

12. FEES AND CHARGES 2017-18 (PAGES 1 - 74)

Equalities impact Assessments.

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Equality Impact Assessment Screening Tool

1	Lead officer contact details:			
2	Date: 03 February 2017			
3	Summary of the proposal: Fees & Charges 2017/18 (Adult Social Services)			
	Response to Screening Questions	Yes	No	Please explain your answer.

a) Type of proposal.

The Council is required to carry out an annual review of its fees and charges with a view to ensuring its income from these sources are maximised, whilst ensuring that the principle of cost recovery is maintained.
The following increases are proposed:

- 1) 2.7% fee increase is applied to the Emergency Response Weekly Monitoring Only service. This is an increase of 10p from £3.70 to £3.80 (weekly).
- 2) 2.36% fee increase is applied to the Emergency Response Weekly Monitoring and Visiting service. This is an increase of 15p from £6.35 to £6.50 (weekly).
- 3) 1.65% fee increase is applied to day care drop-in services provided at Winkfield Resource Centre. This is an increase of 85p from £51.65 to £52.50.
- 4) 1.69% fee increase is applied to day care services provided at Winkfield Resource Centre, Clarendon Day Centre and Haynes Day Care. This is an increase of 70p per day session from £41.30 to £42.00.

The increases proposed are generally in line with the inflation rate (RPI). The RPI 12 month rate for December 2016 stood at 2.5%. These proposed increases are modest and relative to inflation and the overall impact of the proposed increases is assessed to be low.

This screening tool looks specifically at fees and charges levied by Adult Services.

4.	Is this a new proposal or a significant change to a policy or service, including commissioned service?		✓	
5.	Does the proposal remove, reduce or alter a service or policy?		✓	
6.	Will there be a restructure or significant changes in staffing arrangements? Please see the restructure pages for guidance for restructure EqlAs .			N/A
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?	✓		
b) Known inequalities				
8.	Could the proposal disproportionately impact on any particular communities, disadvantaged or vulnerable residents?	✓		Those affected will be either current or future recipients of Adult Social Care funded care and support. Social care support is provided to residents as a result of disability. As a consequence those affected primary protected characteristic will be in relation to disability and age. However, contributions for the services affected by this proposal are calculated on the ability to pay through completion of a financial assessment. Since the financial assessment for day care services and community alarm is applied equitably to all service users based on their financial situation, it is not possible to introduce measures to mitigate the impact on those service users affected by the fee increase.

9.	<p>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></p>	✓		<p>Those affected will be either current or future recipients of Adult Social Care funded care and support. Social care support is provided to residents as a result of disability. As a consequence those affected primary protected characteristic will be in relation to disability and age. However, contributions for the services affected by this proposal are calculated on the ability to pay through completion of a financial assessment. Since the financial assessment for day care services and community alarm is applied equitably to all service users based on their financial situation, it is not possible to introduce measures to mitigate the impact on those service users affected by the fee increase.</p>
10.	<p>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.</p>		✓	
11	<p>If you have answered yes to at least one question in both sections a) and b), Please complete an EqIA.</p>			<p>If a decision is taken not to proceed with a full EqIA, please document carefully your reasons here: A full EqIA is not necessary because:</p> <ul style="list-style-type: none"> • The proposal is likely to have minimal impact on the majority of the service users in receipt of a day care service or community alarm. The service users who will be impacted are those who have been assessed to pay full cost of their care and support. • The service currently is effective in tackling inequalities and it is not changing. The service will continue to offer financial assessments to ensure

				<p>when charges for the services affected are calculated, this is in line with policy and Department of Health guidance (Care Act 2014).</p> <p>The offer to complete a financial assessment will continue to ensure service users have the opportunity to mitigate hardship as a consequence of the proposed changes.</p>
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Haringey Council

Equality Impact Assessment

Name of Project	Parking and Highways fees and charges review	Cabinet meeting date <i>If applicable</i>	14/2/2017
Service area responsible	Parking and Highways services		
Name of completing officer	Ann Cunningham	Date EqIA created	24/01/2017
Approved by Director / Assistant Director		Date of approval	

The Equality Act 2010 places a '**General Duty**' on all public bodies to have '**due regard**' to:

- **Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act**
- **Advancing equality of opportunity between those with 'protected characteristics' and those without them**
- **Fostering good relations between those with 'protected characteristics' and those without them.**

In addition the Council complies with the Marriage (same sex couples) Act 2013.

Haringey Council also has a '**Specific Duty**' to publish information about people affected by our policies and practices.

All assessments must be published on the Haringey equalities web pages. All Cabinet papers MUST include a link to the web page where this assessment will be published.

This Equality Impact Assessment provides evidence for meeting the Council's commitment to equality and the responsibilities outlined above, for more information about the Council's commitment to equality; please visit the Council's website.

Stage 1 – Names of those involved in preparing the EqlA		
1. Project Lead Cunningham	Ann	5.
2. Equalities / HR		6.
3. Legal Advisor (where necessary)		7.
4. Trade union		8.

Stage 2 - Description of proposal including the relevance of the proposal to the general equality duties and protected groups. Also carry out your preliminary screening (Use the questions in the Step by Step Guide (The screening process) and document your reasoning for deciding whether or not a full EqlA is required. If a full EqlA is required move on to Stage 3.

This assessment focuses on the proposed 3% increase to parking and all highways fees and charges. It should be noted that not all parking permits are subject to this review.

Parking – Background

Parking controls are a vital traffic management tool that keeps traffic moving, maintains road safety, and promotes the social and economic revitalisation of the borough's town centres, by ensuring that the limited amount of space that may be used for parking is made available to those who need it.

Local authorities introduce controlled parking zones (CPZs) in areas where there is need for traffic management intervention and there is majority support from residents for this intervention. Those schemes give residents preferential treatment when parking in the street around their home. Residential permit holders can park without restriction throughout the CPZ operational hours, but non-permit holders can only park for a limited period, usually for up to two hours. Visitors can be given a visitor permit by the resident that they are visiting, for which a charge applies. Disabled badge holders may park free of charge in CPZs and in stop and shop areas. Provision is also made for business, doctors, carers and those involved in the delivery of essential services to residents.

CPZs are only implemented following extensive public consultation and where there is community support for the introduction of those measures. Income from parking and traffic enforcement is ring fenced for transport related projects and is reinvested into the transport infrastructure, for example highway maintenance that supports the community at large and concessionary travel which offers free bus and tube travel for elderly and disabled residents. When setting or reviewing parking charges the Council considers:

- The Council's transport and wider policy objectives
- Statutory or legal requirements that may affect the setting of fees
- Car ownership patterns

The increasing demand for parking
Traffic management issues
Market conditions – (parking charges in other boroughs)
Cost of delivering the service
Impact of charges on relevant stakeholders

Highways

The Council has a statutory duty to manage and maintain the highway network. This will involves issuing licenses or permissions to those who need to place structures, hoardings or containers, skips on the highway. A charge applies to those licenses or permissions, and is reviewed annually.

Stage 3 – Scoping Exercise - Employee data used in this Equality Impact Assessment
Identify the main sources of the evidence, both quantitative and qualitative, that supports your analysis. This could include for example, data on the Council’s workforce, equalities profile of service users, recent surveys, research, results of recent relevant consultations, Haringey Borough Profile, Haringey Joint Strategic Needs Assessment and any other sources of relevant information, local, regional or national.

Data Source (include link where published)	What does this data include?
EqIA Profile on Harinet	Age, gender, ethnicity, disability information – for the Council and the Borough
These proposals do not impact on staff. Therefore an impact analysis is not required.	

Stage 4 – Scoping Exercise - Service data used in this Equality Impact Assessment
This section to be completed where there is a change to the service provided

Data Source (include link where published)	What does this data include?
Equalities monitoring data is not available for holders of parking permits/ season tickets or for those applying for highways licenses. However given that residents and businesses may apply for a parking permit (if in a CPZ) or highways license, ward level data from sources such as National Statistics are used for the purpose of evaluating the impact on different equalities groups.	Race, age, disability, gender, religion/belief /non belief, population and car ownership levels.

**Stage 5a – Considering the above information, what impact will this proposal have on the following groups in terms of impact on residents and service delivery:
Positive and negative impacts identified will need to form part of your action plan.**

	Positive	Negative	Details	None – why?
Sex			No change	
Gender Reassignment			No change	
Age			No change	
Disability			No change	
Race & Ethnicity			No change	
Sexual Orientation			No change	
Religion or Belief (or No Belief)			No change	
Pregnancy & Maternity			No change	
Marriage and Civil Partnership (note this only applies in relation to eliminating unlawful discrimination (limb 1))			No change	

**Stage 5b – For your employees and considering the above information, what impact will this proposal have on the following groups:
Positive and negative impacts identified will need to form part of your action plan.**

	Positive	Negative	Details	None – why?
N/A				

Stage 6 - Initial Impact analysis

Actions to mitigate, advance equality or fill gaps in information

Proposals are unlikely to impact more on any one target group, but may represent a higher proportionate increase to those on low incomes.

