

**Report for:** Cabinet 10 December 2019

**Title:** Review of Fees and Charges 2020-21

**Report authorised by:** Jon Warlow – Director of Finance and Chief Finance Officer

**Lead Officer:** Frances Palopoli, Head of Corporate Financial Strategy and Monitoring

**Ward(s) affected:** ALL

**Report for Key/  
Non Key Decision:** Key.

## **1. Describe the issue under consideration**

- 1.1. The Council's income policy requires as a minimum an annual review of the level of the fees and charges levied upon service users with a view to ensuring that income is maximised commensurate with the full recovery of costs.
- 1.2. This report sets out the Fees & Charges that are proposed to be applied to services from the start of 2020/21. This report considers the relevant factors affecting the review of fees and charges, identifies those services where an increase is being proposed and seeks:
  - Approval to increase the fee or charge rate to those services where an increase is proposed in line with inflation.
  - Member's agreement where an alternative approach is being proposed.

## **2. Cabinet Member introduction**

- 2.1. It is important that, as part of our on-going financial planning, we comply with the Council's policy to review our fees and charges, as a minimum annually, taking account of issues such as the general economic climate, the Council's overall financial position and delivery of the objectives of the Borough Plan.
- 2.2. Taking all relevant factors into account I believe that the increases in fees and charges proposed in this report are appropriate. I therefore commend this report to the Cabinet.

## **3. Recommendations**

- 3.1. The Cabinet is asked:
  - a) To **agree** the proposed fees and charges to be levied by the Council with effect from 1 April 2020, unless otherwise stated, and as detailed in Section 8 and Appendices I – XIII taking into account the findings of equalities assessments as set out in section 10 of the report.

- b) To **note** that the Council's draft 2020/21 Budget and Medium Term Financial Strategy (MTFS) 2020/21-2024/25 assumes that the changes to Fees & Charges set out in this report are agreed.

#### **4. Reasons for Decision**

- 4.1. It is a requirement to review fees and charges as a minimum annually. The financial position of the Council supports the view that levels of fees and charges should be maximised where possible taking into account all relevant factors including the effect on service users and any consequent demand for services.

#### **5. Alternative options considered**

- 5.1. This report summarises the conclusions after consideration of a range of alternative approaches dependent on particular services and relevant factors. As such a range of alternative options ranging from no increase to differentiated rates of increases have been considered and reflected in this report.

#### **6. Background information**

- 6.1. The Council's External Income Policy in relation to varying external income rates reflects that:
- Service managers should review the level of fees and charges, as a minimum annually, usually as part of the budget setting process;
  - Charges should generally increase by the Retail Price Index (RPI) as a minimum where permissible and also seek to maximise allowable income;
  - A full list of proposed charges should be presented to Cabinet by the end of March each year.
- 6.2. The setting of fees and charges, along with raising essential financial resources, can contribute to meeting the Council's objectives. Through the pricing mechanism and wider market forces, outcomes can be achieved and services can be promoted through variable charging policies and proactive use of fees to promote or dissuade certain behaviours. In the main, fees and charges should be set at a level where the full cost of provision is recovered through the price structure. However, in many circumstances those charges are reduced through subsidy to meet broader Council priorities.
- 6.3. This report meets the requirements of the Council's external income policy for the 2020-21 financial year and as such contains details of the current and proposed levels of fees and charges to take effect as set out during 2020-21.

#### **7. Review of Fees & Charges**

- 7.1. Some fees and charges are set by statute and cannot be changed, such as the amount charged for a marriage or civil partnership ceremony or for a Birth Certificate. Many fees and charges, for example residential care or Building Control, can only recover relevant costs. The level of other fees and charges are at the discretion of the Council or are restricted to cost recovery.

