkbox"/>	Insufficient							
<input type="checkbox"/>								

**Checking delivery arrangements**


10	<p>You now need to check the accessibility of your delivery arrangements against the requirements below. Click on the hyperlinks for more detailed guidance about the minimum criteria you should meet.</p> <p><i>If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.</i></p> <table border="0"> <thead> <tr> <th></th> <th>Yes</th> <th>No </th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td>The <a href="#">premises</a> for delivery are accessible to all.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox" value="Y"/></td> </tr> <tr> <td><a href="#">Consultation</a> mechanisms are inclusive of all.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>all claimants will receive a letter, stakeholders will be given an opportunity to comment</td> <td></td> <td></td> <td></td> </tr> <tr> <td><a href="#">Participation</a> mechanisms are inclusive of all.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>If you answered 'No' to any of the questions above please explain why giving details of any legal justification.</p>		Yes	No	N/A	The <a href="#">premises</a> for delivery are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="Y"/>	<a href="#">Consultation</a> mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	all claimants will receive a letter, stakeholders will be given an opportunity to comment				<a href="#">Participation</a> mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A																		
The <a href="#">premises</a> for delivery are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="Y"/>																		
<a href="#">Consultation</a> mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
all claimants will receive a letter, stakeholders will be given an opportunity to comment																					
<a href="#">Participation</a> mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		

Due to the challenging timeline for consultation, evaluation of responses; cabinet and full council approval before budget setting, consultation was limited to a 7 week period. As this is part of an Essex framework, we wanted to keep our consultation period in line with other Essex authorities. We are required to consult with major pre-empting authorities as well as public consultation.

### Checking information and communication arrangements

11 You now need to check the accessibility of your information and communication arrangements against the requirements below. Click on the hyperlink for more detailed guidance about the minimum criteria you should meet.

*If assessing a proposed strategy policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.*


	Yes	No 	N/A
<a href="#">Customer contact</a> mechanisms are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic, web-based and paper information is accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publicity campaigns are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Images and text in documentation are representative and inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered 'No' to any of the questions above please explain why, giving details of any legal justification.

### Future Impact

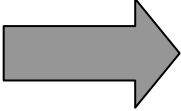
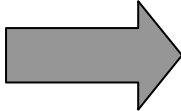
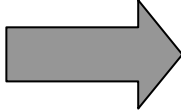
12 Think about what your strategy, policy, project, contract or decision is aiming to achieve over the long term and the ways in which it will seek to do this. This is your opportunity to take a step back and consider the practical implementation of your strategy, policy, project, contract or decision in the future. As well as checking that people from diverse groups will not be inadvertently excluded from or disadvantaged by any proposed activities, it is also an opportunity to think about how you can maximize your impact, reach as many people as possible and really make a difference to the lives of everyone in Uttlesford regardless of their background or circumstances.

Is it likely to inadvertently exclude or disadvantage any diverse groups?

No  
 Yes \* 

likely to disadvantage some households, dependent on funding will vary; working age will be impacted



*Please state any potential issues identified.	
<b>Improvement actions</b>	
13	<p>If your assessment has highlighted any potential issues or red flags, can these be easily addressed?</p> <p>In cases of exceptional hardship a small sum will be made available for discretionary awards.</p> <p><input type="checkbox"/> Yes  <input type="checkbox"/> No*  <input checked="" type="checkbox"/> Not applicable</p> <p><i>*If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:</i></p>
<b>Making a judgement – conclusions and next steps</b>	
14	<p>Following this fast-track assessment, please confirm the following:</p> <p><input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified  No further action required. Complete this form and implement any actions you identified in Q13 above</p> <p><input type="checkbox"/> There is insufficient evidence to make a robust judgement.  Additional evidence gathering required (go to Q17 on Page 7 below).</p> <p><input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.  Action planning required (go to Q18 on Page 8 below).</p>
15	<p>If you have any additional comments to make, please include here.</p> <p><input type="checkbox"/></p>
<b>Completion</b>	
16	<p>Name and job title (Assessment lead officer)</p> <p>Ann Parry-Jones Project Officer</p>
	<p>Name/s of any assisting officers and people consulted during assessment: Date: Date of next review:</p> <p>Sue Mustill, Sue Ellis, Stephen Joyce October 2013 July 2014</p> <p><i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i></p>

