

# Equality Impact Assessment



Assessment Of:	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other:	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Customer Experience and Transformation	Assessment carried out by: Nikki Rawley
Service Area: Customer & Digital - Revenue & Benefits	Job Role: Council Tax Lead
Version / Date of Sign Off by Director:	Amanda Pujol

## Step 1: What do we want to do?

*This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the Policy Officer early for advice.*

### 1.1 What are the aims and objectives/purpose of this proposal?

*Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.*

Proposal to remove from 1.4.2026 the existing 50% Council Tax discount that can be awarded for a maximum 12 month period when an unoccupied and unfurnished property satisfies the commonly referred to 'uninhabitable' rules.

These relate to properties that cannot be occupied because of the extent of the major works, repairs or structural changes that are being carried out.

### 1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community	<input type="checkbox"/> Teignbridge workforce
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### 1.3 Will the proposal have an equality impact?

*Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?*

*If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by your manager.*

*If 'Yes' complete the rest of this assessment.*

<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	[please select]
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We do not hold data on the protected characteristics of customers who have applied for this discount and do not anticipate that any particular group will be affected by discontinuing it but it is possible that there could be an equality impact for a very small number of individuals. The

properties are normally not the usual sole or main residence of the owner as in order to qualify for the discount, it must be unoccupied and unfurnished and require or be undergoing major repairs or significant structural alterations. Once the work has been completed, the property may be reoccupied by the owner, sold or able to be rented to new occupiers.

As the majority of properties that qualify are being renovated by persons who have other dwellings, we do not anticipate any adverse impacts on any particular vulnerable or protected group. It should be noted that - based on historical data - the removal of this discount will impact around only 140 properties annually

The absence of a discount could act as an incentive for unoccupied properties to be brought back into use earlier as they no longer have access to the 50% Council Tax discount.

If being liable for the full charge causes financial hardship for any household, they will be able to apply for assistance in accordance with our Discretionary Discount Policy. This enables the Council to give support by reducing or remitting Council Tax charges when the customer is experiencing extreme financial hardship.

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

*Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics (listed in 2.2).*

For workforce / management of change proposals you will need to look at the diversity of the affected team(s) using available evidence such as the employee profile data. Identify any under/over-representation for age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation. Please see: [Equality Act 2010 \(legislation.gov.uk\)](https://legislation.gov.uk).

Data / Evidence Source <i>[Include a reference where known]</i>	Summary of what this tells us
Applications made for the 50% discount	Limited information about protected characteristics.
Council Tax Bands comparison with 50% discount awards. This chart gives the % of all dwellings by Council Tax Band for the district (in blue/left hand) and percentage of 50% discount awards by property band (in red/right hand)	It confirms that the districts dwellings are predominantly within the lower B and C bands, a total of 44.7%. As we make a consistent numbers of awards (average is 16.6%) across all the A to E banded properties, this tells us that the awards are not restricted to properties within the lower bands. We also make a disproportionate percentage of awards for the higher banded and usually larger properties – bands E to H.

Data / Evidence Source <i>[Include a reference where known]</i>	Summary of what this tells us																											
<div><p>Chart Title</p><table><tr><th>Property Band</th><th>% by property band</th><th>% discounts by property band</th></tr><tr><td>A</td><td>14.0</td><td>15.0</td></tr><tr><td>B</td><td>22.5</td><td>15.5</td></tr><tr><td>C</td><td>22.0</td><td>19.0</td></tr><tr><td>D</td><td>19.0</td><td>17.5</td></tr><tr><td>E</td><td>13.0</td><td>16.5</td></tr><tr><td>F</td><td>6.0</td><td>10.0</td></tr><tr><td>G</td><td>3.0</td><td>5.0</td></tr><tr><td>H</td><td>0.5</td><td>1.0</td></tr></table></div>	Property Band	% by property band	% discounts by property band	A	14.0	15.0	B	22.5	15.5	C	22.0	19.0	D	19.0	17.5	E	13.0	16.5	F	6.0	10.0	G	3.0	5.0	H	0.5	1.0	
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<b>Additional comments:</b>	However we do capture information about the reason for the works or alteration and the intended outcome for the unoccupied property.																											

