

Equality Impact Assessment Template

Before carrying out an Equalities Impact Assessment (EIA), you should familiarise yourself with the [guidance](#). This document should be in **plain English**, include **Stakeholder** involvement and be able to stand up to **scrutiny** (local and/or court) if/when challenged to ensure we have met the councils public sector equality duty.

An Equality Impact Assessment (EIA) should be completed when you are considering:

- developing, reviewing or removing policies
- developing, reviewing or removing strategies
- developing, reviewing or removing services
- developing, reviewing or removing a council function/system
- commencing any project/programme

Assessor(s) Name and job title:

Debbie Vallas, Benefits Manager

Directorate and Team/School Name:

Corporate Services, Business Rates

Name, aim, objective and expected outcome of the programme/ activity:

Name: Discretionary Rate Relief Policy

Aim: Changes to the existing Business Rates Discretionary Rate Relief Policy in line with the Non-Domestic Rating Act 2023

Objective: To ensure that the new policy is in line with changes in legislation - there are NO CHANGES to any ratepayer's current entitlement.

	Reason for Equality Impact Assessment (tick as appropriate)	
This is a new policy/strategy/service/system function proposal		
This is a proposal for a change to a policy/strategy/service/system function proposal function (<i>check whether the original decision was equality impact assessed</i>)		X
Removal of a policy/strategy/service/system function proposal		
Commencing any project/programme		

Equality and Diversity considerations

Describe the ways in which the groups below may be impacted by your activity (prior to mitigation). The impact may be negative, positive or no impact.

Protected Characteristic	Negative, positive or no impact (before mitigation/intervention) and why?	Does the proposal have the potential to cause unlawful discrimination (is it possible that the proposal may exclude/restrict this group from obtaining services or limit their participation in any aspect of public life?)	How will you advance the equality of opportunity and to foster good relations between people who share a protected characteristic and people who do not.	What concerns have been raised to date during consultation (or early discussions) and what action taken to date?	What evidence, analysis or data has been used to substantiate your answer?	Are there any gaps in evidence to properly assess the impact? How will this be addressed?	How will you make communication accessible for this group?	What adjustments have been put in place to reduce/advance the inequality? (Where it cannot be diminished, can this be legally justified?)
Age (restrictions/difficulties both younger/older)	No impact	No	N/A	N/A	N/A	N/A	N/A	N/A
Disability a) Physical b) Mental health (must respond to both a & b)	No impact	No	N/A	N/A	N/A	N/A	N/A	N/A
Race (including ethnicity and nationality)	No impact	No	N/A	N/A	N/A	N/A	N/A	N/A
Religion or belief (different faith)	No impact	No	N/A	N/A	N/A	N/A	N/A	N/A

groups/those without a faith)								
Sex (Including Trans and non-binary – is your language inclusive of trans and non-binary people?)	No impact	No	N/A	N/A	N/A	N/A	N/A	N/A
Sexual orientation (is your language inclusive of LGB groups?)	No impact	No	N/A	N/A	N/A	N/A	N/A	N/A
Pregnancy and maternity	No impact	No	N/A	N/A	N/A	N/A	N/A	N/A
Marriage and Civil Partnership	No impact	No	N/A	N/A	N/A	N/A	N/A	N/A
Gender reassignment	No impact	No	N/A	N/A	N/A	N/A	N/A	N/A

H. Review

H. Sign-off

Head of Service/Director/Headteacher sign off & date:	Name:
Legal sign off & date:	Name: Mrs S Betts Date