

Equality Impact Assessment Template¹ (2013) – (you must complete all four sections of the template)

Public sector bodies need to be able to evidence² that they have given due regard to the impact and potential impact on all people with ‘protected characteristics’³ in shaping policy, in delivering services, and in relation to their own employees.

The following principles, drawn from case law, explain what is essential in order for the Public Sector Equality Duty to be fulfilled. Public bodies should ensure:

- **Knowledge** – everyone who works for the council must be aware of our Equality Duties and apply them appropriately in their work.
- **Timeliness** – you must comply with the Duty at the time of considering policy options and/or before a final decision is taken. You cannot meet the Duty by justifying a decision after it has been taken.
- **Real consideration** – you must consider the aims of the Equality Duty as an integral part of your decision-making process. The Duty is not about box-ticking; it must be done properly, with rigour and with an open mind so that it influences your final decision.
- **Sufficient information** – you must consider what information you have and what further information is needed to give proper consideration to the Equality Duty.
- **No delegation** – the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the Duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- **Review** – we must have regard to the aims of the Duty not only when a policy is developed and decided upon, but also when it is implemented and reviewed. The Equality Duty is a continuing duty.

¹ Information taken from Equality Act 2010: Public Sector Equality Duty What Do I Need To Know? A Quick Start Guide For Public Sector Organisations – Government Equalities Office May 2011

² To councillors, senior managers, service-users, the public and community and voluntary sector groups

³ ‘Protected characteristics’ are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. (Also marriage and civil partnership, but only in relation to eliminating discrimination.)

- **Proper Record Keeping** – we must keep records of the process of considering the Equality Duty and the impacts on protected groups. This encourages transparency and the proper completion of Equality Duties. If we don't keep records then it may be more difficult for us to evidence that we have fulfilled our equality duties.

For more guidance see the guidance [[weblink](#)] or contact the Communities and Equality Team – x 2301. EIA workshops and support are available through Directorate Equality Groups from the Communities and Equality Team.

EIAs are about making services better for everyone and value for money: getting services right first time.

1. Equality Impact Assessment (EIA) Template

Title of EIA (should clearly explain what you are assessing)	Council Tax Reduction scheme 2016/17	ID No.	
Team/Department	Welfare Reform – Finance and Resources		
Focus of EIA	<p>The focus of this EIA is the impact of what the proposed changes to the CTR scheme from April 2016 would mean for recipients of Council Tax Reduction.</p> <p>The government is continuing to reduce the funding available to council's to pay for people on a low income get help with their council tax.</p> <p>A proposed draft scheme for Council Tax Reduction (CTR) was published in September 2015 and consulted upon. Following this and taking account of the replies to consultation the report of which this EIA is an appendix contains a smaller number of formal recommendations for changes to the scheme. These changes only affect working age people. Pensioners are assessed under national rules and are out of scope for this assessment.</p> <p>The changes would effect all people of working age who claim CTR in 2016/17 if the proposals are approved</p> <p>The recommendations would mean most working age people in receipt of CTR would have to pay more council tax next year. They will still pay less though than if the full cost of the budget reductions had been passed on fully to this group.</p> <p>The draft proposals were to:</p> <ul style="list-style-type: none"> • Change the discount people on CTR can receive from up to 85% of Council Tax to up to 75% of Council Tax meaning the minimum amount people on CTR have to pay changing from 15% to 25%; For a person on Job Seekers Allowance in a band A property this would mean a person currently pays £2.26 per week and they would have to pay £3.76 per week. For current claimants any increase in the amount to pay will be limited to £3.50 per week 		

- To remove the Family Premium for new claims and changes of circumstances, this would mean that households affected would have to pay £3.49 a week more Council Tax than they do now.
- Extended Payments will be increased from 4 weeks to 6 weeks; this means people who have been on benefits like Job Seekers Allowance or Income Support for more than six months will continue to have CTR paid for 6 weeks if they start work.