- 7.2. The Council also has a set of strategic and policy objectives, and fees and charges should be set in accordance with such objectives.
- 7.3. The general principles underpinning the Council's external income policy are that all fees and charges are reviewed as a minimum annually and that income is maximised within current service and policy objectives. The competitiveness of the market in which the service operates and the effect of price on demand and overall income yield should be considered.
- 7.4. The draft 2020/21 Budget and MTF5 2020/21-2024/25 assumes that fees and charges increase by a minimum of 2.8% in 2020/21 unless there is good reason not to, which should be explained. This increase represents the underlying RPI rate at July 2019, which was the most recent index available when the annual service review of fees & charges commenced.
- 7.5. In some cases, where a 2.8% increase would give a very small cost increase and/or result in a charging rate that would be difficult to administer e.g. a resultant 36p charge might require disproportionate effort of maintaining change floats etc. Services have been asked to take account of factors such as the last time a rise was imposed (i.e. an assessment of the compounded inflationary rate) and make appropriate proposals; the proposed rate can be seen in the appendices.
- 7.6. A number of fees and charges cannot be set by the Cabinet. Regulation 2(6) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 provides that charges for certain approvals, consents, permits and licenses (e.g. licensing/planning/consent under the Highways Act 1980) may not be made by the Executive (Cabinet). These fees are set by the Council's Regulatory Committee and a separate report will be considered by that committee before the end of the financial year.

## **8. Service Specific information**

- 8.1. The Appendices I – XIII detail the services' fees and charges, showing the 2018-19 rate, 2019/20 rate and the proposed 2020-21 rate with the uplift, if any, applied. Each service proposal is also summarised below. Policy or equalities impact of any proposal are covered in Section 10.

### **Adult Services (See Appendix I)**

- 8.2. Under Section 14 of the Care Act 2014, the Council has the power to charge for meeting care and support needs for adults and carers. The charges are means tested and take into account both income and assets possessed by the individual. This may or may not include an individual's residential home depending on whether the individual is receiving residential or community care. Charges are limited to cost recovery only. The principle of full cost recovery for all care and support services is set out in the Council's Fairer Contributions Policy and should be applied to all services.
- 8.3. Increases are generally in line with RPI inflation. There are no increases proposed for Haynes and Clarendon Day Centres and Winkfield Resource Centre to ensure these charges remain competitive in current market conditions.

### **Traffic Management (Operations) (See Appendix II)**

- 8.4. These are charges relating to in the main borough wide parking permits, parking suspensions, highways licences and Traffic management orders. The parking permit charges are made in accordance with the provisions of the Road Traffic Regulation Act 1984. The Secretary of State recommends that authorities set charges at levels which are consistent with the aims of the authority's transport strategy, including its road safety and traffic management strategies. The highway licences charges are set in accordance of the provisions in the Highways Act.
- 8.5. The service is proposing to increase charges by the RPI 2.8% but due to rounding some increases will be higher. Event Day visitor permits are an exception to this, with an increase of 39.50%, bringing the charge in line with other Local Authorities.
- 8.6. Charges for Residents & Carers Permits, Engine Size, Essential Service Permits, Business Permits and Pay and Display will not increase in 2020/21. Any potential increases will be addressed as part of the wider Parking Transformation Programme. Any Change in Policy/strategy will be addressed through normal governance.

### **Libraries (See Appendix IIIa)**

- 8.7. The Library Charges (England and Wales) Regulations 1991 stipulate the items and services that may be charged for. Charges are at the discretion of the authority, and the authority may make different provision for different cases including different provision in relation to different persons, circumstances or localities. There can be no charge for the loan of written material (section 8 of the Public Libraries and Museums Act 1964).
- 8.8. A library strategy is currently being developed, which, with an increased income target requires the service to do a root and branch review of its fees and charges. Therefore, no changes to the current fees and charges are proposed at this time. Any proposed increases or changes will be included in the wider libraries strategy report, which will be presented to Cabinet in March 2020.

### **Culture (See Appendix IIIb)**

- 8.9. There were no increases in charges for community and corporate room hire and cultural services in 2019/20 compared to 2018/19. Increases in room hire and other customer paid-for services (e.g. Photocopying) charges are proposed for 2020/21, bringing these more in line with current market rates.
- 8.10. A different approach to charging is adopted for School Visits, with charges shifting from a per group to a per child basis. This is intended to help schools with smaller classes while maximising income for the service.
- 8.11. All other services and access to the museum remain free. The service will continue to collect feedback from service users and monitor any barriers to use.

