

Equality Impact Assessment (EqIA) form: Initial impact assessment

If an officer is undertaking a project, policy change or service change, then an initial impact assessment must be completed and attached alongside the Project initiation document.

EqIA Titular information:

Date:	5/11/2020
Service:	Sport & Leisure/Arts & Culture
Project, policy or service EQIA relates to:	Sport & Leisure/Arts & Culture New and Significantly increased charges
Completed by:	Joe Howorth, Anna Wijkman
Has the EQIA been discussed at services team meeting:	YES
Signed off by:	Beverley Thompson
Sign off date:	11/11/20

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1. Policy, Project or service information:

This section should be used to identify the main purpose of the project, policy or service change, the method of delivery, including who key stakeholders are, main beneficiaries and any associated aims.

What is the purpose of the project, policy change or service change , its expected outcomes and how does it relate to your services corporate plan:
Increase to existing fees in the income generation programme set above inflation at around 10-30% alongside benchmarking for similar and comparative programmes.
New charges introduced for new programmes within the Sport & Leisure and Arts & Culture departments. (see report for detailed information)
Increases of RPI % of ~1.6% for Sport & Leisure prevention programmes, pitch hire and dementia & disability programmes. These are only by inflation due to the nature of these groups.

Outline how you are delivering your project, policy change or service change. What governance arrangements are in place, which internal stakeholders (Service managers, Assistant Directors, Members etc) have/will be consulted and informed about the project or changes:

Proposed changes above inflation are benchmarked alongside similar or comparative programmes at other local Borough levels & private sector. Other increases in charges are at inflation or rounded figures. New charges introduced to increase offering of activity opportunities and cultural workshop and events across the borough.

Increased and new charges have been discussed with service managers, chief executive and our lead members.

Outline who are the main beneficiaries of the Project, policy change or service change?

A greater offering and variety in programmes reaching more residents of the borough, all ages and abilities, and genders.

Programmes have online and in-person systems to increase the reach of our programmes and to become COVID relevant for the future.

Increased charges brought alongside benchmarked programmes.

Outline any associated aims attached to the project, policy change or service change:

Increase online formats of our programmes and booking systems for ease of use and increased attendances, and those will have provisions for residents who have no IT access.

Allow the use of online bookings systems to follow COVID-safe guidelines.

2. Protected characteristics:

There are 9 protected characteristics as defined by the legislation:

- Race
- Gender
- Disability
- Gender re-assignment

- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership:

To find out more about the protected groups, please consult the EQIA guidance.

3. Initial Impact review:

In the table below, please indicate whether your project, Policy change or service change will have a positive or negative impact on one of the protected characteristics. To assess the level of impact, please assign each group a Positive, No, Low or High impact score:

For information on how to define No, low or high impact, please consult the EQIA guidance document.

If your project is to have a positive impact on one of the protected groups, please outline this in the table below.

For details on what constitutes a positive impact, please consult the EQIA guidance.

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Protected characteristics	Impact score	Please detail what impact will be felt by the protected group:
Race:	NONE	
Gender:	NONE	
Disabilities:	NONE	
Age:	NONE	
Sexual orientation:	NONE	
Religion/belief:	NONE	

Gender re-assignment:	NONE	
Pregnancy and Maternity:	NONE	
Marriage and civil partnership:	NONE	

Based on your findings from your initial impact assessment, you must complete a full impact assessment for any groups you have identified as having a low of high negative impact. If No impact, or a positive impact has been identified, you do not need to complete a full assessment. However, you must report on this initial assessment and it must receive formal approval from the Assistant Director responsible for the project, policy or service change.

Initial impact assessment approved by.... Beverley Thompson

Date:....11/11/20

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EqIA Titular information:

Date:	10 November 2020
Service:	Development Management and Enforcement
Project, policy or service EQIA relates to:	Planning Advice Charges Increase
Completed by:	Marcia Head
Has the EQIA been discussed at services team meeting:	Yes
Signed off by:	Clare Lawrence
Sign off date:	10/11/20

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1. Policy, Project or service information:

This section should be used to identify the main purpose of the project, policy or service change, the method of delivery, including who key stakeholders are, main beneficiaries and any associated aims.