Following consultation the formal recommendations in the report are to:

- Change the discount people on CTR can receive from up to 85% of Council Tax to up to 80% of Council Tax meaning the minimum amount people on CTR have to pay changing from 15% to 20%; For a person on Job Seekers Allowance in a band A property this would mean a person currently pays £2.26 per week and they would have to pay £3.01 per week. For current claimants any increase in the amount to pay will be limited to £1.65 per week

For the people affected by these changes this would mean they would have to pay a higher amount of Council Tax than they do now. Since the introduction of CTR the Revenues and Benefits team have run a specific debt prevention team which is designed to work with people before they accrue arrears in order to prevent further costs. The team also administers a discretionary fund which can provide a short term increase in the amount of CTR a person receives to help them through a particularly difficult time. Additionally the council has set up Moneyworks which is an organisation funded by Brighton and Hove Council put in place to help residents save money, make money and manage their money better. The services are for anyone who is struggling to make ends meet and incorporates community and voluntary services throughout the city.

Consider:

- How to avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- How to promote equality of opportunity. This means the need to:
 - Remove or minimise disadvantages suffered by equality groups
 - Take steps to meet the needs of equality groups
 - Encourage equality groups to participate in public life or any other activity where participation is disproportionately low
 - Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- How to foster good relations between people who share a protected characteristic and those who do not. This means:
 - Tackle prejudice
 - Promote understanding

	Summary of data¹ about your service-users and/or staff	Summary of service-user and/or staff feedback²	Impacts identified from data and feedback (actual and potential)³	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations (You will prioritise these below in section 2)										
Age (people of all ages)	The following breaks down the age of the primary claimant (not partner) of working age CTR claims <table style="margin-left: 20px;"> <tr><td>[16-18]</td><td>16</td></tr> <tr><td>[19-21]</td><td>178</td></tr> <tr><td>[22-25]</td><td>691</td></tr> <tr><td>[25-34]</td><td>2702</td></tr> <tr><td>[35-44]</td><td>3918</td></tr> </table>	[16-18]	16	[19-21]	178	[22-25]	691	[25-34]	2702	[35-44]	3918	During the original CTR process in 2012 single people under the age of 25 were identified as being particularly sensitive to reductions in rates of support because of the generally lower amounts of all benefits they receive compared with older people. Some of these reduced	All customers of working age will have to pay more council tax Single people under 25 face losing a higher % of their overall	To address the issue with people under 25 this will be considered when making decisions on the discretionary fund. Consultation has been undertaken with the community and voluntary
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¹ 'Data' may be monitoring, customer feedback, equalities monitoring, survey responses...

² Either ongoing links with community and voluntary groups, service-user groups, staff forums; or one-off engagement sessions you have run.

³ If data or engagement are missing and you can not define impacts then your action will be to take steps to collect the missing information.

	<p>[45-54] 4173 [55-64] 2749 The following breaks down the age range of partners of claimants</p> <table border="0"> <tr><td>[0-15]</td><td>1</td></tr> <tr><td>[16-18]</td><td>3</td></tr> <tr><td>[19-21]</td><td>26</td></tr> <tr><td>[22-25]</td><td>124</td></tr> <tr><td>[25-34]</td><td>662</td></tr> <tr><td>[35-44]</td><td>828</td></tr> <tr><td>[45-54]</td><td>654</td></tr> <tr><td>[55-64]</td><td>327</td></tr> </table> <p>Additionally 5748 case have a total of 10157 dependent children in the household up to 19 years of age.</p>	[0-15]	1	[16-18]	3	[19-21]	26	[22-25]	124	[25-34]	662	[35-44]	828	[45-54]	654	[55-64]	327	<p>amounts have since been extended to single people who are under 35.</p> <p>During the process of consultation held about CTR in 2015 some respondents suggested the scheme should be extended to pensioners to reduce the burden of working age people. CTR for pensioners is set according to national rules and the council cannot alter them.</p> <p>During the process of consultation held about CTR in 2015 some respondents expressed particular concern about the impact on families.</p>	<p>income because they receive less benefits overall than others.</p> <p>However, single people under 25 may be more mobile and may be in a position to adapt to Welfare Reforms by moving or change jobs more easily.</p>	<p>sector which will help to disseminate information about the possible changes</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances.</p> <p>Review take up of the discretionary fund to make sure it is being taken up where there is a need.</p> <p>Raise awareness of the discretionary fund with Revenues and Benefit Teams and our internal and external stakeholders.</p> <p>Ensure there is availability of</p>
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				<p>advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p> <p>Moneyworks is an organisation funded by Brighton and Hove Council set up to help residents save money, make money and manage their money better. The services are for anyone who is struggling to make ends meet and incorporates community and voluntary services throughout the city.</p>
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<p>Disability (a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities¹)</p>	<p>There are 5660 CTR claims where a member of the household is in receipt of a benefit paid to disabled people (Disability Living Allowance; Personal Independence Payments; Severe Disablement Allowance)</p>	<p>In response to consultation some people expressed that they did not think it was fair any disabled people pay any of their council tax</p>	<p>All customers in this group will have to pay more council tax</p>	<p>There are a number of provisions within the CTR scheme which recognise and account for the issues faced by disabled people in relation to their finances, These include the full disregard of some income types, for example Disability Living Allowance and Personal Independence payments; and, increases in applicable amounts through specific disability related elements such as the disability premium, the severe disability premium and the carers premium.</p> <p>Raise the profile of the increased earnings disregard for disabled people by talking directly with CVS agencies that work with disabled</p>

