

# South Cambridgeshire District Council Equality Impact Assessment (EqIA)

## Introduction – Please read

Equality Impact Assessments (EqIAs) allow the Council to:

- Show that the Council are meeting its legal duty, demonstrating due regard for the provisions of the [Public Sector Equality Duty](#) as below:
  - Eliminate unlawful discrimination, harassment, and victimisation
  - Advance equality of opportunity between those who share a protected characteristic and those who do not
  - Foster good relations between those who share a relevant protected characteristic and those who do not
- Methodically consider and assess the impacts of proposals across the [nine protected characteristics](#)
- Allow the Council to develop and implement high quality proposals that maximise positive outcomes for all.

EqIAs should be completed during the development and review of all Council policies, strategies, procedures, projects or functions. Where there is any doubt, the completion of an EqIA is always recommended.

When the form is completed, please send an electronic copy to [equality.schemes@scambs.gov.uk](mailto:equality.schemes@scambs.gov.uk). Further support and guidance available on Insite or contact the Policy and Performance Team.

# Equality Impact Assessment Complete Form

## Section 1: Identifying Details

- 1.1 Officer completing EqIA:  
Katie Kelly
- 1.2 Team and Service:  
Finance - Revenues
- 1.3 Title of proposal:  
Cambridgeshire Council Tax Compliance and Counter-Fraud initiative
- 1.4 EqIA start date:  
21/09/2021
- 1.5 Proposal implementation date:  
TBC
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):  
Katie Kelly

## Section 2: Proposal to be Assessed

- 2.1 Type of proposal:  
Project  
If other, please specify  
Click or tap here to enter text.
- 2.2 Is the proposal:  
Change to an established
- 2.3 State the date of any previous equality impact assessment completed in relation to this proposal (if applicable):  
none

2.4 What are the headline aims of the proposal and the objectives that will help to accomplish these aims? (Max 250 words)

A county -wide data sharing initiative to detect anomalies in council tax discounts, exemptions and reductions being claimed. Business case attached

2.7 Which of the Council's equality objectives (as detailed in the Council's Equality Scheme) does this proposal link to or help to achieve?

Identify, prioritise and deliver actions that will narrow the gap in outcomes between disadvantaged groups and the wider community

SCDC is an employer that values difference and recognises the strength that a diverse workforce brings.

Protected characteristic groups have a voice and are represented in forming the future shape of the district.

None.

2.8 Which groups or individuals will the proposal affect:

Service Users

Councillors

External Stakeholders

Other

Employees

If other, please specify [Click or tap here to enter text.](#)

2.9 Broadly speaking, how will these groups or individuals be affected? (you will be asked to provide more detail on the specific impacts on different protected characteristic groups later in the form) (max 250 words)

Those that are claiming council tax discounts, exemptions or reductions incorrectly will be affected, as data matching will look to identify these. Where anomalies are identified, action will be taken to recover any amounts due. Sanctions such as fraud prosecution or civil penalties may be imposed.

- 2.11 If any part of the proposal is being undertaken by external partners, please specify how the Council will ensure that they will meet equality standards?  
(Max 250 words)

This is a county-wide initiative will all district councils and the county council sharing data via a solution to be procured. As part of the project, all parties will be required to sign up to relevant agreements

### Section 3: Evidence and Data

- 3.1 Describe any research (this could include consultation) and analysis you have undertaken to understand any effects on groups of people, including those within [9 protected characteristic groups?](#) Please list any key sources that you used to obtain this Information.

(Max 250 words)

See business case which sets out options and impacts. Protected characteristic groups unlikely to be disproportionately impacted as only those found to be claiming reductions incorrectly will be impacted.

- 3.2 If you have not undertaken any consultation, please detail why not, or when consultation is planned to take place.

(Max 250)

n/a

### Section 4: Impact of proposal on those with protected characteristics

4.1 Please select all characteristics that may or will be impacted (positive or negative). When providing details of the impact please consider the following questions

- whether each impact is positive, neutral or negative



- whether it is a high, medium or low impact. (both the number of persons affected and the severity of the impact)
- you will be asked to set out actions to manage these impacts in the following question (4.2)

All - general to all protected Characteristics.

Details: [Click or tap here to enter text.](#)

Age

Details: [Click or tap here to enter text.](#)

Disability

Details: [Click or tap here to enter text.](#)

Gender reassignment

Details: [Click or tap here to enter text.](#)

Marriage and Civil Partnership

Details: [Click or tap here to enter text.](#)

Pregnancy and maternity

Details: [Click or tap here to enter text.](#)

Race

Details: [Click or tap here to enter text.](#)

Religion and belief

Details: [Click or tap here to enter text.](#)

Sex

Details: [Click or tap here to enter text.](#)

Sexual orientation

Details: [Click or tap here to enter text.](#)

Other

Details [Click or tap here to enter text.](#)

None of the above

4.2 Considering the above impacts you have identified above, please detail any actions (specific or general) which may help to enhance or mitigate impacts. Please include the timescale for completing the action.

Action and timescale	Officer
n/a	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

4.3 How will you monitor that the above actions have been completed and that this proposal, once implemented, is impacting fairly on everyone it affects? In answering this question, please include information about feedback you will seek and/or data you will collect and analyse, and how often you will do this

Monitoring arrangements will be agreed as the project develops

## Section 5: Summary

5.1 Briefly summarise the key findings of the EqIA and any significant equality considerations that should be taken into account when deciding how to proceed with the proposal (this section can be included within the 'equality implications' section of any committee reports). (Max. 250 words)

No disproportionate impacts on protected characteristic groups have been identified

5.2 Confirm the recommendation of the officer completing the EqIA:

Proceed with the proposal (with any actions identified as required within Section 4 of the EqIA). Analysis demonstrates that the proposal is robust, we have taken all appropriate opportunities to advance equality and foster good relations between groups.

Reject the proposal: Analysis demonstrates that the proposal will cause unlawful discrimination and it must be removed or changed

## Section 6: Sign Off

6.1 Signature of individual completing EqIA:

K Kelly

6.2 Date of completion:

21/09/2021

6.3 When will this proposal next be reviewed and who will this be?

TBC

6.4 Approving officer signature, this should be your Head of Service, Service Area Manager, or Project Sponsor:

[Click or tap here to enter text.](#)

6.5 Date of approval:

[Click or tap to enter a date.](#)

Please send the completed document to [Equality.Schemes@scambs.gov.uk](mailto:Equality.Schemes@scambs.gov.uk) for publishing on the website.