

# **SERVICE & FINANCIAL PLANNING 2021/22**

## **COUNCIL TAX 2021/22**

Equality Impact Assessment

January 2021

---

# EQUALITY IMPACT ASSESSMENT: SERVICE & FINANCIAL PLANNING

## 1. Introduction

<b>1.1 Service:</b>	Finance
<b>1.2 Name of proposal, policy, strategy or project:</b>	Service & Financial Planning 2021/22
<b>1.3 This is:</b>	A change to an existing policy or strategy <i>If other, please specify:</i> Service & financial planning comprises a review of the in-year budget and proposals for changes to the budget for the following year.
<b>1.4 Completing officer's name:</b>	Cath Rose
<b>1.5 Date initially completed:</b>	14/01/2021

## 2. About the proposal

*\*\* Note that the term 'proposal' is used here to include any new services proposed for introduction, changes to an existing service, withdrawal of an existing service, any new policy or strategy or change to an existing policy or strategy, and any project \*\**

<b>2.1 What is the main purpose of the proposal?</b> <i>Please explain in one or two short paragraphs</i>
The purpose of the service & financial planning process is to enable the Council to set a balanced budget for the year ahead, to define its capital programme and to determine service priorities for the coming year(s) through service business plans.

<b>2.2 Why is it being introduced / reviewed / changed now?</b> <i>This could be, for example, because of new government legislation or guidance, because of changing service user needs, or for financial reasons.</i>
It is a statutory requirement for the Council to agree a balanced budget annually.

<b>2.3 Who is the intended audience or target group(s) for the proposal?</b>
Internal audience or group: Staff and councillors
External audience or group: Multiple (please specify below)
<i>If other, please specify. Please also use the section below to provide more details about the audience or target group(s):</i> The Council's service & financial planning has the potential to impact all our customers, including residents, local businesses and partner organisations.

### 3. Assessment of potential impact

Information about the protected characteristic groups as defined by the Equality Act is available [here](#). You should also use this assessment to consider impacts on other vulnerable groups such as those on low incomes.

**In undertaking your assessment, please think about every stage of your process, including the design phase, any consultation, the delivery phase and once the proposal is up and running.**

#### Who could be affected by your proposal?

<b>3.1 Will the proposal affect people - service users, employees or the wider community?</b>	Yes	<i>If yes, please identify which group(s):</i> More than one of the above
<b>3.2 Will the proposal introduce a change which will significantly affect how services or functions are delivered?</b>	Yes	<i>Please briefly explain your answer:</i> Draft budget proposals identify areas of growth (additional funding proposed), income and savings, and impact on staff numbers where relevant. Other than the changes identified in the budget proposals it is proposed that all other elements of the Council's budget remain the same. Where a potential impact on the delivery of services or functions may result from a growth proposal (or impact is currently unknown), these are identified in the table below. For completeness the impact of all proposed savings is also considered below.

Budget	Type	Change	Will change significantly affect how services are delivered?
Revenue	Services - Pay	Growth: One post in the Place Delivery Team being changed from fixed term to permanent.	Will allow the continuation of effective Place Delivery services.
		Growth: One new post to support Finance Team activities	Will allow the continuation of effective Finance activity.

		Growth: Three new posts to provide additional waste collection capacity	Will allow the continuation of effective Waste & Recycling Services.
		Growth: Two new posts to support Revenues, Benefits & Fraud activity	Will allow the continuation of effective Revenues, Benefits & Fraud service
		Saving: Deletion of 8 vacant posts	Could result in cessation of service/activity.
	Services – Non Pay	Saving: Redhill Market – net saving from new contract	No impact on service or function delivery identified
		Saving: Re-baselining of misc. non-pay budgets in Housing Team	No impact on service or function delivery identified
		Saving: Reduction in corporate subscription expenditure	No impact on service or function delivery identified
		Growth: Financial contribution to Surrey Transit site for travellers	Will increase availability of transit provision for Gypsies & Travellers in the area
		Growth: Communications (email marketing)	No impact on service or function delivery identified
		Growth: Casual staff to support Revs & Bens service delivery and re-baselining of income budgets	Will allow the continuation of effective Revenues, Benefits & Fraud service
		Growth: To cover reduction in third party budget contribution in the Place Delivery team	Will allow the continuation of effective Place Delivery services.
	Central budgets	Saving: Removal of headroom contingency budget	No impact on service or function delivery identified
		Saving: Central salary contingency	No impact on service or function delivery identified
		Saving: Central new posts budget	No impact on service or function delivery identified
		Saving: Insurance	No impact on service or function delivery identified
		Saving: Treasury Management	No impact on service or function delivery identified
Saving: Central employer pension contribution		No impact on service or function delivery identified	
Growth: Budget for staff salary increases		No impact on service or function delivery identified	
Saving: Preceptor Grants		No impact on service or function delivery identified	
Growth: Visa Sponsorship	No impact on service or function delivery identified		

