

Gosport Borough Council
Integrated Impact Assessment (IIA)

Completion Instructions for IIA Leads:

Use this IIA **during development** to initially assess the likely impact, on both customers and staff, of a proposed new policy, strategy, function or service or a proposed change to an existing one. This IIA aims to provide an early warning of any potential issues that could adversely impact our customers or staff or result in costly errors in terms of financial or reputational management. Evaluating the proposed changes against our key considerations regarding equality & diversity and climate change allows us to modify or mitigate any adverse impacts **before** implementation. It also demonstrates transparency in the Council’s decision making. It is a working document with named Subject Expert Officers (SEOs) who can support you - as the IIA Lead, through this process. Please do ask the SEOs for advice about potential impacts.

Impacts in the template are marked: +ve (positive) -ve (negative) or neutral. Once completed the IIA must be signed off by your Head of Service and a summary copy attached to the Board or Committee report. Officers have a Duty to ensure that Councillors/decision makers understand the impact of decisions before those decisions are made.

Policy/Strategy/Function/ Project	New	Existing	IIA Lead	Contact Details	Date
Discretionary Council Tax Rebate scheme 2022-23	New		Stephanie Lucking	023 9254 5338 Stephanie.lucking@gosport.gov.uk	13/09/2022

What is the aim of this policy/strategy/function/project? What will it change?
The purpose of this new policy is to determine eligibility for a payment under the Council’s Discretionary Council Tax Rebate scheme (the ‘Discretionary Scheme’).
The scheme has been designed based on general guidance issued by the Secretary of State for Levelling Up, Housing and Communities on 3rd February 2022. However, it is separate to the mandatory Council Tax Rebate scheme, which is largely determined by Government.

The Council’s Discretionary Scheme is part of a package of support for households in respect of rising energy costs.

The Council is currently issuing payments to all Council Tax liable persons who reside in dwellings with a Council Tax band A to D.

The Discretionary Scheme:

The Council has decided that the payments will be made provided the household has their sole or main residence in a dwelling and the following conditions are met on 1 April 2022:

- a) A single one-off payment of £150 will be awarded to any household who resides in a dwelling with a Council Tax band E to H and is in receipt of Council Tax Support; and
- b) A single top-up payment of £28 will be awarded to any household who resides in a dwelling with a Council Tax band A to H and is in receipt of Council Tax Support

Where funds allow, the Council will accept applications from householders may not be liable for Council Tax but are directly liable for energy bills. These applicants will be entitled to Universal Credit, Income Support, Income related Employment Support Allowance, Pension Credit or Income based Job seekers allowance. They are likely to be Houses in Multiple Occupation.

Has any consultation been undertaken on this proposed change? no

If yes, summarise the methods used and results of the consultation:

A. EQUALITY & DIVERSITY

The Public Sector Equality Duty is part of the Equality Act 2010. The Duty requires the Council to have due regard to the following three aims:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equal opportunities between people from different groups
- foster good relations between people from different groups.

Having due regard means considering how this policy, strategy, project or function has or will advance equal opportunities for each of the protected groups below.

Please note: If this proposal means a change in the availability, degree of provision or access to a service, benefit or facility for any group of people, then this Equality & Diversity impact assessment must be completed to assess if this proposal could be deemed unlawfully discriminatory.

SEO for support to complete this section- Mandy Baggaley, CPCS, x5695 mandy.baggaley@gosport.go.uk

Protected Characteristic	+ ive	- ive	Neutral	Explanation of Impact
Age	x			<p>The Discretionary Council Tax Rebate Scheme does not include or exclude households on the basis of their age. The outcome of the scheme will have a positive impact on people of any age that are in receipt of Council Tax Support (CTS) and are responsible for the payment of home energy bills</p> <p>Some younger people are more likely than older people to reside in Houses of Multiple Occupation (HMO) and whilst we hold no records of the number of people in this position, numbers are expected to be low. In these instances, the resident will not be liable for payment of Council Tax and will not therefore qualify for the mandatory £150 energy support payment. Some however, may be responsible for the payment of energy bills (often through a pre-payment meter). The scheme sets out that where funds allow, the Council will accept applications from these householders.</p>
Disability	x			<p>People with a disability are less likely to be in full time paid employment and therefore be less resilient to the impact of significant increases in home energy bills and, as a consequence be more likely to be experiencing</p>