¹ The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

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				<p>people. Additionally to inform agencies who work helping people to get back to work.</p> <p>Consultation has been undertaken with the community and voluntary sector which will help to disseminate information about the possible changes</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances. Review take up of</p>

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				<p>the discretionary fund to make sure it is being taken up where there is a need.</p> <p>Raise awareness of the discretionary fund with Revenues and Benefit Teams and our internal and external stakeholders.</p> <p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p> <p>Moneyworks is an organisation funded by Brighton and Hove Council set up to help residents save money, make money and manage their money better. The services are for anyone who is struggling to make ends meet and incorporates community and voluntary services throughout the city.</p>

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<p>Gender reassignment (a transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. A person does <u>not</u> need to be under medical supervision to be protected)</p>	<p>This information is not available at a case level (although it is requested).</p>	<p>The Trans Scrutiny work undertaken by the council and partners identified that Trans people are more likely to be unemployed (because of discrimination) and therefore to be on low incomes</p> <p>No specific issues were raised about this group in consultation.</p>	<p>All customers in this group will have to pay more council tax</p>	<p>Consultation has been undertaken with the community and voluntary sector which will help to disseminate information about the possible changes</p> <p>Specific outreach work will be undertaken with specific community and voluntary sector organisations that support Trans people to ensure these issues are communicated clearly and that the availability of advice and discretionary funds are well known.</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary</p>

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<p>Pregnancy and maternity (protection is during pregnancy and any statutory maternity leave to which the woman is entitled)</p>	<p>There are currently 261 children under one years of age in households where CTR is claimed.</p>	<p>No specific issues identified or raised by community in informal consultation</p>	<p>All customers in this group will have to pay more council tax</p>	<p>Consultation has been undertaken with the community and voluntary sector which will help to disseminate information about the possible changes</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p>