		Growth: Central training budget	No impact on service or function delivery identified
	Government funding reductions	Growth: Growth to mitigate government subsidy reduction within the Housing Benefits service	Will mitigate potential negative impact of subsidy reduction.
Capital	Organisation	Growth: IT services – investment in equipment replacement, technology development projects and disaster recovery measures	Impact unknown until project details are available
		Growth: Environmental Strategy delivery	Impact unknown until project details are available
	People	Growth: Housing – asset maintenance rolling programme	Supporting upkeep of housing provided by the Council
	Place	Growth: Workshop refurbishment	Impact unknown until project details are available
	Place	Growth: Capital contribution to Surrey Transit site for travellers	Will increase availability of transit provision for Gypsies & Travellers in the area

## Data and evidence

In undertaking this assessment, you will need to consider relevant data and evidence, depending on the people the proposal will affect, for example:

- Relevant information about service users held by your service
- Relevant information about staff (eg, the workforce equality information published on the [website](#), staff surveys etc)
- Relevant information about borough residents (eg the borough equality information published on the [website](#), service user surveys etc)
- Relevant information published by third party organisations (eg data, research studies etc)
- Feedback or information from organisations representing target equality groups

<b>3.3 Please list the evidence / data sources you have considered in assessing the likely impact of your proposal</b>	Borough level equality data report; RBBC Workforce equality data report, individual service plans, vacant posts proposed for deletion	
<b>3.4 Are there any significant gaps in the evidence base that mean it is difficult to</b>	No	<i>If yes, please explain what the gaps are and suggest how those gaps could be filled in the future</i>

assess the likely impact of your proposal?		Click or tap here to enter text.
--	--	----------------------------------

## Potential impact

3.5 Does your proposal relate to a service or function which information indicates is important to those with protected characteristics?	Yes	<p><i>If yes, please outline the issues – these could include (for example) access to information or ability to use or access a service.</i></p> <p>Please see assessment table below. Reference numbering is carried through into the subsequent assessment</p>														
	<p><b>Assessment table:</b></p> <table border="1"> <thead> <tr> <th style="background-color: #cccccc;">Proposed change</th> <th style="background-color: #cccccc;">Important to those with protected characteristic?</th> </tr> </thead> <tbody> <tr> <td>(1) Securing continuation of staff resources in the Place Delivery Team</td> <td>Potentially. Ensuring sustainable resourcing in the team will ensure place delivery projects are delivered successfully. Place delivery activity has the potential to facilitate improvements to the built environment to benefit those with protected characteristics.</td> </tr> <tr> <td>(2) New Finance Team resource</td> <td>No. Post required to ensure ongoing delivery of existing 'corporate centre' service.</td> </tr> <tr> <td>(3) New Waste &amp; Recycling team resource</td> <td>Yes. Ensuring sustainable waste &amp; recycling service will ensure those with protected characteristics continue to receive an appropriate service.</td> </tr> <tr> <td>(4) New Revenues, Benefits &amp; Fraud resource</td> <td>Yes. Ensuring an effective Revenues, Benefits &amp; Fraud service will ensure those with protected characteristics continue to receive an appropriate service</td> </tr> <tr> <td>(5) Deletion of 8 vacant posts</td> <td>No. The posts being deleted are currently vacant and not required for the ongoing delivery of Council services (ie no services will be impacted by the deletion of the posts, and therefore there will be no potential impact on those with protected characteristics)</td> </tr> <tr> <td>(6) Financial contribution to Surrey Transit site for travellers</td> <td>Yes. Relates to the availability of sites for Gypsies and Travellers</td> </tr> </tbody> </table>		Proposed change	Important to those with protected characteristic?	(1) Securing continuation of staff resources in the Place Delivery Team	Potentially. Ensuring sustainable resourcing in the team will ensure place delivery projects are delivered successfully. Place delivery activity has the potential to facilitate improvements to the built environment to benefit those with protected characteristics.	(2) New Finance Team resource	No. Post required to ensure ongoing delivery of existing 'corporate centre' service.	(3) New Waste & Recycling team resource	Yes. Ensuring sustainable waste & recycling service will ensure those with protected characteristics continue to receive an appropriate service.	(4) New Revenues, Benefits & Fraud resource	Yes. Ensuring an effective Revenues, Benefits & Fraud service will ensure those with protected characteristics continue to receive an appropriate service	(5) Deletion of 8 vacant posts	No. The posts being deleted are currently vacant and not required for the ongoing delivery of Council services (ie no services will be impacted by the deletion of the posts, and therefore there will be no potential impact on those with protected characteristics)	(6) Financial contribution to Surrey Transit site for travellers	Yes. Relates to the availability of sites for Gypsies and Travellers
Proposed change	Important to those with protected characteristic?															
(1) Securing continuation of staff resources in the Place Delivery Team	Potentially. Ensuring sustainable resourcing in the team will ensure place delivery projects are delivered successfully. Place delivery activity has the potential to facilitate improvements to the built environment to benefit those with protected characteristics.															
(2) New Finance Team resource	No. Post required to ensure ongoing delivery of existing 'corporate centre' service.															
(3) New Waste & Recycling team resource	Yes. Ensuring sustainable waste & recycling service will ensure those with protected characteristics continue to receive an appropriate service.															
(4) New Revenues, Benefits & Fraud resource	Yes. Ensuring an effective Revenues, Benefits & Fraud service will ensure those with protected characteristics continue to receive an appropriate service															
(5) Deletion of 8 vacant posts	No. The posts being deleted are currently vacant and not required for the ongoing delivery of Council services (ie no services will be impacted by the deletion of the posts, and therefore there will be no potential impact on those with protected characteristics)															
(6) Financial contribution to Surrey Transit site for travellers	Yes. Relates to the availability of sites for Gypsies and Travellers															

