

Integrated Impact Assessment

Project Name	Fees & Charges
Ref	TP020
Project Manager	Ruth Colston
Project Sponsor	Monica Patterson

Version Control

Version Date	Version	Changed By	Reason for Change
19 th June 18	V0 01	Ruth Colston	
	V0 02		
	V0 03		

Distribution & Approval

The Project Document has been distributed to the stakeholders listed below.

Those with Sign-off responsibility have given formal approval to the document. All sign-offs must be evidenced.

Name	Role	Responsibility	Version	Date
Monica Patterson	Project Sponsor (Deputy Chief Executive)	Sign-off	V1	
Caroline Rodgers	Transformation Team Manager		V1	
Paolo Vestri	Service Manager Policy & Improvement		V1	
Sharon Saunders	Service Head			
Jim Lamond	Service Head – Finance & Resource			

Integrated Impact Assessment

Type of Initiative:

- | | |
|--|---|
| <input type="checkbox"/> Programme/Plan
<input type="checkbox"/> Project
<input type="checkbox"/> Service
<input checked="" type="checkbox"/> Function
<input type="checkbox"/> Other (please specify) | <input checked="" type="checkbox"/> New or Proposed
<input type="checkbox"/> Changing/Updated
<input type="checkbox"/> Review or existing |
|--|---|

1. Briefly describe the policy/proposal you are assessing.

Introduce fees for discretionary services and services that are provided at additional expense to the Council. For introduction in July 2018. This is to contribute towards the council budget savings targets for 2018/19 and follows the guidance within the Charging Policy.

2. What will change as a result of this initiative?

The following services will carry a charge:

1. The Administration of House Numbering/Naming and Street Naming via the Planning Process
2. Road Excavation - Early Start Administration Charge
3. Permanent Traffic Signal Switch on/off For Use of Temporary Signals

3. Do I need to undertake an Integrated Impact Assessment?

You should also consider the cumulative impact of your decision i.e. how other decisions combined with this decision can impact people in our communities.

High Relevance	Yes / No
1. The policy/ proposal has consequences for or affects people	YES
2. The policy/proposal has potential to make a significant impact on equality	NO
3. The policy/ proposal has the potential to make a significant impact on the economy and the delivery of economic outcomes	NO
4. The policy/proposal is likely to have a significant environmental impact	NO

Low Relevance	
5. The policy/proposal has SOME relevance to equality	YES
6. The policy/proposal has A LIMITED impact on the economy	YES
7. The policy/proposal has no/ minimal impact on the environment	YES
<p>If you have identified low relevance please give a brief description of your reasoning here and send it to your Head of Service to record.</p> <p>The majority of fees that East Lothian Council (ELC) manage are statutory (often fixed) The fees proposed for introduction to not prevent access to the Council's statutory provision of services and have predominantly commercial users and are not universally accessed by all.</p> <p>By using benchmarking data, we can demonstrate that ELCs full fee range remains under that of our comparator group and/or National average.</p>	

If you have answered yes to 1, 2, or 3 above, please proceed to complete the Integrated Impact Assessment.

If you have identified that your project will have a significant environmental impact (4), you will need to consider whether you need to complete a Strategic Environmental Assessment.

4. What information/data/ consultation have you used to inform the policy to date?

Evidence can include:

- Demographic information
- Service level monitoring data
- External research and statistics
- National level data
- Consultation
- Surveys

Evidence	Comments: what does the evidence tell you?
Data on populations in need	Census (2011) East Lothian Residents Survey (2017) East Lothian Profile & Six Ward Profiles
Data on service uptake/access	Service Activity Data – None of the new fees are associated with access to core or essential services. Were this to occur, there would be concessions and discounts in place.

