

**Appendix A  
Pre-Screening Equality Impact  
Assessment**

Borough Council of  
**King's Lynn &  
West Norfolk**



Name of policy/service/function	Council Tax Discretionary Relief Policy
Is this a new or existing policy/ service/function?	New
Brief summary/description of the main aims of the policy/service/function being screened.  Please state if this policy/service rigidly constrained by statutory obligations	The policy details the circumstances in which council tax discretionary relief will be awarded.  The policy is entirely at the discretion of the Council.

Question	Answer				
<p><b>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>	Positive	Negative	Neutral	Unsure	
	Age			√	
	Disability	√	√		
	Gender			√	
	Gender Re-assignment			√	
	Marriage/civil partnership			√	
	Pregnancy & maternity			√	
	Race			√	
	Religion or belief			√	
	Sexual orientation			√	
	Other (eg low income)	√			

Question	Answer	Comments
<b>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</b>	No	
<b>3. Could this policy/service be perceived as impacting on communities differently?</b>	No	
<b>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</b>	Partly	The policy contains the procedure for claiming discretionary relief for customers receiving Council Tax Support. It is aimed at helping those on a low income who cannot afford their council tax costs.
<p><b>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</b></p>	No	<p><b>Actions:</b> Whether an impact is minor depends on an individual's circumstances. A full EIA has therefore been completed</p>
		<p><b>Actions agreed by EWG member:</b> .....</p>

<p><b>Assessment completed by:</b> Name Jo Stanton</p>	
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**Job title** Revenues and Benefits Manager

**Date** 23 June 2014