	(7) Casual staff to support Revenues, Benefits & Fraud service delivery	Yes. Ensuring an effective Revenues, Benefits & Fraud service will ensure those with protected characteristics continue to receive an appropriate service
	(8) Growth to mitigate government subsidy reduction within the Housing Benefits service	Yes. The Council's work in relation to housing benefits is a critical service for many vulnerable residents including those with protected characteristics
	(9) IT services – investment in equipment replacement, technology development and disaster recovery	Possibly, depending on the nature of the equipment being invested in and the needs of those who use it
	(10) Environmental Strategy delivery	Possibly, depending on the detail of the capital expenditure proposals
	(11) Housing – asset maintenance rolling programme	Yes. Ensuring a properly funded programme of maintenance ensures appropriate living conditions for those vulnerable residents who are housed, including those with protected characteristics
	(12) Workshop refurbishment	Possibly, depending on the nature of the refurbishment proposals and the needs of those who use the workshop
<b>3.6 Will the proposal intentionally target any particular protected characteristic group?</b>	Yes	<p><i>If yes, please identify the group and explain the reason for this and what the intended impact is.</i></p> <p>(1) No  (2) No  (3) No  (4) No  (5) No  (6) Yes, the financial contributions proposed towards the provision of a transit site intentionally seeks to meet a need within the Gypsy and Traveller community.  (7) No  (8) Yes, the Housing Benefit service targets vulnerable residents in need of support  (9) Unknown at this stage  (10) Unknown at this stage</p>

		(11) No (12) Unknown at this stage
<b>3.7 Will the proposal intentionally exclude any particular protected characteristic group?</b>	Yes	<i>If yes, please identify the group and explain the reason for this and any direct or indirect impact on that group.</i> (1) No (2) No (3) No (4) No (5) No (6) Yes, the site once funded and delivered will only be available to Gypsies and Travellers and will therefore exclude the settled community (7) No (8) No (9) Unknown at this stage (10) Unknown at this stage (11) No (12) Unknown at this stage
<b>3.8 Will the proposal be able to be equally accessed by all at every stage of the process? Or are there barriers that might inhibit access for some people?</b>	May be barriers that could inhibit access	<i>Please identify any barriers. These could be physical, digital, social or cultural:</i> (1) Not applicable (2) Yes, subject to Council recruitment policies and procedures being applied (3) Yes, subject to Council recruitment policies and procedures being applied (4) Yes, subject to Council recruitment policies and procedures being applied (5) Not applicable (6) See above. It will be important that the site is properly planned and managed to allow access to the Gypsy and Traveller community and remove any potential barriers. (7) Yes, subject to Council recruitment policies and procedures being applied (8) Not applicable

		<p>(9) Unknown at this stage  (10) Unknown at this stage  (11) Unknown at this stage  (12) Unknown at this stage</p>
<p><b>3.9 Does the proposal have the potential to reduce inequalities or improve outcomes for protected characteristic groups?</b></p>	<p>Choose an item.</p>	<p><i>Please briefly explain your answer.</i></p> <p>(1) Yes, indirectly, through the delivery of place delivery projects that incorporate measures to reduce inequalities and/or improve outcomes for protected characteristic groups  (2) No  (3) Yes, indirectly, through the provision of reliable and high quality waste &amp; recycling services to all residents including those with protected characteristics  (4) Yes, indirectly through the provision of effective and high quality revenues, benefits and fraud services for all residents including those with protected characteristics  (5) No  (6) Yes, through the provision of safe transit accommodation for Gypsies &amp; Travellers  (7) Yes, indirectly through the provision of effective and high quality revenues, benefits and fraud services for all residents including those with protected characteristics  (8) Yes, indirectly, by allowing the Council to continue to deliver its Housing Benefits service effectively  (9) Potentially, depending on the nature of the investment  (10) Potentially, depending on the nature of the projects  (11) Potentially, depending on the nature of the maintenance measures  (12) Potentially, depending on the nature of the works</p>

