

# Equality Impact Assessment Screening Form – Appendix 2

**Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact the Access to Services team (see guidance for details).**

## Section 1

Which service area and directorate are you from?

Service Area: Revenues and Benefits

Directorate: Corporate Services

### Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

| Service/<br>Function     | Policy/<br>Procedure                | Project                  | Strategy                 | Plan                     | Proposal                 |
|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### (b) Please name and describe here:

Business Rates - Enhanced Hospitality and Leisure Rates Relief Scheme (EHLRRS). A scheme by which the 2020/21 liability for Business Rates is reduced to £0.00 for businesses / organisations that satisfy the criteria set by Welsh Government. The Council cannot vary those criteria. Swansea businesses that appear to be eligible (numbering one) will be required to apply for the relief and confirm they satisfy the eligibility criteria.

### Q2(a) WHAT DOES Q1a RELATE TO?

| Direct front line<br>service delivery | Indirect front line<br>service delivery | Indirect back room<br>service delivery |
|---------------------------------------|---|--|
| <input type="checkbox"/> (H)          | <input checked="" type="checkbox"/> (M) | <input type="checkbox"/> (L)           |

### (b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?

| Because they<br>need to      | Because they<br>want to      | Because it is<br>automatically provided to<br>everyone in Swansea | On an internal<br>basis<br>i.e. Staff |
|------------------------------|------------------------------|---|---------------------------------------|
| <input type="checkbox"/> (H) | <input type="checkbox"/> (M) | <input checked="" type="checkbox"/> (M)                           | <input type="checkbox"/> (L)          |

### Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...

|                                | High Impact<br>(H)       | Medium Impact<br>(M)     | Low Impact<br>(L)                   | Don't know<br>(H)        |
|--------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| Children/young people (0-18) → | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Older people (50+) →           | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Any other age group →          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Disability →                   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Race (including refugees) →    | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Asylum seekers →               | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Gypsies & travellers →         | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Religion or (non-)belief →     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sex →                          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sexual Orientation →           | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Gender reassignment →          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Welsh Language →               | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Poverty/social exclusion →     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Carers (inc. young carers) →   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Community cohesion →           | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Marriage & civil partnership → | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Pregnancy and maternity →      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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**Q4 WHAT ENGAGEMENT / CONSULTATION / CO-PRODUCTIVE APPROACHES WILL YOU UNDERTAKE?**

Please provide details below – either of your planned activities or your reasons for not undertaking engagement

None – the qualifying criteria for the EHLRRS has been set by Welsh Government and there is no power to vary them. Relief will be awarded to all eligible ratepayers as per the criteria set out in the guidance provided.

**Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?**

|   |   |                         |
|---|---|-------------------------|
| High visibility<br><input type="checkbox"/> (H) | Medium visibility<br><input type="checkbox"/> (M) | Low visibility<br>X (L) |
|---|---|-------------------------|

**(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL’S REPUTATION? (Consider the following impacts – legal, financial, political, media, public perception etc...)**

|   |   |  |
|---|---|--|
| High risk<br>X (H) if we fail to allow it | Medium risk<br><input type="checkbox"/> (M) | Low risk<br><input type="checkbox"/> (L) |
|---|---|--|

**Q6 Will this initiative have an impact (however minor) on any other Council service?**

Yes      X No      If yes, please provide details below

**Q7 HOW DID YOU SCORE?**

*Please tick the relevant box*

MOSTLY H and/or M → HIGH PRIORITY →  EIA to be completed  
Please go to Section 2

MOSTLY L → LOW PRIORITY / NOT RELEVANT →  Do not complete EIA  
Please go to Q8 followed by Section 2

**Q8 If you determine that this initiative is not relevant for an EIA report, you must provide a full explanation here. Please ensure that you cover all of the relevant protected groups.**

A full EIA report is not required as Welsh Government has set the qualifying criteria for the EHLRRS and there is no power for the authority to vary them. Similar schemes (for smaller premises) have previously been provided by Welsh Government and did not require a full EIA report.

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### Section 2

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

|  |
|--|
| Screening completed by:                        |
| Name: Julian Morgans                           |
| Job title: Revenues and Benefits Manager       |
| Date: 25/2/21                                  |
| Approval by Head of Service:                   |
| Name: Ben Smith                                |
| Position: Chief Finance Officer (S151 Officer) |
| Date:  |

Please return the completed form to [accesstoservices@swansea.gov.uk](mailto:accesstoservices@swansea.gov.uk)