What is the purpose of the project, policy change or service change , its expected outcomes and how does it relate to your services corporate plan:

Increase to planning advice charges and restructure to make them more aligned to the way national planning application fees are calculated to make them easier for customers and staff to calculate. Increase above inflation rate to recover more cost. Developers pay.

For information, there is no proposed change in the fee for householder planning advice for residents.

Outline how you are delivering your project, policy change or service change. What governance arrangements are in place, which internal stakeholders (Service managers, Assistant Directors, Members etc) have/will be consulted and informed about the project or changes:

Proposed charges are above inflation and still less than the national planning application fees. The increases were discussed and agreed at Place and Growth leadership team meeting on 9 September 2020. These will be communicated as part of the corporate fees and charges comms process.

Outline who are the main beneficiaries of the Project, policy change or service change?

Developers prefer clearer charging structure based on national application fees with which they are familiar.

Outline any associated aims attached to the project, policy change or service change:

Simplified charging schedule will enable developers to pay the correct fee and not have to wait for guidance of the fee from staff. This will speed up the validation of applications for planning advice.

2. Protected characteristics:

There are 9 protected characteristics as defined by the legislation:

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- Pregnancy/Maternity

- Marriage and civil partnership:

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Protected characteristics	Impact score	Please detail what impact will be felt by the protected group:
Race:	None	
Gender:	None	
Disabilities:	None	
Age:	None	
Sexual orientation:	None	
Religion/belief:	None	
Gender re-assignment:	None	
Pregnancy and Maternity:	None	

Marriage and civil partnership:	None	
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Initial impact assessment approved by....Clare Lawrence

Date:....10/10/20

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EqIA Titular information:

Date:	06.11.20
Service:	Place and Growth – Highways & Transport, Transport, Drainage and Compliance
Project, policy or service EQIA relates to:	Fees and Charges
Completed by:	Judy Kelly
Has the EQIA been discussed at services team meeting:	Yes
Signed off by:	Matthew Gould
Sign off date:	12 November 2020

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1. Policy, Project or service information:

This section should be used to identify the main purpose of the project, policy or service change, the method of delivery, including who key stakeholders are, main beneficiaries and any associated aims.

What is the purpose of the project, policy change or service change , its expected outcomes and how does it relate to your services corporate plan:

The Council’s Fees and Charges are due to go to Executive for approval in November 2020. As part of this process, we are required to complete an equality impact assessment. It is proposed that some of the fees and charges relating to the Highways and Transport & Transport, Drainage and Compliance service areas within the Place and Growth directorate will increase from December 2020, and a small number of new fees and charges will be introduced from December 2020.

Outline how you are delivering your project, policy change or service change. What governance arrangements are in place, which internal stakeholders (Service managers, Assistant Directors, Members ect) have/will be consulted and informed about the project or changes:

Senior Specialists for each Service area have reviewed the proposed fees and charges, with input from other specialists in their teams. These fees and charges have been approved by the Assistant Directors for both service areas. The fees and charges will be discussed at Executive for approval in November 2020.

Outline who are the main beneficiaries of the Project, policy change or service change?

The Council

Outline any associated aims attached to the project, policy change or service change:

Ensure that the fees and charges are suitably reviewed in line with inflation and that the council's ongoing costs in providing the service are covered.

2. Protected characteristics:

There are 9 protected characteristics as defined by the legislation:

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- Religious belief
- Sexual orientation

- Pregnancy/Maternity
- Marriage and civil partnership:

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For details on what constitutes a positive impact, please consult the EQIA guidance.

Protected characteristics	Impact score	Please detail what impact will be felt by the protected group:
Race:	No	
Gender:	No	
Disabilities:	No	
Age:	No	
Sexual orientation:	No	
Religion/belief:	No	
Gender re-assignment:	No	

Pregnancy and Maternity:	No	
Marriage and civil partnership:	No	

Based on your findings from your initial impact assessment, you must complete a full impact assessment for any groups you have identified as having a low of high negative impact. If No impact, or a positive impact has been identified, you do not need to complete a full assessment. However, you must report on this initial assessment and it must receive formal approval from the Assistant Director responsible for the project, policy or service change.