**3.10 Considering the above information, please summarise the likely impact on [protected characteristic groups](#) (within the organisation, outside the organisation or both) This may be direct, indirect or differential impact. Use the above link for definitions, and consider issues such as physical access to services, different cultural or social practices and how people are able to access information.**

	<b>Nature of impact</b>	<b>Please briefly explain your answer</b>
<b>Age</b> <i>including children, young people or older people</i>	See comments	<p>Place delivery team post: Potential positive as it ensures the Place Delivery team will continue to be resourced to deliver improvements to our built environment.</p> <p>Finance team post: Neutral, no impact on this group identified</p> <p>W&amp;R team posts: Potential positive at it ensures the W&amp;R team will continue to be resourced to provide assisted collections</p> <p>Revenues, Benefits &amp; Fraud team posts (permanent and casual): Potential positive impact on residents requiring support from Revenues, Benefits &amp; Fraud team</p> <p>Deletion of vacant posts: Neutral, no impact on this group identified</p> <p>Transit site contribution: Potential positive impact on travellers in this group (provision of safe transit accommodation)</p> <p>Housing benefit grant loss mitigation: Potential positive impact on residents in receipt of Housing Benefit in this group (securing continued high quality service)</p> <p>ICT investment: Currently unknown, will need to be assessed once detail of projects are available</p> <p>Environmental Strategy projects: Currently unknown, will need to be assessed project details are available</p> <p>Housing stock maintenance funding: Potential positive impact on residents housed by the Council in this group (maintaining decent living conditions)</p> <p>Workshop refurbishment: Currently unknown, will need to be assessed once detail of project is available</p>
<b>Disability</b> <i>including physical, sensory or learning disability or long-term health impairment</i>	See comments	<p>Place delivery team post: Potential positive as it ensures the Place Delivery team will continue to be resourced to deliver improvements to our built environment.</p> <p>Finance team post: Neutral, no impact on this group identified</p> <p>W&amp;R team posts: Potential positive at it ensures the W&amp;R team will continue to be resourced to provide assisted collections</p> <p>Revenues, Benefits &amp; Fraud team posts (permanent and casual): Potential positive impact on residents requiring support from Revenues, Benefits &amp; Fraud team</p> <p>Deletion of vacant posts: Neutral, no impact on this group identified</p> <p>Transit site contribution: Potential positive impact on travellers in this group (provision of safe transit accommodation)</p> <p>Housing benefit grant loss mitigation: Potential positive impact on travellers in this group (provision of safe transit accommodation)</p> <p>ICT investment: Currently unknown, will need to be assessed once detail of projects are available</p>

		<p>Environmental Strategy projects: Currently unknown, will need to be assessed project details are available</p> <p>Housing stock maintenance funding: Potential positive impact on residents housed by the Council in this group (securing continued high quality service)</p> <p>Workshop refurbishment: Currently unknown, will need to be assessed once detail of project is available</p>
<b>Gender reassignment</b>	See comments	<p>Place delivery team post: Neutral, no impact this group identified</p> <p>Finance team post: Neutral, no impact on this group identified</p> <p>W&amp;R team posts: Neutral, no impact this group identified</p> <p>Revenues, Benefits &amp; Fraud team posts (permanent and casual): Neutral, no impact on this group identified</p> <p>Deletion of vacant posts: Neutral, no impact this group identified</p> <p>Transit site contribution: Neutral, no impact on this group identified</p> <p>Housing benefit grant loss mitigation: Potential positive impact on residents in receipt of Housing Benefit in this group (securing continued high quality service)</p> <p>ICT investment: Currently unknown, will need to be assessed once detail of projects are available</p> <p>Environmental Strategy projects: Currently unknown, will need to be assessed project details are available</p> <p>Housing stock maintenance funding: Potential positive impact on residents housed by the Council in this group (maintaining decent living conditions)</p> <p>Workshop refurbishment: Currently unknown, will need to be assessed once detail of project is available</p>
<b>Marriage and civil partnership</b>	See comments	<p>Place delivery team post: Neutral, no impact this group identified</p> <p>Finance team post: Neutral, no impact on this group identified</p> <p>W&amp;R team posts: Neutral, no impact this group identified</p> <p>Revenues, Benefits &amp; Fraud team posts (permanent and casual): Neutral, no impact on this group identified</p> <p>Deletion of vacant posts: Neutral, no impact this group identified</p> <p>Transit site contribution: Neutral, no impact on this group identified</p> <p>Housing benefit grant loss mitigation: Neutral, no impact this group identified</p> <p>ICT investment: Currently unknown, will need to be assessed once detail of projects are available</p> <p>Environmental Strategy projects: Currently unknown, will need to be assessed project details are available</p> <p>Housing stock maintenance funding: Neutral, no impact this group identified</p> <p>Workshop refurbishment: Currently unknown, will need to be assessed once detail of project is available</p>
<b>Pregnancy and maternity</b>	See comments	<p>Place delivery team post: Potential positive as it ensures the Place Delivery team will continue to be resourced to deliver improvements to our built environment.</p> <p>Finance team post: Neutral, no impact on this group identified</p>

