

BRAINTREE DISTRICT COUNCIL - IMPACT ASSESSMENT

WHY DO I NEED TO DO AN ASSESSMENT?

This Impact Assessment isn't designed to 'catch you out'. It is designed to help you think about and improve the way you deliver your services by ensuring that they are as inclusive as possible.

It will help you to test the impact on people when reviewing or developing new policies, strategies and functions to find out if there is any adverse impact or illegal discrimination or any unmet need or requirements.

Legislation imposes duties on local authorities to promote equality and tackle discrimination related to Age, Disability, Gender (includes marital status, gender reassignment), Race (colour, ethnic or national origin, nationality) Religion or Belief, Sexual Orientation, However, we have also included discretionary but important additional categories relevant to our District in this assessment process: People Living in Rural Areas, People living in Urban Areas, People on Low Incomes and People for whom English is not their first Language.

To comply with legislation the Council is required to publish its Impact Assessments and these will be made available on our website.

WHAT HAS TO BE IMPACT ASSESSED?

You need to do an Assessment when reviewing, making changes to or developing new and existing policies, strategies and functions that are relevant to equality. This can be determined as follows:

RELEVANT – Impact Assessment must be done

- The policy, strategy or function will impact on people (residents, staff or people living, visiting or working in Braintree District)
- The policy, strategy or function may benefit some people or communities and not others

NOT RELEVANT – Impact Assessment not needed

- No intended impact on people
- The policy, strategy or function is administrative only

HOW DO I DO THIS ASSESSMENT?

By answering the questions in the following Assessment template you will be able to consider any possible positive or negative impacts that a new or existing policy, strategy or function may have on defined groups, using data as evidence, and take action accordingly.

IMPACT ASSESSMENT – INITIAL SCREENING

Name of Policy, Strategy or Function being assessed	Finance, Exchequer, Location Taxation
Is this a new or existing Policy, Strategy or Function?	Update to Existing Procedures
Person responsible for the assessment	Dave Ekins, Local Taxation Manager
Service Area	Revenues, Recovery & Cashiers
Head of Service	Chris McCloud, Exchequer Manager
Date	Revision 2 - July 2010

1. What is the main purpose of the Policy, Strategy or Function?

Billing and Collection under the Local Government Finance Act of Council Tax, Business Rates and Sundry Debtors
Process the Collection of Income
Provision of Finance Reception

2. Who else will be involved in the delivery of this Strategy, Policy or Function?

If so, state who they are. They will need to be involved in producing this Impact Assessment

Internally, other managers involved will be completing their own impact assessment.
There are no external partnerships.

3. Who are you delivering your service to/who will be affected by the Strategy, Policy or Function?

All persons paying Council Tax, Business Rates or a Sundry Debt. All people will be aged 18 or over with the exception of some of the residents of Craig House and Bradford Street who may be 16 or 17 years old.

4. To ensure that you have all available information that could help you to undertake this Impact Assessment complete the following table to evidence which of the following sources of information you are using, or intend to use, to assess the impact of the Policy, Strategy or Function on people within the following equality groups: Disability, Race (colour, ethnic or national origin, nationality) Religion or Belief, Sex (marital status, gender reassignment), Sexual orientation, Age, People living in rural areas, People living in urban areas, People on low incomes, People for whom English is not their first language. **The sources listed are for guidance so please add/substitute your own categories as appropriate.**

Source	Reference (date/ relevant publication, etc)
Performance Indicators/Targets	Not Applicable
User Satisfaction Surveys	Not Applicable
Consultation results (new and existing)	Not Applicable
Staff monitoring data	Not Applicable
Complaints information	Complaints are reviewed in accordance with Corporate Complaints Procedure. There are very few and as all people over 18 are required to pay, there is no particular impact against a specific group
Demographic profiles (census, etc)	Not Applicable
Local Needs Analysis (internal or external sources)	Not Applicable
Staff Survey results	Not Applicable
Research reports	Not Applicable
Best Practice Information	Contained within Benchmarking data, below
Benchmarking data	Data submitted annually, best practice is reviewed
Expert views of people representing the equality groups	Not Applicable
Other – please state	Recovery: All reports are identified by account number and financial value no personal data is known at the point of selection. When communication arrives it is encoded with an account number and a work type, again driven by the query and no personal data is

known at this point.

5. Based on the data indicated in question 4, assess the impact that the Policy, Strategy or Function could have on the groups below. The impact could be positive i.e. it will benefit this group, it could help to promote equality, access, or improve relations within equality groups. The impact could be negative i.e. it could disadvantage them. You need to explain the reasons for the impact assessment you have made

