

## Appendix 4 - Impact assessment of proposed Fees and Charges increases from 1 December 2023

### Impact Assessment Level 1: Initial screening assessment

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

<p><b>Description:</b></p>	<ul style="list-style-type: none"> <li>• <b>Key aims, objectives and activities</b>  To assess the proposal to increase the range of fees and charges undertaken for the following services by 8.6% (the average increase in the consumer price inflation (CPI) rate from the start of November 2022 to that forecast for the end of October 2023): <ul style="list-style-type: none"> <li>• Increase in fees and charges to other organisations (Health, LAs, schools etc.)</li> <li>• Increase in charges to grants for support service costs</li> <li>• Adult Social Care - Trading Standards / Environmental Protection - increase in various application, licence, and permit fees</li> <li>• Environment &amp; Community Services - Bereavement Services - increase in various fees and charges</li> <li>• Environment &amp; Community Services - Highways Services - increase in various fees and charges</li> <li>• Environment &amp; Community Services - Highways Service Management - increase in various charges</li> <li>• Environment &amp; Community Services - Environmental Enforcement / Pest Control - increase in fees and charges</li> <li>• Environment &amp; Community Services – Community Facilities - increase in charges for room hires and other charges</li> <li>• Environment &amp; Community Services - Car Parking - increase in all long and short stay off street parking charges, including season tickets</li> <li>• Regeneration - Culture - increase in fees and charges (including Town Hall, Theatre, Museums)</li> <li>• Legal &amp; Governance Services - Registrars Service - increase in fees for various services provided</li> </ul>   To assess the proposal to increase a range of fees for : <ul style="list-style-type: none"> <li>• Legal &amp; Governance Services - Land Charges – increases to a range of fees by various percentage increases to reflect the fact that the fees have not been increased for a number of years</li> </ul> </li>   <li>• <b>Statutory drivers</b>  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.</li>   <li>• <b>Differences from any previous approach</b>  The proposal is to raise charges for these services generally by 8.6% (the average increase in the consumer price inflation (CPI) rate from start of November 2022 to that forecast for end of October 2023), or as indicated above.</li>   <li>• <b>Key stakeholders and intended beneficiaries (internal and external as appropriate)</b>  Users of these services.</li>   <li>• <b>Intended outcomes.</b>  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.</li> </ul>
<p><b>Live date:</b></p>	<p>1 December 2023</p>
<p><b>Lifespan:</b></p>	<p>1 December 2023 – 31 March 2024</p>
<p><b>Date of next review:</b></p>	<p>February / March 2024</p>

Screening questions	Response			Evidence
	No	Yes	Uncertain	
<p><b>Human Rights</b>            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><b>Equality</b>            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"> <li>removing or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;</li> <li>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</li> <li>encouraging people who share a protected characteristic to participate in public life or in any other activity in which participation is low.</li> </ul> <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	
<b>Community cohesion</b> 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.

<b>Assessment completed by:</b>	Andrew Humble – Head of Financial Planning & Support	<b>Head of Service:</b>	N/A
<b>Date:</b>	4/11/23	<b>Date:</b>	N/A