		<p>W&amp;R team posts: Potential positive at it ensures the W&amp;R team will continue to be resourced to provide assisted collections</p> <p>Revenues, Benefits &amp; Fraud team posts (permanent and casual): Neutral, no impact on this group identified</p> <p>Transit site contribution: Potential positive impact on travellers in this group (provision of safe transit accommodation)</p> <p>Housing benefit grant loss mitigation: Potential positive impact on residents in receipt of Housing Benefit in this group (securing continued high quality service)</p> <p>ICT investment: Currently unknown, will need to be assessed once detail of projects are available</p> <p>Environmental Strategy projects: will need to be assessed project details are available</p> <p>Housing stock maintenance funding: Potential positive impact on residents housed by the Council in this group (maintaining decent living conditions)</p> <p>Workshop refurbishment: Currently unknown, will need to be assessed once detail of project is available</p>
<b>Race or ethnicity</b>	See comments	<p>Place delivery team post: Neutral, no impact this group identified</p> <p>Finance team post: Neutral, no impact on this group identified</p> <p>W&amp;R team posts: Neutral, no impact this group identified</p> <p>Revenues, Benefits &amp; Fraud team posts (permanent and casual): Neutral, no impact on this group identified</p> <p>Deletion of vacant posts: Neutral, no impact this group identified</p> <p>Transit site contribution: Positive impact on Gypsies and Travellers (provision of safe transit accommodation)</p> <p>Housing benefit grant loss mitigation: Potential positive impact on residents in receipt of Housing Benefit in this group (securing continued high quality service)</p> <p>ICT investment: Currently unknown, will need to be assessed once detail of projects are available</p> <p>Environmental Strategy projects: will need to be assessed project details are available</p> <p>Housing stock maintenance funding: Potential positive impact on residents housed by the Council in this group (maintaining decent living conditions)</p> <p>Workshop refurbishment: Currently unknown, will need to be assessed once detail of project is available</p>
<b>Religion or belief</b>	See comments	<p>Place delivery team post: Neutral, no impact this group identified</p> <p>Finance team post: Neutral, no impact on this group identified</p> <p>W&amp;R team posts: Neutral, no impact this group identified</p> <p>Revenues, Benefits &amp; Fraud team posts (permanent and casual): Neutral, no impact on this group identified</p> <p>Deletion of vacant posts: Neutral, no impact this group identified</p> <p>Transit site contribution: Neutral, no impact this group identified</p>

		<p>Housing benefit grant loss mitigation: Neutral, no impact this group identified</p> <p>ICT investment: Currently unknown, will need to be assessed once detail of projects are available</p> <p>Environmental Strategy projects: will need to be assessed project details are available</p> <p>Housing stock maintenance funding: Neutral, no impact this group identified</p> <p>Workshop refurbishment: Currently unknown, will need to be assessed once detail of project is available</p>
<b>Sex</b>	See comments	<p>Place delivery team post: Neutral, no impact this group identified</p> <p>Finance team post: Neutral, no impact on this group identified</p> <p>W&amp;R team posts: Neutral, no impact this group identified</p> <p>Revenues, Benefits &amp; Fraud team posts (permanent and casual): Neutral, no impact on this group identified</p> <p>Deletion of vacant posts: Neutral, no impact this group identified</p> <p>Transit site contribution: Neutral, no impact this group identified</p> <p>Housing benefit grant loss mitigation: Neutral, no impact this group identified</p> <p>ICT investment: Currently unknown, will need to be assessed once detail of projects are available</p> <p>Environmental Strategy projects: will need to be assessed project details are available</p> <p>Housing stock maintenance funding: Neutral, no impact this group identified</p> <p>Workshop refurbishment: Currently unknown, will need to be assessed once detail of project is available</p>
<b>Sexual orientation</b>	See comments	<p>Place delivery team post: Neutral, no impact this group identified</p> <p>Finance team post: Neutral, no impact on this group identified</p> <p>W&amp;R team posts: Neutral, no impact this group identified</p> <p>Revenues, Benefits &amp; Fraud team posts (permanent and casual): Neutral, no impact on this group identified</p> <p>Deletion of vacant posts: Neutral, no impact this group identified</p> <p>Transit site contribution: Neutral, no impact on this group identified</p> <p>Housing benefit grant loss mitigation: Potential positive impact on residents in receipt of Housing Benefit in this group (securing continued high quality service)</p> <p>ICT investment: Currently unknown, will need to be assessed once detail of projects are available</p> <p>Environmental Strategy projects: Currently unknown, will need to be assessed project details are available</p> <p>Housing stock maintenance funding: Potential positive impact on residents housed by the Council in this group (maintaining decent living conditions)</p> <p>Workshop refurbishment: Currently unknown, will need to be assessed once detail of project is available</p>
<b>Deprivation</b>	See comments	<p>Place delivery team post: Neutral, no impact this group identified</p>

