

Equality Impact Assessment Template – Policy, Function or Strategy

This document should be completed when a new policy, function or strategy is introduced or when a substantive change to an existing policy, function or strategy is recommended. This will ensure equality considerations are taken into account before a decision is made and the policy, function or strategy can be altered, if required.

1. Policy, function or strategy		
a.	Name/description of the policy, function or strategy ¹	Covid Financial Support – a one-off payment of £100 to the 2021/22 Council Tax accounts of eligible people.
b.	Responsible organisation(s)/Lead Service	Finance
c.	Lead Officer	Tracy Bunton, Principal Revenues and Benefits Officer
d.	Date of Impact Assessment	23 rd February 2021
e.	Partners/other Services involved in the development of the policy, function or strategy	None
f.	Is the policy, function or strategy?	<input checked="" type="checkbox"/> New
		<input type="checkbox"/> Reviewed/Revised
g.	What is the purpose of the policy, function or (include details of any new legislation which prompted the introduction of the policy, function or strategy or the substantive change to the policy, function or strategy)?	To support households who have largely not benefited from the various Covid/Government financial supports.
h.	What are the intended outcomes of the policy, function or strategy?	The balance of Council Tax due from specified groups of Council Tax payers will reduce, increasing their disposable income for the remainder of the financial year.
i.	Geographical area (Inverclyde-wide or a specific location)	Inverclyde-wide

¹ Please attach details of the policy, function or strategy to this Template

j.	Which parts of the Equality Duty will the policy, function or strategy impact on?	<input type="checkbox"/>	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
		x	Advance equality of opportunity between people of different groups
		<input type="checkbox"/>	Foster good relations between people from different groups
k.	Will those who may be directly or indirectly affected by the policy, function or strategy be involved in its development?	No	

2. Does the policy, function of strategy impact on:		
	Yes	No
a. Protected Characteristics under The Equality Act 2010: Age; Disability; Gender Reassignment; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation (see Section 3)	X	
b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty ² (see Section 6)	X	
c. Local Outcomes Improvement Plan (LOIP) 2017/22 ³ (see Section 7)	X	
d. Corporate Plan 2018/22 ⁴ (see Section 8)	X	
3. If 'Yes' is selected for any part of Section 2, please populate the other relevant Sections of this Template.		

² [Fairer Scotland Duty: interim guidance for public bodies](#)

³ [Local Outcomes Improvement Plan 2017/22](#)

⁴ [Corporate Plan 2018/22](#) (agenda item 5)

4. If 'No' is selected for every part of Section 2, please state the reasons for this.

Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy Officer: karen.barclay@inverclyde.gov.uk.

Signature:

Date:

3. Impact – Protected Characteristics

Which of the Protected Characteristics will the policy, function or strategy have an impact upon?

Protected Characteristic	Impact				Reasons/Comments	
	Positive High	Low	Neutral	Negative High		Low
Age		X				Children in families on a low income who do not qualify for free school meals/clothing grants have not received additional financial support. The policy/ function/ strategy addresses this gap.

Disability		X				Working age people on a low income who do not have school age children have received no additional financial support during the pandemic. The initiative addresses this gap.
Gender Reassignment			X			
Pregnancy and maternity			X			
Race			X			
Religion and belief			X			
Sex		X				
Sexual orientation			X			
Other groups to consider						

4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?	
<input type="checkbox"/>	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
<input checked="" type="checkbox"/>	Advance equality of opportunity between people from different groups

<input type="checkbox"/>	Foster good relations between people from different groups
--------------------------	--

5. Impact – groups

From the information you have highlighted above, describe the positive and negative impacts and the groups affected under The Equality Act 2010.

Positive impacts +	Negative impacts -
<p><i>(Describe groups affected.)</i></p> <p>All members of the community, including those with protected characteristics that fit the income criteria for the one off payment will benefit.</p>	<p><i>(Describe groups affected.)</i></p>

6. Impact – Fairer Scotland Duty

What impact will this policy, function or strategy have on reducing inequalities of outcome caused by socio-economic disadvantage?

Positive impact +	Neutral impact =	Negative impact -
+		
<p>Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.</p> <p>Families with children on a low income who do not qualify for free school meals/clothing grants and working age people on a low income who do not have school age children have received no additional Covid related financial support. The one off payment to Council Tax accounts will increase disposable income for the remainder of the financial year.</p> <p>Household income will increase, recognised as being a driver to improve inequalities of outcome.</p>		

7. Impact – LOIP 2017/22

Which Priority/Priorities from the LOIP 2017/22 will this policy, function or strategy impact on?

X	<p>1. Population: Inverclyde's population will be stable and sustainable with an appropriate balance of socio - economic groups that is conducive to local economic prosperity and longer term population growth</p>
---	---

X	2. Inequalities: There will be low levels of poverty and deprivation and the gap between the richest and poorest members of our communities will be reduced (This may already have been highlighted at Section 6.)
<input type="checkbox"/>	3. Environment, culture and heritage: Inverclyde's environment, culture and heritage will be protected and enhanced to create a better place for all Inverclyde residents and an attractive place in which to live, work and visit

Briefly describe how the policy, function or strategy will impact on the LOIP Priority/Priorities.