Equality Group	Category	Positive Impact	Negative Impact/ Risk	Explanation
Age	Children 0-16	N/A	N/A	No Liability until at least age 18
	Young People 17-25	N/A	N/A	Depends on individual details
	Ages 26-59	N/A	N/A	Depends on individual details
	Older People 60+	N/A	N/A	Depends on individual details
Disability	Blind/Partially Sighted	N/A	N/A	Depends on individual details
	Deaf/Hearing Impaired	N/A	N/A	Depends on individual details
	Wheelchair user/mobility difficulties	N/A	N/A	Depends on individual details
	Learning Difficulties	N/A	N/A	Depends on individual details
	Mental Health Difficulties	N/A	N/A	Depends on individual details
	Learning Difficulties	N/A	N/A	Depends on individual details
Gender	Women	N/A	N/A	Depends on individual details
	Men	N/A	N/A	Depends on individual details
	Transgender	N/A	N/A	Depends on individual details
Race	White including English, Scottish, Welsh, Irish, Eastern European (Polish Slovak, etc) Other White background – please specify	N/A	N/A	Depends on individual details
	Asian including Bangladeshi, Pakistani, Indian, Vietnamese, Chinese, Other Asian background – please specify	N/A	N/A	Depends on individual details

	Black including Caribbean, Somali, Other African, Other Black background – please specify	N/A	N/A	Depends on individual details
	Mixed Dual Heritage including White and Black Caribbean, White and Black African, White and Asian, Other mixed background – please specify	N/A	N/A	Depends on individual details
	Gypsies/Travellers	N/A	N/A	Depends on individual details
Religion/Belief	Buddhist	N/A	N/A	Depends on individual details
	Christian	N/A	N/A	Depends on individual details
	Hindu	N/A	N/A	Depends on individual details
	Jewish	N/A	N/A	Depends on individual details
	Muslim	N/A	N/A	Depends on individual details
	Sikh	N/A	N/A	Depends on individual details
	Other – please specify	N/A	N/A	Depends on individual details
Sexual Orientation	Lesbian	N/A	N/A	Depends on individual details
	Gay men			
	Heterosexual			
	Bi-sexual			
Social Inclusion	People living in rural areas	N/A	N/A	Depends on individual details
	People living in urban areas	N/A	N/A	Depends on individual details
	People on low incomes	N/A	N/A	Depends on individual details
	English not first language	N/A	N/A	Depends on individual details
Other (optional)	Use to define Impact on any groups specific to this Strategy, Policy or Function not listed above.	N/A	N/A	Depends on individual details

6. Based on your answer to question 5, could the Policy, Strategy or Function discriminate against any of the groups below either directly or indirectly

NOTE: Direct Discrimination occurs when a person is treated less favourably than another in a comparable situation because of their racial or ethnic origin, gender, religion or belief, disability, age or sexual orientation.

Indirect Discrimination occurs when an apparently neutral provision or practice would disadvantage people on the grounds of racial or ethnic origin, gender, religion or belief, disability, age or sexual orientation, unless the practice can be objectively justified by a legitimate aim

Group	Direct Yes/No	Indirect Yes/No	If Yes state how
Age	N/A	N/A	
Disability	No	No	
Gender	No	No	
Race	No	No	
Religion/Belief	No	No	
Sexual Orientation	No	No	
Social Inclusion	No	No	

7. Referring to your answers to questions 5 and 6, can you easily minimize or remove any negative impacts identified and if so how?

Yes, by understanding specific individual needs.

8. If the negative impacts cannot be minimized or removed, they need to be justified. Please explain how and what the evidence for this is.

You may want to refer back to the monitoring data you listed in Question 4 to answer this question.

N/A

9. If you have identified any impacts as positive in Question 5, are there any further ways in which can you adapt the policy, strategy or function to increase or extend its positive benefits for equality groups? Please explain your reasoning.

Billing and collection is driven by Local Government Finance Act. Certain questions are asked because it could reduce the bill payable by the customer. For an example a Single Resident Discount (Marital Status), Disability Reduction (Disability) or Severe Mental Impairment Discount (Disability).

10. Based on the information you have now provided in this assessment please proceed as follows:

Equality Impact Assessment	Action
No negative impacts have been identified and this has been justified with evidence	Go to Q11 and Sign Off
Negative impacts were identified but have been minimized or removed	Go to Q11 and Sign Off
There is insufficient evidence to reach a valid conclusion on the Impact	Go back and collect additional evidence/data and then complete a new Assessment
Negative impacts were identified but have not been minimized, removed or justified	Complete the Action Plan below and then sign off by completing Q11

11. Sign Off

Assessment Completed by (name & signature)	Dave Ekins
Senior Manager (name & signature)	Chris McCloud
Date:	30/6/10

A copy of the signed Impact Assessment and any Action Plan should be retained and appended to the relevant Policy/Strategy document or Business Plan. A signed hard copy and an electronic copy should be sent to Charmaine Dean, Head of Community Services. It is a statutory requirement to publish the results of Equality Impact Assessments. We will make these available on our website.

IMPACT ASSESSMENT ACTION PLAN

You now need to develop and implement an Action Plan to address the negative impacts identified that could not be minimized, removed or justified.

This should include more detailed research, further data collection or consultation with representatives from the equality group(s) who you have identified as being likely to suffer a negative impact/be disadvantaged by the Policy, Strategy or Function being assessed.

ACTION PLAN

Equality Group (eg young people, blind/partially sighted, etc)	Negative Impact Identified	Action	By Who	Start Date	End Date

ACTION PLAN MONITORING

How will you monitor progress of your Action Plan? And at what intervals?	
How frequently will this monitoring take place?	
Who will be responsible for this?	

Now go back to question 11 to complete and sign off this Assessment