		<p>Finance team post: Neutral, no impact on this group identified</p> <p>W&amp;R team posts: Neutral, no impact this group identified</p> <p>Revenues, Benefits &amp; Fraud team posts (permanent and casual): Potential positive impact on residents requiring support from Revenues, Benefits &amp; Fraud team</p> <p>Deletion of vacant posts: Neutral, no impact this group identified</p> <p>Transit site contribution: Positive impact on Gypsies and Travellers (provision of safe transit accommodation)</p> <p>Housing benefit grant loss mitigation: Potential positive impact on residents in receipt of Housing Benefit in this group (securing continued high quality service)</p> <p>ICT investment: Currently unknown, will need to be assessed once detail of projects are available</p> <p>Environmental Strategy projects: Currently unknown, will need to be assessed project details are available</p> <p>Housing stock maintenance funding: Potential positive impact on residents housed by the Council in this group (maintaining decent living conditions)</p> <p>Workshop refurbishment: Currently unknown, will need to be assessed once detail of project is available</p>
<b>Other vulnerable group</b>	See comments	See above assessment

<p><b>3.11 Has there been any consultation with relevant interested parties or is any consultation planned?</b>  <i>This could include consultation, further evidence gathering or changing or amended the proposed approach. Give consideration to both consultation within the Council (eg staff) and outside the Council (eg residents).</i></p>
<p>Yes, already undertaken</p>
<p><i>If yes, please explain the nature of the consultation that has been undertaken or is planned. If no, please explain why consultation is not considered necessary. How were protected characteristic groups consulted or how will they be consulted?</i></p> <p>Constitution requires consultation to be undertaken on the draft budget</p>

<p><b>3.12 What actions have been, or could be, taken to increase the positive impacts for people with protected characteristic(s) or other vulnerabilities?</b> <i>This could include changing or amending the proposed approach.</i></p>
<p>For those projects for which details are currently unknown (ICT Investment, Environmental Strategy projects and Workshop refurbishment, consideration should be given from the outset of project development to how positive impacts for people with protected characteristics or other vulnerabilities can be secured.</p>

**3.13 What actions have been, or could be, taken to reduce potential negative impacts on people with protected characteristic(s) or other vulnerabilities?** *This could include changing or amended the proposed approach, or allowing the proposal to be tailored to fit different individual circumstances*

Not applicable, no potential negative impacts identified

**3.15 Are there any remaining negative impacts for people with protected characteristic(s) or other vulnerabilities?** *For example, physical, cultural or information access issues that cannot be resolved.*

No

*If yes, please summarise which groups could be impacted and how.*

N/A

**3.16 Is any remaining negative impact legal or intended?** *The Equality Act says discrimination can be justified if it can be demonstrated that this is a proportionate means of achieving a legitimate aim (for example, see [here](#)). However, this should always be a last resort.*

Choose an item.

*If yes, please explain further.*

N/A

**IMPORTANT:**

**Any remaining negative unintended impacts must be drawn to the attention of the decision-maker (for example, the relevant Board or Committee).**

**The following must be considered by decision-makers before any final decision is made:**

- **Does the assessment indicate any direct discrimination? If yes, the proposal would be unlawful and must be rejected.**
- **Does the assessment indicate any indirect discrimination? If yes, the proposal should be rejected unless it can be justified under legislation, for example:**
  - It is necessary to the Council effectively carrying out its function

- The Council has been unable to find an alternative method of achieving its aims and objectives with a decreased discriminatory effect
- The decision-maker considers that the means employed to achieve its aims and objectives are proportionate, necessary and appropriate.

In the event that there are negative impacts remaining and it is concluded that the proposal should still be agreed/implemented, it is highly recommended that consultation is carried out (including with representatives of the affected group) before the final proposal is agreed.

## 4. Monitoring and review

**4.1 How do you proposed to monitor and review the impact of your proposal?** *Please outline how you will monitor the impact of your proposal, once implemented, on protected characteristic groups, and what the mechanisms for review are (for example if any negative impact is found to be occurring)*

Consideration of equality issues is part of the annual service business planning process. All projects are required to undergo equality impact assessment, with the project management framework allowing for the monitoring and reviewing of the impact of projects as they are implemented.

