

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
b.	Responsible organisation(s)/Lead Service
c.	Lead Officer
d.	Date of Impact Assessment
e.	Partners/other Services involved in the development of the policy, function or strategy
f.	Is the policy, function or strategy?
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)?
h.	What are the intended outcomes of the policy, function or strategy?
i.	Geographical area (Inverclyde-wide or a specific location)

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

1. Policy, function or strategy		
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
		<input checked="" type="checkbox"/> 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	

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

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

2. Does the policy, function of strategy impact on:		
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.		
4. If 'No' is selected for <u>every part</u> of Section 2, please state the reasons for this.		
<p>Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy Officer: karen.barclay@inverclyde.gov.uk.</p>		
Signature:	Date:	

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

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	Positive Low	Neutral	Negative High	Negative Low	
Age		X				Dwellings where all occupants are students will qualify for the Award. These households tend to be occupied by younger adults.
Disability		X				There is a gap of around 12 percentage points in poverty rates between disabled and non-disabled people. The Cost of Living Award will improve the financial circumstances of people with a disability who qualify for the payment.
Gender Reassignment			X			
Marriage and civil partnership			X			
Pregnancy and maternity			X			
Race			X			
Religion and belief			X			

3. Impact – Protected Characteristics						
Sex			X			
Sexual orientation			X			
Other groups to consider • Carers		X				Full time carers who rely on welfare benefits or part time earnings are likely to meet the criteria for the award.

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

+

(Describe groups affected.)

Age: Dwellings where all occupants are students will qualify for the Award. The majority of student households tend to be younger adults.

Disability: Members of the community with the protected characteristic of Disability, that fit the Council Tax Reduction or exemption qualifying criteria for the one off payment, will benefit.

Negative impacts

-

(Describe groups affected.)

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>The one off payment will increase disposable income at the point of payment. 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	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
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
X	4. The local economy: Inverclyde has a thriving and diverse local economy, economic activity is increased and skills development enables both those in work and those furthest from the labour market to realise their full potential
<p>Briefly describe how the policy, function or strategy will impact on the LOIP Priority/Priorities.</p>	

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>
<p>Priority 1: Financial support to those with lower levels of income signals inclusivity, promoting Inverclyde as a good place to live.</p> <p>Priority 2: The one off payment is targeted at the poorest members of our communities and will help recipients meet basic living costs.</p> <p>Priority 4: Those who live on a low income tend to spend their limited resources on local services and in local businesses and so the expectation is that the award will in part aid the local economy.</p>	

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
X	4. To reduce the prevalence of poverty and, in particular, child poverty in our communities
X	5. To safeguard, support and meet the needs of our most vulnerable families and residents
X	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: The one off payment will increase disposable income at the point of payment.

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)	
Research	Examination of Council Tax and Council Tax reduction records to establish who will qualify for the payment.
Officers' knowledge and experience (including feedback from frontline staff)	Officer experience of delivering Inverclyde Council's £100 Covid Costs Payment in spring 2021, the Low Income Pandemic Payment during summer 2021 and the Winter Hardship Support Payment in winter 21/22.

Evidence	Details
Equalities monitoring data	9,000 households with Council Tax reduction (CTR) and in the region of 700 who meet the Council Tax exemption criteria.
User feedback (including complaints)	
Stakeholders Other	
Are there information gaps and, if so, what are these?	The Policy and Resources Exec Sub Committee on 10 th March 2022 will consider increasing the Cost of Living Award from £300 to £350, utilising Scottish Government COVID Economic Recovery Funding.

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	x	Households with low income are particularly negatively affected by the increasing cost of living. The groups who will benefit from the proposal have been assessed as having a low income and are the most severely affected households in Inverclyde in terms of the cost of living increases.
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"/>	
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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 the increasing cost of living.

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

The qualifying date for the one off payment is 24th February 2022. The time frame to make the payment is by no later than the start of June 2022.

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.

Ideally, the payment will be paid by BACS or, alternatively, to the Council Tax account where bank account details are not provided.

Details of the Person(s) who completed the Assessment:

Name: Tracy Bunton

Position: Revenues and Benefits Manager

Date: 3rd March 2022

Authorised by:

Name: Alan Puckrin

Position: Interim Director, Finance and Corporate Governance

Date: 3rd March 2022

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.