The potential impact has been mitigated through the introduction of modest price increases.

Stage 7 - Consultation and follow up data from actions set above

Data Source (include link where published)

What does this data include?

Parking charges will be subject to statutory notification.

Stage 8 - Final impact analysis

The assessment has not highlighted any under or over representation. The majority of CPZ coverage is in the central and eastern part of the borough due to population density and public transport provision (this area is better serviced by British Rail and London underground services) and as a consequence there is more need for traffic restraint measures. Proposals may represent a higher proportionate increase on those on low income, but the proposed charge increase is relatively low, especially when considered in light of the overall cost of keeping and running a vehicle.

Highways licensing is generally connected with building works and those costs are generally factored in to the overall costs of works.

Stage 9 - Equality Impact Assessment Review Log

Review approved by Director /
Assistant Director

Date of
review

Review approved by Director /
Assistant Director

Date of
review

Stage 10 – Publication

Ensure the completed EqlA is published in accordance with the Council's policy.

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EQUALITY IMPACT ASSESSMENT

The **Equality Act 2010** places a '**General Duty**' on all public bodies to have '**due regard**' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advancing equality of opportunity for those with 'protected characteristics' and those without them
- Fostering good relations between those with 'protected characteristics' and those without them.

In addition the Council complies with the Marriage (same sex couples) Act 2013.

Stage 1 – Screening

Please complete the equalities screening form. If screening identifies that your proposal is likely to impact on the Public Sector Equality Duty, please proceed to stage 2 and complete a full Equality Impact Assessment.

Stage 2 – Full Equality Impact Assessment

An Equality Impact Assessment provides evidence for meeting the Council's commitment to equality and the responsibilities under the Public Sector Equality Duty.

When an Equality Impact Assessment has been undertaken, it should be submitted as an attachment/appendix to the final decision making report. This is so the decision maker (e.g. Cabinet, Committee, senior leader) can use the EqIA to help inform their final decision. The EqIA once submitted will become a public document, published alongside the minutes and record of the decision.

Please read the council's Equality Impact Assessment guidance before beginning the EIA process.

1. Responsibility for the Equality Impact Assessment

Name of proposal	Fees and charges 2017/2018
Service area	Bruce Castle Museum and Haringey Archive
Officer completing assessment	Ngozi Anuforo/ Deborah Hedgecock
Equalities/ HR Advisor	
Cabinet meeting date (if applicable)	14 th February 2017
Director/Assistant Director	Charlotte Pomery

2. Summary of the proposal and its relevance to the equality duty

Please outline in no more than 3 paragraphs

- The proposal which is being assessed
- The key stakeholders who may be affected by the policy or proposal
- Its relevance to the Public Sector equality duty and the protected groups

Annual consideration to increase **fees and charges** for the museum and archive income generating services at Bruce Castle for a range of users – including the general visiting public, researchers, schools, and organisations, community groups and local residents booking for non-public events or training.

The services include: reproduction fees charged for copying archive and museum collections; room hire; weddings; booked school workshops.
Other services and access to information is free.

Proposed increases are considered alongside and compared with fees and charges for similar heritage services/ organisations in other boroughs and in line with similar services/ organisations within the borough

Proposed charges are kept within a 4 to 10% increase as appropriate, where these apply and are considered listening to feedback from users.

3. What data will you use to inform your assessment of the impact of the proposal on protected groups of service users and/or staff?

Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis. This could include, for example, data on the Council's workforce, equalities profile of service users, recent surveys, research, results of relevant consultations, Haringey Borough Profile, Haringey Joint Strategic Needs Assessment and any other sources of relevant information, local, regional or national.

Further information on data sources is contained within accompanying EqIA guidance. (part 8)

Protected group	Service users	Staff
Sex	EQiA Profile on Haringey – for the council and for the borough	N/A
Gender Reassignment	EQiA Profile on Haringey – for the council and for the borough	N/A
Age	EQiA Profile on Haringey – for the council and for the borough	N/A
Disability	EQiA Profile on Haringey – for the council and for the borough	N/A

Race & Ethnicity	<i>EQiA Profile on Haringey – for the council and for the borough</i>	N/A
Sexual Orientation	<i>EQiA Profile on Haringey – for the council and for the borough</i>	N/A
Religion or Belief (or No Belief)	<i>EQiA Profile on Haringey – for the council and for the borough</i>	N/A
Pregnancy & Maternity	<i>No data is available</i>	N/A
Marriage and Civil Partnership	<i>No data is available on the marriage and civil partnership status of current service users.</i>	N/A

If there are any gaps in the data for particular groups or no data is available, please explain how you will address this gap

The charges have been proposed after taking into consideration the fees and charges made by other similar providers within the borough/ in neighbouring boroughs. The Service will continue to monitor the effect of the increases and any impact.

The increase in charges proposed have been designed not to discriminate against any group.

4. a) How will consultation and/or engagement inform your assessment of the impact of the proposal on protected groups of residents, service users and/or staff?

Please provide a brief outline of:

- How you intend to consult with those affected by your proposal including those that share the protected characteristics*

Further information on consultation is contained within accompanying EqIA guidance (part 9)

Monitoring of feedback from users of charged-for services and monitoring of any impact on numbers taking up the services, will inform any future reviews of fees and charges.

4. b) Outline the key findings of your consultation / engagement activities once completed, particularly in terms of how this relates to groups that share the protected characteristics

Explain how will the consultation’s findings will shape and inform your proposal and the decision making process, and any modifications made?

Not Applicable

5. What is the likely impact of the proposal on groups of service users and/or staff that share the protected characteristics?

Please explain the likely differential impact on each of the 9 equality strands, whether positive or negative. Where it is anticipated there will be no impact from the proposal, please outline the evidence that supports this conclusion.

Further information on assessing impact on different groups is contained within accompanying EqlA guidance (part 10)

1. Sex - Minimum impact.

Increases are kept to less than or equal to 4% each year (with a single 10% increase), and this is therefore a considered proposal. Access to all services is otherwise free.

2. Gender reassignment - No data available

3. Age - Minimum impact. Older users of the service, who might be pensioners, are possibly more likely to be on a lower income. Proposed charges could potentially be a barrier – but only if needing to pay for copies etc. Access to services and information are otherwise free.

4. Disability - Minimum impact.

Users of the service who might be disabled are possibly more likely to be on a lower income. Proposed charges could potentially be a barrier – but only if needing to pay for copies etc. Access to services and information is free otherwise.

5. Race and ethnicity - Minimum impact. Proposed charges could potentially be a barrier – but only if needing to pay for copies etc. Access to services and information is free otherwise.

6. Sexual orientation - Minimum impact. Proposed increase for wedding ceremony fee is less than 10% of previous cost. Affordable wedding costs compared to other venues and all weddings are non-religious and open to all

7. Religion or belief (or no belief) - Minimum impact. Proposed increase for wedding ceremony fee is less than 10% of previous cost. Affordable wedding costs compared to other venues and all weddings are non-religious and open to all

8. Pregnancy and maternity - No data available

9. Marriage and Civil Partnership - Minimum impact. Proposed increase is less than 10% of previous cost. Affordable wedding costs compared to other venues

10. Groups that cross two or more equality strands e.g. young black women - No data available

Outline the overall impact of the policy for the Public Sector Equality Duty:

- **Could the proposal result in any direct/indirect discrimination for any group that shares the protected characteristics?**
- **Will the proposal help to advance equality of opportunity between groups who share a protected characteristic and those who do not?**
- **Will the proposal help to foster good relations between groups who share a protected characteristic and those who do not?**

Bruce Castle Museum and Haringey Archive Service offers a vibrant heritage and learning programme which is responsive and inclusive to a diverse range of audiences from the local community and beyond. This includes, for example, a temporary exhibition programme that features a successful annual Black History Month exhibition (which is launched in BHM and runs for 6 months – the most recent exhibition has seen 1,500 schoolchildren attend on school visits) and, in 2017, will see two LGBTQI-inspired exhibitions and related events, as well as a STEM-based exhibition produced working with and for local young people, a monthly free Reminiscence Session workshop popular with older residents, a weekly and school-holiday free Family art and craft activities programme throughout the year, as well as a monthly free evening and lunchtime talks programme all year round that showcases and reflects the histories and shared heritage and culture of our local communities in Haringey.

In addition, Haringey Archive Service delivers an accessible public research facility which is open to all and includes a limited free enquiry service to remote users. The School Education Service offers a lively school workshop programme for all schools in Haringey, that responds and supports the National Curriculum.

Access to the Museum and Archive remains free entry; charges are for specified services only (as highlighted in the range of fees and charges to include room hire, booked taught school visits, weddings etc).

There is an annual appraisal of the fees and charges at Bruce Castle. Where increases are proposed, these are mostly kept at a 4% increase each year, with some at a 10% increase (according to type of service) as necessary. Fees for copying services within the Archive Service and fees for taught workshops for schools will remain unchanged at 0% increase to ensure that this does not serve as a barrier to accessing learning and remains inclusive.