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Race (this includes ethnic or national origins, colour or nationality, and includes refugees and migrants; and Gypsies and Travellers)	<table border="0"> <tr><td>Arab</td><td>0.57%</td></tr> <tr><td>Asian or Asian British: Bangladeshi</td><td>1.05%</td></tr> <tr><td>Asian or Asian British: Indian</td><td>0.42%</td></tr> <tr><td>Asian or Asian British: Pakistani</td><td>0.15%</td></tr> <tr><td>Asian or British : Any other Background</td><td>1.84%</td></tr> <tr><td>Black-Black British:African</td><td>2.08%</td></tr> <tr><td>Black-Black British:Caribbean</td><td>0.48%</td></tr> <tr><td>Black-Black British:Other</td><td>0.30%</td></tr> <tr><td>Chinese</td><td>0.21%</td></tr> <tr><td>Gypsy/Traveller</td><td>0.09%</td></tr> <tr><td>Mixed :Any other mixed background</td><td>0.90%</td></tr> <tr><td>Mixed: White and Asian</td><td>0.54%</td></tr> <tr><td>Mixed: White and Black African</td><td>1.53%</td></tr> <tr><td>Mixed: White and Black Caribbean</td><td>0.90%</td></tr> <tr><td>White: Any other White background</td><td>8.43%</td></tr> <tr><td>White: British</td><td>79.36%</td></tr> <tr><td>White: Irish</td><td>1.14%</td></tr> </table>	Arab	0.57%	Asian or Asian British: Bangladeshi	1.05%	Asian or Asian British: Indian	0.42%	Asian or Asian British: Pakistani	0.15%	Asian or British : Any other Background	1.84%	Black-Black British:African	2.08%	Black-Black British:Caribbean	0.48%	Black-Black British:Other	0.30%	Chinese	0.21%	Gypsy/Traveller	0.09%	Mixed :Any other mixed background	0.90%	Mixed: White and Asian	0.54%	Mixed: White and Black African	1.53%	Mixed: White and Black Caribbean	0.90%	White: Any other White background	8.43%	White: British	79.36%	White: Irish	1.14%	No specific issues identified or raised by community in consultation	All customers in this group will have to pay more council tax	<p>Informal consultation has been undertaken with the community and voluntary sector which will help to disseminate information about the possible changes</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase</p>
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<p>Religion or belief (religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.)</p>	<p>Case level information on religious belief is not held. The following data is from the 2011 Census. There is no reason at present to expect the distribution to vary significantly from the distribution of CTR claimants</p> <table border="1" data-bbox="398 826 786 1289"> <tr> <td>Christian</td> <td>42.90%</td> </tr> <tr> <td>Muslim</td> <td>2.20%</td> </tr> <tr> <td>Buddhist</td> <td>1.00%</td> </tr> <tr> <td>Jewish</td> <td>1.00%</td> </tr> <tr> <td>Hindu</td> <td>0.70%</td> </tr> <tr> <td>Sikh</td> <td>0.10%</td> </tr> <tr> <td>Other religion</td> <td>0.90%</td> </tr> <tr> <td>No Religion</td> <td>42.40%</td> </tr> <tr> <td>Religion not stated</td> <td>8.80%</td> </tr> </table>	Christian	42.90%	Muslim	2.20%	Buddhist	1.00%	Jewish	1.00%	Hindu	0.70%	Sikh	0.10%	Other religion	0.90%	No Religion	42.40%	Religion not stated	8.80%	<p>No specific issues identified or raised by community in informal consultation</p>	<p>All customers in this group will have to pay more council tax</p>	<p>Consultation has been undertaken with the community and voluntary sector which will help to disseminate information about the possible changes</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances.</p> <p>Raise awareness of the discretionary fund with Revenues and Benefit Teams and our internal and external stakeholders.</p>
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Sex/Gender (both men and women are covered under the Act)	<p>6270 cases where the claimant is male</p> <p>8682 cases where the claimant is female</p> <p>1342 cases where the partner is male</p> <p>1283 cases where the partner is female</p>	No specific issues identified or raised by community in consultation	All customers in this group will have to pay more council tax	<p>Consultation has been undertaken with the community and voluntary sector which will help to disseminate information about the possible changes</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether</p>

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				<p>money, make money and manage their money better. The services are for anyone who is struggling to make ends meet and incorporates community and voluntary services throughout the city.</p> <p>The minimum contribution a person must pay is based upon their net council tax liability after other statutory discounts have been applied. As such single people affected by this change are entitled to claim an initial 25% discount from their bill which is not subject to a means test.</p>
<p>Sexual orientation (the Act protects bisexual, gay, heterosexual and lesbian people)</p>	<p>Records are held where same sex couples claim together, there are 76 claims from couples in a same sex relationship and 3728 claims from couples in a different sex relationship</p>	<p>No specific issues identified or raised by community in consultation</p>	<p>All customers in this group will have to pay more council tax</p>	<p>Consultation has been undertaken with the community and voluntary sector which will help to disseminate information about the possible changes</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information</p>

	<p>Summary of data¹ about your service-users and/or staff</p>	<p>Summary of service-user and/or staff feedback¹</p>	<p>Impacts identified from data and feedback (actual and potential)¹</p>	<p>All potential actions to:</p> <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				<p>available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances. Review take up of the discretionary fund to make sure it is being taken up where there is a need.</p> <p>Raise awareness of the discretionary fund with Revenues and Benefit Teams and our internal and external stakeholders.</p> <p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p> <p>Moneyworks is an organisation funded by Brighton and Hove</p>

	Summary of data ¹ about your service-users and/or staff	Summary of service-user and/or staff feedback ¹	Impacts identified from data and feedback (actual and potential) ¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				Council set up to help residents save money, make money and manage their money better. The services are for anyone who is struggling to make ends meet and incorporates community and voluntary services throughout the city.
Marriage and civil partnership (only in relation to due regard to the need to eliminate discrimination)	This data is not specifically held however there are 3804 claims where a claimant has a partner	No specific issues identified or raised by community in consultation	All customers in this group will have to pay more council tax	<p>Consultation has been undertaken with the community and voluntary sector which will help to disseminate information about the possible changes</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if</p>

