

**AGENDA ITEM 38 Appendix 4**

Equalities Impact Assessment Template

| <b>Aim of Policy / Scope of Service: Discretionary Rate Relief policy. Reductions in Business Rates for charities, not-for-profit organisations. Awards of rate relief are made from a very limited fund.</b>  |   |  |  |   |
|--|---|--|--|---|
| <b>Different Groups included in scope</b>  | <b>Potential Impact on this group</b>   | <b>Existing data/information inc. relevant legislation</b>   | <b>Data/Information required</b>   | <b>Potential actions to minimise negative impact and maximise positive impacts</b>  |
| <p>Any beneficiary of an organisation potentially entitled to the rate relief.</p> <p>The impact could therefore be upon any group of people, dependent on the services and facilities offered by the organisation in question. These are broken down in more depth below. Given that the potential range encompasses all Brighton and Hove residents, we have assessed against the list of potential groups in the Equalities Impact Assessment</p> | <p>Potentially the difference between success and closure for a charity, a business or other organisation.</p> <p>Depending on the role of the organisation, any group could be affected.</p> | <p>List of current recipients and rates</p> <p>Local Government Finance Act 1988 - legislative conditions for relief.</p> <p>Equivalent policies from other Local Authorities</p> <p>Actual Rate Relief application forms.</p> | <p>Information from communities team - recent closures / opening of organisations and current issues</p> | <p>Having a robust policy means decision-making is fair and keyed into Council priorities, including Equalities and Inclusion.</p> <p>A new appeals process will provide a further check on the fairness of the decisions.</p> <p>In the Charitable Rate Relief policy, eligibility is specifically aligned to Council Priorities, which will themselves have been Equalities Impact Assessed.</p> <p>Given that the potential range of affected parties is so broad, there should be an explicit reference to Equalities implications in each decision made.</p> |

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| Guidance.   |   |   |  |  |
| <ul style="list-style-type: none"> <li>• Disability</li> <li>• Ethnicity</li> </ul> | Possible barriers to applications where English not first language, or where disability relates to form-filling, for example illiteracy or dyslexia.  | Customer surveys<br><br>Reviews of forms and bills  |  | <p>Lower risk as this policy relates to organisations mostly, rather than individuals, so there will probably be alternative resources to complete applications.</p> <p>Make translation options clear on form, internet and other publications</p>  |
| Religion or Belief  | Religion or belief - in previous version of policy, and in policies from other LA's, there is a specific exclusion of faith or religious groups intended to solely promote and cater for their own faith/religion. This is because if the organisation falls into this definition, it is non-inclusive. | Historical applications (although hard to identify)<br><br>Equivalent policies from other Local Authorities | Discussion within the service and consultation | <p>Considered removing this automatic exclusion from the policy. It's a subjective matter whether or not an organisation is entitled to promote a non-inclusive agenda, and furthermore, it's subjective whether an organisation is actually doing that, or whether there are other broader community benefits to what that organisation is doing.</p> <p>There is a control written into the eligibility criteria that says the organisation must have a robust Equalities policy. This might be sufficient.</p> <p>However, decided to keep exclusion, as the simple intention behind the policy is that any assistance should benefit the community without excluding individuals or groups of individuals.</p> |

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| <p>Age<br/>Gender (including Transgender)<br/>Sexual Orientation</p>   | <p><b>No specific issues</b><br/>There is no impact as a result of the policy on these groups, except in the sense that they may be recipients of support from the applicant organisations.</p>                                  |  |  |  |
| <p><u>Examples of groups affected</u></p> <ul style="list-style-type: none"> <li>• Homeless people</li> <li>• Unemployed people</li> <li>• People employed on a part-time, temporary or casual basis</li> <li>• Lone parents</li> <li>• People with caring responsibilities</li> <li>• People with mental health needs</li> <li>• People with substance misuse issues</li> <li>• People with HIV</li> <li>• Refugees &amp; asylum seekers</li> <li>• Ex-offenders and people with unrelated</li> </ul> | <p>If an organisation supports any of these groups, there will be either a positive or negative impact depending on whether the application is successful.</p> <p>However, no specific problems linked to individual groups.</p> | <p>List of current recipients and rates</p> <p>Local Government Finance Act 1988 - legislative conditions for relief.</p> <p>Equivalent policies from other Local Authorities</p> <p>Actual Rate Relief application forms.</p> |  | <p>An organisation must have a robust Equalities policy as one of the qualifying criteria.</p> <p>If there is an impact on one or more of these groups, it will be clear on the application form that the organisation sends us, and will therefore be considered before a decision is made. Equalities implications will be considered on each application.</p> |

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| convictions<br>• People experiencing domestic violence<br>• Young people |  |  |  |  |
|--|--|--|--|--|

| <b>What consultation has been used or undertaken?</b> | <b>Date</b>                                  | <b>Methods Used</b> | <b>Findings</b> |
|---|--|---------------------|-----------------|
| <b>Consultation to be done with public</b>            | <b>Closing date<br/>15 November<br/>2010</b> |                     |                 |

| Agreed Actions | Timescale | Lead Officer | Review date |
|----------------|-----------|--------------|-------------|
|                |           |              |             |

Lead Equality Impact Assessment Officer:

Date:

Departmental Management Team

Date:

Assistant Director:

Date:

Corporate Equalities and Inclusion Team

Date:

**(NB: Actions must now be transferred to service or business plans)**