Feedback is sought from users of all the services and impact is monitored on usage to ensure that any barriers to use of services is assessed.

The increase in charges proposed have been designed not to discriminate against any group.

6. a) What changes if any do you plan to make to your proposal as a result of the

equality impact assessment?			
Further information on responding to identified impacts is contained within accompanying EqIA guidance (part 11)			
Outcome			Y/N
No major change: the EIA demonstrates the policy is robust and there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.			Y
Adjust the policy: the EIA identifies potential problems or missed opportunities. Adjust the policy to remove barriers or better promote equality. Clearly <u>set out below</u> the key adjustments you plan to make to the policy.			N
Continue the policy: the EIA identifies the potential for adverse impact or missed opportunities to promote equality. Clearly <u>set out below</u> the justifications for continuing with it. For the most important relevant policies, compelling reasons will be needed.			N
Stop and remove the policy: the policy shows actual or potential unlawful discrimination. It must be stopped and removed or changed.			N
6 b) Summarise the specific actions you plan to take to remove or mitigate any actual or potential negative impact and to further the aims of the Equality Duty			
Impact	Action	Lead officer	Timescale
Increase of fees for weddings by 10% as a potential negative impact	<i>The wedding ceremony room hire is operated with Haringey Council Registrars' Dept – it is a civil marriage ceremony and is open to all people (subject to interviews with Registrars about the legal eligibility of the couples intending to get married). All couples are welcome regardless of religion, race and ethnicity and sexual orientation. This is regarded as minimum impact, and the fees charged are far lower than other comparative venues in the borough and outside the borough.</i>	<i>Deborah Hedgecocck</i>	<i>Ongoing monitoring of impact and annual review</i>
6 c) Summarise the measures you intend to put in place to monitor the equalities impact of the proposal as it is implemented:			
Feedback will be sought from users of the services and impact will be monitored on usage			

to ensure that any barriers to use is assessed.

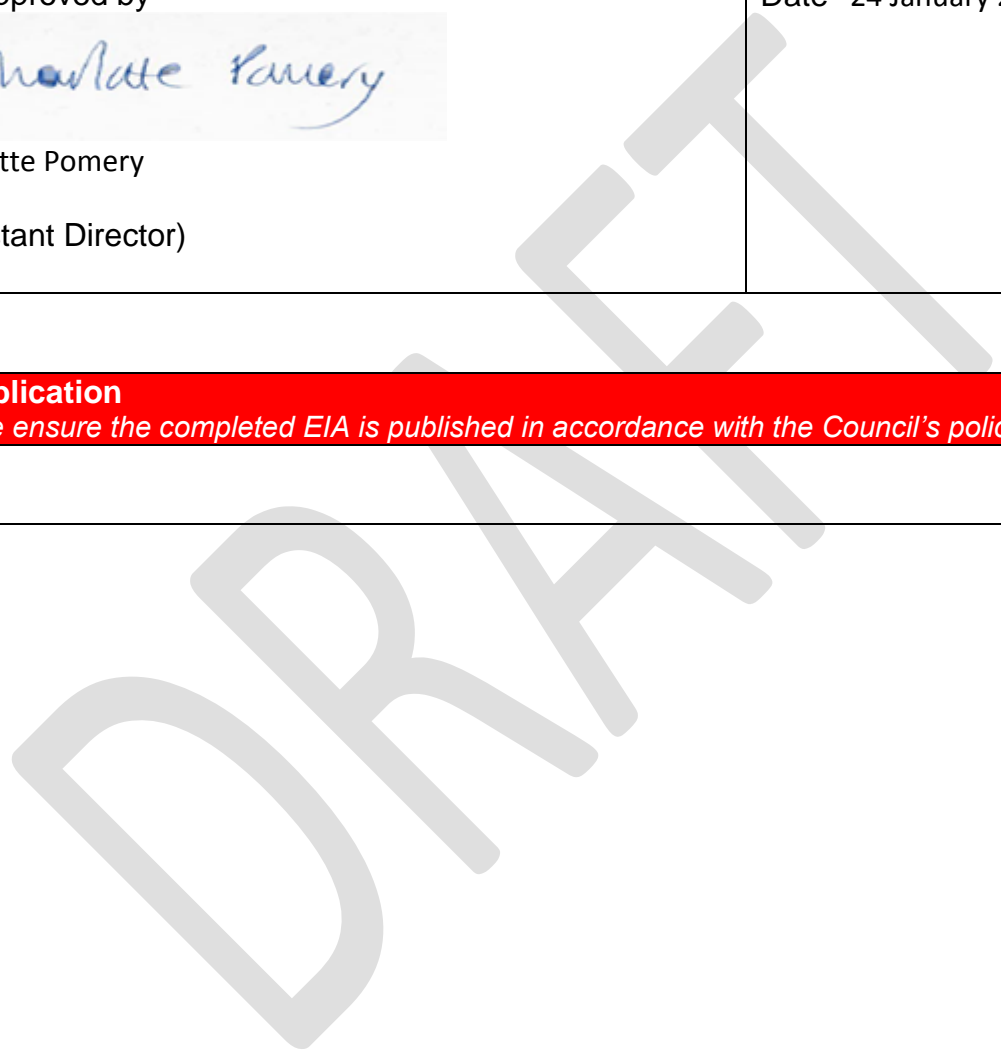
All other services and access remain free – charges are for specified services only.

The Service will continue to assess and monitor the effect of the propose increase of fees and charges to assess impact of the proposal and to inform on future reviews.

7. Authorisation

EIA approved by  Charlotte Pomery (Assistant Director)	Date 24 January 2017.....
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8. Publication
Please ensure the completed EIA is published in accordance with the Council's policy.



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Equalities Impact Analysis

Garage rent increase 2017/ 18

1 Aims and implementation of the policy

Identifying aims of the policy

To increase garage rents to meet the objectives of the Medium Term Financial Strategy. To move towards market rents in order to generate additional income for the Housing Revenue Account so that this income can be used for housing investment.

Who is affected by the policy?

Individuals who rent or who will rent Council owned garages. This will include council tenants, leaseholders and other residents of the borough.

Policy priorities

The additional income generated will assist with the creation of homes and communities where people chose to live and are able to thrive. It will help to fund improvements in the quality of Council housing estates.

How the policy is implemented

The Council will agree the rent increase which will be implemented and delivered by Homes for Haringey.

2 Consideration of information

Identify quantitative and qualitative data available that will support the equality

analysis

Information relating to those who currently rent Council Garages.
Specifically those who receive a discount because of age or disability.

Equalities profile of customers

Equalities information is not held on garage renters other than which garage tenants receive a discount because of their age or being registered disabled.

Barriers

Those who rent Council garages do this voluntarily and can terminate their tenancies on one weeks notice. Information on how to rent a garage is available on the Homes for Haringey website.

What consultation has been carried out?

Those who rent Council garages do this voluntarily and can terminate their tenancies at one weeks notice. Provision of a rented garage is not a statutory service and only notification rather than consultation is required before an increase takes place. Disabled parking provision is widely available on Homes for Haringey Estates and on the highways. Estate Controlled Parking Schemes on Homes for Haringey estates ensure parking for estate residents is prioritised which includes elderly Council tenants and leaseholders with vehicles.

3 Assessment of impact

Race and ethnicity

Universal garage rent increase no specific impact

Gender

Universal garage rent increase no specific impact

Transgender

Universal garage rent increase no specific impact

Disability

Universal garage rent increase. Proposed that the reduced garage rent of £8.70 is maintained but increased by 20% to £10.44 for Haringey residents who are registered disabled, for the first garage that they rent.

Age

Universal garage rent increase. Proposed that the reduced garage rent of £8.70 is maintained but increased by 20% to £10.44 for Haringey residents who are over state pension age, for the first garage that they rent.

Sexual orientation

Universal garage rent increase no specific impact

Religion and belief

Universal garage rent increase no specific impact

Pregnancy and maternity

Universal garage rent increase no specific impact

Civil partnership and marriage

Universal garage rent increase no specific impact

Other socio-economic groups

Universal garage rent increase no specific impact

Does the policy comply with equalities legislation, Equality Act 2010 and Public Sector Equality Duty?

Yes

4 Solutions

Identify specific actions to address disproportionate or adverse impacts you have identified

Currently a discounted standard garage rent of £8.70 per week applies for all Haringey residents who are over state pension age or registered disabled, for the first garage that they rent. Its recommended that we increase this charge by 20% to £10.44 per week to maintain the differential discount relative to the standard garage rents which are also increasing by 20%.

5 Consultation on Equality Impact Assessment

Identify plans to verify the impact of this policy with different stakeholders

Not required

6 Actions

Actions

Its recommended that we increase the reduced charge for Haringey residents who are registered disabled or over state retirement age, for the first garage that they rent, by 20% to £10.44 per week to maintain the differential discount relative to the standard garage rents which are also increasing by 20%.

That as part of the rent increase notification we advise elderly and disabled garage tenants who are paying the full garage rental charge of their eligibility for this reduction and maintain a record of those who are eligible on the OHMS housing database.