**2.2 Do you currently monitor relevant activity by the following protected characteristics?**  
**No**

<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity	<input type="checkbox"/> Race
<input type="checkbox"/> Religion or Belief	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

**2.3 Are there any gaps in the evidence base?**

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps please state this clearly with a justification.

For workforce related proposals all relevant information on characteristics may need to be sought from HR (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require action to address and identify the information needed.

We anticipate around 140 household will be impacted by this change and it is likely - based on historical data- that most will have no equality impact. We will adopt a case based approach to assessing impacts on any particular protected characteristics when determining applications for discretionary discount relief.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this has been of Teignbridge's diverse communities.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to HR for advice on how to consult and engage with employees. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups, trades unions as well as affected staff.

Due to the very low numbers involved with this specific change and the fact that no particular groups have been identified as affected we have not undertaken specific engagement activity.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Consultation Officer for help in targeting particular groups.

None planned but will review and monitor impacts on a case by case basis.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal.

### 3.1 Does the proposal have any potentially adverse impacts on people on the basis of their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

<b>GENERAL COMMENTS</b> <i>(highlight any potential issues that might impact <b>all or many groups</b>)</i>	
<b>PROTECTED CHARACTERISTICS</b>	
<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	This is unlikely but If the property is undergoing major works in order to meet the needs of a disabled person.
Mitigations:	Applications for these reasons are rare and there are existing discounts for properties once they have been adapted to meet a residents disability needs. If customers are struggling to afford the full Council Tax charge, they will be signposted to apply for help in line with our Discretionary Discount Policy.
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	

#### OTHER RELEVANT CHARACTERISTICS

<b>Socio-Economic (deprivation)</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/>
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Potential impacts:	Low income households may struggle to afford the non-discounted charge.
Mitigations:	<p>If being liable for the full charge causes financial hardship for any household, they will be able to apply for assistance in accordance with our Discretionary Discount Policy. This enables the Council to consider giving support by reducing or remitting Council Tax charges when the customer is experiencing extreme financial hardship.</p> <p>Half of the 50% discounts since 1.4.23 have been awarded to properties banded below the average band D size property. 44.7% of the dwellings within our district are within B and C bands.</p> <p>Lower banded properties are more commonly occupied by lower income households. However it should be noted that lower banded properties are more likely to be rental properties and it's the landlord or owner who applies for a discount before the property is brought back into use and available to rent.</p>
<b>Other group(s)</b> Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Rural/Urban Communities, Homelessness, Digital Exclusion, Access To Transport	
Potential impacts:	
Mitigations:	

### 3.2 Does the proposal create any benefits for people on the basis of their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

Incentive for owners to bring unoccupied properties that currently qualify for the 50% discount to be brought back into use within the current 12 month discount limit.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This content should be used as a summary in reports, where this full assessment is included as an appendix.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary and appropriate despite this.

<b>Summary of significant negative impacts and how they can be mitigated or justified:</b>
If being liable for the full charge causes financial hardship for any household, they will be able to apply for assistance in accordance with our Discretionary Discount Policy. This enables the Council to give support by reducing or remitting Council Tax charges when the customer is experiencing extreme financial hardship.
<b>Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:</b>
The absence of a discount could act as an incentive for unoccupied properties to be brought back into use earlier as they no longer have access to the 50% Council Tax discount.

## 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale

## 4.3 How will the impact of your proposal and actions be measured?

How will you know if have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective and your approach is still appropriate. Include the timescale for review in your action plan above.

We can monitor customer contact and feedback to the proposed change.
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## 4.4 Is there an opportunity to promote positive attitudes and good relations between different groups and communities?

No
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## Step 5: Review & Sign-Off

EIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek review and feedback from management before requesting it to be signed off. All working drafts of EIAs and final signed-off EIAs should be saved in G:\GLOBAL\EIA. Once signed-off please add the details to the 'EIA Register' of all council EIAs saved in the same directory.

<b>Reviewed by Service Manager:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Instead was reviewed by: Tracey Hooper	<b>Strategic Leadership Team Sign-Off:</b>
Date: 23.01.26	Date: