

Initial Equalities Screening Record Form

Date of Screening: 23 February 2015	Directorate: Corporate Services	Section: Finance/Revenue Services	
1. Activity to be assessed	The introduction of a discretionary business rate relief scheme.		
2. What is the activity?	Policy/strategy		
3. Is it a new or existing activity?	New		
4. Officer responsible for the screening	Alan Nash (Borough Treasurer)		
5. Who are the members of the screening team?	Sarah Kingston (Revenue Services Manager)		
6. What is the purpose of the activity?	To encourage small businesses to locate their business premises within the Borough.		
7. Who is the activity designed to benefit/target?	Small businesses		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities.	N	Scheme is available to any small business meeting criteria determined by the Council.	
9. Racial equality	N	Scheme is available to any small business meeting criteria determined by the Council. Support will be provided to those business owners that do not have a good grasp of English.	
10. Gender equality	N	Scheme is available to any small business meeting criteria determined by the Council.	

11. Sexual orientation equality		N	Scheme is available to any small business meeting criteria determined by the Council.	
12. Gender re-assignment		N	Scheme is available to any small business meeting criteria determined by the Council.	
13. Age equality		N	Scheme is available to any small business meeting criteria determined by the Council.	
14. Religion and belief equality		N	Scheme is available to any small business meeting criteria determined by the Council.	
15. Pregnancy and maternity equality		N	Scheme is available to any small business meeting criteria determined by the Council.	
16. Marriage and civil partnership equality		N	Scheme is available to any small business meeting criteria determined by the Council.	
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	There will be a financial limit on the amount of discretionary business rate relief granted by the Council in any one financial year. Relief will effectively be granted on a first come first served basis. This may result in some businesses being denied discretionary business rate relief, even though they meet the Council's criteria for relief, leading to potential allegations of unfairness.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	Yes. This will be a discretionary scheme aimed at promoting the Borough as a good place to do business. However, the Council cannot enter into an open ended financial commitment in the current financial environment. A cap on the level of support available, therefore, represents sound financial management whilst promoting the Borough to small businesses within realistic parameters.			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Not applicable.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	Please explain for each equality group	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None at present. The scheme will be reviewed after twelve months of operation which will provide evidence of any adverse impacts.			

22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	No impact is anticipated on those groups with protected characteristics.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Scheme reviewed, with any adverse impacts identified and resolved.	June 2016	Alan Nash	Scheme review completed. Measures put in place to resolve any adverse impacts identified.
24. Which service, business or work plan will these actions be included in?	Finance		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Not applicable.		
26. Chief Officers signature.	Signature:		Date:

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.