

# Enfield Equality Impact Assessment (EqIA)

## Introduction

The purpose of an Equality Impact Assessment (EqIA) is to help Enfield Council make sure it does not discriminate against service users, residents and staff, and that we promote equality where possible. Completing the assessment is a way to make sure everyone involved in a decision or activity thinks carefully about the likely impact of their work and that we take appropriate action in response to this analysis.

The EqIA provides a way to systematically assess and record the likely equality impact of an activity, policy, strategy, budget change or any other decision.

The assessment helps us to focus on the impact on people who share one of the different nine protected characteristics as defined by the Equality Act 2010 as well as on people who are disadvantaged due to socio-economic factors. The assessment involves anticipating the consequences of the activity or decision on different groups of people and making sure that:

- unlawful discrimination is eliminated
- opportunities for advancing equal opportunities are maximised
- opportunities for fostering good relations are maximised.

The EqIA is carried out by completing this form. To complete it you will need to:

- use local or national research which relates to how the activity/ policy/ strategy/ budget change or decision being made may impact on different people in different ways based on their protected characteristic or socio-economic status;
- where possible, analyse any equality data we have on the people in Enfield who will be affected eg equality data on service users and/or equality data on the Enfield population;
- refer to the engagement and/ or consultation you have carried out with stakeholders, including the community and/or voluntary and community sector groups you consulted and their views. Consider what this engagement showed us about the likely impact of the activity/ policy/ strategy/ budget change or decision on different groups.

The results of the EqIA should be used to inform the proposal/ recommended decision and changes should be made to the proposal/ recommended decision as a result of the assessment where required. Any ongoing/ future mitigating actions required should be set out in the action plan at the end of the assessment.

## Section 1 – Equality analysis details

<b>Title of service activity / policy/ strategy/ budget change/ decision that you are assessing</b>	<b>Discretionary Rate Relief Policy</b>
<b>Team/ Department</b>	<b>Business Rates/ Resources</b>
<b>Executive Director</b>	<b>Fay Hammond, Executive Director Resources</b>
<b>Cabinet Member</b>	<b>Cllr Leaver, Cabinet Member for Finance and Procurement</b>
<b>Author(s) name(s) and contact details</b>	<b>Heather Adeyemi heather.adeyemi@enfield.gov.uk</b>
<b>Committee name and date of decision</b>	<b>Delegated Authority Report (DAR) for Cabinet Member for Finance and Procurement</b>
<b>Date of EqIA completion</b>	<b>2 February 2024</b>

<b>Date the EqIA was reviewed by the Corporate Strategy Service</b>	<b>2 February 2024</b>
<b>Name of Head of Service responsible for implementing the EqIA actions (if any)</b>	<b>Bridgette Cowley, Head of Income and Debt</b>
<b>Name of Director who has approved the EqIA</b>	

The completed EqIA should be included as an appendix to relevant EMT/ Delegated Authority/ Cabinet/ Council reports regarding the service activity/ policy/ strategy/ budget change/ decision. Decision-makers should be confident that a robust EqIA has taken place, that any necessary mitigating action has been taken and that there are robust arrangements in place to ensure any necessary ongoing actions are delivered.

## Section 2 – Summary of proposal

Please give a brief summary of the proposed service change / policy/ strategy/ budget change/project plan/ key decision

**Please summarise briefly:**

What is the proposed decision or change?  
 What are the reasons for the decision or change?  
 What outcomes are you hoping to achieve from this change?  
 Who will be impacted by the project or change - staff, service users, or the wider community?

**What is the proposed decision or change?**

The decision is to adopt a discretionary rate relief policy that provides guidance for officers to assess applications for discretionary business rates relief from organisations that are either Charities, Community Amateur Sports Clubs or 'not for profit' organisations in a consistent manner..

The policy guidance considers the following when awarding discretionary relief:

- Which aspects of the Council's priorities would be met by the award of discretionary rate relief.
- Whether the ratepayer is in direct competition with other ratepayers in the immediate vicinity or outside the Borough.
- The benefit the ratepayer brings to the residents of the Borough
- The cost to the Council Tax payer.
- Whether the ratepayer is a local organisation, a national organisation or a branch of a national organisation.
- Membership costs.
- Whether the organisation encourages representation from disadvantaged or under-represented groups in the community.
- Whether membership is determined by existing members.
- Whether the organisation provides training or education for its members.
- Whether the organisation or the facilities provided are being funded largely by self-help rather than relying on external funding.
- Whether the organisation operates a licensed bar.

