

## Equality Impact Assessment Form

Revised June 2009



*(Equality target groups are those which cover the 6 equality strands: race, disability, gender, age, sexual orientation and religious belief)*

### **Part 1 Aims & implementation of the service, policy, procedure, practice or project**

This section is the title of what is being assessed, responsible officers, purpose, where it fits within the council's wider aims and how it supports the legislation to eliminate unlawful discrimination and the promotion of equal opportunities. *(please refer to the guidance for additional information)*

#### **1.1 What is being assessed**

VAT Manual recently produced and with on going updates as required.

#### **1.2 Officer(s) and section or service responsible for completing the assessment**

Tax Manager – Keith White

#### **1.3 What is the main purpose or aims of the Manual**

Provide guidance and ensure compliance

#### **1.4 Who is affected by the Manual? Who is it intended to benefit and how?**

All staff.

#### **1.5 Has the Manual been promoted or explained to those it might affect directly or indirectly?**

The existence of the Manual was communicated to Finance staff, school bursars and via the Vine.

#### **1.6 How does the Manual contribute to better community cohesion?**

This is an internal document aimed at ensuring consistency of treatment across the Authority.

#### **1.7 How does the Manual fit in with the council's wider aims?**

Contributes to a modern Council in line with tax compliance, business transformation and ensuring the Council is fit for the future.

#### **1.8 What is the relevance of the aims of the Manual to the equality target group and the council's duty to eliminate unlawful discrimination and promote equality of opportunity?**

As a VAT manual it does not discriminate against any of the target group.

#### **1.9 How is, or how will the Manual be put into practice and who is responsible for it?**

Tax Manager

## **Part 2 Consideration of data and research**

To conduct the assessment, you will need information about service users and staff that provide the service. This section is to help you identify the sort of information that will be needed to help you assess whether there may be barriers to different equality groups who access your service, policy, procedure, practice or project. *(please refer to the guidance for additional information)*

### **2.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken**

Existing Manual 5 years out of date, a danger staff would rely on out of date guidance. Manual failed to cover certain issues.

### **2.2 Equalities profile of users and beneficiaries**

All of the 6 equality strands would be covered.

### **2.3 Evidence of complaints against the Manual on the grounds of discrimination**

None, as it is new.

### **2.4 What does the consultation, research and/or data indicate about the negative impact on the Manual**

As 2.3 above.

### **2.5 What does the consultation, research and/or data indicate about the positive impact on the Manual**

Ensures legal compliance.

### Part 3 Assessment of impact

Now that you have looked at the purpose etc of the service, policy, procedure, practice or project (part 1) and looked at the research (part 2), this section asks you to assess the impact, positive and negative, of the service, policy, procedure, practice or project on each of the 6 strands of diversity covered in the Authority's single equality scheme.

#### 3.1 Complete this section with the following information – relating to all of the identified groups: *(please refer to the guidance for additional information)*

	Reason, evidence, comment					
	Race	Disability	Gender	Sexual Orientation	Age	Religious Belief
Barriers, negative impact						
Neutral impact	x	x	x	x	x	x
Positive impact						

**Part 4 Measures to mitigate disproportionate or adverse impact or improve on neutral or positive impacts: (please refer to the guidance for additional information)**

**4.1 If there is any negative impact on any target equality group identified in part 3, is the impact intended or legal?**

N/A

**4.2 Specify measures that can be taken to remove or minimize the disproportionate or adverse effect identified in part 3. if none were identified, identify how disproportionate or adverse effect could be avoided in the future**

N/A

**4.3 If there is no evidence that the Manual promotes equality, equal opportunities or improves relations within equality target groups, what amendments can be made to achieve this?**

N/A

**4.4 If a neutral or positive impact has been identified, can that impact be improved upon (continuous improvement)?**

Manual to provide VAT guidance to ensure VAT compliance.

**4.5 How will the Manual be implemented?**

Staff will access on line to find the necessary guidance.

**4.6 As 4.5 above please identify training requirements**

## **Part 5 Conclusions & recommendations**

This section ensures that what ever we are impact assessing, whether it be a service, policy, procedure, practice or project that ensure that we abide by the general and specific duties to promote race, disability and gender equality. *(please refer to guidance for additional information)*

### **5.1 Does the Manual comply with equalities legislation?**

Yes, it provides support to all staff.

### **5.2 What are the main areas requiring further attention?**

None identified.

### **5.3 Summary of recommendations for improvement**

Continued promotion of the Manual.

### **5.4 What equality monitoring, evaluation, review systems have been set up to carry out regular checks?**

Annual or more frequent updates pending changes to legislation/regulations.

### **5.5 When will the amended Manual be reviewed?**

New Manual subject to annual or more frequent review as required.

## Part 6 Action / improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

**Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:**

Area of negative impact	Changes proposed	Lead officer	Timescale	Resource implications	Comments
Race					
Disability					
Age					
Religious and Philosophical belief					
Gender					
Sexual orientation					
Geographical location					
All of the above					

**Part 6 continued – Equality Impact Assessment – Summary report**

The results of equality impact assessments must be published. Please complete this summary and the publish your report using the Equality and Diversity pages of the Intranet. Your summary information and a copy of your completed report will then be made available to the public on the Council’s website.

**Date of assessment**

**Officer’s name**  **Role**

**Service, policy, procedure, practice or project that was impact assessed**

**Summary of findings**

**Summary of recommendations and key points of action plan**

**Groups that this policy will impact upon**

- |                           |                          |                           |                                     |
|---------------------------|--------------------------|---------------------------|-------------------------------------|
| <b>Race</b>               | <input type="checkbox"/> | <b>Gender</b>             | <input type="checkbox"/>            |
| <b>Sexual Orientation</b> | <input type="checkbox"/> | <b>Age</b>                | <input type="checkbox"/>            |
| <b>Disability</b>         | <input type="checkbox"/> | <b>Religion or belief</b> | <input type="checkbox"/>            |
| <b>Other</b>              | <input type="checkbox"/> | <b>All</b>                | <input checked="" type="checkbox"/> |