Data on quality/outcomes	N/A – fees not yet in place
Research/literature evidence	<p>Charging Policy - the initiative falls within Policy</p> <p>Charging Policy IIA - No negative impact on equalities by following the policy</p> <p>Charging for Services Audit Scotland October 2013</p> <p>PWC Scottish LAs Benchmarking research (Nov 2017)</p> <p>Fee lists from neighbouring LAs used for benchmarking.</p> <p>All indicated that ELC undercharge for their services and are at risk of service and financial negative impacts if fees are not brought in to cover a proportion of costs of service provision.</p>
Service user experience information	N/A
Consultation and involvement findings	2017 Budgetary Consultation Exercise
Good practice guidelines	See Research/literature above
Other (please specify)	none
Any further information required? How will you gather this?	none

5. How does the policy meet the different needs of groups in the community?

The list is not exhaustive - if you can identify others who will be impacted - they should also be considered here

	Issues identified and how the strategy addresses these
--	---

<p>Equality Groups</p> <ul style="list-style-type: none"> • Older people, people in the middle years • Young people and children • Women, men and transgender people (includes issues relating to pregnancy and maternity) • Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems) • Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers) • Refugees and asylum seekers • People with different religions or beliefs (includes people with no religion or belief) • Lesbian, gay, bisexual and heterosexual people • People who are unmarried, married or in a civil partnership 	<p>Charges are only raised within a commercial/developer client group.</p>
<p>Those vulnerable to falling into poverty</p> <ul style="list-style-type: none"> • Unemployed • People on benefits • Single Parents and vulnerable families • Pensioners • Looked after children • Those leaving care settings (including children and young people and those with illness) • Homeless people • Carers (including young carers) • Those involved in the community justice system • Those living in the most deprived communities (bottom 20% SIMD areas) • People misusing services • People with low literacy/numeracy • Others e.g. veterans, students 	<p>Charges are only raised within a commercial/developer client group.</p>
<p>Geographical communities</p> <ul style="list-style-type: none"> • Rural/ semi rural communities • Urban Communities • Coastal communities 	<p>It is not anticipated that these new fees will have any impacts on geographic communities</p>

6. Are there any other factors which will affect the way this policy impacts on the community or staff groups?

None.

7. Is any part of this policy/ service to be carried out wholly or partly by contractors?

Any contractors that work for the Council are expected to have their own Equalities Policy. However, there is no part of the service covered by these fee changes that will be delivered by a contractor.

8. Have you considered how you will communicate information about this policy or policy change to those affected e.g. to those with hearing loss, speech impairment or English as a second language?

As with all Council Documents it will be made available in different languages and formats on request.

9. Please consider how your policy will impact on each of the following:

Objectives	Comments
Equality and Human rights	
Promotes / advances equality of opportunity e.g. improves access to and quality of services, status	With Concessionary rates available equality of opportunity will be promoted and advanced. Access to services will be available to all.
Promotes good relations within and between people with protected characteristics and tackles harassment	As above
Promotes participation, inclusion, dignity and self control over decisions	As above
Builds family support networks, resilience and community capacity	No
Reduces crime and fear of crime	No

<p>Promotes healthier lifestyles including</p> <ul style="list-style-type: none"> • diet and nutrition, • sexual health, • substance misuse • Exercise and physical activity. • Lifeskills 	<p>No</p>
Environmental	
Reduce greenhouse gas (GHG) emissions in East Lothian (including carbon management)	<p>N/A</p>
Plan for future climate change	
Pollution: air/ water/ soil/ noise	
Protect coastal and inland waters	
Enhance biodiversity	
Encourage resource efficiency (energy, water, materials and minerals)	
Public Safety: Minimise waste generation/ infection control/ accidental injury /fire risk	
Reduce need to travel / promote sustainable forms or transport	
Improves the physical environment e.g. housing quality, public and green space	
Economic	
Maximises income and /or reduces income inequality	<p>N/A</p>
Helps young people into positive destinations	
Supports local business	
Helps people to access jobs (both paid and unpaid)	
Improving literacy and numeracy	
Improves working conditions, including equal pay	
Improves local employment opportunities	<p>N/A</p>

Identified negative impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person
None identified.				

11. Sign off by Head of Service

Signature: 

Name: 3/6/18

Date:  M P ATTERSON