**What are the reasons for the decision or change? What outcomes are you hoping to achieve from this change?**

The Council currently awards discretionary rate relief on a case-by-case basis referring to the government guidance regarding discretionary rate relief. The policy will clearly set out to organisations and businesses how discretionary relief is awarded. The policy will also ensure that the Council's priorities are considered through the application process. All applications will be assessed against the same set of criteria set out in the policy to determine the level of relief to be awarded.

The policy confirms the criteria that have previously been applied to applications for discretionary business rates relief. This criteria is in line with the government guidance on discretionary rates relief. Therefore, the adoption of the policy is not expected to have a negative impact on businesses and organisations who have

claimed relief in previous financial years.

**Who will be impacted by the project or change - staff, service users, or the wider community?**

This change impacts ratepayers that are either charities, community amateur sports clubs or not for profit organisations who apply for discretionary rate relief on their business rates. It also impacts on residents who access advice, guidance or services from these ratepayer organisations.

## Section 3 – Equality analysis

This section asks you to consider the potential differential impact of the proposed decision or change on different protected characteristics, and what mitigating actions should be taken to avoid or counteract any negative impact.

According to the Equality Act 2010, protected characteristics are aspects of a person's identity that make them who they are. The law defines 9 protected characteristics:

1. Age
2. Disability
3. Gender reassignment.
4. Marriage and civil partnership.
5. Pregnancy and maternity.
6. Race
7. Religion or belief.
8. Sex
9. Sexual orientation.

At Enfield Council, we also consider care experience and socio-economic status as an additional characteristic.

“Differential impact” means that people of a particular protected characteristic (eg people of a particular age, people with a disability, people of a particular gender, or people from a particular race and religion) will be significantly more affected by the change than other groups. Please consider both potential positive and negative impacts, and provide evidence to explain why this group might be particularly affected. If there is no differential impact for that group, briefly explain why this is not applicable.

Please consider how the proposed change will affect staff, service users or members of the wider community who share one of the following protected characteristics.

**Detailed information and guidance on how to carry out an Equality Impact Assessment is available [here](#). (link to guidance document once approved)**

**Age**

This can refer to people of a specific age e.g. 18-year olds, or age range e.g. 0-18 year olds.

Will the proposed change to service/policy/budget have a **differential impact [positive or negative]** on people of a specific age or age group (e.g. older or younger people)?

Please provide evidence to explain why this group may be particularly affected.

The Council is seeking to adopt a policy that provides guidance for officers to assess applications fairly and consistently for discretionary business rates relief from organisations that are either charities, Community Amateur Sports Clubs or not for profit organisations.

The policy is not expected to have a differential impact on people of any age group.

In determining the application, among other criteria the Council will take into consideration how the organisation supports and links into the Council's corporate vision and priorities as set out in the [Council Plan 2023-26](#). This includes a focus on creating a Fairer Enfield and reducing inequalities in the borough.

Organisations who may be eligible for business rates relief under the scheme include those who provide support, advice and provision targeted at specific age groups, including children and young people (e.g., local Girlguiding and Scouts groups) and older people.

**Mitigating actions to be taken**

None required

**Disability**

A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on the person's ability to carry out normal day-day activities.

This could include: physical impairment, hearing impairment, visual impairment, learning difficulties, long-standing illness or health condition, mental illness, substance abuse or other impairments.

Will the proposed change to service/policy/budget have a **differential impact [positive or negative]** on people with disabilities?

Please provide evidence to explain why this group may be particularly affected.

The Council is seeking to adopt a policy that provides guidance for officers to

assess applications fairly and consistently for discretionary business rates relief from organisations that are either charities, Community Amateur Sports Clubs or not for profit organisations. The policy is not expected to have a differential impact on people with a disability.

In determining the application, among other criteria the Council will take into consideration how the organisation supports and links into the Council's corporate vision and priorities as set out in the [Council Plan 2023-26](#). This includes a focus on creating a Fairer Enfield and reducing inequalities in the borough.

Organisations who may be eligible for business rates relief under the scheme include those who provide support, advice and provision for disabled people and carers.

**Mitigating actions to be taken**

None required

**Gender Reassignment**

This refers to people who are proposing to undergo, are undergoing, or have undergone a process (or part of a process) to reassign their sex by changing physiological or other attributes of sex.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on transgender people?

Please provide evidence to explain why this group may be particularly affected.

