

**Equality Impact Assessment Screening Tool**

1	Lead officer contact details: Head of Operations - Ann Cunningham, Extn 1355			
2	Date: 16 October 2017			
3	Summary of the proposal: Suspensions – cancellation fee New charge in line with neighbouring boroughs			
	<b>Response to Screening Questions</b>	<b>Yes</b>	<b>No</b>	<b>Please explain your answer.</b>
<b>a) Type of proposal</b>				
4.	Is this a new proposal or a significant change to a policy or service, including commissioned service?		no	
5.	Does the proposal remove, reduce or alter a service or policy?		no	
6.	Will there be a restructure or significant changes in staffing arrangements? Please see the restructure pages for guidance for <a href="#">restructure EqIAs</a> .		no	
7.	If the service or policy is not changing, have there been any known equality issues or concerns with current provision. For example, cases of discrimination or failure to tackle inequalities in outcomes in the past?		no	
<b>b) Known inequalities</b>				
8.	Could the proposal disproportionately impact on any particular communities, disadvantaged or vulnerable residents?		no	
9.	Is the service targeted towards particular disadvantaged or vulnerable residents?  <i>This can be a service specifically for a group, such as services for people with Learning Disabilities. It can also be a universal service but has specific measures to tackle inequalities, such as encouraging men to take up substance misuse services.</i>		no	
10.	Are there any known inequalities? For example, particular groups are not currently accessing services that they need or are more likely to suffer inequalities in outcomes, such as health outcomes.		no	
11	If you have answered yes to at least one question in both sections a) and b), Please complete an EqIA.		no	If a decision is taken not to proceed with a full EqIA, please document carefully your reasons here:  <ul style="list-style-type: none"> <li><i>The proposal is likely to have no/minimal impact on groups that share the protected characteristics or other disadvantaged groups</i></li> </ul>