**NORTH WEST LEICESTERSHIRE EQUALITY ANALYSIS FORM**

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| **Title of the policy/procedure** | Corporate Fees & Charging Policy 2012-2015 |
| **Date** | 12th April 2012 |
| **Lead Officer** | Chhaya McDonald |
| **Who else is involved in undertaking this assessment? (names and details of organisation)** | Lee Mansfield |

**Step 1 – Overview of policy/ procedure being assessed**

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| **A. Outline: What is the purpose of this policy? (specify aims and objectives)** |
| The purpose of this policy is to:   * provide a framework for how, when and at what level the Council sets for charging for it’s services; * greater clarity to the process for setting service charges; * assist the Council in achieving its Corporate Objectives of providing Value for Money and developing Pride in the Community. |
| **B. What specific group(s) is the policy designed to affect/impact?** |
| Persons in receipt of an approved means tested benefit  People under the age of 16 years  Full time students  Registered carers  Senior citizens over state pensionable age  People with disabilities |
| **C. Which group(s) have been consulted as part of the creation or review of the policy? (List)** |
| Members of the Councils Corporate Leadership Team  Team Managers at the Council |

**Step 2 – What we already know and where there are gaps**

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| 1. **List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to ethnicity, religion, sexual orientation, disability, age, gender, transgender etc.**   **Data/information such as:**   * **Consultation** * **Previous Equality Impact Assessments** * **Demographic information** * **Anecdotal and other evidence** |
| Data sourced from the:  Defence Analytical Services and Advice (DASA),  Department of Works and Pension,  Leicestershire Statistics and Research Online (LSRO),  Office for National Statistics,  Neighbourhood Statistics and DirectGov was used to inform the policy.  The data used looked at the number of claimants in receipt of means tested benefits and who lived with the district.  The data used however, was not disaggregated according to ALL the various equality groupings.  The data sourced was matched against the demographic data (age and disability only) for the district and helped to determine the customer groupings entitled to receive concessions |
| 1. **What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (please list)** |
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**Step 3 – Do we need to seek the views of others? If so, who?**

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| 1. **In light of the answers you have given in step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.** |
| Changes to Fees / Charges:  The policy requires team managerswhere possible, to give a minimum of one month’s notice to customers before any new or revised charges are implemented.  Approval of Charging Policy:  A decision was made by CLT to undertake an internal consultation process with budget holders  **NOTE:** *consultation should include customers and community groups using a range of methods i.e. Listening Week, as part of the council’s budget setting process* |

**Step 4 – Assessing the impacts**

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|  | **In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative on the groups specified and provide an explanation for your decision. (please refer to the general duties on the front page)** | | |
|  | **Positive** | **Neutral** | **Adverse** |
| **Age** | 1. 22,500 based on June 2011 population estimates aged 60+ years; 2. 21,400 based on June 2011 population estimates 19 years and under |  |  |
| **Disability (physical, visual, hearing, learning disabilities, mental health)** | There are 4,290 and  2,010 residents (August 2010 and May 2011 figures respectively) who are in receipt of a Disability living and  Incapacity benefits who currently benefit from accessing council services through concessionary rates. |  |  |
| **Sex** |  | X |  |
| **Religion and Belief** |  | X |  |
| **Race** |  | X |  |
| **Sexual Orientation** |  | X |  |
| **Gender reassignment** |  | X |  |
| **Marriage and civil partnership** |  | X |  |
| **Carers** | It has been identified that based on May 2011 figures, 740 residents in the district are eligible for a carer’s allowance and would benefit from the introduction of this policy . |  |  |
| **Priority neighbourhoods** |  | X |  |
| **Other protected groups (pregnancy & maternity)** |  | X |  |
| **Other socially excluded groups (low literacy, socio-economic, rural communities, etc)** | 1. Based on August 2010 figures there were 2,230 claimants who were in receipt of Council Tax benefit and would benefit from the introduction of this policy; 2. Based on August 2010 figures, there were 1,790 claimants who were in receipt of Income Support and would benefit from the introduction of this policy; 3. Based on May 2011 figures there were 1,475 claimants who were in receipt of Job seekers allowance and who would benefit from the introduction of this policy; 4. Based on August 2008 figures, there were 2,760 claimants who were in receipt of Working Tax credit and who would benefit from the introduction of this policy. |  |  |
| **All** |  |  |  |

**Step 5 – Action Plan**

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| **Please include any identified concerns/actions/issues in this action plan:**  ***The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan*** | | | |
| **Question Number**  **(i.e Step 2B)** | **Key improvement activity** | **Responsible Officer** | **Target Completion Date** |
|  | To consider consulting with external customer groups prior to seeking approval of policy by Cabinet in February/March 2013 | Finance Team | February 2013 |
|  | To consult with external customer groups prior to seeking approval of proposed changes to fees and charges / budget by Cabinet in February/March 2013 | Finance Team | February 2013 |

Add additional lines as required

**Step 6 – Who needs to know about the outcomes of this assessment, the progress made and how will they be informed**

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|  | **Who needs to know**  (Please tick) | **How they will be informed**  (we have a legal duty to publish EIA’s) |
| **Employees** |  |  |
| **Customers** |  |  |
| **Partners and stakeholders** |  |  |
| **Others** |  |  |
| **To ensure ease of access, what other communication needs/concerns are there?** |  |  |

**Step 7 – Conclusion (to be completed and signed by the Head of Service)**

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| **Please delete as appropriate** |
| **I agree with this assessment and action plan** |
| **If *disagree*, state action/s required, reasons and details of who is to carry them out with timescales:** |
| **Signed (Head of Service):**  **JR signature** |
| **Date:** |

Once you have completed your EIA and it has been approved by your Head of Service please send to the Policy and Performance Officer