### **Garage Rents (See Appendix IV)**

- 8.12. The level of garage rent is based on demand, location and size and the income contributes to the Housing Revenue Account (HRA) rather than the General Fund (GF).
- 8.13. To ensure the garage rents do not impact disproportionately on vulnerable customers a specific concessionary rate is in place for elderly and disabled Haringey residents to ensure they can access the service (see 8.15(a)).
- 8.14. A specific pricing structure is in place for Tenants and Leaseholders of Haringey Council which is below market rate in recognition of the financial constraints on this group and to ensure they can take advantage of the facilities on their estates (see 8.15(b)).
- 8.15. The service has reviewed its pricing strategy for 2020/21 and is proposing the following;
- a) The Concessionary discount for Haringey residents who are either over state pension age or have a disability (Group 1) will be retained at 2019/20 levels, with a 0% increase.
  - b) The pricing structure for Tenants and Leaseholders of Haringey Council renting their first garage (Group 2) was simplified from 14 different bands to 6 in 2019/20. It is proposed for the number of bands to be further reduced to 5 (A-E) in 2020/21, with the highest band (F) being removed due to the small number of garages in this band. This re-banding will result in some garages moving onto a lower band and therefore the fee for these units will decrease by 6.7%. Overall, it is expected that the total rent roll for this Group will increase by 3%. Further band consolidation is planned in future years with the long-term aim of achieving a flat rate for all garages.
  - c) A new flat rate was introduced for private renters, businesses and those Tenants and Leaseholders of Haringey Council renting their second or subsequent garage (Group 3) in 2019/20. This flat rate will increase in line with RPI by 2.8%.

### **Corporate Landlord (Asset Management) (See Appendix V)**

- 8.16. Most rents for commercial properties are set through commercial negotiations with the tenant as part of the initial lease and subsequent rent reviews. The rents are set using nationally agreed RICS formulae taking into account variables such as location, size and condition of the property. The rent payable at the time of entering into a lease is very much dependent on market forces driving best consideration and once agreed is usually fixed for periods of up to 5 years before review. Commercial rent amounts are therefore not included for approval in this report.
- 8.17. All other charges such as room hire and staff car parking have increased by 2.8%, which is in line with the rate of inflation.

### **Court Costs (See Appendix VI)**

- 8.18. Legislation under the Council Tax (Administration and Enforcement) Regulations 1992 and the Non-Domestic Rating (Collection and Enforcement) Regulations 1989 defines that the cost of summons and a liability order is reasonably incurred. The cost of summons and liability orders is reviewed annually to ensure it remains fair and reasonable. Following a challenge in the High Court, the costs of Council Tax summons in Haringey were reviewed by Grant Thornton and the recommendations from that review were built into the charges levied at that time.
- 8.19. The current charges are broadly in line with other London Boroughs and it remains prudent to keep them at the same level for 2020/21.
- 8.20. The Authority's court costs are audited and is deemed to reflect the true cost in pursuing non-payers and defaulters.

### **Waste (See Appendix VII)**

- 8.21. Commercial waste fees and charges are set in consultation with Veolia who manage the joint partnership for commercial waste. The commercial market is very competitive and therefore increases of between 2%-4% were proposed for 2019/20. A further increase of 2% is proposed for 2020/21, primarily based on market information and advice from service partner Veolia.
- 8.22. New recycling charges were introduced in 2019/20 for paper and card, food and glass as well as a daily bin hire charge. With the exception of the latter, these will increase in line with the other commercial charges (2%).
- 8.23. For household waste new bulk bin hire and other chargeable waste services were introduced in 2017/18. No increases are proposed at this time, pending the outcome of a comprehensive review of domestic charges. A 20% decrease in bulky waste collection charges is proposed. This is based on comparisons with neighbouring boroughs and aimed at increasing take-up of the service.

