



**CHERWELL DISTRICT COUNCIL
EQUALITY IMPACT ASSESSMENT**

Equality Impact Assessments

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APPENDIX 1 STAGE 1 - INITIAL SCREENING DETAILS ASSESSING POLICIES AND ACTIVITIES - GUIDANCE FOR STAFF

Notes:

1. As a result of this exercise, you will have checked that your policy or activity does not have adverse impact on equality groups and you will have identified relevant action that you need to take, and the likely costs/resources associated with any improvement. The equality groups covered are at present: Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation, Age and Marriage or Civil Partnership.

Note. This is not simply a paper exercise - it is designed to make sure that your policy or activity is delivered fairly and effectively to all sections of our local community.

2. Please note that both Councils will be required to publish the results of these assessments, and updates, therefore **your completed Appendices may be public documents.**

3. Appendix 1 questionnaire (**to be completed for each relevant Strategy, Policy or Service Development**) is for use regardless of whether your policy or activity is aimed at external customers or internal staff.

Please tick/delete as appropriate: Is this EIA for a,

Strategy		New/Existing	
Policy	<input checked="" type="checkbox"/>	New/Existing	<input checked="" type="checkbox"/>
Service Development		New/Existing	

Name of Strategy, Policy or Service Development:

AIMS, OBJECTIVES & PURPOSE OF THE POLICY OR ACTIVITY:

<p>Council Tax Policy</p> <p>Each year the Council determines the level of Council Tax charged to residents relating to Cherwell District Council</p>

PLEASE LIST THE MAIN STAKEHOLDERS/BENEFICIARIES IN TERMS OF THE RECIPIENTS OF THE ACTIVITY OR THE TARGET GROUP AT WHOM THE POLICY IS AIMED:

All residents of Cherwell District

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STAGE 1 – INITIAL SCREENING ASSESSMENT

Q	Screening Questions	Y/N
1.	Does the policy or activity knowingly prevent us in anyway from meeting our statutory equality duties under the 2010 Equality Act?	N
2	Is there any evidence that any part of the proposed policy or activity could discriminate unlawfully, directly or indirectly, against particular equality groups?	N
3	Is there any evidence that information about the policy or activity is not accessible to any equality groups?	N
4	Have the Council's received any complaints about the policy or activity under review, in respect of equality issues?	N
5	Have there been any recommendations in this area arising from, for example, internal/external audits or scrutiny reports?	N
6	Will the proposed policy or activity have negative consequences for people we employ, partner or contract with?	N
7	This Strategy, Policy or Service Development has an impact on other council services i.e. Customer Services and those services have not yet been consulted.	N
8	Will there be a negative impact on any equality groups? If so please provide brief details below.	N
	Equality Impact: Evidence:	
	Disability	
	Gender Reassignment	
	Pregnancy & Maternity	
	Race	
	Religion or Belief	
	Sex	
	Sexual Orientation	
	Age	
	Marriage & Civil Partnership	
9	Is the proposed policy or activity likely to have a negative affect on our relations with certain equality groups or local community? If so please explain.	N
10	There has been no consultation with equality groups about this policy or activity? Answer yes if you agree with this statement. If there has been consultation, please list the equality groups you have consulted with:	N/A
11	Has this assessment missed opportunities to promote equality of opportunity and positive attitudes?	N

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Please detail below your evidence which has determined whether you have answered either Yes or No to the initial screening questions.

Screening Questions	Screening Narrative
Does the policy or activity knowingly prevent us in anyway from meeting our statutory equality duties under the 2010 Equality Act?	The level of Council Tax does not prevent us meeting statutory equality duties
Is there any evidence that any part of the proposed policy or activity could discriminate unlawfully, directly or indirectly, against particular equality groups?	There is no evidence that this policy could discriminate
Is there any evidence that information about the policy or activity is not accessible to any equality groups?	Council Tax policy is accessible for all
Has the Council received any complaints about the policy or activity under review, in respect of equality issues?	No complaints have been received in this regard
Have there been any recommendations in this area arising from, for example, internal/external audits or scrutiny reports?	There have been no recommendations
Will the proposed policy or activity have negative consequences for people we employ, partner or contract with?	We are not aware of any negative consequences arising from this policy for people we employ, partner or contract with
This Strategy, Policy or Service Development has an impact on other council services i.e. Customer Services and those services have not yet been consulted.	There is no impact on other Council services. The Council Tax Policy impacts on the whole Council funding
Will there be a negative impact on any equality groups?	There will be no negative impact on any equality groups
Is the proposed policy or activity likely to have a negative affect on our relations with certain equality groups or local community? If so please explain.	The policy will not have a negative effect on certain groups of local community
There has been no consultation with equality groups about this policy or activity? Answer yes if you agree with this statement. If there has been consultation, please list the equality groups you have consulted with:	The Business Plan and MTFs have been subject to public consultation
Has this assessment missed opportunities to promote equality of opportunity and positive attitudes?	No opportunity has been missed

Declaration

I am satisfied that an initial screening has been carried out on this policy or activity and an In Depth (Full) Equality Impact Assessment is not required. I understand that the EIA is required by the Councils and take responsibility for the completion and quality of this assessment.

Completed by:
Countersigned by Head of Service:

Date:
Date: