

Report Title:	Covid Additional Relief Fund scheme (CARF)
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Hilton, Cabinet Member for Asset Management & Commercialisation, Finance & Ascot.
Meeting and Date:	Cabinet – 25 August 2022
Responsible Officer(s):	Adele Taylor, Executive Director of Resources Louise Freeth, Head of Revenues, Benefits, Library & Resident Services.
Wards affected:	All

REPORT SUMMARY

The Department for Levelling Up, Housing and Communities (DLHUC) has provided local authorities with funding to compensate Businesses in respect of their 2021/22 Business Rate charge, where they have been unable to access other forms of assistance linked to Business Rates.

The Royal Borough has been provided with £5,192,518 and is required to create a discretionary scheme to distribute this new form of Business Rate Relief by 30 September 2022. The purpose of this report is to approve the proposed Covid Additional Relief Fund Discretionary Scheme criteria.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) Approves the proposed scheme criteria for the Covid Additional Relief (CARF) Discretionary Scheme.**
- ii) Delegates authority for minor changes to the Head of Revenues, Benefits, Library and Resident Services in consultation with the Cabinet Member for Asset Management & Commercialisation, Finance & Ascot.**

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Options

Table 1: Options arising from this report

Option	Comments
Cabinet approves the proposed criteria for the CARF Discretionary scheme. This is the recommended option	This will allow the scheme administration to commence immediately to ensure funds are distributed prior to the deadline.

Option	Comments
Cabinet suggests alternative criteria for the CARF Discretionary Scheme. This is not the recommended option.	Careful consideration has been given to modelling how to most efficiently distribute this funding in order to ensure businesses receive assistance prior to the deadline.
Cabinet does not approve the proposed criteria for the CARF Discretionary Scheme. This is not the recommended option.	Funding provided would need to be returned to Government.

- 2.1 Each local authority is required to design and implement a CARF scheme for businesses in occupation during 2021/22 who were negatively affected by the pandemic but unable to either adapt or access previous support connected with Business Rates.
- 2.2 The Royal Borough has been awarded £5,192,518 to design a scheme to assist eligible businesses with their retrospective business rate charge for 2021/22. This must be distributed by 30 September 2022 or funds will need to be returned to Government.
- 2.3 Government have provided guidance to local authorities which contains certain criteria that schemes must adhere to, including specific businesses which must be excluded from this form of assistance. The proposed scheme, attached at Annex A, has taken account of this guidance and outlines further local criteria which a business premise must meet in order to be considered eligible.
- 2.4 The scheme proposes to make an automatic award to businesses identified as potentially eligible up to a Rateable Value of £51,000 of either 50%, 75% or 100% based on their RV. Details of Business Rate accounts are actively amended on a daily basis e.g. where information is provided of businesses vacating or qualifying for different types of relief. Based on the latest available modelling, this would assist 529 businesses and utilise the majority of approximately £4.5m of the available funding.
- 2.5 The business may choose to opt out if they wish to e.g. if they identify that they have already exceed State Subsidy Limits. In this case, the Relief would be removed from the account.
- 2.6 Retaining a small amount as a separate “pot” would also mean that any sums returned by Businesses who had originally been the recipient of an auto award, could be added to this. Experience with Business Support Grants showed that not all potentially eligible Businesses did wish to retain funding. Without maintaining a separate pot to add returned sums to would mean that relief returned would either have to be re-distributed to eligible businesses by providing them with a further, potentially extremely small “top up”, or returned to Government.
- 2.7 It is proposed that the retained sum of approx. £700k would be available for business premises over £51,000 to apply for relief. There are approximately 250 premises with a Rateable Value in excess of £51,000 but many of these would be

unlikely to qualify as they would be likely to exceed State Subsidy Limits e.g. supermarket chains.