				<p>fuel poverty.</p> <p>It is believed the outcome of this scheme will have a positive impact on those within this group that are in receipt of CTS, which has additional disregards for those with disabilities, and are responsible for the payment of home energy bills.</p> <p>It will not negatively impact those within this group that fall outside of its scope.</p>
Gender reassignment			x	<p>Gender reassignment is not a factor in any part of the CTS scheme, or this scheme, and is not considered to be a characteristic in determining eligibility under the scheme.</p> <p>It is believed the outcome of this scheme will have a neutral impact on those within this group that are in receipt of CTS and are responsible for the payment of home energy bills and will not negatively impact those within this group that fall outside of its scope</p>
Marriage and Civil Partnership			x	<p>Awards are made per household and as such, whether applicants are married, are a couple, or single has no impact on the award made.</p>
Pregnancy			x	<p>Pregnancy alone is not a factor in the assessment of the CTS scheme or this scheme, and is not considered to be a characteristic in determining eligibility under the scheme.</p> <p>It is believed the outcome of this scheme will have a neutral impact on those within this group that are in receipt of CTS and are responsible for the payment of home energy bills and will not negatively impact those within this group that fall outside of its scope</p>
Race (ethnicity, nationality, colour)			x	<p>Race is not a factor in the assessment of CTS, or this scheme, and it is not considered to be a characteristic that requires greater assistance when assessing support.</p>

				It is believed the outcome of this scheme will have a neutral impact on those within this group that are in receipt of CTS and are responsible for the payment of home energy bills and will not negatively impact those within this group that fall outside of its scope
Religion or Belief (and lack of belief)			x	<p>Data on religion or belief is not held within our Council Tax or CTS records and is not considered to be a characteristic in determining eligibility under the CTS scheme or this scheme.</p> <p>It is believed the outcome of this scheme will have a neutral impact on those within this group that are in receipt of CTS and are responsible for the payment of home energy bills and will not negatively impact those within this group that fall outside of its scope</p>
Sex			x	Neither sex is disadvantaged by this scheme; however there can only be one award per household
Sexual Orientation			x	<p>Data on a person’s sexual orientation is not held within our Council Tax or CTS records and is not considered to be a characteristic in determining eligibility under the CTS scheme or this scheme.</p> <p>It is believed the outcome of this scheme will have a neutral impact on those within this group that are in receipt of CTS and are responsible for the payment of home energy bills and will not negatively impact those within this group that fall outside of its scope</p>
<p>The Armed Forces Bill places a new duty on public bodies to have due regard to ensure those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved. Please refer to these resources for more information about the needs and characteristics of the armed forces community and our commitment to the Covenant. GBC Covenant Agreement 2020 Local AFC Profile, needs assessment, resources</p>				

Section of the Armed Forces Community	+ ive	- ive	Neutral	Explanation of Impact
Liable parties of Armed Forces accommodation (Council Tax exemption class 'O')			x	Government has stated that discretionary support should not be offered to occupants of property in exemption class 'O' as the MOD will provide cost of living support for this cohort.
Are there any other groups which could be impacted (e.g. socially or financially excluded) by this item? If yes, identify below:				
N/a				
What actions will be taken to address/ mitigate potential negative impacts identified:				
Action	By whom		By when	
N/a				

B. CLIMATE CHANGE & ENVIRONMENT

Consider how this change will have an impact with regard to

- Greenhouse gas emissions
- Ability to adapt to the impacts of climate change
- Waste Management
- Air Quality
- Natural Environment

SEOs for support to complete this section- Tim Pratt, CPCS, x5573 tim.pratt@gosport.gov.uk

