

Appendix 2 - Impact assessment of proposed Fees and Charges increases

Impact Assessment Level 1: Initial screening assessment

Subject of assessment:	To assess the proposal to apply a mid-year increase to a range of fees and charges levied by the Council			
Coverage:	Cross cutting			
This is a decision relating to:	<input type="checkbox"/> Strategy	<input type="checkbox"/> Policy	<input type="checkbox"/> Service	<input type="checkbox"/> Function
	<input type="checkbox"/> Process/procedure	<input type="checkbox"/> Programme	<input type="checkbox"/> Project	<input checked="" type="checkbox"/> Review
	<input type="checkbox"/> Organisational change	<input type="checkbox"/> Other (please state)		
It is a:	New approach:	<input type="checkbox"/>	Revision of an existing approach:	<input checked="" type="checkbox"/>
It is driven by:	Legislation:	<input type="checkbox"/>	Local or corporate requirements:	<input checked="" type="checkbox"/>

Description:

- **Key aims, objectives and activities**

To assess the proposal to increase the range of fees and charges undertaken for the following services:

- Increase in Fees and Charges to other organisations (Health, LAs, schools etc.)
- 10% increase in all long and short stay parking charges (both on and off street, including permits and season tickets (e.g. £2 long stay at Zetland increased to £2.30, and most popular short stay 2 hours increase from £1.30 to £1.50)
- Bereavement Services - 10% increase in cremation fees (from £820 to £902) and burial fees (from £660 to £726) and memorial items
- Council Tax Collection (Court costs/Housing Benefit overpayments)
- 10% increase in Culture fees and charges(including Town Hall, Theatre, Newham Grange Leisure Farm, Parks, Museums)
- Trading Standards / Environmental Protection - 10% increase in various application, licence, permit fees
- ASC Connect Service - 10% increase in fees charged
- ECS - 10% increase in various fees and charges for Highways, Building Maintenance and Running Costs
- Area Care - 10% increase in allotment rents
- My Place - 10% increase in rent and room hire charges
- Libraries and Community Hubs - 10% increase in charges for fines, other charges, and room hires
- Valuation Services - 10% increase in fees for services provided
- ASC Payments and Charging Team - 10% increase in fees charged
- Legal Services - 10% increase in fees charged for services provided
- Registrars Service - 10% increase in fees charged for various services provided, e.g. weddings, birth/deaths, etc. (where not statutory controlled)
- Stainsby Nursery - 10% increase in fees charged
- Concessionary Fares – 10% increase in charge for passes
- Highways Service Management - 10% increase in various charges
- BOHO – 10% increase in charges to tenants for landlord charges

- **Statutory drivers**

Relevant legislation includes but is not restricted to Care Act 2014, Local Governance and Finance Act 1992, Public Libraries and Museum Act 1964, Allotment and Small Holdings Act 1908, Cremation Act 1902.

- **Differences from any previous approach**

The proposal is to raise charges for these services generally by 10% in line with the current rate of inflation or as indicated above.

- **Key stakeholders and intended beneficiaries (internal and external as appropriate)**

Users of these services.

- **Intended outcomes.**

That the services are able to continue to deliver services that meet customer needs with appropriate charges that reflect the increased cost of providing these services.

Live date:	1 November 2022
Lifespan:	1 November 2022 – 31 March 2023
Date of next review:	February / March 2023

Screening questions	Response			Evidence
	No	Yes	Uncertain	
<p>Human Rights Could the decision impact negatively on individual Human Rights as enshrined in UK legislation? *</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The proposal will not impact on human rights.</p> <p>Evidence to support this position includes, knowledge of the fees and charges made and protections in place for those less able to pay where applicable.</p>
<p>Equality Could the decision result in adverse differential impacts on groups or individuals with characteristics protected in UK equality law? Could the decision impact differently on other commonly disadvantaged groups? *</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The Council has a duty to consider the impact of the proposal on relevant protected characteristics to ensure it has due regard to the public sector equality duty. The duty means the Council must have due regard when taking decisions to the need to:</p> <p>(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;</p> <p>(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;</p> <p>(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.</p> <p>In having due regard to the need to advance equality of opportunity, the Council must consider, as part of a single equality duty:</p> <ul style="list-style-type: none"> removing or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic; taking steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it; and encouraging people who share a protected characteristic to participate in public life or in any other activity in which participation is low. <p>Because of the nature of the proposals, the proposal is relevant to the age protected characteristic. However, there are no concerns that there could a disproportionate adverse impact on this group as a result of changes to the charges as there are a range of mitigations in place for those less able to pay. Evidence to support this position includes, knowledge of the market, and the protections in place for those less able to pay.</p>

* Consult the Impact Assessment further guidance appendix for details on the issues covered by each of these broad questions prior to completion.

Screening questions	Response			Evidence
	No	Yes	Uncertain	
Community cohesion Could the decision impact negatively on relationships between different groups, communities of interest or neighbourhoods within the town? *	☒	☐	☐	Not directly relevant to decision. There are no concerns the proposals could impact on community cohesion. The proposal will ensure the Council's approach to provision of services continues to be sustainable. Evidence to support this position includes, knowledge of the market, and the protections in place for those less able to pay.

Next steps:

- ➡ If the answer to all of the above screening questions is No then the process is completed.
- ➡ If the answer of any of the questions is Yes or Uncertain, then a Level 2 Full Impact Assessment must be completed.

This assessment has indicated that there is sufficient information to assess the impact and that there will be no disproportionate negative impact on a group or individual because they hold a protected characteristic. In line with guidance, review proposals will now be subject to consultation. If these consultations identify any unforeseen concerns about the possibility of a disproportionate impact, the impact assessment process will be revisited.

Assessment completed by:	Andrew Humble – Head of Financial Planning & Support	Head of Service:	N/A
Date:	29/9/2022	Date:	N/A