

Impact Assessment (IA)

Name of the project, policy, service, or strategy:	Council Tax Local Discounts & Premium Policy		
Responsible officer:	Alison Wilding		
Service Lead:	Alison Wilding		
Date of assessment:	15/12/2023	Date of review:	15/12/2024

Introduction

Overview

What is an Impact Assessment?

The Impact Assessment is a tool to ensure that any policy, project, strategy, or service is assessed to consider any positive or negative impacts for all our residents with regards to equalities, health and sustainability. It is important that this is done in a timely manner and ideally it should precede the start of the project, policy or strategy concerned at Chorley Council or South Ribble Borough Council.

Who is the Impact Assessment for?

The responsibility of conducting the Impact Assessment is with the leading officer of the policy that is being assessed, with service leads responsible for the final sign off of the assessment. Once complete and signed off, the Impact Assessments are submitted to Performance and Partnerships, who are responsible for storing, monitoring, and ensuring the quality of the assessments. The assessment tool covers both Chorley and South Ribble Borough Council.

Why do we need to do Impact Assessments?

As Councils, we are committed as community leaders, service providers, and employers. Therefore, we will work to ensure that everybody is afforded equality of opportunity and good life chances. The Impact Assessment is a tool we use to ensure that we fulfil these commitments and thus meet our legal duties.

Instructions

Quick steps for completion

Follow the quick steps below when completing the Impact Assessment:

1. Sections: There are three sections to the Impact Assessment. These include:

- Equality impact: the impact on the nine equality strands, which include age, disability, sex, gender reassignment, race, religion, sexual orientation, pregnancy and maternity, and marriage and civil partnership. See the **Equality Framework**.
- Health and environmental impact: the impact on health and wellbeing as well as the environment.

- **Reputational impact:** the impact on the Councils' reputation and our ability to deliver our key priorities. Reference should be made to the Corporate Strategies.

2. Rating and evidence: Each section has a number of questions that should be given a rating and evidence given for why the rating has been selected. This allows us to quantify the impact. The rating key is outlined below:

Code	Description
P	Positive impact
N	Negative impact
NI	Neutral impact

3. Actions: Once a rating is given, actions should be identified to mitigate any negative impacts or maximise any positive impacts of the policy, project, or strategy that is being assessed.

4. Sign off: Once the assessment is completed, sign off is required by a Service Lead.

5. Submit: Once signed off, the Impact Assessment should be sent to the Performance and Partnerships Team, who will store the assessment securely and check for quality.

6. Follow up: Actions should be implemented and changes should be made to the policy, project, or strategy that has been assessed, with follow ups conducted annually to monitor progress.

Information and Support

Contact details

To submit your completed Impact Assessment or for guidance and support, please contact Performance and Partnerships at performance@chorley.gov.uk or performance@southribble.gov.uk

Equality Impact

Area for consideration	P	N	NI	Evidence	Further action required
What potential impact does this activity have upon:					
Those of different ages?			NI	The Council Tax Local Discounts and Premiums policy will apply to any owner of an empty property or second home and has no direct impact on those of different ages.	
Those with physical or mental disability?			NI	The Council Tax Local Discounts and Premiums policy will apply to any owner of an empty property or second home and has no direct impact on those with physical or mental disability.	
Those who have undergone or are undergoing gender reassignment?			NI	The Council Tax Local Discounts and Premiums policy will apply to any owner of an empty property or second home and has no direct impact on those who have undergone or are undergoing gender reassignment.	
Those who are pregnant or are parents?			NI	The Council Tax Local Discounts and Premiums policy will apply to any owner of an empty property or second home and has no direct	

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				impact on those who are pregnant or are parents	
Those of different races?			NI	The Council Tax Local Discounts and Premiums policy will apply to any owner of an empty property or second home and has no direct impact on those of different races.	
Those of different religions or beliefs?			NI	The Council Tax Local Discounts and Premiums policy will apply to any owner of an empty property or second home and has no direct impact on those of different religions or beliefs.	
Those of different sexes?			NI	The Council Tax Local Discounts and Premiums policy will apply to any owner of an empty property or second home and has no direct impact on those of different sexes.	
Those of different sexual orientations?			NI	The Council Tax Local Discounts and Premiums policy will apply to any owner of an empty property or second home and has no direct impact on those of different sexual orientations.	
Those who are married or in a civil partnership?			NI	The Council Tax Local Discounts and Premiums policy will apply to any owner of an empty property or second home and has no direct	

				impact on those who are married or in a civil partnership.	
Socio-economic equality or social cohesion?		N		Reducing the amount of discount or charging a premium may mean that some property owners find themselves in financial hardship.	<p>Training on the Fair Collection Charter is mandatory for all officers with responsibility to collect money due to the Council.</p> <p>If a council tax payer is in financial hardship help and support available in the Charter will be offered.</p>

Health, Social and Environmental Impact

Area for consideration	P	N	NI	Evidence	Further action required
What potential impact does this activity have upon:					
Enabling residents to start well (pre-birth to 19)? <i>(Please consider childhood obesity, vulnerable families, and pregnancy care)</i>	P			The Council Tax Local Discounts & Premiums policy incentivises owners of long-term properties and second homes to bring them back into use. This will reduce the number of long-term empty properties and make better use of the existing housing in the borough.	
Enabling residents to live well (16 to 75 years)? <i>(Please consider mental and physical wellbeing, living environment, healthy lifestyles, and improving outcomes)</i>	P			As above.	
Enabling residents to age well (over 65 years)? <i>(Please consider social isolation, living independently, dementia, and supporting carers and families)</i>	P			As above.	
Natural environment? <i>(Please consider impact on habitation, ecosystems, and biodiversity)</i>			NI	No impact identified.	
Air quality and pollution? <i>(Please consider impact on climate change, waste generation, and health)</i>			NI	No impact identified.	

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Natural resources? <i>(Please consider the use of materials and as well as transport methods and their sustainability)</i>			NI	No impact identified.	

Strategic Impact

Area for consideration	P	N	NI	Evidence	Further action required
What potential impact does this activity make upon:					
<p>The Councils' reputation? <i>(Please consider impact on trust, confidence, our role as community leaders, and providing value for money)</i></p>			NI	<p>The revised policy will have a positive impact on the Council's reputation because the number of long-term empty properties will be reduced and make better use of the existing housing in the borough.</p> <p>However, the proposed changes are likely to be unpopular with council tax payers directly affected by an increase in the amount of council tax payable.</p>	
<p>Our ability to deliver the Corporate Strategy? <i>(Please refer to the Strategic Objectives)</i></p>	P			<p>These policy changes will reduce the number of long-term empty properties and make better use of the existing housing in the borough.</p> <p>This supports the Council's vision to provide a choice of decent, affordable housing and reduce the number of households in temporary accommodation.</p>	

Impact Assessment Action Plan

If any further actions were identified through the Impact Assessment, then they should be listed in the table below:

Action	Start Date	End Date	Lead Officer
Consult with property owners who may be affected by the options to make proposed changes to the Council Tax Local Discounts & Premiums Policy. Invite Citizens Advice and Money Advice Trust to complete the consultation survey.	20 November 2023	22 December 2023	Alison Wilding
Consider consultation comments when drafting the Full Council report seeking approval for proposed changes to the Council Tax Local Discounts & Premiums Policy.	22 December 2023	31 January 2024	Alison Wilding
Ensure Mandatory Training on the Customer Access Charter is completed by all officers with responsibility to collect money due to the Council.	Ongoing		Alison Wilding