

EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	Payment of Council Tax for Care Leavers
Directorate / Service	Revenue Services
Lead Officer	Roger Jones
Signed Off By (inc date)	Zena Cooke
Summary – to be completed at the end of completing the QA (using Appendix A) (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	Example <div style="display: flex; align-items: flex-start;"> <div style="width: 20px; height: 20px; background-color: green; margin-right: 10px;"></div> <div> <p>Proceed with implementation</p> <p>As a result of performing the QA checklist, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p> <p>This policy aims to support a number of young people as they leave care and settle into life outside care.</p> <p>We know that outcomes for this group are lower than other groups and that they share a cross section of different protected characteristics and that the outcomes are more challenging for those that do. This is already recognised in the support and assistance available through corporate schemes.</p> </div> </div>

	<p>This proposal aims to enhance that support to the most vulnerable 18-25 year olds whose needs may be less well identified in a review of outcomes by only considering differences by protected characteristic group or a universal application of means testing- as these may fail to recognise the additional challenges faced by those leaving care, for example a lack of friends and family networks, support in getting jobs and availability of support in times of crisis.</p>
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Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?		Yes – the proposal is to take forward a recommendation of the Children’s Society Report to review the support arrangements for vulnerable young adults who are leaving the care system. The outcomes are to ensure that young people leaving care, specifically 18-25 year olds, who do include a wide range of groups under the protected characteristics of ethnicity, faith and sexuality are supported as they leave the care system.
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?		This proposal is expected to support in the region 324 care leavers between 18 and 25 years old.

2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?		Yes. Information on care leavers is well captured because of the council's role as corporate guardian and because young people who are leaving the system are supported to transition into life outside care.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?		The Children's Society report findings provide evidence of the challenges faced by the group. From data held on the Council Tax system, 98 care leavers are currently registered as council taxpayers – Of these 98 – 24 receive 100% CTRS 12 receive partial CTRS 53 receive no CTRS 9 receive a 100% student exemption
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?		Consultation has been undertaken with Corporate Parenting Board
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?		Consultation has been undertaken with Corporate Parenting Board
3	Assessing Impact and Analysis		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?		There are existing arrangements such as the Council Tax Reduction Scheme and the council's approach and policies to ensuring collection of council tax that is owed that already takes account the needs of these vulnerable groups and those with protected characteristics and there are relevant EAs that cover this broader group of service users. Of the 98 cases within the borough, 18 are already subject to enforcement action which has been suspended pending the outcome of this proposal

			<p>Young adults including 18-25 years olds have been affected by Government changes to Welfare since 2010, that has reduced their eligibility for different benefits and other support.</p> <p>It is expected that the vast majority of 18-25 year olds who are in need of support will be able to access the council's schemes under the existing policies and criteria. This new additional support recognises that care leavers may not have any family and friends networks available for any support available to non-care leavers.</p>
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?		This is a new policy but outcomes will be tracked to monitor differences by protected characteristics. The numbers are small (Currently 324 care leavers overall) and this may prove challenging to meaningfully compare outcomes between groups but this will be kept under review.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?		Monthly updates on care leavers will be supplied to ensure all cases receive the exemption and to monitor levels to highlight any budget implications .
b	Have alternative options been explored		The proposal will meet a clear identified need amongst the potential service user group, which is their capability to afford the council tax that becomes payable when a person is able to take on work. The proposal is means tested and is about not levying a charge that is due to take account of a persons circumstances.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?		Levels of exemptions awarded will be reported each month
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??		Monitoring the equality profile of those who access the service and monitoring CTRS and collection activity more generally.

6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?		Yes

Appendix A

(Sample) Equality Assessment Criteria

Decision	Action	Risk
As a result of performing the QA checklist, it is evident that due regard is not evidenced in the proposal and / or a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the proposal be suspended until further work or analysis is performed – via a the Full Equality Analysis template	Suspend – Further Work Required	Red 
As a result of performing the QA checklist, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further	Proceed with implementation	Green: 

actions are recommended at this stage.		
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