

## Appendix 4 - Equality Impact Assessment Screening Form

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: **Resources**

Directorate: **Financial Services and the Service Centre**

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

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

(b) Please name and describe here:

#### Council Tax Premiums in Wales

To consider whether to continue to allow 50% Council Tax discounts on unoccupied and unfurnished properties after any statutory period of exemption expires.

To provide information and to consider the discretionary powers to charge higher amounts of Council Tax (premiums) on certain properties provided for by the Housing (Wales) Act 2014 and to decide whether to charge premiums, the effective date of any premiums (subject to the legislation) and the percentage rate of premium to be charged from the relevant effective date. This legislation has been subject to public consultation when it was enacted by Welsh Government.

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

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

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

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

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

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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

A full consultation exercise was undertaken on the various proposals over the period Friday 12th July and Friday 9th August in respect of the application of a Council Tax premium to second homes and long term empty properties, the effective dates of any premium and also the proposed amounts of those premiums (100% in both cases). To seek general responses, as is the council's normal process, an online response form was created and also paper copies of the consultation document (including background information) were made available in libraries and the contact centre in the Civic Centre. The council also wrote to all Council Tax payers who could be identified as potentially being affected by Council Tax premiums, if implemented, inviting them to respond to the consultation using the online form or by contacting the Council to ask for a paper copy to be posted to them.

A total of 567 responses were received to the survey including one from a commercial holiday letting agency which deals with second home owners, who let their second homes as holiday accommodation. In addition 29 people also decided to send in a response (or to add additional information to what they had given in the survey) by letter or email.

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

High visibility <input type="checkbox"/> (H)	Medium visibility X (M)	Low visibility <input type="checkbox"/> (L)
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### (b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL'S REPUTATION? (Consider the following impacts – legal, financial, political, media, public perception etc...)

High risk X (H)	Medium risk <input type="checkbox"/> (M)	Low risk <input type="checkbox"/> (L)
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### Q6 Will this initiative have an impact (however minor) on any other Council service?

X Yes       No      If yes, please provide details below

Revenue generated from this will be used to fund Council Services. There may be an impact on every service. In particular, the intention behind the legislation that it is supposed to encourage empty properties back into use so there may be an impact on the work of the empty properties officer in Environmental Health and Housing.

### 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

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**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.**

The potential impact on the majority of protected groups (83%) has been determined to be low.

This is because the premiums would be based on the classification of a property as a second home/long term empty property and not the owner or other person. There is insufficient data available to accurately identify whether a particular group of people will be adversely affected. The profile of those who took part in the consultation demonstrates that the majority of respondents were those over 50 and it is expected a significant percentage of second homes will be owned by older people and those with higher incomes. For that reason, the impact for the protected group 'Older people (50+)' has been determined to be medium. However, as a percentage of the entire Swansea population falling within that group, we expect that a relatively small number of older people would own second homes/long term empty properties (especially as around 53% of second home owners live outside Swansea) which is why the 'medium' assessment was made and not a 'high'.

For the other 2 protected groups where the impact has been highlighted as potentially being 'medium' (that is Poverty/social exclusion and Community cohesion) the impact is expected to be positive.

Welsh Government's aim in giving local authorities the discretion to charge a Council Tax premium is that it is intended to be a tool to help Councils to:

- bring long-term empty homes back into use to provide safe, secure and affordable homes and
- support local authorities in increasing the supply of affordable housing and enhancing the sustainability of local communities.

Achieving these aims would help work towards reducing poverty and social exclusion and could increase the number of properties available for occupation by local residents.

If a decision is made to charge premiums on second homes, further information will be sought to ensure that those properties for which a premium cannot be charged, due to the exceptions provided for in the relevant legislation, are identified correctly and no incorrect charges are levied.

With this information in mind, the matter does 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.

<b>Screening completed by:</b>
Name: Julian Morgans
Job title: Revenues and benefits Manager
Date: 21/8/19
<b>Approval by Head of Service:</b>
Name: Ben Smith
Position: Chief Finance Officer
Date: 21/8/19

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