	Summary of data ¹ about your service-users and/or staff	Summary of service-user and/or staff feedback ¹	Impacts identified from data and feedback (actual and potential) ¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				<p>they face exceptionally difficult circumstances. Review take up of the discretionary fund to make sure it is being taken up where there is a need.</p> <p>Raise awareness of the discretionary fund with Revenues and Benefit Teams and our internal and external stakeholders.</p> <p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p> <p>Moneyworks is an organisation funded by Brighton and Hove Council set up to help residents save money, make money and manage their money better. The services are for anyone who is struggling to make ends meet and incorporates community and voluntary services throughout the city.</p>

	Summary of data ¹ about your service-users and/or staff	Summary of service-user and/or staff feedback ¹	Impacts identified from data and feedback (actual and potential) ¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations 																										
Community Cohesion (what must happen in all communities to enable different groups of people to get on well together.)	<p>The distribution of CTR claims for working age people by ward is as follows</p> <table border="0"> <tr><td>EAST BRIGHTON</td><td>1534</td></tr> <tr><td>QUEEN'S PARK</td><td>1350</td></tr> <tr><td>ST.PETER'S & NORTH LAINE</td><td>1116</td></tr> <tr><td>MOULSECOO MB & BEVENDEAN</td><td>1142</td></tr> <tr><td>HOLLINGDEAN & STANMER</td><td>1041</td></tr> <tr><td>HANGLETON & KNOLL</td><td>860</td></tr> <tr><td>HANOVER & ELM GROVE</td><td>811</td></tr> <tr><td>GOLDSMID</td><td>780</td></tr> <tr><td>BRUNSWICK & ADELAIDE</td><td>590</td></tr> <tr><td>REGENCY</td><td>583</td></tr> <tr><td>CENTRAL HOVE</td><td>549</td></tr> <tr><td>NORTH PORTSLADE</td><td>537</td></tr> <tr><td>SOUTH PORTSLADE</td><td>559</td></tr> </table>	EAST BRIGHTON	1534	QUEEN'S PARK	1350	ST.PETER'S & NORTH LAINE	1116	MOULSECOO MB & BEVENDEAN	1142	HOLLINGDEAN & STANMER	1041	HANGLETON & KNOLL	860	HANOVER & ELM GROVE	811	GOLDSMID	780	BRUNSWICK & ADELAIDE	590	REGENCY	583	CENTRAL HOVE	549	NORTH PORTSLADE	537	SOUTH PORTSLADE	559	<p>No specific issues identified or raised by community in informal consultation</p>	<p>The distribution of impact across the City is not equal and reflects the relative socio economic status of the different wards.</p>	<p>This information will be fed into the work of the economic development team. CVS agencies who work in the most affected wards will be specifically briefed.</p> <p>The Financial Inclusion commission undertaken by the Policy and Communities team which commissioned Moneyworks Brighton and Hove undertook a detailed needs analysis of financial need in the city. This analysis was conducted against protected characteristic and by place. As a result services provided by Moneyworks Brighton & Hove have specifically been commissioned to be provided in the areas of greatest financial need as reflected in the accompanying ward information.</p>
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	PRESTON PARK 494 PATCHAM 439 WESTBOURNE 469 WOODINGDEA N 450 WISH 422 ROTTINGDEA N COASTAL 342 WITHDEAN 363 HOVE PARK 168			
Other relevant groups eg: Carers, people experiencing domestic and/or sexual violence, substance misusers, homeless people, looked after children, ex-armed forces personnel etc	1357 Carers Looked after children	No specific issues identified or raised by community in informal consultation	All customers in this group will have to pay more council tax Children to whom the authority is parent are protected when they leave the care through automatic access to the discretionary fund.	There are provisions within the CTR scheme which recognise and account for the issues faced by carers of disabled people, namely the carers premium which increases a carers applicable amount. Raise the profile of the increased earnings disregard by talking directly with CVS agencies that work with carers. Additionally to inform agencies who work helping people to get back to work. The Revenues and Benefits team will continue to pro-actively consider

