

Community Impact Assessment

Part 1 – Details		
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Working Age Council Tax Reduction Scheme 2025/2026	
Date Conducted	22/10/2024	
Name of Lead Officer and Service Area	Michael Buckland, Head of Revenues and Benefits	
Commissioning Team (if applicable)		
Director Responsible for project/service area	Jo Goodfellow, ED Finance	
Who are the main stakeholders	Corporate Management Team (CMT) and Elected Members, Staff, Precepting Authorities, Working Age Council Tax Reduction applicants, Residents	
Describe what consultation has been undertaken. Who was involved and what was the outcome	Corporate Management Team to review and agree the report. No actual formal consultation is required as there have been no fundamental changes required. This is an extension to the scheme.	
Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc)	N/A	
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	X
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	X
	Existing	<input type="checkbox"/>
	Being reviewed	<input type="checkbox"/>
	Being reviewed as a result of budget	<input type="checkbox"/>

	constraints / End of Contract	
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Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.

The purpose of this report is to recommend that Cabinet and Council approves the Council Tax Reduction scheme from the 1 April 2025

Who will be affected and how?

Residents, customers, employees, voluntary sector, Preceptors

Are there any other functions, policies or services linked to this impact assessment?

Yes No

If you answered 'Yes', please indicate what they are?

Housing , Revenues & Benefits, Customer Services

Part 3 – Impact on the Community

Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation)
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The scheme will affect working age applicants only. Pension age applicants will not be affected as their scheme is prescribed by Government. The level of support to be provided will be maintained and the majority of working age applicants will receive the same level of support. Inevitably with any scheme there may be some losers. In the first year a transitional protection scheme was applied for large losers. Whilst this will now cease in Year 2 the applicant may apply for support under the Council's Exceptional Hardship scheme.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The scheme will have no differential impact due to disability, the proposed scheme is designed to continue to protect the disabled by disregarding disability benefits such as Disability Living Allowance and Personal Independence Payments. The scheme will also further protect disabled applicants as it may provide a further income disregard of £40 which will reduce the level of income taken into

			account when calculating any support.
Gender Reassignment	<input type="checkbox"/>	X	The scheme applies consistent and fair treatment irrespective of gender reassignment
Marriage and Civil Partnership	<input type="checkbox"/>	X	The scheme applies consistent and fair treatment irrespective of marital status
Pregnancy & Maternity	<input type="checkbox"/>	X	The scheme applies consistent and fair treatment irrespective of pregnancy and maternity
Race	<input type="checkbox"/>	X	The scheme will have no differential impact due to race
Religion or belief	<input type="checkbox"/>	X	The scheme will have no differential impact due to religious belief
Sexual orientation	<input type="checkbox"/>	X	The scheme will have no differential impact due to sexual orientation
Sex	<input type="checkbox"/>	X	The scheme applies consistent and fair treatment irrespective of sex
Gypsy/Travelling Community	<input type="checkbox"/>	X	The scheme will have no differential impact to gypsies or travellers
Those with caring/dependent responsibilities	<input type="checkbox"/>	X	The scheme provides additional support by disregarding Housing Costs within Universal Credit along with the disabled child element
Those having an offending past	<input type="checkbox"/>	X	The scheme will have no differential impact to those with an offending past
Children	<input type="checkbox"/>	X	The scheme will have no differential impact to those with children and protects families
Vulnerable Adults	<input type="checkbox"/>	X	The scheme provides protections for vulnerable adults in the following ways: Vulnerable adults <ul style="list-style-type: none"> the scheme (as previously indicated), disregards Personal Independence Payments, Disability Living Allowance and the support component of Employment and Support Allowance; When any household has a disabled applicant, partner or dependant and additional income disregard of up to £40 may be given against income, thereby potentially increasing the level of support available.
Families	<input type="checkbox"/>	X	The scheme provides protections for families in the following ways: Families <ul style="list-style-type: none"> the scheme allows additional income levels (for the same level of support) depending on whether there is one or two (or more) dependants; the scheme disregards child benefit and child maintenance.
Those who are homeless	<input type="checkbox"/>	X	The Homelessness Team, Customer Services & Revenues & Benefits Teams ensure that any customers with a liability have access to this scheme
Those on low income	<input type="checkbox"/>	X	The scheme has been designed to assist those on the lowest incomes

Those with drug or alcohol problems	<input type="checkbox"/>	X	The scheme will have no differential impact to those with drug or alcohol problems
Those with mental health issues	<input type="checkbox"/>	X	There may be those have limited capacity to make a claim but support via Customer Services, Revenues and Benefits Teams and other partners, community groups, TAC and in direct communication with carers is available.
Those with physical health issues	<input type="checkbox"/>	X	There may be those have limited capacity to make a claim but support via Customer Services, Revenues and Benefits Teams and other partners, community groups, TAC and in direct communication with carers is available.
Social inclusion Please include refugees and asylum seekers,	<input type="checkbox"/>	X	The scheme will have no differential impact to refugees and asylum seekers. A translation service is available to ensure accessibility.
Social inclusion: Armed Forces The Armed Forces Covenant is a pledge that together we acknowledge and understand that those who have served in the armed forces, and their families, should be treated with fairness and respect and any impact should be considered	<input type="checkbox"/>	X	The scheme will have no differential impact due to The Armed Forces Covenant
Health and Wellbeing	<input type="checkbox"/>	X	The scheme will help those most in need which will in part contribute to in some cases to an improvement in their health & wellbeing
Climate Change	<input type="checkbox"/>	X	No impact as a direct result of this report

Part 4 – Risk Assessment

From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications. this includes climate change considerations

This is the section in which to please outline any actions to mitigate negative or enhance positive impacts in terms of economic, environmental or wider societal considerations, and actions to review and monitor the overall impact of the change accordingly.

Impact Area	Details of the Impact	Action to reduce risk
N/A		

Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your Community Impact Assessment, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
N/A	Full monitoring of scheme implementation on a monthly basis in line with the accepted project plan			

Date of Review (If applicable)

Guidance and form updated xxxxxx following CMT approval.

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