Initial impact assessment approved by Andy Glencross (AD for H&T)

Date: 12 Nov 2020

Equality Impact Assessment (EqIA) form: Initial impact assessment

If an officer is undertaking a project, policy change or service change, then an initial impact assessment must be completed and attached alongside the Project initiation document.

EqIA Titular information:

Date:	09/11/2020
Service:	Countryside Service
Project, policy or service EQIA relates to:	Place and Growth
Completed by:	Simon Bartlam
Has the EQIA been discussed at services team meeting:	Yes
Signed off by:	Richard Bisset
Sign off date:	12/11/20

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1. Policy, Project or service information:

This section should be used to identify the main purpose of the project, policy or service change, the method of delivery, including who key stakeholders are, main beneficiaries and any associated aims.

What is the purpose of the project, policy change or service change , its expected outcomes and how does it relate to your services corporate plan:

Existing Product Pricing Points New or Significantly Increased for 2021 Fees & Charges for Dinton Activity Centre

White Swan Specimen group , proposed fee increase 10% from £610 to £671

Investment into the Authorities fisheries over a number of years has created fisheries that are nationally well regarded. Long waiting lists are in place due to the high demand and additional funds raised would be re-invested into the management of the site and waters creating improvements in visitor experience, the Authorities reputation and future business opportunities.

This equalities impact assessment has determined that there is no impact of the rises

White Swan Winter ticket proposed fee increase 10% from £240 to £264

Investment into the Authorities fisheries over a number of years has created fisheries that are nationally well regarded. Long waiting lists are in place due to the high demand and additional funds raised would be re-invested into the management of the site and waters creating improvements in visitor experience, the Authorities reputation and future business opportunities.

This equalities impact assessment has determined that there is no impact of the rises

Black Swan Specimen Group proposed fee increase 10% from £610 to £671

Investment into the Authorities fisheries over a number of years has created fisheries that are nationally well regarded. Long waiting lists are in place due to the high demand and additional funds raised would be re-invested into the management of the site and waters creating improvements in visitor experience, the Authorities reputation and future business opportunities.

This equalities impact assessment has determined that there is no impact of the rises

Longmoor Lake Specimen group Proposed fee increase 10% from £220 to £242

Investment into the Authorities fisheries over a number of years has created fisheries that are nationally well regarded. Long waiting lists are in place due to the high demand and additional funds raised would be re-invested into the management of the site and waters creating improvements in visitor experience, the Authorities reputation and future business opportunities.

This equalities impact assessment has determined that there is no impact of the rises

Gold ticket fee increase proposed increase 10% from £1200 to £1320

Investment into the Authorities fisheries over a number of years has created fisheries that are nationally well regarded. Long waiting lists are in place due to the high demand and additional funds raised would be re-invested into the management of the site and waters creating improvements in visitor experience, the Authorities reputation and future business opportunities.

This equalities impact assessment has determined that there is no impact of the rises

Twyford Reserve group proposed fee increase 20% from £250 to £300

Investment into the Authorities fisheries over a number of years has created fisheries that are nationally well regarded. Long waiting lists are in place due to the high demand and additional funds raised would be re-invested into the management of the site and waters creating improvements in visitor experience, the Authorities reputation and future business opportunities.

This equalities impact assessment has determined that there is no impact of the rises

Guest ticket fee proposed fee increase 50% from £20 per 24 hours to £30 per 24 hours

Investment into the Authorities fisheries over a number of years has created fisheries that are nationally well regarded. Long waiting lists are in place due to the high demand and additional funds raised would be re-invested into the management of the site and waters creating improvements in visitor experience, the Authorities reputation and future business opportunities.

This equalities impact assessment has determined that there is no impact of the rises

Day season tickets proposed fee increase of 10% From £75 per rod to £82.50 per rod (Concession £55 per rod to £60.50)

Investment into the Authorities fisheries over a number of years has created fisheries that are nationally well regarded. Long waiting lists are in place due to the high demand and additional funds raised would be re-invested into the management of the site and waters creating improvements in visitor experience, the Authorities reputation and future business opportunities.