The Council is seeking to adopt a policy that provides guidance for officers to fairly and consistently assess applications for discretionary business rates relief from organisations that are either charities, Community Amateur Sports Clubs or not for profit organisations. The policy is not expected to have a differential impact on people who are proposing to undergo, are undergoing, or have undergone a process (or part of a process) to reassign their sex by changing physiological or other attributes of sex.

In determining the application, among other criteria the Council will take into consideration how the organisation supports and links into the Council's corporate vision and priorities as set out in the [Council Plan 2023-26](#). This includes a focus on creating a Fairer Enfield and reducing inequalities in the borough.

Organisations who may be eligible for business rates relief under the scheme

include those who provide support, advice and provision for people who are proposing to undergo, are undergoing, or have undergone a process (or part of a process) to reassign their sex by changing physiological or other attributes of sex.

**Mitigating actions to be taken**

None required

**Marriage and Civil Partnership**

Marriage and civil partnerships are different ways of legally recognising relationships. The formation of a civil partnership must remain secular, where-as a marriage can be conducted through either religious or civil ceremonies. In the U.K both marriages and civil partnerships can be same sex or mixed sex. Civil partners must be treated the same as married couples on a wide range of legal matters.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people in a marriage or civil partnership?

Please provide evidence to explain why this group may be particularly affected.

This policy is not expected to have a differential impact on people because they are either married or in a civil partnership.  
The Council is seeking to adopt a policy that provides guidance for officers to fairly and consistently assess applications for discretionary business rates relief from organisations that are either charities, Community Amateur Sports Clubs or not for profit organisations.

In determining the application, among other criteria the Council will take into consideration how the organisation supports and links into the Council's corporate vision and priorities as set out in the [Council Plan 2023-26](#). This includes a focus on creating a Fairer Enfield and reducing inequalities in the borough.

**Mitigating actions to be taken**

None required

**Pregnancy and maternity**

Pregnancy refers to the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity



discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on pregnancy and maternity?

Please provide evidence to explain why this group may be particularly affected.

The Council is seeking to adopt a policy that provides guidance for officers to assess applications fairly and consistently for discretionary business rates relief from organisations that are either charities, Community Amateur Sports Clubs or not for profit organisations. The policy is not expected to have a differential impact on people who are pregnant or in the maternity period.

In determining the application, among other criteria the Council will take into consideration how the organisation supports and links into the Council's corporate vision and priorities as set out in the [Council Plan 2023-26](#). This includes a focus on creating a Fairer Enfield and reducing inequalities in the borough.

Organisations who may be eligible for business rates relief under the scheme include those who provide support, advice and provision for people who are pregnant or in the maternity period. The scheme is expected to have a positive impact on residents, in particular those who are currently, or may in the future, access support from the organisations accessing the business rates relief.

**Mitigating actions to be taken**

None required

**Race**

This refers to a group of people defined by their race, colour, and nationality (including citizenship), ethnic or national origins.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people of a certain race?

Please provide evidence to explain why this group may be particularly affected.

The Council is seeking to adopt a policy that provides guidance for officers to assess applications fairly and consistently for discretionary business rates relief from organisations that are either charities, Community Amateur Sports Clubs or not for profit organisations. The policy is not expected to have a differential impact

on people because of their ethnicity.

In determining the application, among other criteria the Council will take into consideration how the organisation supports and links into the Council's corporate vision and priorities as set out in the [Council Plan 2023-26](#). This includes a focus on creating a Fairer Enfield and reducing inequalities in the borough.

Organisations who may be eligible for business rates relief under the scheme include those who provide support, advice and provision for people from ethnic minority groups. The scheme is expected to have a positive impact on residents, in particular those who are currently, or may in the future, access support from the organisations accessing the business rates relief.

**Mitigating actions to be taken**

None required

**Religion and belief**

Religion refers to a person's faith (e.g. Buddhism, Islam, Christianity, Judaism, Sikhism, Hinduism). Belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people who follow a religion or belief, including lack of belief?

Please provide evidence to explain why this group may be particularly affected.

The Council is seeking to adopt a policy that provides guidance for officers to assess applications fairly and consistently for discretionary business rates relief from organisations that are either charities, Community Amateur Sports Clubs or not for profit organisations. The policy is not expected to have a differential impact on people because of their religion or belief.

In determining the application, among other criteria the Council will take into consideration how the organisation supports and links into the Council's corporate vision and priorities as set out in the [Council Plan 2023-26](#). This includes a focus on creating a Fairer Enfield and reducing inequalities in the borough.

Under the proposed policy, places of public religious worship, church halls and administrative offices for religious denominations may be eligible for up to 20% discretionary top up relief.