- 2.8 An application process would be available, within a dedicated application window. Once closed, applications would be dealt with in date order, on a case by case basis, with the level of relief awarded dependent on the number of successful applications received during that application window.
- 2.9 Awards of relief must be made against the 2021/22 Business Rate charge and cannot be in the form of a cash grant. However, if the Business has already discharged their liability for this period, the credit could be transferred to the current year, thereby reducing the 2022/23 liability, or a refund maybe requested.

3. KEY IMPLICATIONS

- 3.1 DLHUC require that the Royal Borough designs and implements a CARF Scheme to distribute funding by 30 September 2022. If this is not successful, funds will have to be returned to DLHUC rather than being utilised to assist those businesses in the Borough who have been adversely affected by the pandemic and unable to access previous forms of assistance linked to Business Rates.
- 3.2 The proposed criteria efficiently identifies those businesses we believe fits this criteria and who it would be appropriate to support.

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
CARF Scheme agreed by Cabinet	CARF scheme not agreed by 25 August 2022 Cabinet	Funds fully distributed by 30 September 2022	Funds fully distributed earlier	N/A	30 September 2022

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The Royal Borough has been provided with £5,192,518 by DLHUC with which to create a CARF scheme. Any funds not distributed by 30 September 2022 would need to be returned to government. The proposals outlined would utilise the majority of funding through an auto award process with a sum remaining against which individual applications could be considered.
- 4.2 As the relief is 100% funded there would be no financial impact for the Royal Borough provided that awards are carefully monitored and do not exceed the allocation provided.

5. LEGAL IMPLICATIONS

- 5.1 Section 47 of the Local Government Finance Act 1988 permits the Council as billing authority to grant discretionary relief. In making a decision on a scheme, the Council must determine that is the reasonable to do so, having regard to the interests of persons liable to pay council tax set by it. The Council must also have regard to

any guidance issued by the Secretary of State. Any scheme must be made within 6 months after the end of the financial year to which it applies, otherwise it will be deemed invalid. Subsection 8A confirms that section 47 does not apply to hereditaments that are excepted, which includes those occupied by the billing authority or a precepting authority.

5.2 Due to the timing of this funding, the Council will have to complete a reconciliation exercise to account of payments made in accordance with this scheme to ensure that the difference between the full allocation and the actual amounts claimed can be paid or recovered. DLUHC require local authorities to collect data to assist it in monitoring the implementation, including reporting take-up at a Parliamentary constituency level and local authority level and by special category code of the hereditament.

5.3 The Government provides for a specific order in which Business Rate Reliefs must be applied to an account. It confirms that CARF should only be applied after mandatory reliefs and other discretionary reliefs funded by a Section 31 grant have been applied for, but should be applied before a local authority grants any further relief under a locally funded relief scheme.

6. RISK MANAGEMENT

6.1 The proposals submitted have been based upon the records held within the Business Rate system as detailed by the Government Guidance. The scheme will need to be closely monitored to ensure that the cash limited sum is not overspent. Retaining a separate pot following the award of the majority of funding by auto awards helps to mitigate against any unforeseen issues arising as a result of the modelling of the scheme as well as ensuring that any relief returned maybe redistributed effectively.

Table 3: Impact of risk and mitigation

Risk	Level of uncontrolled risk	Controls	Level of controlled risk
The cash limited allocation is exceeded	Low	Auto awarding will utilise the majority of funding. The separate application process will be monitored using the tried and tested system used for distribution of Business Support Grants with regular reports run by the Head of Service.	Low
Modelling undertaken for auto awards does not capture all	Low	Retaining a separate pot, rather than distributing 100% of funding by auto award,	Low

eligible businesses		will provide a financial buffer.	
Those who have received an auto award wish to return the relief	Low	Sums returned maybe added to the retained pot for redistribution to eligible applicants rather than being returned to Government	Low

7. POTENTIAL IMPACTS

7.1 Equalities. See EQIA at Appendix B.

7.2 Climate change/sustainability. There are no direct impacts.

7.3 Data Protection/GDPR. There are no direct impacts.

8. CONSULTATION

8.1 None

9. TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: Immediately. The full implementation stages are set out in table 4.