7 Monitoring and review

Monitoring

Monitor the impact of the rent increase on lettings and terminations after six months to determine if there has been a change in the proportion of garages let to the elderly or disabled and if this indicates that any further changes in the level of rent reduction should be made for these groups.

8 Sign off

EIA completed Peter Purdie, Head of Estates and Neighbourhood Services

Sign off



Andrew Billany
Managing Director Homes for Haringey

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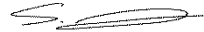


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Equality Impact Assessment Screening Tool

1	Lead officer contact details: Hugh Gravelle			
2	Date: 31 January 2017			
3	Summary of the proposal: Room Hire Charges Increase			
	Response to Screening Questions	Yes	No	Please explain your answer.
a) Type of proposal				
4.	Is this a new proposal or a significant change to the policy or service, including commissioned service?		No	<p>The proposal is to increase the room hire rates chargeable at Civic Centre / River Park House / Woodside House / Neighbourhood Resource Centre and Hornsey Town Hall, in line with inflation.</p> <p>This is a minimal inflationary increase on the current charges. There are very few bookings and these are generally made by organisations not individuals. Concessions are available for charities and partner organisations. The fees are consistent with market rates and would not impact adversely on any particular protected groups.</p> <p>The service is existing and remains as is this is an inflation based price increase.</p>
5.	Does the proposal remove, reduce or alter a service or policy?		No	There is no change to the service except that the room hire charges are increasing. This is inflation based price increase.
6.	Will there be a restructure or significant		No	As above.

 3rd February 2017

	changes in staffing arrangements? Please see the restructure pages for guidance for restructure EqlAs .			
7.	If the service or policy is not changing, has there been any known equality issues or concerns with current provision. For example, cases of discrimination or failed to tackle inequalities in outcomes in the past?		No	There are no known equality issues related to this service.
b) Known inequalities				
8.	Could the proposal disproportionately impact on any particular communities, disadvantaged or vulnerable residents?		No	There are no known inequalities impacting on this service.
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	This service is not restricted to any group.
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	There are no known inequality issues related to this service.
11	If you have answered yes to at least one question in both sections a) and b), Please complete an EqlA.		No	If a decision is taken not to proceed with a full EqlA, please document carefully your reasons here: The proposal is likely to have no/minimal impact on groups that share the protected characteristics or other

				disadvantaged groups. Any changes will not have an adverse impact on service users, residents or staff.
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Preliminary screening indicates no adverse impacts therefore a full EqIA is not required.

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Equality Impact Assessment Screening Tool

1	Lead officer contact details: Helen Kent, Head of Revenues, Shared Service centre. Helen.kent@haringey.gov.uk , 0208 8489 3535.			
2	Date: 30/01/17			
3	Summary of the proposal: The revenues Service must comply with legislation and good practice in respect of the collection of council tax and business rates. Following the review of council tax court costs by Grant Thornton during 2015; the service is now formally submitting the costs statement within the report for corporate fees charges.			
Response to Screening Questions		Yes	No	Please explain your answer.
a) Type of proposal				
4.	Is this a new proposal or a significant change to the policy or service, including commissioned service?		x	The proposal has not altered from the one used in 2016/17.
5.	Does the proposal remove, reduce or alter a service or policy?		x	As above.
6.	Has there been significant change in staffing arrangements (i.e. more than 20 staff members)?		x	There have been no significant changes in staffing arrangements.
7.	If the service or policy is not changing, has there been any known equality issues or concerns with current provision. For example, cases of discrimination or failed to tackle inequalities in outcomes in the past?		x	There have been no known issues.
b) Known inequalities				
8.	Could the proposal disproportionately impact on any particular communities, disadvantaged or vulnerable residents?		x	As the process for charging the costs of issuing a summons and obtaining a liability order is regulated by legislation there is no alternate approach available.

				However, the service retains the option of reducing or cancelling the costs in individual cases.
9.	Is the service targeted towards particular disadvantaged or vulnerable residents? 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.		x	All council tax liable parties will be charged the same fee and all business rates liable parties will be charged the same fee. This is dictated by legislation.
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.		x	
11	If you have answered yes to at least one question in both sections a) and b), Please complete an EqIA.		x	



Haringey Council

Equality Impact Assessment

Name of Project	HALS Fee increase	Cabinet meeting date <i>If applicable</i>	14.02.17
Service area responsible	Haringey Adult Learning Service (HALS)		
Name of completing officer	Simon Beer	Date EqIA created	24.01.17
Approved by Director / Assistant Director		Date of approval	

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advancing equality of opportunity between those with 'protected characteristics' and those without them
- Fostering good relations between those with 'protected characteristics' and those without them.

In addition the Council complies with the Marriage (same sex couples) Act 2013.

Haringey Council also has a 'Specific Duty' to publish information about people affected by our policies and practices.

All assessments must be published on the Haringey equalities web pages. All Cabinet papers MUST include a link to the web page where this assessment will be published.

This Equality Impact Assessment provides evidence for meeting the Council's commitment to equality and the responsibilities outlined above, for more information about the Council's commitment to equality; please visit the Council's website.

Stage 1 – Names of those involved in preparing the EqIA		
1. Project Lead	SIMON BEER	5.
2. Data Contract analysis	UNDEANE BARTON	6.
3. Deputy HoS + Curriculum	RAGI JONES	7.
4.		8.

Stage 2 - Description of proposal including the relevance of the proposal to the general equality duties and protected groups. Also carry out your preliminary screening (Use the questions in the Step by Step Guide (The screening process) and document your reasoning for deciding whether or not a full EqIA is required. If a full EqIA is required move on to Stage 3.

Haringey Adult Learning Service provides education and training for residents living in the London Borough of Haringey and the surrounding geographical area. Our mission is “To be a positive force in our community, enabling people to achieve their learning and employment goals”. Following substantial cuts to our funding base, we propose to raise fees by 2.5% or less for the year 2017/18.

In 2015/16, HALS received an overall income of just over £1.6m. Most of HALS’ funding is provided by the Skills Funding Agency to deliver Community Learning or Adult Skills Budget (ASB) provision. In broad terms, these funding streams differentiate between non-accredited and accredited provision. Fee rates for the latter, ASB courses, are set by the funder and so learners on ASB provision are not affected.

Aside from some English and Maths courses, funding for our course provision does not fully subsidise learners and the remainder of income is generated through fees.

Stage 3 – Scoping Exercise - Employee data used in this Equality Impact Assessment
Identify the main sources of the evidence, both quantitative and qualitative, that supports your analysis. This could include for example, data on the Council’s workforce, equalities profile of service users, recent surveys, research, results of recent relevant consultations, Haringey Borough Profile, Haringey Joint Strategic Needs Assessment and any other sources of relevant information, local, regional or national.

Data Source (include link where published)	What does this data include?
EqIA Profile on Harinet	Age, gender, ethnicity, disability information – for the Council and the Borough
No employee data used in this EQIA as proposal has no impact on staffing	

Stage 4 – Scoping Exercise - Service data used in this Equality Impact Assessment
This section to be completed where there is a change to the service provided

Data Source (include link where published)	What does this data include?
Learnertrack RAS Reports for 2015 -16 by Age group, Disability, Employment Status, Ethnicity, Gender, LDD, Learning Difficulty and Marketing Source	RAS stands for (learner) retention achievement and success The reports give RAS data by group and distinguishes between accredited and non-accredited course provision
Learner feedback data for 2015-16	This data is produced through learner surveys and forums carried out at key points throughout the academic year

Stage 5a – Considering the above information, what impact will this proposal have on the following groups in terms of impact on residents and service delivery:

Positive and negative impacts identified will need to form part of your action plan.

	Positive	Negative	Details	None – why?
Sex				
Gender Reassignment				
Age				
Disability				
Race & Ethnicity				
Sexual Orientation				
Religion or Belief (or No Belief)				
Pregnancy & Maternity				
Marriage and Civil Partnership (note this only applies in relation to eliminating unlawful discrimination (limb 1))				

Stage 5b – For your employees and considering the above information, what impact will this proposal have on the following groups: Positive and negative impacts identified will need to form part of your action plan.

