

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. Further support and guidance, [including a video on how to fill out EqIAs](#), is available on Insite or you can contact the Policy and Performance Team.

Equality Impact Assessment Complete Form

Section 1: Identifying Details

- 1.1 Officer completing EqIA:
Lynda Hayward
- 1.2 Team and Service:
Revenues and Benefit. Finance
- 1.3 Title of proposal:
Local Council Tax Support Consultation
- 1.4 EqIA start date:
01/09/2025
- 1.5 Proposal implementation date:
17/09/2025
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):
Revenues and Benefits

Section 2: Proposal to be Assessed

- 2.1 Type of proposal:
Other - Please specify
If other, please specify
Consultation
- 2.2 Is the proposal:
Review of existing
- 2.3 State the date of any previous equality impact assessment completed in relation to this proposal (if applicable):
Not known

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

The consultation will enable residents and other stakeholders to give their views on proposed changes to the Council Tax Support Scheme for 2026/27. This will then form recommendations for consideration by full Council.

2.5 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.

2.6 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](#).

2.7 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)

This will depend on the outcome of the consultation. The overall intent is to streamline the scheme to give residents more certainty regarding the instalments of their Council Tax and to reduce the number of changes that may occur due to fluctuating income and including that of non-dependants. This will in particular give working age customers on low incomes/ in receipt of Universal Credit more stability

with their finances due to wider income bands. This will mean that they will have fewer changes in their LCTS. With the reduction in bands this will also result that those on the lowest income may be better off. In addition, it will reduce the cost of printing and postage as this will reduce the number of notifications and bills being produced.

- 2.8 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)

The consultation has been written by an external consultant who is widely used as an expert in this area not only by other Councils but also by the Institute of Revenues and Ratings. They will also be undertaking the analysis of the feedback. The draft of the consultation was reviewed internally by the communications team and within Finance. The Council will retain ownership as this will be on the Councils consultation platform. The final decisions and recommendation to Council will be done by Council Officers.

Section 3: Evidence and Data

- 3.1 Describe any work you have done (this could include consultation) to understand any effects on groups of people, including those within [9 protected characteristic groups?](#) Please list any key sources (e.g. web-search, previous versions of document, customer feedback etc) that you used to reach your conclusions.
(Max 250 words)

This proposal is to undertake a consultation to gain stakeholder views on several options being proposed by the Council. These proposals are based on analysis of last year's data on changes to entitlement and the impact on the Council Tax instalments. It also takes account of some of the feedback from customers regarding the impact the fluctuation in their Council Tax Support and the impact on payment of Council Tax. If the resulting responses do not

support the proposals the Council may decide not to make any changes. The alternative would be to reconsider the options, which is likely to need further consultation to meet legal requirements. Due to time constraints it is unlikely we would be able to do this for 2026/07.

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: All stakeholders will be able to give feedback anonymously. If an alternative format is needed, this will be met., such as providing paper format, in a different language or if required assistance with completing the on-line consultation. However, we need to ensure that this is done without any bias. This is a means tested benefit and whilst this may encompass people who fall into a protected characteristic the scheme is based on the household composition, the circumstances of the household (including disability) and their income and capital.

☒ **Age** This intention of the proposed changes will give working age customers on low incomes/ in receipt of Universal Credit. Currently, 6,411 working age households receive support. 61% receive 100% support The proposed changes will reduce the number of changes to Council Tax payments for those who do not fall into this band as the number of bands will reduce with the income being a wider range. Residents of Pension Age will not be affected as the Council Tax Support scheme for this group is a National one.

☒ **Disability**

Details: It is being proposed that we match the amount of the disability and carer elements within Universal Credit, this will ensure that the amounts such as the disability and carer additional allowances are matched and therefore disregarded.

☐ **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.](#)

☐ **None of the above**

4.2 Other characteristics

Some characteristics are not yet protected in law, but the Council has made declarations it will consider them in policy making.

☒ Digital inclusion ([what is this?](#))

Details: This consultation will be on the Councils, on-line platform, this meets the accessibility requirements. However, if an alternative format is required this will be accommodated.

☐ Care experience ([what is this?](#))

Details: Click or tap here to enter text.

☐ Rurality

Details Click or tap here to enter text.

☒ Socio-economic

The proposed changes will have an impact on those on the lowest income in the district. The consultation will be promoted by various methods to try to reach residents in this group. We will also be engaging with organisations such as Charities, Advice Groups and Social Landlords who would represent those within this group.

4.3 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
Paper format of consultation this would be fulfilled within 3 working days	Lynda Hayward/Comms
Other languages in paper timescale will depend on the external company who undertake translation	Lynda Hayward/Comms
On-line assistance – this would be fulfilled within 3 working days	Contact Centre/ Revenues and Benefits Team.

4.4 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

Any alternative requests will be logged and noted when fulfilled. We will need to ensure that this gives adequate time to issue and receive prior to end of consultation. Any paper feedback will be put onto the digital platform to ensure this is included in the analysis.

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)

At this stage the impact is minimal to ensure that the consultation is accessible to all and can be completed anonymously to enable feedback to be considered without any prejudice. Once the consultation has closed, we will need to consider the feedback to ensure that there are unforeseen impacts on any particular group.

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:



6.2 Date of completion:

01/09/2025

6.3 When will this proposal next be reviewed and who will this be? (when in doubt 3 years minimum)

This will be reviewed when the Council next considers any changes and will legally need to consult.

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:

17/09/2025

Please send the completed document to Equality.Schemes@scambs.gov.uk for publishing on the website.

**in the event that this EqIA is completed by Head of Service, then no additional approving signature is required.*