Table 4: Implementation timetable

Date	Details
06 September 2022	Commence administration of the auto awards. Open an application process for those with a Rateable Value above £51,000.
16 September 2022	Application window for those with an RV over £51,000 closes
17 – 30 September 2022	Applications submitted assessed and relief granted

10. APPENDICES

10.1 This report is supported by 1 appendix:

- Appendix A – RBWM CARF Policy
- Appendix B – EQIA.

11. BACKGROUND DOCUMENTS

11.1 This report is supported by 1 background document:

[CARF Guidance.docx \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officers (or deputies)</i>			
Adele Taylor	Executive Director of Resources/S151 Officer	14.07.22	28.07.22
Emma Duncan	Deputy Director of Law and Strategy / Monitoring Officer	14.07.22	
<i>Deputies:</i>			
Andrew Vallance	Head of Finance (Deputy S151 Officer)	14.07.22	
Elaine Browne	Head of Law (Deputy Monitoring Officer)	14.07.22	03.08.22
Karen Shepherd	Head of Governance (Deputy Monitoring Officer)	14.07.22	14.07.22
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Duncan Sharkey	Chief Executive	14.07.22	

Confirmation relevant Cabinet Member(s) consulted	Cabinet Member for Asset Management & Commercialisation, Finance & Ascot.	Yes
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Key decision First entered into the Cabinet Forward Plan: 01.07.22	No	No

Report Author: Louise Freeth. Head of Revenues, Benefits, Library and Resident Services. 01628 685664
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Covid Additional Restrictions Fund (CARF) Scheme Policy

July 2022

Document Control

Managed by:

Louise Freeth

Head of Revenues, Benefits, Library and Resident Services

Version: V1.0

Introduction and scope

In response to Covid-19, the government announced in March 2021 a new scheme of funding for Businesses under the Covid Additional Relief Fund (CARF).

Relief may only be provided to businesses in occupation during 2021/22 who have been negatively affected by the pandemic but unable to either adapt, or to access previous support connected with Business Rates. Any determination by the council must be made by 30th September 2022.

Under the CARF scheme, the Royal Borough has been awarded £5,192,518 to design a scheme to assist businesses with their business rates charge in 2021/22.

Section 47 of the Local Government Finance Act 1988 provides for the award of this relief but also provides that it may not be granted to the billing authority itself, certain precepting authorities (e.g. a parish council) or a functional body.

This document provides guidance regarding the operation and delivery of the policy in the Royal Borough.

Eligibility

In order to be considered eligible for assistance, businesses **must meet all** of the following criteria:

- Applicants must be the registered ratepayer of the premises for which the application is being made;
- The applicant must have been in occupation of the premises from April 2021 and the premises must not have been unoccupied during the financial year 2021/22 unless required to close under the Covid 19 Restrictions.
- The business must not be in one of the excluded sectors identified either by Government Guidance or the local scheme

Evidence may be requested of the severe financial impact as part of the Post Assurance activity undertaken in conjunction with the Internal Audit team.

Exclusions

Government guidelines state that the following businesses will not be eligible for this relief:

- from 1 April 2021 to 31 March 2022, business that either are, or would have been, eligible for the Extended Retail Discount (covering Retail, Hospitality and Leisure), the Nursery Discount or the Airport and Ground Operations Support Scheme (AGOSS); or
- unoccupied premises, unless they become unoccupied temporarily due to the government's advice on COVID-19; or
- businesses that have received a significant amount of public funding and would therefore breach the State Aid/Subsidy limitations; and, in addition,
- local authorities may not grant the discount to themselves or to an authority financed by Business Rates, such as the police or a fire and rescue service

In addition, the Royal Borough has determined that the following types of businesses would also be excluded:

- business properties which do not directly employ anyone, for example, parking spaces, advertising rights, meeting rooms, tea points, ATMs, land used for storage, tipping sites etc; or
- public sector organisations which are funded by government grant; or
- businesses associated with gambling, such as casinos and betting shops; or
- banking and other financial institutions; or
- businesses that are predominantly online; or
- businesses which only supply storage facilities, such as warehouses; or
- those who have not been adversely affected by the pandemic (in a way that prevents success or development; harmfully or unfavourably) or have been able to adequately adapt to that impact.