This equalities impact assessment has determined that there is no impact of the rises

Day ticket proposed fee increase 10% from £5 per rod per day to £5.50 per rod per day (Concession £3.00 per rod per day to £3.30 per rod per day)

Investment into the Authorities fisheries over a number of years has created fisheries that are nationally well regarded. Long waiting lists are in place due to the high demand and additional funds raised would be re-invested into the management of the site and water creating improvements in visitor experience, the Authorities reputation and future business opportunities.

This equalities impact assessment has determined that there is no impact of the rises

Outline how you are delivering your project, policy change or service change. What governance arrangements are in place, which internal stakeholders (Service managers, Assistant Directors, Members etc) have/will be consulted and informed about the project or changes:

A few of our existing products have been increased in price as a result of product demand and in response to benchmarking other organisations that sell the same products. It is important to be of a similar price as offering a significantly cheaper product can be associated by customers on browsing as the assumption that they might receive an inferior product or service. We don't price our products higher than our competitors but align them as far as possible.

Consultation has occurred with Assistant Director, Director and Executive Member

Outline who are the main beneficiaries of the Project, policy change or service change?

The countryside service is a non-statutory, self-funding service. The income from our two country parks fund the management of our other 26 countryside sites across the borough. Any additional income goes towards the maintenance of the facilities and new infrastructure and services for residents to enjoy. This year we are investing £2.4 million in a new activity centre building and £300k in a play area at California Country Park.

Outline any associated aims attached to the project, policy change or service change:

- Income generation to cover running costs of the activity centre and country parks and sites under its management
- Any income will be re-invested
- We often give back a proportion of additional income to assist other council departments

2. Protected characteristics:

There are 9 protected characteristics as defined by the legislation:

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership:

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3. Initial Impact review:

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If your project is to have a positive impact on one of the protected groups, please outline this in the table below.

For details on what constitutes a positive impact, please consult the EQIA guidance.

Protected characteristics	Impact score	Please detail what impact will be felt by the protected group:
Race:	No Impact	
Gender:	No Impact	
Disabilities:	Positive Impact	The Countryside Services offers 25% discount on Specimen Group ticket prices.
Age:	No Impact	
Sexual orientation:	No Impact	
Religion/belief:	No Impact	
Gender re-assignment:	No Impact	
Pregnancy and Maternity:	No Impact	
Marriage and civil partnership:	No Impact	

Based on your findings from your initial impact assessment, you must complete a full impact assessment for any groups you have identified as having a low of high negative impact. If No impact, or a positive impact has been identified, you do not need to complete a full assessment. However, you must report on this initial assessment and it must receive formal approval from the Assistant Director responsible for the project, policy or service change.

Initial impact assessment approved by: Richard Bisset

Date: 12/11/20

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EqIA information:

Date:	09/11/2020
Service:	Countryside Service
Project, policy or service EQIA relates to:	Place and Growth
Completed by:	Tanya Lee
Has the EQIA been discussed at services team meeting:	Yes
Signed off by:	Richard Bisset
Sign off date:	12/11/20

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1. Policy, Project or service information:

This section should be used to identify the main purpose of the project, policy or service change, the method of delivery, including who key stakeholders are, main beneficiaries and any associated aims.

What is the purpose of the project, policy change or service change , its expected outcomes and how does it relate to your services corporate plan:

Existing Product Pricing Points New or Significantly Increased for 2021 Fees & Charges for Dinton Activity Centre

Members Boat Storage (small and large boat park spaces) is proposed to increase by 29%

A review of prices has determined that for a small boat to be 'stored' at Dinton all year would equate to £1.40 per week which is significantly less than other local boat storage companies. The increase to £94.00 or £1.80 per week is still cheaper than other boat storage facilities which have been market tested to store their craft throughout the year.

Annual lake Access Passes (Adult and Family) is proposed to increase by 30%

The annual access to the lake allows an adult to turn up with their craft and use the water as many times as they wish throughout the year. At £64.00 or £1.23 per week this is extremely good value and is better than other locations in the area. The increase to £85 or £1.63 per week still represents very good value to enable access to the water. Part of this increase will be put towards the funding for the new Dinton Activity Centre which the business case is formulated on.

Archery Instructor Training is proposed to increase by 20%

This course is undertaken by the Governing Body Archery GB. Their prices have risen across the board and the finances are cost neutral. This year it is expected that the DAC will train up a member of staff to hold these classes which will allow greater flexibility and value for money going forwards.