**Mitigating actions to be taken**

None required

**Sex**

Sex refers to whether you are a female or male.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on females or males?

Please provide evidence to explain why this group may be particularly affected.

The Council is seeking to adopt a policy that provides guidance for officers to assess applications fairly and consistently for discretionary business rates relief from organisations that are either charities, Community Amateur Sports Clubs or not for profit organisations. The policy is not expected to have a differential impact on people because of their sex.

In determining the application, among other criteria the Council will take into consideration how the organisation supports and links into the Council's corporate vision and priorities as set out in the [Council Plan 2023-26](#). This includes a focus on creating a Fairer Enfield and reducing inequalities in the borough.

The scheme is expected to have a positive impact on residents, in particular those who are currently, or may in the future, access support from the organisations accessing the business rates relief.

**Mitigating actions to be taken**

None required

**Sexual Orientation**

This refers to whether a person is sexually attracted to people of the same sex or a different sex to themselves. Please consider the impact on people who identify as heterosexual, bisexual, gay, lesbian, non-binary or asexual.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people with a particular sexual orientation?

Please provide evidence to explain why this group may be particularly affected.

The Council is seeking to adopt a policy that provides guidance for officers to assess applications fairly and consistently for discretionary business rates relief from organisations that are either charities, Community Amateur Sports Clubs or not for profit organisations. The policy is not expected to have a differential impact on people because of their sexual orientation.

In determining the application, among other criteria the Council will take into consideration how the organisation supports and links into the Council's corporate vision and priorities as set out in the [Council Plan 2023-26](#). This includes a focus on creating a Fairer Enfield and reducing inequalities in the borough.

Organisations who may be eligible for business rates relief under the scheme include those who provide support, advice and provision for LGBT+ people. The scheme is expected to have a positive impact on residents, in particular those who are currently, or may in the future, access support from the organisations accessing the business rates relief.

**Mitigating actions to be taken**

None required

**Care Experience**

This refers to a person who has spent 13 weeks or more in local authority care.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people with care experience?

Please provide evidence to explain why this group may be particularly affected.

The The Council is seeking to adopt a policy that provides guidance for officers to assess applications fairly and consistently for discretionary business rates relief from organisations that are either charities, Community Amateur Sports Clubs or not for profit organisations. The policy is not expected to have a differential impact on people with care experience.

In determining the application, among other criteria the Council will take into consideration how the organisation supports and links into the Council's corporate vision and priorities as set out in the [Council Plan 2023-26](#). This includes a focus on creating a Fairer Enfield and reducing inequalities in the borough.

Organisations who may be eligible for business rates relief under the scheme include those who provide support, advice and provision for people with care

experience.

**Mitigating actions to be taken**

None required

**Socio-economic deprivation**

This refers to people who are disadvantaged due to socio-economic factors e.g. unemployment, low income, low academic qualifications or living in a deprived area, social housing or unstable housing.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people who are socio-economically disadvantaged?

Please provide evidence to explain why this group may be particularly affected.

The Council is seeking to adopt a policy that provides guidance for officers to assess applications fairly and consistently for discretionary business rates relief from organisations that are either charities, Community Amateur Sports Clubs or not for profit organisations. The policy is not expected to have a differential impact on people who are socio-economically disadvantaged.

In determining the application, among other criteria the Council will take into consideration how the organisation supports and links into the Council's corporate vision and priorities as set out in the [Council Plan 2023-26](#). This includes a focus on creating a Fairer Enfield and reducing inequalities in the borough.

Organisations who may be eligible for business rates relief under the scheme include those who provide support, advice and provision for people who are socio-economically disadvantaged.

**Mitigating actions to be taken.**

None required

**Section 4 – Monitoring and review**

How do you intend to monitor and review the effects of this proposal?

Who will be responsible for assessing the effects of this proposal?

The policy and relief awarded will be reviewed annually in line with professional best practice guidelines. The number of applications will be monitored and there will be a list of all organisations in receipt of relief and the levels of relief they are in receipt of. This will be assessed against the Council's priorities to ensure that organisations supporting the council's priorities are considered in line with the guidance.

A report from the Business Rates Manager in late 2024 will be sent to the Head of Service, and ultimately to the Portfolio holder to advise of the outcome and the points observed during this review.

## **Section 5 – Action plan for mitigating actions**

Any actions that are already completed should be captured in the equality analysis section above. Any actions that will be implemented once the decision has been made should be captured here.

Identified Issue	Action Required	Lead officer	Timescale/By When	Costs	Review Date/Comments