## (2) EQUALITY IMPACT ASSESSMENT: COUNCIL TAX PRECEPT

### 1. Introduction

<b>1.1 Service:</b>	Finance
<b>1.2 Name of proposal, policy, strategy or project:</b>	Council Tax increase for 2021/22
<b>1.3 This is:</b>	A change to an existing policy or strategy <i>If other, please specify:</i> Annual review and update to borough Council Tax precept.
<b>1.4 Completing officer's name:</b>	Cath Rose
<b>1.5 Date initially completed:</b>	13/01/2020

### 2. About the proposal

**\*\* Note that the term 'proposal' is used here to include any new services proposed for introduction, changes to an existing service, withdrawal of an existing service, any new policy or strategy or change to an existing policy or strategy, and any project \*\***

<b>2.1 What is the main purpose of the proposal?</b> <i>Please explain in one or two short paragraphs</i>
The purpose of the proposal is to set the annual level of Council Tax for RBBC that the Council will collect. For 2021/22 it is proposed to increase the precept by £5 for the average Band D property, equivalent to a 2.15% increase.

<b>2.2 Why is it being introduced / reviewed / changed now?</b> <i>This could be, for example, because of new government legislation or guidance, because of changing service user needs, or for financial reasons.</i>
It is a statutory requirement for the Council to agree its Council tax annually. The additional income generated by the precept increase will contribute to the provision of local services by the Council, raising an additional c£300,000 for the Council.

<b>2.3 Who is the intended audience or target group(s) for the proposal?</b>
Internal audience or group: Choose an item.
External audience or group: All residents
<i>If other, please specify. Please also use the section below to provide more details about the audience or target group(s):</i> All residents who are eligible to pay Council Tax

### 3. Assessment of potential impact

Information about the protected characteristic groups as defined by the Equality Act is available [here](#). You should also use this assessment to consider impacts on other vulnerable groups such as those on low incomes.

**In undertaking your assessment, please think about every stage of your process, including the design phase, any consultation, the delivery phase and once the proposal is up and running.**

#### Who could be affected by your proposal?

<b>3.1 Will the proposal affect people - service users, employees or the wider community?</b>	Yes	<i>If yes, please identify which group(s):</i> More than one of the above
<b>3.2 Will the proposal introduce a change which will significantly affect how services or functions are delivered?</b>	No	<i>Please briefly explain your answer:</i> The proposal relates to the amount of Council Tax levied to fund Council services rather than the nature of Council services and functions. However, it does propose an increase equivalent to £5.00 for a Band D property which residents will be required to pay (before eligibility for financial support is taken into account)

#### Data and evidence

In undertaking this assessment, you will need to consider relevant data and evidence, depending on the people the proposal will affect, for example:

- Relevant information about service users held by your service
- Relevant information about staff (eg, the workforce equality information published on the [website](#), staff surveys etc)
- Relevant information about borough residents (eg the borough equality information published on the [website](#), service user surveys etc)
- Relevant information published by third party organisations (eg data, research studies etc)
- Feedback or information from organisations representing target equality groups

<b>3.3 Please list the evidence / data sources you have considered in assessing the likely impact of your proposal</b>	Borough level equality data report; RBBC Council Tax reduction scheme	
<b>3.4 Are there any significant gaps in the evidence base that mean it is difficult to assess the likely impact of your proposal?</b>	No	<i>If yes, please explain what the gaps are and suggest how those gaps could be filled in the future</i> Click or tap here to enter text.

### Potential impact

<b>3.5 Does your proposal relate to a service or function which information indicates is important to those with protected characteristics?</b>	Yes	<i>If yes, please outline the issues – these could include (for example) access to information or ability to use or access a service.</i> All eligible residents residing in dwellings within the borough are required to pay Council Tax, including those with protected characteristics
<b>3.6 Will the proposal intentionally target any particular protected characteristic group?</b>	No	<i>If yes, please identify the group and explain the reason for this and what the intended impact is.</i> The increase is applicable to all eligible dwellings/residents
<b>3.7 Will the proposal intentionally exclude any particular protected characteristic group?</b>	No	<i>If yes, please identify the group and explain the reason for this and any direct or indirect impact on that group.</i> The increase is applicable to all eligible dwellings/residents, however the Council is required to have a reduction scheme to assist those in greatest financial need
<b>3.8 Will the proposal be able to be equally accessed by all at every stage of the process? Or are there barriers that might inhibit access for some people?</b>	Yes, equally accessible by all	<i>Please identify any barriers. These could be physical, digital, social or cultural:</i> No barriers identified. The proposal does not relate to the way in which Council Tax collection is administered
<b>3.9 Does the proposal have the potential to reduce inequalities or improve outcomes for protected characteristic groups?</b>	Yes, Improve outcomes	<i>Please briefly explain your answer.</i> Indirectly, as Council Tax is used to fund the delivery of services for local people, including services that support our most vulnerable residents