Priority 1: Financial support to those with lower levels of income signals inclusivity, promoting Inverclyde as a good place to live.

Priority 2: Families with children on a low income who do not qualify for free school meals/clothing grants and working age people on a low income who do not have school age children have received no additional Covid related financial support. The one off payment to Council Tax accounts will increase disposable income for the remainder of the financial year.

8. Impact – Corporate Plan 2018/22

Which Priority/Priorities from the Corporate Plan 2018/22 will the policy, function or strategy impact on?

<input type="checkbox"/>	1. To promote Inverclyde, to both residents and visitors alike, as a great place to live, work and visit
<input type="checkbox"/>	2. To work collaboratively, to enable strong, connected and empowered communities, particularly in areas of deprivation, so that residents have influence and control over the things that matter to them

<input type="checkbox"/>	3. To grow the local economy in a way that creates opportunities for all our residents, including access to good quality jobs
<input checked="" type="checkbox"/>	4. To reduce the prevalence of poverty and, in particular, child poverty in our communities
<input checked="" type="checkbox"/>	5. To safeguard, support and meet the needs of our most vulnerable families and residents
<input checked="" type="checkbox"/>	6. To improve the health and wellbeing of residents so that people live well, and for longer
<input type="checkbox"/>	7. To protect and enhance our natural and built environment
<input type="checkbox"/>	8. To preserve, nurture and promote Inverclyde's unique culture and heritage
<input type="checkbox"/>	9. To deliver services that are responsive to community needs and are underpinned by a culture of innovation, continuous improvement and effective management of resources
<input type="checkbox"/>	10. To develop motivated, trained and qualified employees who deliver quality services that meet current and anticipated service needs

Briefly describe how the policy, function or strategy will impact on the Corporate Plan Priority/Priorities.

Priorities 4, 5, 6: Families with children on a low income who do not qualify for free school meals/clothing grants and working age people on a low income who do not have school age children have received no additional Covid related financial support. The one off payment to Council Tax accounts will increase disposable income for the remainder of the financial year.

9. Evidence

What evidence do you have to help identify any potential impacts of the policy, function or strategy?

Note: Evidence could include information from consultations, surveys, the Citizens' Panel, focus groups, interviews, projects, user feedback, complaints, Officers' knowledge and experience, equalities monitoring data, publications, research, reports, and local and national groups.

Evidence	Details
Consultation/Engagement (including any carried out while developing the policy, function or strategy)	Other councils were consulted with the development of the proposal, specifically around the legality of crediting Council Tax accounts. Colleagues in Finance, Payroll and Legal Services were engaged.
Research	Examination of Council Tax Reduction records.
Officers' knowledge and experience (including feedback from frontline staff)	Officer experience of delivering Inverclyde Council's expanded free school meals/ school clothing grant policy Government and Council Covid financial support to date has been focussed on two specific demographics: households who have children who qualify for free school meals/clothing grants and households which qualify for the Winter Fuel payment.
Equalities monitoring data	Just under 10,000 households currently have Council Tax Reduction (CTR) applied. There are around 3,903 CTR households which do not have children who qualify for free school meals/clothing grants or which do not qualify for the Winter Fuel payment, of which, 3,200 have a single occupant
User feedback (including complaints)	

Stakeholders	
Other	
Are there information gaps and, if so, what are these?	

10. Consequences of analysis

What steps will you take in response to the findings of your analysis? Please select at least one of the following and provide a brief explanation.

a.	Continue development with no changes	<input checked="" type="checkbox"/>	All households with low income are negatively affected by Covid restrictions. The groups who will benefit from the proposal have not received any specific Covid funding. Households who will not qualify are not disadvantaged because they have already received a payment from another fund. The proposal redresses the imbalance.
b.	Continue development with minor alterations	<input type="checkbox"/>	
c.	Continue development with major changes	<input type="checkbox"/>	
d.	Discontinue development and consider alternatives (where relevant)	<input type="checkbox"/>	

How will the effect of the policy, function or strategy be monitored following implementation?

It will be difficult to evaluate the impact of a one off payment of a relatively small sum. Council Tax collection performance may give an indication although it will be challenging to disengage the impact of the function from the wider economic effects of Covid.

When is the policy, function or strategy due to be implemented?

The qualifying date for the one off payment is 13th April 2021. Payment will be credited to Council Tax accounts and revised Notices showing the payment will be issued thereafter.

When will the policy, function or strategy be reviewed?

What resources are available for the implementation of the policy, function or strategy? Have these resources changed?

Delivery will be carried out by existing resources.

11. Please use the space below to detail any other matters arising from the Equality Impact Assessment process, including what action could be taken to mitigate the impact of the policy, function or strategy.

--

Details of the Person(s) who completed the Assessment:	
Name:	Tracy Bunton
Position:	Interim Revenues and Benefits Manager
Date:	10 th March 2021
Authorised by:	
Name:	Alan Puckrin
Position:	Interim Service Director, Corporate Services & Organisational Recovery
Date:	10 th March 2021

Thank you for your assistance with the completion of this task.

Please send a copy of the completed Template to Karen Barclay, Corporate Policy Officer at karen.barclay@inverclyde.gov.uk.

27 April 2020