

Equality Analysis Form

The following questions will document the effect of your service or proposed policy, procedure, working practice, strategy or decision (hereafter referred to as 'policy') on equality, and demonstrate that you have paid due regard to the Public Sector Equality Duty.

1. RESPONSIBILITY

Department	Customer Support and Collections	
Service	Resources and Regulation	
Proposed policy	Council Tax Support scheme	
Date		
Officer responsible for the 'policy' and for completing the equality analysis	Name	Claire Jenkins
	Post Title	Head of Customer Support and Collections
	Contact Number	0161 253 5050
	Signature	
	Date	

2. AIMS

What is the purpose of the policy/service and what is it intended to achieve?	<p>Review of current Council Tax Support scheme from April 2017.</p> <p>Provision of a revised scheme to support people on low incomes in paying their Council Tax.</p> <p>The scheme is reviewed annually. From April 2017 it is proposed to change the maximum amount of benefit available for working age households. This means that all working age households will have to make a 20% contribution to their Council Tax.</p>
Who are the main stakeholders?	<p>Council Tax payers</p> <p>Residents claiming Council Tax Support</p> <p>Bury Council</p> <p>Bury Council staff</p> <p>Advice agencies</p> <p>Six Town Housing</p>

3. ESTABLISHING RELEVANCE TO EQUALITY

3a. Using the drop down lists below, please advise whether the policy/service has either a positive or negative effect on any groups of people with protected equality characteristics.

If you answer yes to any question, please also explain why and how that group of people will be affected.

Protected equality characteristic	Positive effect (Yes/No)	Negative effect (Yes/No)	Explanation
Race	No	No	
Disability	Yes	Yes	Some working age disabled claimants will see an increase in the amount of Council Tax they will be asked to pay. We will continue to disregard disability benefits when working out Council Tax Support, and will continue to exempt them from the restrictions to Council Tax band B.
Gender	No	No	
Gender reassignment	No	No	
Age	Yes	No	People of pensionable age who currently claim Council Tax Support will not see a reduction in the amount of support they receive. Their benefit entitlements will be calculated using a scheme prescribed by the Government to ensure they are not affected.
Sexual orientation	No	No	
Religion or belief	No	No	
Caring responsibilities	Yes	Yes	Some working age carers will see an increase in the amount of Council Tax they will be asked to pay, if they claim Council Tax Support. However we will continue to exempt them from the restrictions to Council Tax band B.
Pregnancy or maternity	No	No	
Marriage or civil partnership	No	No	

**3b. Using the drop down lists below, please advise whether or not our policy/service has relevance to the Public Sector Equality Duty.
If you answer yes to any question, please explain why.**

General Public Sector Equality Duties	Relevance (Yes/No)	Reason for the relevance
Need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	No	
Need to advance equality of opportunity between people who share a protected characteristic and those who do not (eg. by removing or minimising disadvantages or meeting needs)	Yes	The Council Tax Support scheme will continue to offer more support to pensioners and vulnerable groups.
Need to foster good relations between people who share a protected characteristic and those who do not (eg. by tackling prejudice or promoting understanding)	No	

If you answered 'YES' to any of the questions in 3a and 3b

Go straight to Question 4

If you answered 'NO' to all of the questions in 3a and 3b

Go to Question 3c and do not answer questions 4-6

3c. If you have answered 'No' to all the questions in 3a and 3b please explain why you feel that your policy/service has no relevance to equality.

N/A

4. EQUALITY INFORMATION AND ENGAGEMENT

4a. For a service plan, please list what equality information you currently have available (including a list of all EAs carried out on existing policies/procedures/strategies),

OR for a new/changed policy or practice please list what equality information you considered and engagement you have carried out in relation to it.

Please provide a link if the information is published on the web and advise when it was last updated?

(NB. Equality information can be both qualitative and quantitative. It includes knowledge of service users, satisfaction rates, compliments and complaints, the results of surveys or other engagement activities and should be broken down by equality characteristics where relevant.)

Details of the equality information or engagement	Internet link if published	Date last updated
Analysis of current caseload, and modelling of proposed changes	N/A	N/A
Consultation programme with public/tax payers, advice agencies and interested groups.	www.bury.gov.uk/counciltaxsupport2017	18.11.16

4b. Are there any information gaps, and if so how do you plan to tackle them?

N/A

5. CONCLUSIONS OF THE EQUALITY ANALYSIS

What will the likely overall effect of your policy/service plan be on equality?	The overall effect of the Council Tax Support scheme on equality will continue to be a positive one. It will continue to provide support pensioners and vulnerable groups in Bury.
If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?	No
Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.	The Council Tax Support scheme will continue to generate high levels of customer contact. This is an opportunity to identify other services which the council or other service providers can supply. Contacting customers who are identified as being affected by the changes to the Council Tax Support scheme. Working together with other service providers within the council, for example Adult's and Children's Services.
What steps do you intend to take now in respect of the implementation of your policy/service plan?	Obtain elected member endorsement Continue to benchmark against other AGMA Authorities Prepare administrative practices and processes Publicise new scheme

6. MONITORING AND REVIEW

If you intend to proceed with your policy/service plan, please detail what monitoring arrangements (if appropriate) you will put in place to monitor the ongoing effects. Please also state when the policy/service plan will be reviewed.

Ongoing effects will be monitored through customer contact, and caseload and collection statistics.

COPIES OF THIS EQUALITY ANALYSIS FORM SHOULD BE ATTACHED TO ANY REPORTS/SERVICE PLANS AND ALSO SENT TO YOUR DEPARTMENTAL EQUALITY REPRESENTATIVE FOR RECORDING.