### **Parks Services (See Appendix VIII a)**

- 8.24. Allotment rents were increased by 75% in 2018. It was subsequently agreed with the Allotment Forum that the rent would not be subject to a further increase for three years, but it would be reviewed in 2021.
- 8.25. The fees charged for use of sports pitches and organised exercise/personal training in parks has mostly been increased in line with inflation. Fees have been rounded up where small amounts are involved, and this may sometimes result in above inflation increases. New charges have been set for school sports day park hire, for the use of anticipated new facilities and tennis court access based on a partial recovery of costs. To encourage those less able to pay to access these facilities off peak hire will be free of charge subject to making an online booking.

### **Parks Events (See Appendix VIII b)**

- 8.26. The Council operates in a competitive market, particularly for major events that take place in Finsbury Park. With prices having been increased by inflation since 2016/17 market testing now demonstrates that our prices are at the right sort of level compared to nearby boroughs and to attract sufficient business to maximise the income potential. Consequently, most charges will increase in line with inflation, allowing the service to remain competitive.

### **Registrars (See Appendix IX)**

- 8.27. Most fees in the Registrar's office are set by the General Register Office and were last revised in October 2017 – these cannot be changed by the Council.
- 8.28. The Council can however set fees for discretionary services. The Registrars service is proposing to make a number of changes to their charges to better recover costs in light of the overall market, as they are in competition with other boroughs / providers, and to stimulate demand. The proposed fee levels aim, as a minimum, to enable current income requirements to be achieved whilst providing a comprehensive service. It is proposed that fees charged for ceremonies at George Meehan House increase by up to 67%. Fees were kept below market rate last year so that George Meehan House could establish itself. Despite the increase, the fees charged will remain below the London market level.

### **Regulatory Services (See Appendix Xa)**

- 8.29. These charges relate to Pest Control, Environmental Health Mortuary, Environmental permits and Local Authority Pollution Prevention Control (LAPPC) mobile plant charges. Fees are permissible by Acts of parliament. Environmental Permit fees are set by statute.
- 8.30. Where fee increases have been proposed these are broadly in line with inflation. In a number of cases no increase is proposed in order to remain competitive with the market. There is an established 40% discount for concessions for pest control fees. This discount remains the same as last year.
- 8.31. For fixed penalty notices, the allowable range for charges is set by statute and no increase applies in 2020/21 except for littering where the Council will continue to levy a penalty of £150, which is the maximum the statute allows.

### **HMO Licensing (See Appendix Xb)**

- 8.32. Mandatory HMO Licensing is a non-discretionary scheme introduced by Government which came into effect in 2006. The fee for a Mandatory Licence was set at £208.00 per habitable unit with discounts attached for certain aspects of the licensing process. It applies to all HMO occupied by 5 or more persons across the whole borough.
- 8.33. Current Additional HMO Licensing in Tottenham is a discretionary scheme adopted by Haringey in December 2013. It came into effect in 1st May 2014 and ended 30th April 2019. The fee for Additional HMO Licensing was £208 per habitable unit with the same discount applicable to Mandatory HMO Licencing. It applied to HMO occupied by three or more persons within designated area.
- 8.34. A proposal for a borough wide additional HMO Licensing scheme which will compliment borough wide Mandatory Licensing was implemented in 2019/20. The fee was set at £1100 per unit based on an average 5 bed let. As the scheme has not been in operation of long enough, a fee change is not proposed at this stage.
- 8.35. A £50 discount off the licencing fee is offered as a concession to landlords who have received training and are accredited to a landlord association.
- 8.36. All licensing fee money is ring fenced to be used for the purposes of operating a scheme.

### **Building Control and Local Land Charges (See Appendix XIa)**

- 8.37. Charges are required to be set so that the Building Regulations service breaks even over a 3-year period.
- 8.38. Local Land Charges are set so that the service breaks even over a three-year period and also so that we, as a Local Authority, do not set our fees so low as to impact the other private search companies, in accordance with the guidance on fees setting under the Local Land Charges Act 1975.
- 8.39. There is no proposal to increase the Land Charge fees as these already achieve cost recovery.