	Positive	Negative	Details	None – why?
Sex			<p>Our learner cohort is predominantly female (88%F, 22%M). This reflects sector norms and supports our view that adult learning services are flexible and local and meet the needs of women, particularly women with families. Both male and female learners are spread evenly across accredited and non-accredited provision and will therefore be equally affected by the 2% rise which will only impact some aspects of non-accredited provision. Three year trend data shows participation rate for male learners has increased in 2014-15 by 4.5%, although we do not aspire to a 50% male participation rate, for reasons indicated above.</p>	<p>There is no evidence that a 2% rise on some CL provision will impact either positively or negatively for this protected group</p>

Gender Reassignment			<p>We collect data on the number of transgender learners via our enrolment form. To date no learners have disclosed as transgender. The main focus of the service in this area is an aspect of the embedding of British Values into the curriculum around mutual respect and tolerance in line with the Equality Duty 2010.</p>	<p>There is no evidence that a 2% rise on some CL provision will impact either positively or negatively for this protected group</p>
Age			<p>Our learners are predominantly aged between 25 and 59 (84.4%). By and large, this age representation reflects the target demographics of the service. We do not for example, offer 16-19 provision currently. Analysis of enrolment data, success rates and learner feedback does not indicate that small changes in fees carry specific implications for various age demographics, other than those we target specifically through sub-</p>	<p>There is no evidence that a 2% rise on some CL provision will impact either positively or negatively for this protected group</p>

			contracted CL provision where fees do not apply.	
Disability			The RAS data for disability enables us to analyse data by a range of disabilities and compare them with a group disclosing as 'none'. Success rates for learners with disability compare favourably with those for learners with no disability. The spread of learners with disabilities across accredited and non- accredited courses mirrors the general trend, with the exception of some groups where the number of learners is statistically insignificant.	There is no evidence that a 2% rise on some CL provision will impact either positively or negatively for this protected group
Race & Ethnicity			The service analyses participation and achievement data by broad ethnic groups as well as by specific groups, where gaps in achievement affect a significant number of learners from particular groups. For 2014-15, (with an identical 2% fee rise) participation numbers	There is no evidence that a 2% rise on some CL provision will impact either positively or negatively for this protected group

			<p>increased in each group except the White group showing an insignificant drop by 10 learners.</p> <p>Success rates in 2014-15 have increased for all groups and closely aligned to the service average of 89.6% with a narrow gap of 1.8% for the Black ethnic group. The largest gap between groups and the service average is of 3.6% for the other ethnic groups. Analysis shows the gap in achievement for this group is mainly on non-accredited provision. The learners are predominately attending Family Learning and modern foreign languages programmes where lower retention rates impact on success.</p>	
Sexual Orientation			<p>The service does not collect data by sexual orientation (this is not required by SFA), but achievement data analysis by 'special groups' against the overall service average of</p>	<p>There is no evidence that a 2% rise on some CL provision will impact either positively or negatively for this protected group</p>

			89.6% shows an insignificant achievement gap, accounted for by withdrawal of one learner being a disproportionate impact on the success rate for that group.	
Religion or Belief (or No Belief)			The service does not collect enrolment data on religion or belief. The main focus of the service in this area is an aspect of the embedding of British Values into the curriculum around mutual respect and tolerance in line with the Equality Duty 2010.	There is no evidence that a 2% rise on some CL provision will impact either positively or negatively for this protected group
Pregnancy & Maternity			The service does not collect data for this group at enrolment	There is no evidence that a 2% rise on some CL provision will impact either positively or negatively for this protected group
Marriage and Civil Partnership (note this only applies in relation to eliminating unlawful discrimination (limb 1))			The service does not collect data for this category at enrolment	There is no evidence that a 2% rise on some CL provision will impact either positively or negatively for this protected group

Stage 6 - Initial Impact analysis

Actions to mitigate, advance equality or fill gaps in information

The first, and most salient point, in our analysis is that the fee increases are minimal as can be seen below in our fee analysis for three exemplar Community Learning courses:

Fee Analysis

1. No actions necessary

		Current Learner Fee	% increase			
			£75	Adj. Fee per learner	2%	3%
				£	£	£
				76.50	77.25	78.00
Curriculum	Course Name	No. of Learners	Total - Current fees	Additional Amount		
				£	£	£
Well Being (Yoga)	Course 1	10	£750	15.00	22.50	30.00
	Course 2	20	£1,500	30.00	45.00	60.00
	Course 3	30	£2,250	45.00	67.50	90.00
Totals		60	£ 4,500.00	£ 90.00	£ 135.00	£ 180.00

		Current Learner Fee	% increase			
			£60	Adj. Fee per learner	2%	3%
				£	£	£
				61.20	61.80	62.40
Curriculum	Course Name	No. of Learners	Total - Current fees	Additional Amount		

ICT	Course 1	10	£600	£ 12.00	£ 18.00	£ 24.00
	Course 2	20	£1,200	£ 24.00	£ 36.00	£ 48.00
	Course 3	30	£1,800	£ 36.00	£ 54.00	£ 72.00
Totals			£ 3,600.00	£ 72.00	£ 108.00	£ 144.00

So typically, a 2% rise in fees for a course costing £90 will result in an increase of £1.80. For a course costing £60 the increase will be £1.60. It is our view (and indeed our experience in previous years) that fee rises of this order do not act as a deterrent to enrolment for any of the protected groups. Our experience from previous years is that despite fee increases (if modest), our ability to reach residents most in need is undiminished. For example for this last academic year (AY), an overall of 73.5% (up by 2% over 2014/15) of the learners on programmes are from 5% to 20% most deprived super output areas, including Northumberland Park which is amongst the 2% to 3 % most deprived wards nationally. This was achieved despite a fee increase of 2% - an identical rate to the rise proposed this year. The more significant fee rates are on ASB (accredited) provision and are set by our funder. Despite this provision costing more, success rates for accredited programmes increased from 81.5% in 2013/14 to 89.6%. These rates hold up when analysed by protected group and there is no evidence of learners from protected groups being less likely to enrol on the ASB courses.

Breakdown of data by funding stream shows participation by learners from 20% most deprived SOAs is equally high for both accredited (71.8%) and non-accredited (74.6%) provision, showing no difference therefore for courses that were subject to last year's 2% rise. Curriculum level data table below shows successful targeting of Maths, English, ESOL and Family Learning programmes at residents most in need.

	% Haringey residents from 20% most deprived
Maths	78.4%
English	79.3%
ESOL	71.6%

Family Learning	86%
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79.5 % of the service provision is directly delivered and 20.5 % is sub contracted through competitive commissioning with community or voluntary sector providers. The organisations supported include specialist organisation such as Different Strokes, and MIND, as well as others offering employability and confidence building learning for women (JAN Trust) or unemployed residents. Much of our sub-contracted provision delivered in partnership does not carry fees, ensuring access and participation for residents in deprived areas.

Stage 7 - Consultation and follow up data from actions set above

Data Source (include link where published)	What does this data include?
<p>Consultation with learners is through regular 'learner voice' activity through the year. We will continue to include in our dialogue with learners questions about course fees. We have student representation on our new Advisory Group and have introduced a new Class Rep system to improve dialogue with learners,</p>	

Stage 9 - Equality Impact Assessment Review Log

Review approved by Director / Assistant Director	<input type="text"/>	Date of review	<input type="text"/>
Review approved by Director / Assistant Director	<input type="text"/>	Date of review	<input type="text"/>

Stage 10 – Publication

Ensure the completed EqIA is published in accordance with the Council’s policy.

EQUALITY IMPACT ASSESSMENT

The **Equality Act 2010** places a '**General Duty**' on all public bodies to have '**due regard**' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advancing equality of opportunity for those with 'protected characteristics' and those without them
- Fostering good relations between those with 'protected characteristics' and those without them.

In addition the Council complies with the Marriage (same sex couples) Act 2013.

Stage 1 – Screening

Please complete the equalities screening form. If screening identifies that your proposal is likely to impact on the Public Sector Equality Duty, please proceed to stage 2 and complete a full Equality Impact Assessment.

Stage 2 – Full Equality Impact Assessment

An Equality Impact Assessment provides evidence for meeting the Council's commitment to equality and the responsibilities under the Public Sector Equality Duty.

When an Equality Impact Assessment has been undertaken, it should be submitted as an attachment/appendix to the final decision making report. This is so the decision maker (e.g. Cabinet, Committee, senior leader) can use the EqIA to help inform their final decision. The EqIA once submitted will become a public document, published alongside the minutes and record of the decision.

Please read the council's Equality Impact Assessment guidance before beginning the EIA process.

1. Responsibility for the Equality Impact Assessment

Name of proposal	Waste fees and charges 2017/2018
Service area	Waste management
Officer completing assessment	Charlotte Levey/Tom Hemming
Equalities/ HR Advisor	Otis Williams
Cabinet meeting date (if applicable)	14 th February 2017
Director/Assistant Director	Stephen McDonnell

2. Summary of the proposal and its relevance to the equality duty

Please outline in no more than 3 paragraphs

- *The proposal which is being assessed*
- *The key stakeholders who may be affected by the policy or proposal*
- *Its relevance to the Public Sector equality duty and the protected groups*

The proposal set out the level of fees and charges for 2017/18 for waste management within Commercial and Operations, including charges to businesses who request a Trade Waste service from the council (businesses have the ability to source any licensed provider), charges for container hire arrangements for the managing agents of blocks of flats; and Fixed Penalty Notices which are charged in accordance with Government guidelines and could apply to any resident.

It is proposed that charges for trade residual waste are kept at a standstill based on knowledge of market conditions. Charges for recycling collections are increased for businesses. Charges for residual waste bin hire are increased for managing agents and it is proposed that charges for recycling bin hire are introduced. Charging levels for Fixed Penalty Notices are maintained at 16/17 levels.

