

## Cambridge City Council Equality Impact Assessment

Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.



The template is easy to use. You do not need to have specialist equalities knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes on the intranet to help you. You can also get advice from David Kidston, Strategy and Partnerships Manager on 01223 457043 or email [david.kidston@cambridge.gov.uk](mailto:david.kidston@cambridge.gov.uk), or from any member of the Joint Equalities Group.

### 1. Title of strategy, policy, plan, project, contract or major change to your service:

Localisation of Council Tax Support

### 2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

As part of the welfare reforms being implemented by the Government, the City Council is required by law to administer a local council tax support system in the form of a Council Tax Reduction Scheme. This will replace Council Tax Benefit, which is a national Social Security benefit that is administered locally, but governed nationally.

### 3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

- Residents  
 Visitors  
 Staff

A specific client group or groups (please state):

People of working age, i.e. those who have not reached the qualifying age for State Pension Credit.

### 4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

- New  
 Revised  
 Existing

### 5. Responsible directorate and service

Directorate: Customer and Community Services

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Service: Revenues and Benefits

**6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?**

- No
- Yes (please give details):

Customer Service Centre, Strategic Housing, City Homes, Legal, Audit – internal and external, neighbouring local authorities / precepting authorities, social care, voluntary support agencies, landlords and registered providers of social housing.

**7. Potential impact**

Please list and explain how this strategy, policy, plan, project, contract or major change to your service could **positively** or **negatively** affect individuals from the following equalities groups.

When answering this question, please think about:

- The results of relevant consultation that you or others have completed (for example with residents, people that work in or visit Cambridge, service users, staff or partner organisations).
- Complaints information.
- Performance information.
- Information about people using your service (for example whether people from certain equalities groups use the service more or less than others).
- Inspection results.
- Comparisons with other organisations.
- The implementation of your piece of work (don't just assess what you think the impact will be after you have completed your work, but also think about what steps you might have to take to make sure that the implementation of your work does not negatively impact on people from a particular equality group).
- The relevant premises involved.
- Your communications.
- National research (local information is not always available, particularly for some equalities groups, so use national research to provide evidence for your conclusions).

**(a) Age** (any group of people of a particular age, including younger and older people)

Affects Working Age customers only i.e. individuals or if a couple, both have not reached State Pension Age.

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**(b) Disability** (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)

The proposed scheme considers the outcome of the Equalities Impact Assessment and endeavors to treat each of the Communities fairly.

This is achieved by adopting the Default Scheme rules for the level of personal allowances, premiums, known as the “applicable amount” (sums of money that the Government sets as a minimum requirement for each category of customer). The applicable amount is linked to those prescribed for the Housing Benefit scheme, and is updated annually.

These applicable amounts, premiums reflect increased costs some sections of the community face, for example families and those with disabilities.

Use of these premiums and allowances will mitigate negative effects of Local Council Tax Support.

**(c) Gender**

No effect on gender.

**(d) Pregnancy and maternity**

Women who are pregnant and have worked during a relevant period may be entitled to either Maternity Allowance (MA) or Statutory Maternity Pay (SMP) from the 39<sup>th</sup> week of pregnancy, where medically unfit for work during the pregnancy a claim for Employment and Support Allowance (ESA) may be made. Additional allowances may be given if unfit to work and allowances are given when child born.

**(e) Transgender** (including gender re-assignment)

No effect on transgender.

**(f) Marriage and Civil Partnership**

No effect on marriage and civil partnerships as all couples, whether married, in a Civil Partnership or living together as a couple are treated the same.

**(g) Race or ethnicity**

No specific effect on race or ethnicity, although some families may have larger numbers of children than others and allowances given for children are not capped.

**(h) Religion or belief**

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No specific effect on religion or belief, although some families may have larger numbers of children than others and allowances given for children are not capped.

### **(i) Sexual orientation**

No effect on sexual orientation.

### **(j) Other factor that may lead to inequality (please state):**

None

### **8. If you have any additional comments please add them here**

None

### **9. Conclusions and Next Steps**

- If you have not identified any negative impacts, please sign off this form.
- If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to David Kidston, Strategy and Partnerships Manager, who will arrange for it to be published on the City Council's website. Email [david.kidston@cambridge.gov.uk](mailto:david.kidston@cambridge.gov.uk).