### **Development Management (Planning / Development Control Services) (see Appendix XIb)**

- 8.40. It is proposed that charges will be put up by 2.8% rounded to the nearest £10 but restricting the rounding equating to a 5% increase only, with the exception of the Pre-Application on Site Fee, which is proposed to increase by 5.8%.
- 8.41. The Self-Build and Custom Housebuilding Regulations 2016 allow the Council to set local eligibility requirements (in addition to the general national requirements) for inclusion on Haringey's Self-Build and Custom Housebuilding Registers. On 31 October 2019 following a Cabinet decision, the Council introduced two local eligibility criteria for registration on the Haringey's Self-Build and Custom Housebuilding Register: a Financial Resources Test and a Local Connection Test. This fee is set at a rate that reflects the staff time that needs to go into the assessment of applications. The fee has to be calculated on the basis of cost recovery.
- 8.42. It should also be noted that these charges would only apply to those that are carrying out development and these fees would be a very small proportion of the overall cost of a development project.
- 8.43. Quality Review Panel charges relating to Chair's and Surgery reviews will increase by 25%, according to the terms of the contract. This increase is in line with other boroughs using the same provider. Formal Review charges will remain at 2019/20 levels.
- 8.44. It is not anticipated that this will increase the income of the Planning Service, rather it is likely that it will offset an expected reduction in planning applications and pre-applications in the current years.

### **Childcare (see Appendix XII)**

- 8.45. The Council charges for all childcare services that it directly provides. Cabinet agreed to an increase in fees in February 2017 which was implemented in September 2017. The total overspend for the centres is £299k. Centres are in a challenging childcare market. Other nurseries are offering childcare at lower rates enabling parents to have more choice which makes it difficult for our centres to attract fee payers. With less fee payers this will increase the potential overspend.

- 8.46. The fee charged for 3+ year olds at Stonecroft children's centre is increasing by 1.95% but this will now include the cost of lunch and the separate charge for lunch discontinued. This change should lead to a more desirable offer.
- 8.47. The Council's Children's Contact Centre moved to the new premises in May 2018 and has begun to offer its services to other local authorities when space is available. This can be by providing a room only, or a room, supervisor and a contact report, or a supervisor for contact in the community. The service has benchmarked other local authorities and has set its rate just below market rate to stimulate demand. No increases in the fees charged are proposed for 2020/21.

### **Legal External Fees (see Appendix XIII)**

- 8.48. The legal charges are set to secure that, taking one financial year with another, the income from the charges achieves full cost recovery for provision of the legal service. In relation to commercial property charges the client department (Property Services) has the ability to waive some or all the fees if they wish to cover some or all these fees from their legal budget. The same principle applies to the Planning Services department in respect of section 106 agreements.
- 8.49. Charges to Homes for Haringey and Haringey Clinical Commissioning Group (CCG) are set out in separate Service Level Agreements between Homes for Haringey and Haringey's Legal Services and CCG and Haringey's Legal Services. The rates are set to be beneficial to both Homes for Haringey and the CCG whilst recovering the cost of provision of the Legal support.

## **9. Contribution to strategic outcomes**

- 9.1. Maximising the Council's resources, in particular in the current financial climate, is a key part of the Council's Medium Term Financial Strategy. In addition, the review of fees and charges has taken into account the Council's strategy and policies regarding that particular service.

## **10. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)**

### **Finance Comments**

- 10.1. The proposed changes to Fees & Charges outlined in this report and appendices have been taken into account in the Council's proposed 2020/21 budget.

### **Strategic Procurement Comments**

- 10.2. Strategic Procurement notes the contents of this report.

### **Legal Comments**

- 10.3. The Assistant Director of Corporate Governance has been consulted on this report.
- 10.4. Certain fees for services provided by the Council are prescribed in statute. In such instances the Council has no discretion as to the level of the charge.