The charges and changes to them have no differential effect on protected groups, and all changes will also be applied universally.

3. What data will you use to inform your assessment of the impact of the proposal on protected groups of service users and/or staff?

Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis. This could include, for example, data on the Council's workforce, equalities profile of service users, recent surveys, research, results of relevant consultations, Haringey Borough Profile, Haringey Joint Strategic Needs Assessment and any other sources of relevant information, local, regional or national.

Further information on data sources is contained within accompanying EqIA guidance.(part 8)

Protected group	Service users	Staff
Sex	<i>No data is available on the sex of current service users.</i>	N/A
Gender Reassignment	<i>No data is available on the gender reassignment of current service users.</i>	N/A
Age	<i>No data is available on the age of current service users.</i>	N/A

Disability	<i>No data is available on the disabilities of current service users.</i>	N/A
Race & Ethnicity	<i>No data is available on the race and ethnicity of current service users.</i>	N/A
Sexual Orientation	<i>No data is available on the sexual orientation of current service users.</i>	N/A
Religion or Belief (or No Belief)	<i>No data is available on the religion or belief of current service users.</i>	N/A
Pregnancy & Maternity	<i>No data is available on the pregnancy/ maternity of current service users.</i>	N/A
Marriage and Civil Partnership	<i>No data is available on the marriage and civil partnership status of current service users.</i>	N/A

If there are any gaps in the data for particular groups or no data is available, please explain how you will address this gap

The charges for commercial collections have been proposed after taking into consideration the charges being made by other commercial providers. There is no change proposed to Fixed Penalty Notices and they remain within the statutory range allowed. The Service will continue to monitor the effect of the increases in Trade Waste charges by analysing the effect on market share and compliance of traders. The charges proposed have been designed not to discriminate against any group.

4. a) How will consultation and/or engagement inform your assessment of the impact of the proposal on protected groups of residents, service users and/or staff?

Please provide a brief outline of:

- How you intend to consult with those affected by your proposal including those that share the protected characteristics*

Further information on consultation is contained within accompanying EqlA guidance (part 9)

Most of the fees and charges are existing and therefore require no consultation. Members have been consulted on the introduction of charging for recycling bin hire and the proposal has been made public and open to public comment as part of the council's proposed savings package (Cabinet, December 2016).

4. b) Outline the key findings of your consultation / engagement activities once completed, particularly in terms of how this relates to groups that share the protected characteristics

Explain how will the consultation's findings will shape and inform your proposal and the decision making process, and any modifications made?

Not Applicable

5. What is the likely impact of the proposal on groups of service users and/or staff that share the protected characteristics?

Please explain the likely differential impact on each of the 9 equality strands, whether positive or negative. Where it is anticipated there will be no impact from the proposal, please outline the evidence that supports this conclusion.

Further information on assessing impact on different groups is contained within accompanying EqIA guidance (part 10)

- 1. Sex** - No data is available – where charges are increasing this will apply equally to all businesses. In the case of managing agents, the additional charge may be passed on to tenants but it is deemed a small enough increase that, split between households, it will be very limited (less than £20 per household per annum).
- 2. Gender reassignment** - No data available – as above.
- 3. Age** - No data available – as above.
- 4. Disability** - No data available – as above.
- 5. Race and ethnicity** - No data available – as above.
- 6. Sexual orientation** - No data available – as above.
- 7. Religion or belief (or no belief)** - No data available – as above.
- 8. Pregnancy and maternity** - No data available – as above.
- 9. Marriage and Civil Partnership** - No data available – as above.
- 10. Groups that cross two or more equality strands e.g. young black women** - No data available – as above.

Outline the overall impact of the policy for the Public Sector Equality Duty:

- Could the proposal result in any direct/indirect discrimination for any group that shares the protected characteristics?
- Will the proposal help to advance equality of opportunity between groups who share a protected characteristic and those who do not?
- Will the proposal help to foster good relations between groups who share a protected characteristic and those who do not?

The increase in charges has been designed not to have an impact on any protected group and applies to businesses. The increase will apply to all businesses with a trade waste contract with Veolia, and as such means that the service is provided in the same way to all groups, whether protected or not.

The charges to managing agents will apply borough-wide, and as such is the same for all groups, whether protected or not.

The level of fines proposed for Fixed Penalty Notices has not changed from the last financial year and remains within the statutory guidance.

6. a) What changes if any do you plan to make to your proposal as a result of the equality impact assessment?

Further information on responding to identified impacts is contained within accompanying EqIA guidance (part 11)

Outcome	Y/N
No major change: the EIA demonstrates the policy is robust and there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.	Y
Adjust the policy: the EIA identifies potential problems or missed opportunities. Adjust the policy to remove barriers or better promote equality. Clearly <u>set out below</u> the key adjustments you plan to make to the policy.	N
Continue the policy: the EIA identifies the potential for adverse impact or missed opportunities to promote equality. Clearly <u>set out below</u> the justifications for continuing with it. For the most important relevant policies, compelling reasons will be needed.	N
Stop and remove the policy: the policy shows actual or potential unlawful discrimination. It must be stopped and removed or changed.	N

6 b) Summarise the specific actions you plan to take to remove or mitigate any actual or potential negative impact and to further the aims of the Equality Duty

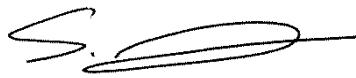
Impact	Action	Lead officer	Timescale
N/A			

6 c) Summarise the measures you intend to put in place to monitor the equalities impact of the proposal as it is implemented:

The Service will continue to monitor the effect of Trade Waste charges by analysing the effect on market share and compliance of traders.

7. Authorisation

EIA approved by



(Assistant Director/ Director)

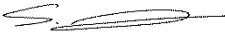
Date 3rd February 2017

8. Publication

Please ensure the completed EIA is published in accordance with the Council's policy.

Equality Impact Assessment Screening Tool

1 Lead officer contact details: Simon Farrow, Interim Head of Direct Services, simon.farrow@haringey.gov.uk ext 3639

2 Date: 30 January 2017  3rd February 2017

3 Summary of the proposal: Increase in Parks Fees and Charges for activities including allotments, sponsorship, sports pitches, regular bookings, car parking and schools sports.

Response to Screening Questions	Yes	No	Please explain your answer.
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a) Type of proposal

4.	Is this a new proposal or a significant change to the policy or service, including commissioned service?		No	<p>These are not new charges and in the majority of cases are being raised by a small percentage.</p> <p>For activities such as allotments, sport pitches, regular bookings and schools sports there are comprehensive concessionary schemes in place that ensure there is equality of access for groups based on age and disability where a charge may have been a barrier.</p>
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5.	Does the proposal remove, reduce or alter a service or policy?		No	
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6.	Will there be a restructure or significant changes in staffing arrangements? Please see the restructure pages for guidance for restructure EqlAs .		No	
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7.	If the service or policy is not changing, has there been any known equality issues or concerns with current provision. For example, cases of discrimination or failed to tackle inequalities in outcomes in the past?		No	<p>Previous involvement with service users has shown that access to allotment facilities or sports facilities could be affected if the concessionary schemes were not in place. There is no plan to alter the concessions that are currently in place.</p>
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b) Known inequalities				
8.	Could the proposal disproportionately impact on any particular communities, disadvantaged or vulnerable residents?		No	As above there is a comprehensive concession system in place. Where car parking is involved, disabled bays are provided for parking.
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	The comprehensive concession system is in place and the concessions offered can encourage more physical activity to take place.
11	If you have answered yes to at least one question in both sections a) and b), Please complete an EqlA.		No	The service currently is effective in tackling inequalities and it is not changing and therefore a full EqlA is not required.

Equalities Impact Assessments Screening Tool Guidance

Equalities Impact Assessments Screening Tool Guidance				
1	Summary: Increase in Parks Events Fees and Charges for community and commercial events in Parks.			
2	Lead Officer contact details: <u>Simon Farrow</u> , Interim Head of Direct Services, <u>simon.farrow@haringey.gov.uk</u> ext 3639			
3	Date: 24/01/17			
	Response to Screening Questions	Yes	No	Please explain your answer. If answering Yes but after consideration a full EqIA is not necessary please provide a detailed explanation for NOT undertaking a full EqIA
4	Could the proposed policy/project/function/staff restructuring/major development/planning application or the way it is carried out have an adverse impact on any of the key equalities protected characteristics age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation? Or relationships between any equalities groups?		No	These are not new charges and flow from the Outdoor Events Policy which was approved in 2014. The policy was amended in its development to ensure that there is no adverse affect on any of the protected characteristics. Community groups connected with the parks are offered free access to the park. Other community groups have access to a small grants scheme to assist them with the cost of putting on their event.
5	Is there any indication or evidence (including from consultation with relevant groups) that different groups have or will have different needs, experiences, issues and priorities in relation to the particular policy/project/function/major development/planning application? Or		No	

	do you need more information?			
6	If there is or will be an adverse impact, could it be reduced by taking particular measures?		No	
7	By taking particular measures could a positive impact results?		No	
8	As a result of this screening is a full EqIA necessary?		No	