Greenhouse Gas Emissions	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Emissions from buildings	Gas or electricity use and provision of renewable electricity, by GBC or others	x			<ul style="list-style-type: none"> • No application process for the majority of recipients so reduction in production of documents and postage • Reduction in the use of natural resources • Reduced requirement for applicants to visit, contact or provide evidence to the Council
Emissions from transport	Amount of travel (including goods transportation), travel modes and fuels used, by GBC or others	x			<ul style="list-style-type: none"> • No application process for the majority of recipients so reduction in production of documents and postage • Reduction in the use of natural resources • Reduced requirement for applicants to visit, contact or provide evidence to the Council


Emissions from agriculture and land use	Creation or removal of carbon sinks in Gosport, and changes to food consumption	X			<ul style="list-style-type: none"> No application process for the majority of recipients so reduction in production of documents and postage Reduction in the use of natural resources Reduced requirement for applicants to visit, contact or provide evidence to the Council
Embedded emissions	Emissions from manufacturing goods and materials used by GBC or others	X			<ul style="list-style-type: none"> No application process for the majority of recipients so reduction in production of documents and postage Reduction in the use of natural resources Reduced requirement for applicants to visit, contact or provide evidence to the Council
Climate Change Adaptation	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Vulnerability to storms	Flood prevention and extent to which buildings, habitats and species would be affected by flooding and high winds				N/a
Vulnerability to heat waves	Provision of shading, ventilation and insulation in buildings, and extent to which habitats and species would be affected by heat				N/a
Vulnerability to drought	Water use in buildings, agriculture, and industrial processes, and extent to which habitats and species would be affected by drought				N/a
Vulnerability to food insecurity	Opportunity for local food production				N/a

Waste Management	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Amount of waste generated	Levels of consumption by GBC, households and businesses, and extent to which materials used are reusable	X			<ul style="list-style-type: none"> minimal production of documentation
Proportion of waste recycled	Recyclability of materials used by GBC, households and businesses, and provision of recycling services	x			<ul style="list-style-type: none"> minimal production of documentation
Air Quality	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Emissions of key pollutants from transport	Amount of travel (including goods transportation), travel modes and fuels used, by GBC and others; impacts on congestion and amount of idling of more vehicles				<ul style="list-style-type: none"> No application process for the majority of recipients so reduction in production of documents and postage Reduction in the use of natural resources Reduced requirement for applicants to visit, contact or provide evidence to the Council
Emissions of key pollutants from industrial processes	Emissions from chemical processes				<ul style="list-style-type: none"> No application process for the majority of recipients so reduction in production of documents and postage Reduction in the use of natural resources Reduced requirement for applicants to visit, contact or provide evidence to the Council
Emissions of key pollutants from other sources	Domestic and other fires				<ul style="list-style-type: none"> No application process for the majority of recipients so reduction in production of documents and postage Reduction in the use of natural resources Reduced requirement for applicants to visit, contact or provide evidence to the Council

Impact of key pollutants	Rate at which pollutants are absorbed or dispersed				<ul style="list-style-type: none"> No application process for the majority of recipients so reduction in production of documents and postage Reduction in the use of natural resources Reduced requirement for applicants to visit, contact or provide evidence to the Council
Natural Environment	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Sustainability of public spaces	Amount of vegetation and maintenance				N/a
Biodiversity and quality of habitats	General impacts on habitats and direct impacts on species of concern				N/a
What actions will be taken to address/ mitigate potential negative impacts identified:					
Action	By whom			By when	

C. IIA SUMMARY			
Have any positive or negative impacts been identified in sections A and B?			
Subject	+ ive	- ive	Explanation
A. Equality & Diversity	x		See comments in each section above
B. Climate Change & Environment			

Can any negative impacts be mitigated?				
Subject	Yes	No	N/A	Explanation
A. Equality & Diversity				
B. Climate Change & Environment				
Is further assessment in either subject area necessary to conclude this assessment?				
Subject	Yes	No	If yes, timetable for completion	
A. Equality & Diversity				
B. Climate Change & Environment				

D. IIA CONCLUSION
<input type="checkbox"/> This IIA is complete. No further assessment is required if identified actions are undertaken. This summary can be included with Board or Committee reports.
<input type="checkbox"/> This IIA identified further assessment should be undertaken in the identified areas before implementation of this proposed change.

Signed by Head of Service:
Date: 13/9/2022