Funding Levels

The Royal Borough has received a cash limited allocation of funding from Government of £5,192,518. The total value of relief awarded cannot exceed this figure.

Automatic awards will be made to businesses, identified as potentially eligible, where the Rateable Value is £51,000 or below as follows:

- Where the rateable value is £30,000 or below: 50% of the net liability after other reliefs
- Where the rateable value is between £31,000 and £40,000: 75% of the net liability after other reliefs
- Where the rateable value is between £41,000 and £51,000: 100% of the net liability after other reliefs

For those whose Rateable Value is above £51,000 an application will be required and eligibility will be considered, in date order, on a case by case basis. The level of relief awarded will depend the number of successful applications received during the application window as well as the evidence provided of the impact of the pandemic on the business.

Application Process

Automatic awards will be made to businesses identified as potentially eligible, where the Rateable Value is £51,000 or below. You will be advised when the relief has been awarded and will have an opportunity to opt-out if you believe you are not eligible for the funding e.g. due to exceeding state subsidy limits.

For those whose Rateable Value is above £51,000 an application will be required for each property that you believe is eligible. Applications will be considered, in strict date order, on a case by case basis.

An application window will be open from 06 September 2022 to 16 September 2022.

The level of relief awarded will depend upon the number of applications received during the application window and evidence supplied of the impact of the pandemic on the business. Relief will be awarded on a first come, first served basis therefore we cannot guarantee that every eligible applicant who applies will receive this relief.

Businesses whose Rateable Value is over £51,000 who believe they fit the eligibility criteria, will need to complete an application form in order to be considered for the relief. The application form will request sufficient information for a decision to be made on the relief to be granted which will include the following information requirements:

- the name of the business rate payer
- the business address
- the rateable value of the business
- number of employees
- percentage adverse effect of the pandemic on income for 2021/2022

- accounts that show the adverse effect

Applicants will also need to confirm they have not exceeded subsidy limits.

The absolute closing date for applications will be 16 September 2022. No late applications will be accepted.

Any business applying should ensure that they have fully completed the application form and provided the required supporting evidence. Any incomplete form or missing evidence will mean that the form will not be processed nor will the business be contacted to provide missing information.

To confirm - any incomplete applications or those with less than the required evidence will be deemed ineligible.

No relief will be awarded without an application being submitted and that application must be complete with all supporting evidence/information supplied.

Any queries in respect of applications should be addressed to: businessrates@rbwm.gov.uk.

The Award

Applications will be assessed for entitlement when the application window has closed. We will aim to advise successful applicants of the outcome of their award within 10 working days of the application window closing.

We will aim to advise unsuccessful applicants, by e-mail, within 10 working days of the closing of the application window.

Awards of CARF will be in the form of Business Rate Relief credited against the 2021/22 charge.

Managing the risk of Fraud

In order to ensure that the CARF Scheme is not subject to potential abuse, all submitted applications will require a statutory declaration of truth in connection with the application.

This declaration will allow the Council, through its Audit partner, to carry out any pre or post payment checks deemed appropriate in order to provide assurance that the funds are being claimed correctly.

The Council will not accept deliberate manipulation and fraud. Any business falsifying their records to gain access to the CARF Scheme may face prosecution and any funding issued will be subject to recovery.