Themed Guided Night Paddles are proposed to increase by approx. 45%

The increase is to allow for extra materials/infrastructure to improve the experience for users as per feedback received. We will still run the non-themed guided night paddles as a more affordable option for people.

Dinton Show / Christmas Fair – New Fees

Research undertaken with other events in the area to assess market prices and the fees were determined through this benchmarking process.

Room Hire Fees for the new Activity Centre Building – restructure of existing hall hire price and new fees added

2021 will see a new £2.4 million building with three rooms to hire: Activity Hall (now larger than the previous hall), classroom and meeting room. The existing old building does not offer a classroom or meeting room option. Pricing for these new rooms have been determined by dividing the existing price down per m² then multiplying it up by the new footprint areas (per room) then adding 15% to cover administration costs. Market research indicated that these proposed fees are lower than other local commercial hires, with a view to increase again in 2021/22.

Sporty Single Handed Dinghy Hire – New Fee

This is a new piece of equipment that has been purchased. The Sporty single handed dingy is slightly more expensive than the non-sporty version hence the additional hire cost.

Boat Hire – restructure of fees to accommodate online bookings

The Dinton Activity Centre has received significant feedback on this activity by users. This year, the cost was £7 per person and families of four people were paying £28 per pedalo which is very high for 30mins. Therefore the costs have been re-assessed for a charge of £16 per boat which is much fairer. The purchase per boat, rather than per person also allows us to put the boats / products purchasable online. This has been a covid secure move but has also been easier for both staff and customers. Customers can check availability before coming and can also book in advance online, using their phones or at reception for any remaining boats available on the day. Moving online reduces staff costs, which is why we can afford to amend the pricing structure to make hiring boats as a family or larger group more affordable.

Outline how you are delivering your project, policy change or service change. What governance arrangements are in place, which internal stakeholders (Service managers, Assistant Directors, Members ect) have/will be consulted and informed about the project or changes:

New products introduced have been researched and benchmarked where possible.

A few of our existing products have increased in price as a result of product demand and in response to benchmarking other organisations that sell the same products/services. It is important to be of a similar price as offering a significantly cheaper product can be associated by customers on browsing as the assumption that they might receive an inferior product or service. We do not price our products higher than our competitors but align them as far as possible.

Prices have been amended with the view that all products will be delivered in/at the new Dinton Activity Centre building which will have modern facilities, a much larger footprint, café, meeting and conference rooms along with a larger two story activity hall. The building will be fully inclusive with changing places facilities. This building is a £2.4 million project and will be the boroughs first carbon neutral building.

Consultation has occurred with Assistant Director, Director and Executive Member

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Outline who are the main beneficiaries of the Project, policy change or service change?

The countryside service is a non-statutory, self-funding service but is absolutely key in delivering physical and mental fitness for residents and visitors alike. The income from our two country parks fund the management of our other 26 countryside sites across the borough including the maintenance of the facilities and new infrastructure for residents to enjoy. This year we are investing £2.4 million in a new activity centre building and £300k in a play area at California Country Park. The levied fees for the DAC activities assists in paying for the new activity centre build project. New fees introduced and some price increases will help contribute towards this.

Outline any associated aims attached to the project, policy change or service change:

- Income generation to pay back the loan for the new activity centre building
- Income generation to fund the infrastructure investments within our country parks
- Income generation to cover running costs of the activity centre and country park
- Any income will be re-invested into the service
- We often give back a proportion of additional income to assist other Council departments
- New products help us increase the variety of outdoor sports and recreation on offer to the borough residents

2. Protected characteristics:

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- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership:

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Protected characteristics	Impact score	Please detail what impact will be felt by the protected group:
Race:	No Impact	
Gender:	No Impact	
Disabilities:	Positive Impact	The new Dinton Activity Centre building will be fully inclusive with a lift to the first floor, disabled bell at the café door, and a changing places facility. The existing building has no disabled access or facilities.
Age:	No Impact	
Sexual orientation:	No Impact	
Religion/belief:	No Impact	
Gender re-assignment:	No Impact	

Pregnancy and Maternity:	No Impact	
Marriage and civil partnership:	No Impact	

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Date: 12/11/2020