

Appendix B – SECTION 13A EQUALITY IMPACT ASSESSMENT

<p>Name, brief description and objectives of policy, procedure, function?</p>	<p>Council Tax Discretionary Hardship Policy (Section 13A)</p> <p>To ensure that all council tax payers are treated equally if they make an application to reduce the amount of council tax they are required to pay under Section 13A of the Local Government Finance Act 1992.</p> <p>To ensure that before making a decision in respect of an individual that their particular circumstances have been considered at each stage in the process.</p> <p>To ensure that council tax is spent in the most efficient and effective way for the council and its council tax payers.</p>
<p>Have you consulted on the policy, procedure, function and if so, what were the outcomes?</p>	<p>No consultation has taken place as this policy is required in order to comply with Section 13A of the Local Government Finance Act 1992.</p>
<p>What barriers may these individuals or groups face, and how can you promote equality (where possible)</p>	
<p>Gender</p>	<p>There is no evidence that this policy would impact on people in any way because of this characteristic.</p>
<p>Age</p>	<p>There is no evidence that this policy would impact on people in any way because of this characteristic. However any person unable to complete the application form will be offered assistance from the Revenues Team in completing the form and also be signposted to outside agencies such as Age Concern, Money Advice Service, Citizens Advice</p>
<p>Disability</p>	<p>There is no evidence that this policy would impact on people in any way because of this characteristic. However any person unable to complete the application form will be offered assistance from the Revenues Team in completing the form and also be signposted to outside agencies such as Disability Network, Citizens Advice, P3</p>
<p>Race</p>	<p>There is no evidence that this policy would impact on people in any way because of this characteristic.</p>
<p>Religion or Belief</p>	<p>There is no evidence that this policy would impact on people in any way because of this characteristic.</p>
<p>Sexual Orientation</p>	<p>There is no evidence that this policy would impact on people in any way because of this characteristic.</p>
<p>Gender Reassignment</p>	<p>There is no evidence that this policy would impact on people in any way because of this characteristic.</p>

Pregnancy, maternity or paternity	There is no evidence that this policy would impact on people in any way because of this characteristic.
Marriage and Civil Partnership	There is no evidence that this policy would impact on people in any way because of this characteristic.
Rural Isolation	There is no evidence that this policy would impact on people in any way because of this characteristic.
Socio-economic factors	There is no evidence that this policy would impact on people in any way because of this characteristic. However any person unable to complete the application form will be offered assistance from the Revenues Team in completing the form and also be signposted to outside agencies such as Citizens Advice, Money Advice Service.
Other (eg: those with dependants/caring responsibilities, asylum seeker and refugee communities, children in the care system etc)	There is no evidence that this policy would impact on people in any way because of this characteristic. However any person unable to complete the application form will be offered assistance from the Revenues Team in completing the form and also be signposted to outside agencies such as Sure start, Citizens Advice Children in the care system will be entitled to make an application under this scheme and will be assisted by the Revenues Team if required.
Is there any evidence or research that demonstrates why some individuals or groups are, or are not, affected?	There is no evidence or research available. This policy is based on nationally applicable legislation and it covers all applicants who must all meet a set of standards and criteria intended to ensure that evidence of hardship justifies a reduction in council tax liability.
If there is a potential adverse impact, please state why and whether this is justifiable.	There is no potential adverse impact from this policy.
Outcome of EIA	No major change needed <input checked="" type="checkbox"/> Adverse impact but continue <input type="checkbox"/> Adjust the policy /proposal <input type="checkbox"/> Stop and remove the policy/proposal <input type="checkbox"/>
How will you monitor your policy, procedure, function to ensure there is no adverse effect on the protected characteristics (eg: gender, age, etc) in the future?	We will monitor the number of applications received and how many applications are refused and whether or not the reason is for any of the protected strands eg: race, religion, gender, age etc. Each application will be judged on its own merits based on the criteria set within the guidelines.