A post event assurance exercise may be undertaken and any claim found to have been made as a result of deliberate manipulation and/or fraud will require the funds to be repaid in full.

The Royal Borough of Windsor & Maidenhead is distributing this funding on behalf of the Department for Levelling Up, Housing & Communities (DLUHC). Data regarding awards and applications may be shared with DLUHC and HMRC as required.

Policy Review

To ensure that the CARF scheme reaches those businesses most in need, this policy may be reviewed by the Head of Revenues, Benefits, Library and Resident Services together with the Executive Director of Resources.

The council therefore reserves the right to modify eligibility criteria, and award sums, as a result at any time.

Appeals

The CARF Scheme is administered by the Royal Borough of Windsor and Maidenhead on behalf of the Department for Levelling Up, Housing & Communities.

Any review must be requested, in writing, via e-mail, within 5 days of being notified of the outcome of the application stating full reasons for the request.

The review will be undertaken by the Head of Revenues, Benefits, Library and Resident Services together with a Revenues Team Leader. The outcome of the review will be communicated, via e-mail, within 10 working days of the review request being received. **Their decision in this regard will be final.**

Appendix A – State Aid/ Subsidy Rules

It is necessary for businesses applying to confirm compliance with State Aid/Subsidy rules as outlined below.

The Council's COVID-19 CARF scheme is subject to the subsidies chapter within the UK-EU Trade and Cooperation Agreement (TCA). However, for CARF there is an exemption for subsidies under the value of approximately £2,243,000 per economic sector (e.g. holding company and its subsidiaries)

Therefore to be awarded CARF the ratepayer must not have claimed over the period 2019/20 to 2021/22 more than £2,243,000 from schemes which fell within the small amounts of financial assistance or COVID-19 related allowance.

Further details of subsidy control can be found at:
[CARF Guidance.docx \(publishing.service.gov.uk\)](#)

A ratepayer must not apply or accept an automatic award of CARF if they have already exceeded or will exceed the allowance.

However, the Council will still consider applications for support under the CARF scheme if they have reached the limit provided you can evidence that the business:

- (a) Intends to use the support to fund uncovered fixed costs (costs not covered by profits or insurance etc.) during the period of COVID-19. Economic actors may claim for up to 70% of their uncovered costs (although this 70% limit does not apply to small businesses with less than 50 employees and less than £9 million turnover where the limit is instead 90%); and
- (b) Has shown a decline in turnover of at least 30% within the 1 April 2020 to 31 March 2021 period, compared to the same 1 April 2019 to 31 March 2020 period.

The ratepayer may claim up to a further (£10 million of additional allowance (on top of the £2,243,000) if they meet the above tests and they have not claimed any other support from the additional allowance up to an aggregate £10 million limit.

EQUALITY IMPACT ASSESSMENT

EqlA : Covid Additional Relief Fund

Essential information

Items to be assessed: (please mark 'x')

Strategy		Policy	x	Plan		Project		Service/Procedure	
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Responsible officer	Louise Freeth	Service area	Revenues, Benefits, Library & Resident Services	Directorate	Resources
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Stage 1: EqlA Screening (mandatory)	Date created: 14.07.22	Stage 2 : Full assessment (if applicable)	Date created : 14.07.22
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Approved by Head of Service / Overseeing group/body / Project Sponsor:

"I am satisfied that an equality impact has been undertaken adequately."

Signed by (print): Louise Freeth

Dated: 14.07.22

EQUALITY IMPACT ASSESSMENT

EqlA : Covid Additional Relief Fund

Guidance notes

What is an EqlA and why do we need to do it?

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
- Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

What are the "protected characteristics" under the law?

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

What's the process for conducting an EqlA?

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

Openness and transparency

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

EQUALITY IMPACT ASSESSMENT

EqlA : Covid Additional Relief Fund

Stage 1 : Screening (Mandatory)

1.1 What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?

To create a Discretionary Business Rate Relief policy in respect of the Covid Additional Relief Fund scheme as required by the Department of Levelling Up, Housing and Communities which is designed to assist those businesses adversely affected by the pandemic who have not been able to access previous assistance linked to Business Rates.