Equalities Impact Assessments Screening Tool Guidance

<p>Summary: Increase in Parks Events Fees and Charges for community and commercial events in Parks.</p>				
1	<p>Lead Officer contact details: <u>Simon Farrow</u>, Interim Head of Direct Services, simon.farrow@haringey.gov.uk ext 3639</p>			
3	<p>Date: 24/01/17</p>			
	Response to Screening Questions	Yes	No	Please explain your answer. If answering Yes but after consideration a full EqIA is not necessary please provide a detailed explanation for NOT undertaking a full EqIA
4	<p>Could the proposed policy/project/function/staff restructuring/major development/ planning application or the way it is carried out have an adverse impact on any of the key equalities protected characteristics age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation? Or relationships between any equalities groups?</p>		No	<p>These are not new charges and flow from the Outdoor Events Policy which was approved in 2014. The policy was amended in its development to ensure that there is no adverse affect on any of the protected characteristics.</p> <p>Community groups connected with the parks are offered free access to the park. Other community groups have access to a small grants scheme to assist them with the cost of putting on their event.</p>
5	<p>Is there any indication or evidence (including from consultation with relevant groups) that different groups have or will have different needs, experiences, issues and priorities in relation to the particular policy/project/function/major development/planning application? Or</p>		No	

	do you need more information?			
6	If there is or will be an adverse impact, could it be reduced by taking particular measures?		No	
7	By taking particular measures could a positive impact results?		No	
8	As a result of this screening is a full EqIA necessary?		No	

EQUALITY IMPACT ASSESSMENT

The **Equality Act 2010** places a '**General Duty**' on all public bodies to have '**due regard**' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advancing equality of opportunity for those with 'protected characteristics' and those without them
- Fostering good relations between those with 'protected characteristics' and those without them.

In addition the Council complies with the Marriage (same sex couples) Act 2013.

Stage 1 – Screening

Please complete the equalities screening form. If screening identifies that your proposal is likely to impact on the Public Sector Equality Duty, please proceed to stage 2 and complete a full Equality Impact Assessment.

Stage 2 – Full Equality Impact Assessment

An Equality Impact Assessment provides evidence for meeting the Council's commitment to equality and the responsibilities under the Public Sector Equality Duty.

When an Equality Impact Assessment has been undertaken, it should be submitted as an attachment/appendix to the final decision making report. This is so the decision maker (e.g. Cabinet, Committee, senior leader) can use the EqIA to help inform their final decision. The EqIA once submitted will become a public document, published alongside the minutes and record of the decision.

Please read the council's Equality Impact Assessment guidance before beginning the EIA process.

1. Responsibility for the Equality Impact Assessment

Name of proposal	Registrars Fee Review 2017 / 18
Service area	Registrars
Officer completing assessment	Paul Oram
Equalities/ HR Advisor	Julie Amory
Cabinet meeting date (if applicable)	14 th February 2017
Director/Assistant Director	Bernie Ryan

2. Summary of the proposal and its relevance to the equality duty

Please outline in no more than 3 paragraphs

- The proposal which is being assessed
- The key stakeholders who may be affected by the policy or proposal
- Its relevance to the Public Sector equality duty and the protected groups

Review fees for the Haringey Registration and Citizenship Service (Register Office). Some fees will be increased to bring them into line with fees charged at neighbouring boroughs. A number of fees will be reduced to increase access to services, including the fee to licence venues for marriages and civil partnerships. The fees structure aims to be fair and proportionate and deliver a sustainable service. The fees set reflect the diversity of actual and possible future demands on the services.

The Register Office serves a diverse range of customers consisting of both Haringey residents and people that live outside the borough, changes to the fees does not impact negatively or positively on any protected characteristics.

3. What data will you use to inform your assessment of the impact of the proposal on protected groups of service users and/or staff?

Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis. This could include, for example, data on the Council's workforce, equalities profile of service users, recent surveys, research, results of relevant consultations, Haringey Borough Profile, Haringey Joint Strategic Needs Assessment and any other sources of relevant information, local, regional or national.

Further information on data sources is contained within accompanying EqIA guidance. (part 8)

Protected group	Service users	Staff
Sex	EqIA Profile on the website Age, gender, ethnicity, disability information – for the Council and the Borough	Haringey HR data
Gender Reassignment	No currently available	Local knowledge
Age	EqIA Profile on the website Age, gender, ethnicity, disability information – for the Council and the Borough	Haringey HR data
Disability	EqIA Profile on the website Age, gender, ethnicity, disability information – for the Council and the Borough	Haringey HR data
Race & Ethnicity	EqIA Profile on the website Age, gender, ethnicity, disability information – for the Council and	Haringey HR data

	the Borough	
Sexual Orientation	No currently available	Local knowledge
Religion or Belief (or No Belief)	No currently available	Local knowledge
Pregnancy & Maternity	No currently available	Local knowledge
Marriage and Civil Partnership	No currently available	Local knowledge

If there are any gaps in the data for particular groups or no data is available, please explain how you will address this gap

There are some protected characteristics for which the data has not been collected and therefore it is not available. The changes to fees and charges for the service does not affect any group of protected characteristics.

4. a) How will consultation and/or engagement inform your assessment of the impact of the proposal on protected groups of residents, service users and/or staff?

Please provide a brief outline of:

- How you intend to consult with those affected by your proposal including those that share the protected characteristics

Further information on consultation is contained within accompanying EqIA guidance (part 9)

The proposed changes to fees and charges will impact on everyone equally, regardless of protected group. Therefore no formal consultation will be carried out.

4. b) Outline the key findings of your consultation / engagement activities once completed, particularly in terms of how this relates to groups that share the protected characteristics

Explain how will the consultation's findings will shape and inform your proposal and the decision making process, and any modifications made?

Not Applicable

5. What is the likely impact of the proposal on groups of service users and/or staff that share the protected characteristics?

Please explain the likely differential impact on each of the 9 equality strands, whether positive or negative. Where it is anticipated there will be no impact from the proposal, please outline the evidence that supports this conclusion.

Further information on assessing impact on different groups is contained within accompanying EqIA guidance (part 10)

1. Sex - The proposed changes to fees and charges will impact on everyone equally, regardless of sex.

2. Gender reassignment - The proposed changes to fees and charges will impact on everyone equally, regardless of gender reassignment.

3. Age - The proposed changes to fees and charges will impact on everyone equally, regardless of age.

4. Disability - The proposed changes to fees and charges will impact on everyone equally, regardless of disability.

5. Race and ethnicity - The proposed changes to fees and charges will impact on everyone equally, regardless of race and ethnicity.

6. Sexual orientation - The proposed changes to fees and charges will impact on everyone equally, regardless of sexual orientation.

7. Religion or belief (or no belief) - The proposed changes to fees and charges will impact on everyone equally, regardless of religion and belief (or no belief).

8. Pregnancy and maternity - The proposed changes to fees and charges will impact on everyone equally, regardless of pregnancy and maternity status.

9. Marriage and Civil Partnership - The proposed changes to fees and charges will impact on everyone equally, regardless of marriage or civil partnership status.

10. Groups that cross two or more equality strands e.g. young black women - The proposed changes to fees and charges will impact on everyone equally, regardless of any protected characteristics.

Outline the overall impact of the policy for the Public Sector Equality Duty:

- Could the proposal result in any direct/indirect discrimination for any group that shares the protected characteristics?
- Will the proposal help to advance equality of opportunity between groups who share a protected characteristic and those who do not?
- Will the proposal help to foster good relations between groups who share a protected characteristic and those who do not?

The proposed changes to fees and charges will impact on everyone equally, regardless of whether a person has protected characteristics or not.

6. a) What changes if any do you plan to make to your proposal as a result of the equality impact assessment?

Further information on responding to identified impacts is contained within accompanying EqIA guidance (part 11)

Outcome	Y/N
No major change: the EIA demonstrates the policy is robust and there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.	Y
Adjust the policy: the EIA identifies potential problems or missed opportunities. Adjust the policy to remove barriers or better promote equality. Clearly <u>set out below</u> the key adjustments you plan to make to the policy.	N
Continue the policy: the EIA identifies the potential for adverse impact or missed opportunities to promote equality. Clearly <u>set out below</u> the justifications for continuing with it. For the most important relevant policies, compelling reasons will be needed.	N
Stop and remove the policy: the policy shows actual or potential unlawful discrimination. It must be stopped and removed or changed.	N

6 b) Summarise the specific actions you plan to take to remove or mitigate any actual or potential negative impact and to further the aims of the Equality Duty

Impact	Action	Lead officer	Timescale
N/A			

6 c) Summarise the measures you intend to put in place to monitor the equalities impact of the proposal as it is implemented:

The Service will continue to monitor the use of the service by different service users.

7. Authorisation	
EIA approved by <u>Bernie Rfor</u> (Assistant Director/ Director)	Date <u>3/2/2017</u>

8. Publication
<i>Please ensure the completed EIA is published in accordance with the Council's policy.</i>

DRAFT

EQUALITY IMPACT ASSESSMENT

The **Equality Act 2010** places a '**General Duty**' on all public bodies to have '**due regard**' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advancing equality of opportunity for those with 'protected characteristics' and those without them
- Fostering good relations between those with 'protected characteristics' and those without them.