- 10.5. There is a further range of services where specific legislative provisions allow the Council to decide whether to charge and how much.
- 10.6. In addition, section 93 Local Government Act 2003 empowers the Council to charge for discretionary services. This power cannot be used where the Council is under a duty to provide the service, or where charging is prohibited or where a specific legislative charging regime applies.
- 10.7. Statutory guidance published in 2003 outlines how costs and charges should be established. The Council must have regard to the guidance when charging for discretionary services under the 2003 Act. For each discretionary service for which a charge is made, there is duty to secure that, taking one year with another, the income from charges for that service does not exceed the costs of provision. Any over or under recovery that results in a surplus or deficit of income in relation to costs in one period should be addressed by the Council when setting its charges for future periods so that over time income equates to costs.
- 10.8 Section 93 permits the Council to charge only some persons for providing a discretionary service and to charge different persons different amounts for providing a service.
- 10.9 Further the Council has power under section 1 of the Localism Act 2011 to do anything that individuals generally may do, subject to specified restrictions and limitations imposed by other statutes. The general power of competence extends to charging for a discretionary service where there is no other power to charge for the service, including the power in section 93 of the 2003 Act. Similarly, under this provision, the Council may not recover more than the cost of providing that service.
- 10.10 For leisure and recreational facilities, section 19 of the Local Government (Miscellaneous Provisions) Act 1976 permits the Council to charge for these facilities beyond cost recovery limitations.
- 10.11 In reviewing fees and charges, the Council need to have due regard to the overarching Public Sector Equality Duty as set out in the Equality Act 2010.
- 10.12 Certain fees may not be set by the Cabinet. Regulation 2 (6) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 provides that decisions on certain approvals, consents permits and licenses (for example premises licences; licenses for street trading) cannot be made by the Executive (Cabinet). Likewise, charges for such approvals, consents permits and licenses may not be made by the Cabinet. These fees are set by the Regulatory Committee

### **Equalities Comments**

- 10.13 The Council has a public sector equality duty under the Equality Act (2010) to have due regard to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
  - Advance equality of opportunity between people who share those protected characteristics and people who do not

- Foster good relations between people who share those characteristics and people who do not.
- 10.14 The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.
- 10.15 The proposed fee changes set out within this report have all been subject to equalities screening. Where the screening process has identified a potential disproportionate impact for the protected groups, a full EqIA has been completed. This resulted in five full EqIA's being completed for Traffic Management, Legal External Fees, Regulatory Services, Bruce Castle Museum and Registrars. The results of the EqIA process have been highlighted below for each of the proposed changes in section 8 of this report.

### **Traffic Management (Operations) (see Appendix II)**

- 10.16 The proposal is to increase permit charges proposed for event day-controlled parking zones. The scheme is in alignment with Haringey's Parking Policies and the changes will affect event day visitor parking permits fits in with the objectives of road network management and the parking action plan.
- 10.17 Local authorities introduce residential event day (previously known as match day) parking schemes in areas where there is extreme parking pressure caused by the matches and events taking place, and where residents have confirmed support for proposals.
- 10.18 EZ schemes prioritise parking for residents and their visitors in the streets in and around their home. The proposal will mean that residential permit holders can park without restriction throughout the EZ operational hours, but non-permit holders are not permitted to park during the controlled hours. However, residents' visitors can be given visitor permits by the resident that they are visiting. Changes to EZ permit prices do not affect other visitor or resident permit pricing or validity and disabled badge holders may park free of charge for unlimited periods in parking bays.
- 10.19 Equalities monitoring data was not available for holders of event day parking permits, as data is not captured at the application stage. However, given that residents in any property in an EZ who keep and use a vehicle are eligible for residential and visitor permits, ward level data from ONS were used to evaluate the impact on different equalities groups.
- 10.20 The EQIA showed that as women are more likely than men to head single parent households, they could be negatively impacted by increase in parking costs for those who need to buy permits on event days. However, they will not be affected if they already hold a resident's parking permit. Furthermore, the proposed increase in event day parking charges is low when compared to the overall cost of running a car.
- 10.21 The EQIA outlined a neutral impact across all other protected characteristic groups.