1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as “Not Relevant”.

EQUALITY IMPACT ASSESSMENT

EqIA : Covid Additional Relief Fund

Protected characteristics	Relevance	Level	Positive/negative	Evidence
Age	Not relevant			<i>Key data: The estimated median age of the local population is 42.6yrs [Source: ONS mid-year estimates 2020]. An estimated 20.2% of the local population are aged 0-15, and estimated 61% of the local population are aged 16-64yrs and an estimated 18.9% of the local population are aged 65+yrs. [Source: ONS mid-year estimates 2020, taken from Berkshire Observatory]</i>
Disability	Not relevant			
Gender re-assignment	Not relevant			
Marriage/civil partnership	Not relevant			
Pregnancy and maternity	Not relevant			
Race	Not relevant			<i>Key data: The 2011 Census indicates that 86.1% of the local population is White and 13.9% of the local population is BAME. The borough has a higher Asian/Asian British population (9.6%) than the South East (5.2%) and England (7.8%). The forthcoming 2021 Census data is expected to show a rise in the BAME population. [Source: 2011 Census, taken from Berkshire Observatory]</i>
Religion and belief	Not relevant			<i>Key data: The 2011 Census indicates that 62.3% of the local population is Christian, 21.7% no religion, 3.9% Muslim, 2% Sikh, 1.8% Hindu, 0.5% Buddhist, 0.4% other religion, and 0.3% Jewish. [Source: 2011 Census, taken from Berkshire Observatory]</i>
Sex	Not relevant			<i>Key data: In 2020 an estimated 49.6% of the local population is male and 50.4% female. [Source: ONS mid-year estimates 2020, taken from Berkshire Observatory]</i>
Sexual orientation	Not relevant			

Appendix A

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqIA : Covid Additional Relief Fund

Outcome, action and public reporting

Screening Assessment Outcome	Yes / No / Not at this stage	Further Action Required / Action to be taken	Responsible Officer and / or Lead Strategic Group	Timescale for Resolution of negative impact / Delivery of positive impact
Was a significant level of negative impact identified?	No			
Does the strategy, policy, plan etc require amendment to have a positive impact?	No			

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered “No” or “Not at this Stage” to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

EQUALITY IMPACT ASSESSMENT

EqIA : Covid Additional Relief Fund

Stage 2 : Full assessment

2.1 : Scope and define

2.1.1 Who are the main beneficiaries of the proposed strategy / policy / plan / project / service / procedure? List the groups who the work is targeting/aimed at.

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2.1.2 Who has been involved in the creation of the proposed strategy / policy / plan / project / service / procedure? List those groups who the work is targeting/aimed at.

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EQUALITY IMPACT ASSESSMENT

EqIA : Covid Additional Relief Fund

2.2 : Information gathering/evidence

2.2.1 What secondary data have you used in this assessment? *Common sources of secondary data include: censuses, organisational records.*

2.2.2 What primary data have you used to inform this assessment? *Common sources of primary data include: consultation through interviews, focus groups, questionnaires.*

Eliminate discrimination, harassment, victimisation

Appendix A

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Covid Additional Relief Fund

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

Advance equality of opportunity

Appendix A

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Covid Additional Relief Fund

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

EQUALITY IMPACT ASSESSMENT

EqlA : Covid Additional Relief Fund

Foster good relations

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

2.4 Has your delivery plan been updated to incorporate the activities identified in this assessment to mitigate any identified negative impacts? If so please summarise any updates.
These could be service, equality, project or other delivery plans. If you did not have sufficient data to complete a thorough impact assessment, then an action should be incorporated to collect this information in the future.

Appendix A

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqIA : Covid Additional Relief Fund