In addition the Council complies with the Marriage (same sex couples) Act 2013.

Stage 1 – Screening

Please complete the equalities screening form [\[LINK\]](#). If screening identifies that your proposal is likely to impact on the Public Sector Equality Duty, please proceed to stage 2 and complete a full Equality Impact Assessment.

Stage 2 – Full Equality Impact Assessment

An Equality Impact Assessment provides evidence for meeting the Council's commitment to equality and the responsibilities under the Public Sector Equality Duty.

When an Equality Impact Assessment has been undertaken, it should be submitted as an attachment/appendix to the final decision making report. This is so the decision maker (e.g. Cabinet, Committee, senior leader) can use the EqIA to help inform their final decision. The EqIA once submitted will become a public document, published alongside the minutes and record of the decision.

Please read the council's Equality Impact Assessment guidance before beginning the EIA process.

1. Responsibility for the Equality Impact Assessment

Name of proposal	Fees increases
Service area	Regulatory Services
Officer completing assessment	G Douglas
Equalities/ HR Advisor	Paul Green
Cabinet meeting date (if applicable)	
Director/Assistant Director	Stephen McDonnell

2. Summary of the proposal and its relevance to the equality duty

Please outline in no more than 3 paragraphs

- *The proposal which is being assessed*
- *The key stakeholders who may be affected by the policy or proposal*
- *Its relevance to the Public Sector equality duty and the protected groups*

Regulatory Services cover a range of enforcement and Licensing services including Trading Standards, Pollution Control, Licensing (The Licensing Act 2003, Gambling Act 2005) London Local Authorities Act, Food Safety, Mortuary Services and Pest Control. Most fees are permissible by Acts of parliament. Some are fixed which cannot be varied and some must be in a range up to a maximum. The two main discretionary services relates to pest control and food hygiene training that have public health benefits.

The proposal is to increase pest control charges in general to be competitive with the market. This includes an increase in the current concession rates from 35% of the maximum cost to a 50% of the maximum cost. This is a 50% reduction and goes some way to cover marginal costs only and reflects an overall positive impact on lower income groups on means test benefits.

It is possible that there will be indirect risk of adverse impact through the increase in fees and charges to those with protected characteristics. This is because evidence shows that these groups are disproportionately represented in lower income groups and so are less able to afford increased fees. It is likely that women, disabled people and some ethnic groups are disproportionately represented within these lower income group. The concession rate acts as a way to mitigate this as concessions are given to lower income groups on means tested benefits.

The scoping exercise showed that the proposed concession rate is considerable lower than the average offered by Neighbouring boroughs. Findings showed that costs that many neighbouring boroughs either do not have concessions in pest control or have a higher charge.

Other regulatory increases in the Mortuary (defence PM), health education training, and contaminated land search fees have been screened. These changes will have a low impact overall and are not expected to have a disproportionate impact on any protected groups. A full EqIA is therefore not required in relation to these changes. Defence PM and Training are discretionary services and can be obtained elsewhere if required.

3. What data will you use to inform your assessment of the impact of the proposal on protected groups of service users and/or staff?

Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis. This could include, for example, data on the Council's workforce, equalities profile of service users, recent surveys, research, results of relevant consultations, Haringey Borough Profile, Haringey Joint Strategic Needs Assessment and any other sources of relevant information, local, regional or national.

Further information on data sources is contained within accompanying EqIA guidance. (part 8)

Protected group	Service users	Staff
Sex	<i>EqIA Profile on Harinet</i>	<i>n/a</i>
Gender Reassignment	<i>EqIA Profile on Harinet</i>	<i>n/a</i>
Age	<i>EqIA Profile on Harinet</i>	<i>n/a</i>
Disability	<i>EqIA Profile on Harinet</i>	<i>n/a</i>
Race & Ethnicity	<i>EqIA Profile on Harinet</i>	<i>n/a</i>
Sexual Orientation	<i>EqIA Profile on Harinet</i>	<i>n/a</i>
Religion or Belief (or No Belief)	<i>EqIA Profile on Harinet</i>	<i>n/a</i>
Pregnancy & Maternity	<i>EqIA Profile on Harinet</i>	<i>n/a</i>
Marriage and Civil Partnership	<i>EqIA Profile on Harinet</i>	<i>n/a</i>

If there are any gaps in the data for particular groups or no data is available, please explain how you will address this gap

4. a) How will consultation and/or engagement inform your assessment of the impact of the proposal on protected groups of residents, service users and/or staff?

Please provide a brief outline of:

- *How you intend to consult with those affected by your proposal including those that share the protected characteristics*

Further information on consultation is contained within accompanying EqlA guidance (part 9)

No consultation undertaken. We have used information was gathered from existing costs, charges and concessions rates across boroughs via the internet to compare.

4. b) Outline the key findings of your consultation / engagement activities once completed, particularly in terms of how this relates to groups that share the protected characteristics

Explain how will the consultation's findings will shape and inform your proposal and the decision making process, and any modifications made?

N/A as no consultation was undertaken.

5. What is the likely impact of the proposal on groups of service users and/or staff that share the protected characteristics?

Please explain the likely differential impact on each of the 9 equality strands, whether positive or negative. Where it is anticipated there will be no impact from the proposal, please outline the evidence that supports this conclusion.

Further information on assessing impact on different groups is contained within accompanying EqIA guidance (part 10)

1. Sex None see comments at Stage 2

2. Gender reassignment None see comments at Stage 2

3. Age None see comments at Stage 2

4. Disability None see comments at Stage 2

5. Race and ethnicity None see comments at Stage 2

6. Sexual orientation None see comments at Stage 2

7. Religion or belief (or no belief) None see comments at Stage 2

8. Pregnancy and maternity None see comments at Stage 2

9. Marriage and Civil Partnership None see comments at Stage 2

10. Groups that cross two or more equality strands e.g. young black women None see comments at Stage 2

Outline the overall impact of the policy for the Public Sector Equality Duty:

- Could the proposal result in any direct/indirect discrimination for any group that shares the protected characteristics?
- Will the proposal help to advance equality of opportunity between groups who share a protected characteristic and those who do not?
- Will the proposal help to foster good relations between groups who share a protected characteristic and those who do not?

Overall the impacts is considered to be universal and none to protected characteristics and any risk are mitigated by the continued use of concessions rates

6. a) What changes if any do you plan to make to your proposal as a result of the equality impact assessment?

Further information on responding to identified impacts is contained within accompanying EqIA guidance (part 11)

Outcome	Y/N
No major change: the EIA demonstrates the policy is robust and there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.	Y
Adjust the policy: the EIA identifies potential problems or missed opportunities. Adjust the policy to remove barriers or better promote equality. Clearly <u>set out below</u> the key adjustments you plan to make to the policy.	N
Continue the policy: the EIA identifies the potential for adverse impact or missed opportunities to promote equality. Clearly <u>set out below</u> the justifications for continuing with it. For the most important relevant policies, compelling reasons will be needed.	N
Stop and remove the policy: the policy shows actual or potential unlawful discrimination. It must be stopped and removed or changed.	N

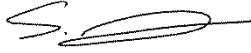
6 b) Summarise the specific actions you plan to take to remove or mitigate any actual or potential negative impact and to further the aims of the Equality Duty

Impact	Action	Lead officer	Timescale

6 c) Summarise the measures you intend to put in place to monitor the equalities impact of the proposal as it is implemented:

Monthly performance information tracks the numbers and type of treatment and the number of concessions treatments carry out. Any trends can be detected and monitored

7. Authorisation

EIA approved by  (Assistant Director/ Director)	Date .6 th February 2017.
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8. Publication

Please ensure the completed EIA is published in accordance with the Council's policy.

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Equality Impact Assessment Screening Tool				
1	Lead officer contact details: Bob McIver			
2	Date: 29.01.2017			
3	Summary of the proposal: The Building Control Service must comply with legislation and good practice in respect of the collection fees and charges.			
	Response to Screening Questions	Yes	No	Please explain your answer.
a) Type of proposal				
4.	Is this a new proposal or a significant change to the policy or service, including commissioned service?		X	
5.	Does the proposal remove, reduce or alter a service or policy?		X	
6.	Has there been significant change in staffing arrangements (i.e. more than 20 staff members)?		X	
7.	If the service or policy is not changing, has there been any known equality issues or concerns with current provision. For example, cases of discrimination or failed to tackle inequalities in outcomes in the past?		X	
b) Known inequalities				
8.	Could the proposal disproportionately impact on any particular communities, disadvantaged or vulnerable residents?		X	
9.	Is the service targeted towards particular disadvantaged or vulnerable residents? 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		X	

	inequalities, such as encouraging men to take up substance misuse services.			
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.		X	
11	If you have answered yes to at least one question in both sections a) and b), Please complete an EqIA.		X	