

EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Business Services
Section	Finance
Title of the activity etc.	Council Tax Increase
Aims of the activity	A Band D Council Tax increase of 3%. This increase will be applied to all bands of council tax (i.e. all properties through from Bands A – H) This will impact on all residents within Aberdeenshire who are eligible to pay Council Tax.
Author(s) & Title(s)	Ritchie Johnson

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	N/A
Internal consultation with staff and other services affected.	N/A
External consultation (partner organisations, community groups, and councils).	N/A
External data (census, available statistics).	N/A

Other (general information as appropriate).	N/A
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Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger		Yes		
Age – Older		Yes		
Disability		Yes		
Race – (includes Gypsy Travellers)		Yes		
Religion or Belief		Yes		
Gender – male/female		Yes		
Pregnancy and maternity		Yes		
Sexual orientation – (includes Lesbian/ Gay/Bisexual)		Yes		

Gender reassignment – (includes Transgender)		Yes		
Marriage and Civil Partnership		Yes		

Stage 6: What are the positive and negative impacts?

Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	N/A	All groups will be required to pay more Council Tax.

Stage 7: Have any of the affected groups been consulted?

If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	N/A
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Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?

	Mitigating Steps	Timescale
These should be included in any action plan at the back of this form.	There is a means testing reduction scheme, which is administered by the Council. There are also a range of discounts and exemptions that can be applied based on legislative qualifying criteria Staff are available to deal with enquiries, and processing of applications. The reduction scheme will be publicised.	

Stage 9: What steps can be taken to promote good relations between various groups?

These should be included in the action plan.	N/A
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

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Stage 11: What equality monitoring arrangements will be put in place?

These should be included in any action plan (for example customer satisfaction questionnaires).	
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Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	In terms of impact, since the Council Tax is applicable to all properties it is not considered that the increase targets any one particular group, rather it is an increase that is applied across the board. At the same time because the increase is applied to all properties it is not possible to exempt any particular group. However there is a Council Tax Reduction scheme available for those individuals on low income or claim benefits within each of the groups resulting in a reduction of the Council Tax payable. There are also a range of discounts and exemptions.	
3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen	

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* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

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Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Business Services		
	2) Title of Policy/Activity	Increase to Council Tax		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Ritchie Johnson Position: Director of Business Services Date: 08/02/2018 Signature:	Name: Position: Date: Signature:	
		Name: Position: Date: Signature:	Name: Position: Date: Signature:	
	4) Consultation with Service Manager	Name: Date:		
	5) Authorisation by Director or Head of Service	Name: Ritchie Johnson Position: Director of Business Services Date: 08/02/2018	Name: Position: Date:	
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.			Date:
	7) EIA author sends a copy of the finalised form to: eia@abdshire			Date:

(Equalities team to complete)

Has the completed form been published on the website? YES/NO

Date:

