

PART B – Equality Analysis Form

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

This form:

- Can be used to prompt discussions, ensure that due regard has been given and remove or minimise disadvantage for an individual or group with a protected characteristic
- Involves looking at what steps can be taken to advance and maximise equality as well as eliminate discrimination and negative consequences
- Should be completed before decisions are made, this will remove the need for remedial actions.

Note – An Initial Equality Screening Assessment (Part A) should be completed prior to this form.

When completing this form consider the Equality Act 2010 protected characteristics Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc. – see page 11 of Equality Screening and Analysis Guidance.

1. Title	
Equality Analysis title: New Applications for Business Rates Discretionary Relief for Hope Church Rotherham and Target Housing Limited	
Date of Equality Analysis (EA): 11/03/25	
Directorate: Finance and Customer Services	Service area: Financial Services
Lead Manager: Rob Mahon	Contact number: 01709 822034
Is this a: <input type="checkbox"/> Strategy / Policy <input type="checkbox"/> Service / Function <input checked="" type="checkbox"/> Other	
If other, please specify: Cabinet Report to consider applications for the award of Business Rates Discretionary Relief.	

2. Names of those involved in the Equality Analysis (Should include minimum of three people) - see page 7 of Equality Screening and Analysis Guidance		
Name	Organisation	Role (eg service user, managers, service specialist)
Rob Mahon	RMBC	Assistant Director
Adrian Blaylock	RMBC	Head of Service
Rachel Humphries	RMBC	Operational Manager

3. What is already known? - see page 10 of Equality Screening and Analysis Guidance	
<p>Aim/Scope (who the Policy/Service affects and intended outcomes if known)</p> <p>The report presents applications for the award of Business Rates Discretionary Relief which has been considered in line with the policy agreed by Cabinet on 12 December 2016.</p> <p>The policy criteria includes consideration of organisations who actively encourage membership from particular groups in the community which include, young people, women, persons with a disability and ethnic minorities.</p>	
<p>What equality information is available? (Include any engagement undertaken)</p> <p>Hope Church Rotherham is a registered charity whose service is inclusive to all. The organisation seeks to improve the lives and wellbeing of those experiencing poverty and hunger.</p> <p>Target Housing Limited is a registered charity and social landlord which provides housing to the homeless and those at risk of homelessness, supporting clients to live independently.</p>	
<p>Are there any gaps in the information that you are aware of?</p> <p>None</p>	
<p>What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?</p> <p>An award of business rates discretionary relief would remain in place until 31/03/2026 providing the organisation continues to provide the service. A review of relief is carried out annually and a further application and supporting evidence is required for any further award to be considered.</p>	
<p>Engagement undertaken with customers. (date and group(s) consulted and key findings)</p>	<p>The applications and supporting information from the organisations have been reviewed.</p>

Engagement undertaken with staff (date and group(s) consulted and key findings)	None
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4. The Analysis - of the actual or likely effect of the Policy or Service (Identify by protected characteristics)

How does the Policy/Service meet the needs of different communities and groups? (Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity) - see glossary on page 14 of the Equality Screening and Analysis Guidance)

Applications are considered in line with the Business Rates Discretionary Relief policy. No community or group is excluded from making an application for discretionary rate relief.

Hope Church Rotherham is a registered charity which is inclusive to all groups and communities within Rotherham. The property is being used as a donation drop off point for Rotherham Foodbank, which is facilitated by Hope Church Rotherham. The foodbank is part of a nationwide network of foodbanks, supported by The Trussell Trust, working to combat poverty and hunger across the UK.

Target Housing Limited is a registered charity and a social landlord providing housing to the homeless or to those at risk of homelessness. Housing is available for those at risk of re-offending, victims of domestic abuse or anyone with drug related or mental health issues

Does your Policy/Service present any problems or barriers to communities or Groups?

Hope Church Rotherham is a registered charity who is entitled to 80% mandatory charitable rates relief. They are inclusive to all communities and groups and a top up award of 20% discretionary rates relief will ensure continuity of service to this small organisation.

Target Housing Limited is a social landlord that has been established for over 30 years. As a registered charity they are entitled to 80% mandatory charitable rates relief, and it is not considered that a refusal of the 20% relief will adversely affect this organisation nor any communities or groups.

Does the Service/Policy provide any positive impact/s including improvements or remove barriers?

Hope Church Rotherham is inclusive to all communities and groups.

What affect will the Policy/Service have on community relations? (may also need to consider activity which may be perceived as benefiting one group at the expense of another)

An award of relief to Hope Church Rotherham will ensure that this service that is available to all will continue and positively impact those groups in need within the community. The food donations that are given out are provided by local community donations.

Target Housing Limited is a social landlord that has been established for over 30 years. As a registered charity they are entitled to 80% mandatory charitable business rates relief, and it is not considered that a refusal of the 20% top up discretionary relief will change their organisation or affect communities or groups.

Please list any **actions and targets** that need to be taken as a consequence of this assessment on the action plan below and ensure that they are added into your service plan for monitoring purposes – see page 12 of the Equality Screening and Analysis Guidance.

5. Summary of findings and Equality Analysis Action Plan

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic - See page 11 of the Equality Screening and Analysis guidance

Title of analysis: New Applications for Business Rates Discretionary Relief for Hope Church Rotherham and Target Housing Limited
Directorate and service area: Finance and Customer Services, Financial Services
Lead Manager: Rachel Humphries, Operational Manager, Revenues and Benefits Service
Summary of findings:
<p>The applications for the award of Business Rates Discretionary Relief which have been considered in line with the policy agreed by Cabinet on 12 December 2016. The recommendation is to award relief to Hope Church Rotherham and to refuse relief to Target Housing Limited which will not have an impact on equalities and diversity.</p> <p>The policy criteria includes consideration of organisations who actively encourage membership from particular groups in the community which include, young people, women, persons with a disability and ethnic minorities.</p>

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
A further application and supporting evidence and information will be required for a further award to be considered beyond 31 March 2026.	A,D,S,GR,RE,RoB,SO,PM,CPM,C O	03/2026

***A = Age, D= Disability, S = Sex, GR Gender Reassignment, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage. C= Carers, O= other groups**

6. Governance, ownership and approval

Please state those that have approved the Equality Analysis. Approval should be obtained by the Director and approval sought from DLT and the relevant Cabinet Member.

Name	Job title	Date
Judith Badger	Strategic Director Finance and Customer Services	13/03/2025
Leader, Cllr Chris Read	Leader of the Council	

7. Publishing

The Equality Analysis will act as evidence that due regard to equality and diversity has been given.

If this Equality Analysis relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date Equality Analysis completed	12/3/25
Report title and date	New Applications for Business Rates Discretionary Relief for Hope Church Rotherham and Target Housing Limited
Date report sent for publication	13/3/25
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	12/3/25