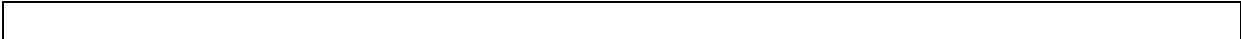
### **10. Sign off**

Name and job title of assessment lead officer:  
Naomi Armstrong, Benefits Manager

Names and job titles of other assessment team members and people consulted:  
David Kidston, Strategy and Partnerships Manager  
Kim Larkin, Project Officer

Date of completion:  
6 December 2012

Date of next review of the assessment:  
1 December 2013



## ANNEX F – EQUALITY IMPACT ASSESSMENT

### Action Plan

**Equality Impact Assessment title:**

**Date of completion:**

<b>Equality Group</b>	<b>Age</b>
Details of possible disadvantage or negative impact	Working Age only claimants are affected by new scheme. Cumulative financial impact of broader welfare reform rest primarily on Working Age claimants and the effect of this must be understood.
Action to be taken to address the disadvantage or negative impact	Monitor outstanding debt levels, appropriate approach to recovery of debts. Offer financial planning advice
Officer responsible for progressing the action	Naomi Armstrong
Date action to be completed by	1 December 2013

<b>Equality Group</b>	<b>Disability</b>
Details of possible disadvantage or negative impact	There are often additional costs incurred by disabled people, these need to be identified and where income is received to cover these costs this needs to be identified and disregarded as appropriate.
Action to be taken to address the disadvantage or negative impact	The scheme proposed uses the Default Council Tax Reduction application of allowances, premiums and discounts to reflect an individual's household needs, reflecting individuals disabilities. Clear advice for customers and training for all staff on what incomes are to be disregarded and what additional allowance apply when calculating Council Tax Support.
Officer responsible for progressing the action	Naomi Armstrong
Date action to be completed by	1 December 2013

<b>Equality Group</b>	<b>Gender</b>
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

<b>Equality Group</b>	<b>Pregnancy and maternity</b>
Details of possible	Details of pregnancy may not be known.

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disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	Clear advice to customers and training for all staff to ensure that details of pregnancy are known so that any support or help can be given. Alliances, premiums and disregards within the scheme provide financial recognition in the calculation of Council Tax Reduction.
Officer responsible for progressing the action	Naomi Amrstrong 1 December 2013
Date action to be completed by	

<b>Equality Group</b>	<b>Transgender</b>
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

<b>Equality Group</b>	<b>Marriage and Civil Partnership</b>
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

<b>Equality Group</b>	<b>Race or ethnicity</b>
Details of possible disadvantage or negative impact	Some ethnic groups may have larger than average families and will tend to have higher expenses.
Action to be taken to address the disadvantage or negative impact	Clear advice to customers and training for all staff to ensure that details of family makeup is gathered as allowances for children are not capped and income from child benefit and maintenance for children is disregarded.
Officer responsible for progressing the action	Naomi Armstrong
Date action to be completed by	1 December 2013

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completed by	
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<b>Equality Group</b>	<b>Religion or belief</b>
Details of possible disadvantage or negative impact	Some religious groups may have larger than average families and will tend to have higher expenses.
Action to be taken to address the disadvantage or negative impact	Clear advice to customers and training for all staff to ensure that details of family makeup is gathered as allowances for children are not capped and income from child benefit and maintenance for children is disregarded.
Officer responsible for progressing the action	Naomi Armstrong
Date action to be completed by	1 December 2013

<b>Equality Group</b>	<b>Sexual orientation</b>
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

<b>Other factors that may lead to inequality</b>	
Details of possible disadvantage or negative impact	The scheme has been drafted to protect classes of vulnerable people from reduction in Council Tax Support. However, the wider welfare reforms may make quantifying the long-term holistic impacts difficult.
Action to be taken to address the disadvantage or negative impact	The scheme will be reviewed annually and it is at the end of the first year that the longer-term impacts will start to become clearer.
Officer responsible for progressing the action	Naomi Armstrong
Date action to be completed by	1 December 2013