**3.10 Considering the above information, please summarise the likely impact on protected characteristic groups (within the organisation, outside the organisation or both) This may be direct, indirect or differential impact. Use the above link for definitions, and consider issues such as physical access to services, different cultural or social practices and how people are able to access information.**

	<b>Nature of impact</b>	<b>Please briefly explain your answer</b>
<b>Age</b> <i>including children, young people or older people</i>	Neutral	<p>Adults within any protected characteristic group who are eligible to pay Council Tax will be impacted by the increase. They will, however, not be differentially impacted as a result of any protected characteristic.</p> <p>The additional financial burden for residents of the 2.15% increase needs to be balanced against the need for the Council to generate funds to deliver essential local services that benefit local residents, including services for vulnerable people.</p> <p>Single people living alone are entitled to a Council Tax discount. Those within any protected characteristic group who face financial hardship can claim under the Council's Council Tax Reduction Scheme, helping to mitigate any potential negative impact for those on benefits or lower incomes. This includes (but is not limited to) carers, those with disabilities and older residents.</p>
<b>Disability</b> <i>including physical, sensory or learning disability or long-term health impairment</i>	Neutral	
<b>Gender reassignment</b>	Neutral	
<b>Marriage and civil partnership</b>	Neutral	
<b>Pregnancy and maternity</b>	Neutral	
<b>Race or ethnicity</b>	Neutral	
<b>Religion or belief</b>	Neutral	
<b>Sex</b>	Neutral	
<b>Sexual orientation</b>	Neutral	
<b>Deprivation</b>	Neutral	
<b>Other vulnerable group</b>	None identified	

**3.11 Has there been any consultation with relevant interested parties or is any consultation planned?**

*This could include consultation, further evidence gathering or changing or amended the proposed approach. Give consideration to both consultation within the Council (eg staff) and outside the Council (eg residents).*

Yes, already undertaken

*If yes, please explain the nature of the consultation that has been undertaken or is planned. If no, please explain why consultation is not considered necessary. How were protected characteristic groups consulted or how will they be consulted?*

Constitution requires consultation to be undertaken on the draft budget

**3.12 What actions have been, or could be, taken to increase the positive impacts for people with protected characteristic(s) or other vulnerabilities? This could include changing or amending the proposed approach.**

None identified

**3.13 What actions have been, or could be, taken to reduce potential negative impacts on people with protected characteristic(s) or other vulnerabilities? This could include changing or amended the proposed approach, or allowing the proposal to be tailored to fit different individual circumstances**

Council Tax Reduction Scheme allows for the means-tested provision of support for residents (including those with protected characteristics) associated with the payment of Council Tax.

**3.15 Are there any remaining negative impacts for people with protected characteristic(s) or other vulnerabilities? For example, physical, cultural or information access issues that cannot be resolved.**

No

*If yes, please summarise which groups could be impacted and how.*

Click or tap here to enter text.

**3.16 Is any remaining negative impact legal or intended? The Equality Act says discrimination can be justified if it can be demonstrated that this is a proportionate means of achieving a legitimate aim (for example, see [here](#)). However, this should always be a last resort.**

Not applicable

**IMPORTANT:**

**Any remaining negative unintended impacts must be drawn to the attention of the decision-maker (for example, the relevant Board or Committee).**

**The following must be considered by decision-makers before any final decision is made:**

- **Does the assessment indicate any direct discrimination? If yes, the proposal would be unlawful and must be rejected.**
- **Does the assessment indicate any indirect discrimination? If yes, the proposal should be rejected unless it can be justified under legislation, for example:**
  - It is necessary to the Council effectively carrying out its function
  - The Council has been unable to find an alternative method of achieving its aims and objectives with a decreased discriminatory effect
  - The decision-maker considers that the means employed to achieve its aims and objectives are proportionate, necessary and appropriate.

In the event that there are negative impacts remaining and it is concluded that the proposal should still be agreed/implemented, it is highly recommended that consultation is carried out (including with representatives of the affected group) before the final proposal is agreed.

## 4. Monitoring and review

**4.1 How do you proposed to monitor and review the impact of your proposal?** *Please outline how you will monitor the impact of your proposal, once implemented, on protected characteristic groups, and what the mechanisms for review are (for example if any negative impact is found to be occurring)*

The Council reports annually on Council Tax collection and the number and type of Council Tax Reduction Scheme claimants. This will enable any increases in claimants for financial support to be monitored, and taken into account in future decision-making.