### **Registrars (See Appendix IX)**

- 10.22 The proposal is to change certain fees charged by the Haringey Registration and Citizenship Service (Register Office) for people getting married, forming a civil partnership, registering births and deaths or attending citizenship services. Further detail on the fee changes can be found in the Appendix and EQIA (enclosed).
- 10.23 Registration data is captured on the national registration system that is controlled by the General Register Office which is part of the Home Office. The service is unable to publish its own data in order to protect the national records. Therefore the EqIA made use of published data, available in the Borough Plan EqIA and 'State of the Borough'.
- 10.24 The EQIA found that an increase in fees for non-statutory Wedding and Civil Partnership services will have a negative impact on the protected characteristic groups of Age, and Pregnancy/Maternity, and a neutral impact on all other protected characteristic groups. Furthermore, the service conducted an extensive benchmarking exercise to bring their service in line with the London Average.
- 10.25 For registering life-events, there is likely to be a small negative impact on a fee increase for younger people and those who have retired, as a service fee will take up more of their income than an older working person. Fees are set by government and regardless of impact the same fee applies. However, the services have a discretion to waiver a fee on the grounds of compassion and hardship. Although some data on people coming in to register life events is collected, this information is part of the national registration system and so is not readily available.
- 10.26 Furthermore, the EQIA found that proposal to change the fees will have a negative impact on the protected characteristic groups of Pregnancy and Maternity and Age. However, this will not be disproportionate, given the small numbers of registration in the borough, as Haringey does not have a Hospital with a maternity unit, meaning that the majority of births for Haringey residents are registered in neighbouring boroughs.

### **Cultural Services (See Appendix IIIb)**

- 10.27 The EQIA (enclosed) details the charges proposed and predicted equalities impacts. By way of summary, the changes to fees and charges proposed for 2020/21 are the following:
- Increases in room hire;
  - Increase in some customer paid-for services;
  - A different approach to charging for School Visits, with charges shifting from a per group to a per child basis.
- 10.28 The proposed changes are predicted to have a neutral impact across all protected characteristic groups and service user feedback will be monitored on an ongoing basis to ensure that there is no negative impact on any one group. This feedback will inform any future review of fees and charges and planning for services at the museum.
- 10.29 Furthermore, all other services and access to the museum remain free.

#### **Increases in room hire:**

- 10.30 Room hire fees are being increased by up to 6.25%, for community and commercial rates. The service does not collect data on individual attendees of the room hire service as the bookings are made by external organisations, however it is not expected that any protected characteristic group is over-represented among overall attendees, and therefore the fee change is not expected to impact disproportionately on protected characteristic groups.
- 10.31 There is no service user data for those booking wedding ceremonies, however all weddings are non-religious and open to all for marriages, including same sex. It is not expected any protected characteristic group is over-represented among those booking the venue for weddings, and therefore protected characteristic groups would not be at any disproportionate disadvantage as a result of the proposal.

#### **Increases in other customer paid-for services:**

- 10.32** For reproduction fees for archive materials, service data of archive users for this protected group indicates that females, adults between 30-60 years (as greater users of the service) would potentially be slightly more likely to be impacted by this proposal, however the fee increase is relatively small and the impact would not be disproportionate on either sex. Service data of archive users who described themselves as BAME, LGBT+, or as having a disability, were not over-represented amongst the archive service users, comparative to the wider Haringey population. As the fee increase is relatively small, the impact would not be disproportionately disadvantageous for this protected characteristic group. Although work is currently being undertaken by the service on BAME LGBTQ+ and LGBTQ+ heritage funded projects at Bruce Castle, to make create further access to collections.