## LCTS EQIA – data table

Impact Assessment showing number of claimants impacted by the UDC proposals for 2014/15 (22/9/2013 data) showing the max, min and average weekly change from 2013/14 by group					
category of claimant	worse off	no change	av weekly loss	minimum weekly loss(-) or gain (+)	max weekly loss
working age non vulnerable	1321	0			
working age disabled		462	n/a	n/a	n/a
pension age		2078	n/a	n/a	n/a
"passporting" non vulnerable -but qualify for maximum support	609	0	£0.90	£0.57	£2.34
number of non vulnerable households with children	875	0	£0.95	£0.56	£2.34
number of children in non vulnerable households	1591				
lone parents (non vulnerable)	621		£0.87	£0.56	£1.92
lone parent (non vulnerable) with one child	315		£0.84	£0.56	£1.91
lone parent (non vulnerable) with two child	203		£0.88	£0.66	£1.69
lone parent (non vulnerable) with three children	77		£0.89	£0.57	£1.62
lone parent (non vulnerable) more than 3 children	26		£1.01	£0.66	£1.92
number of children in non vulnerable lone parent families	1068				
lone parents with child aged 3 or younger	187		£0.83	£0.57	£1.73
lone parents with child aged 5 or younger	261		£0.84	£0.57	£1.92
Working age single claimants (no partner or children) excl vulnerable	387		£0.78	£0.56	£1.66
working age single claimants (no partner or children) incl vulnerable	616				
couples with children (excl vulnerable)	254		£1.15	£0.75	£1.95
number of children in household with 2 parents	523				
couples with children (incl vulnerable)	312				
number of children in household with 2 parents	638				
couples no children (excl vulnerable)	46		£1.14	£0.81	£1.75
couples no children (incl vulnerable)	110				
claimant and/or partner in employment (excl vulnerable)	464				
claimant/partner in employment with children (excl vulnerable)	377				
lone parents in employment	273		£0.90	£0.56	£1.73
household with non deps to help out	131				
household with non deps expected to contribute	76				
female with no partner	665				
female with partner	116				
male with no partner	118				
male with partner	142				
total adult females worse off	923				
total adult males worse off	376				

## LCTS EQIA – worked examples

<b>Examples of LCTS changes from 8.5% to 12.5% for 2014/15</b>				
<b>'Passported' claimant (unemployed) getting max award Band H property</b>				
current annual liability	3044.62			
weekly liability	58.39		weekly payment	
support at 91.5%	53.43		4.96	
support at 87.5%	51.09		7.30	
additional weekly payment			<u>2.34</u>	
<b>'Passported' claimant (short term sick) getting max award Band A property</b>				
current annual liability	732.21			
weekly liability	14.04		weekly payment	
support at 91.5%	12.85		1.19	
support at 87.5%	12.29		1.76	
additional weekly payment			<u>0.56</u>	
<b>Lone Parent - working part-time - excess income- so taper applies Band C property</b>				
current annual liability	987.39			
weekly liability	18.94	taper	award	weekly payment
support at 91.5%	17.33	14.30	3.02	15.91
support at 87.5%	16.57	14.30	2.27	16.67
additional weekly payment				<u>0.76</u>
Taper calculation				
weekly income	226.24			
applicable amount	154.72			
excess weekly income	71.52			
taper at 20% of excess income	<u>14.30</u>			
<b>Couple one child - working part-time - excess income so taper applies Band C property</b>				
current annual liability	1405.41			
weekly liability	26.95	taper	award	weekly payment
support at 91.5%	24.66	0.74	23.92	3.03
support at 87.5%	23.58	0.74	22.84	4.11
additional weekly payment				<u>1.08</u>
Taper calculation				
weekly income	199.28			
applicable amount	195.57			
excess weekly income	3.71			
taper at 20% of excess income	<u>0.74</u>			