	Summary of data ¹ about your service-users and/or staff	Summary of service-user and/or staff feedback ¹	Impacts identified from data and feedback (actual and potential) ¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				<p>children who left care for the discretionary fund.</p> <p>Consultation has been undertaken with the community and voluntary sector which will help to disseminate information about the possible changes</p> <p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances. Review take up of the discretionary fund to make sure it is being taken up where there is a</p>

	Summary of data ¹ about your service-users and/or staff	Summary of service-user and/or staff feedback ¹	Impacts identified from data and feedback (actual and potential) ¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				<p>need.</p> <p>Raise awareness of the discretionary fund with Revenues and Benefit Teams and our internal and external stakeholders.</p> <p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p>
<p>Cumulative impact (this is an impact that appears when you consider services or activities together. A change or activity in one area may create an impact somewhere</p>	<p>The reduction in funding for CTR should not be seen in isolation. For recipients of CTR it is fundamentally related to the government's other welfare reforms, the cost of living, the performance of the economy and the availability of work.</p>	<p>Some responses to consultation has fed back that benefit increases beneath the rate of inflation and increasing commodity bills mean that demands on limited incomes are increasing.</p> <p>As part of the July budget 2015 reduction in Tax Credits and Universal Credit are</p>	<p>It is estimated there are about 4400 households in Brighton and Hove who are working,</p>	<p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p> <p>Moneyworks is an organisation funded by Brighton and Hove Council set up to help residents save money, make money and manage their money better. The services are for anyone who is struggling to make ends meet and incorporates community and voluntary services throughout the city.</p>

	Summary of data ¹ about your service-users and/or staff	Summary of service-user and/or staff feedback ¹	Impacts identified from data and feedback (actual and potential) ¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
else)		<p>planned from April 2016 for working people. (this is now subject to changes which will be announced in the Autumn statement 25th November 2015)</p> <p>The July Budget 2015 also announced plans to limit benefits in</p>	<p>receive tax credits and are in receipt of Council Tax Reduction. We estimate that there are a further 4250 households who receive Employment and Support Allowance whose entitlement will be reduced to Job Seekers Allowance levels who receive benefits from the council. In addition there will be others we are unaware of.</p> <p>The potential impact on families who do have a third child or more will be stark in terms of the cost of living</p>	<p>Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics.</p> <p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances. Review take up of the discretionary fund to make sure it is being taken up where there is a need.</p> <p>Raise awareness of the discretionary fund with Revenues and Benefit Teams and our internal and external stakeholders.</p>

	Summary of data¹ about your service-users and/or staff	Summary of service-user and/or staff feedback¹	Impacts identified from data and feedback (actual and potential)¹	All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
		<p>general to the amount for a family with no more than two children from 2017 (will not apply to families with more than 2 children born before April 2017).</p>	<p>The CTR caseload has reduced reflecting national trends and the economic cycle.</p>	

2. Prioritised Action Plan:

NB: These actions must now be transferred to service or business plans.

Specific action	Evidence of progress / milestones	Lead officer	Timeframe
Consultation has been undertaken with the community and voluntary sector which will help to disseminate information about the possible changes		Welfare Reform Programme Manager	Done July Sep 2015
Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing specifically targeted and tailored information for specific groups to organisations which support people with protected characteristics.		Welfare Reform Programme Manager and Revenues and Benefits management team	Initially by 31 st March 2016. Then on an ongoing basis
Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances.		Head of Revenues and Benefits	Ongoing
Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work. Moneyworks is an organisation funded by Brighton and Hove Council set up to help residents save money, make money and manage their money better. The services are		Communities and Equalities team	Full third party commission due April 2017

for anyone who is struggling to make ends meet and incorporates community and voluntary services throughout the city.			
Ensure staff and advice services are skilled to advise people on the other statutory council tax discounts customers may be entitled to which would help mitigate some of the impacts of the CTR minimum contribution and other measures. These include the discounts of 25% available for single occupants and the 100% discount which is referred to in legislation as being for people who are severely mentally impaired.	The councils welfare rights team train other council staff providers of advice in the City on a number of subjects including Council Tax Reduction and other discounts	Welfare Reform Programme Manager	Ongoing
Review take up of the Discretionary scheme by protected characteristic and update this EIA and actions		Welfare Reform Programme Manager	April 2016