#### **A different approach to charging for School visits:**

- 10.33 The Service is not proposing to increase fees for school workshops but has proposed a change to how workshops are charged for – this would be charged at £2 per child, instead of one total fee of £40 for one group. This will particularly be beneficial to those SEN schools with smaller numbers of pupils in the class. Moreover, Haringey schools generally receive a discounted rate for this educational service.
- 10.34 There is no breakdown of data of service user profile for individual pupils attending on school visits, however there is a roughly even number of male and female pupils in Haringey schools. Each school will have their own assessment for pupils who are entitled to pupil premium support to keep their attendance subsidised for such activities, so they would not be disadvantaged by these proposals. Furthermore, any school is welcome to book for workshops, including single-sex schools, supplementary schools for BAME communities, and is inclusive of all age-groups.
- 10.35 There are no groups that cross two or more equality strands that are identified as being more likely to use any of the services in this proposal and therefore being more likely to be impacted by the fees and charges increases.

#### **Regulatory Services (See Appendix Xa)**

- 10.36 The EQiA (enclosed) did not contain service level data, at this was unavailable. However, given that those most affected by poverty are most likely to be impacted by certain price increases, the proposals were evaluated in the context of data on poverty and deprivation in Haringey, and how those relate to protected characteristic groups. Based upon census data, it was shown that certain groups are more likely to be in poverty than others, these were: women, those with long term disabilities, and those from BAME communities. It was predicted that there could be a negative impact on these groups, as they are likely to have lower income groups and so are less able to afford increased fees. However, this would be mitigated by concession rates (some of up to 40%), given to lower income groups on means tested benefits.
- 10.37 The EQiA outlines that the impacts of the proposal can be monitored by comparing monthly take up trend of the service against previous years and full paying customers. Any impact of the change can be monitored and considered against the need for cost recovery of a non-statutory service.

### **Legal External Fees (see Appendix XIII)**

- 10.38 An EQIA (enclosed) was produced for proposed changes to the external legal fees outlined below. The EQIA predicted an unknown impact across all protected characteristic groups, due to lack of available data.

### **Commercial Properties**

- 10.39 The external legal fees will mainly affect people who wish to enter into a commercial transaction with the Council, including those taking commercial tenancies of commercial premises, where the Council is disposing of land interests or require a deed over variation. It will also include those who are required to enter into planning obligations.
- 10.40 With regard to commercial transactions, it is possible that certain protected groups may not be able to pay the fees in which case the client departments would meet these fees or seek to reduce it. The charges are not designed to discriminate against any group.

### **Haringey Clinical Commissioning Group**

- 10.41 Legal advice is provided to Haringey Clinical Commissioning Group for the provision of advice and representation in the Court of Protection on health and social care matters for which a legal fee is charged.

### **Homes for Haringey**

- 10.42 Legal fees for the provision of legal advice to Homes for Haringey for the provision of legal advice and representation in respect of the Council's housing management functions.
- 10.43 The proposed external legal fees are considered alongside and compared with fees and charges for similar legal services/ organisations in other boroughs.

10.44 The legal fees charged by Legal Services to Haringey CCG, (a public body) and Homes for Haringey (a company limited by guarantee) are set out in service level agreements and there are no equalities impact considerations in relation to this.

## **11. Policy Implication**

11.1. The Council's income policy requires that an annual review takes place and this report meets that policy obligation.

## **12. Use of Appendices**

### **12.1 Fees & Charges Schedules**

Appendix I	Adults' Services
Appendix II	Traffic Management
Appendix III a	Libraries Charges
Appendix III b	Cultural Services Charges
Appendix IV	Garage Rents
Appendix V	Asset Management
Appendix VI	Court Summons
Appendix VII	Neighbourhood Action – Waste Collection
Appendix VIII a	Parks Services
Appendix VIII b	Parks Events
Appendix IX	Registrars
Appendix X a	Regulatory Services (excl. Licenses etc. set by Reg. Committee)
Appendix X b	HMO Licensing
Appendix XI a	Building Control and Local Land Charges
Appendix XI b	Development Management
Appendix XII	Childcare and Children's Contact Centre
Appendix XIII	Legal External Fees

### **12.2 Equalities Impact Assessments**

Appendix XIV	Traffic Management
Appendix XV	Legal External Fees
Appendix XVI	Regulatory Services
Appendix XVII	Cultural Services - Bruce Castle Museum
Appendix XVIII	Registrars

## **13. Local Government (Access to Information) Act 1985**