

Taunton Deane Borough Council

Executive – 7 December 2011

Fees and Charges 2012/2013

Report of the Strategic Finance Officer

(This matter is the responsibility of Executive Councillors Ken Hayward, Mrs Jean Adkins, Mrs Vivienne Stock-Williams and Mark Edwards)

1. Executive Summary

1.1 This report sets out the proposed fees and charges for 2012/13. The Executive is invited to consider the proposed fees before their submission to Full Council for approval.

2. Background

- 2.1 Taunton Deane Borough Council charges the public for some services that they use. Some of these charges are set by central government whilst others are set by us.

The services that TDBC charge for are;

- Crematoria
- Cemetery
- Waste Services
- Land Charges
- Housing
- Licensing
- Planning
- Car Parking
- Environmental Health
- Recovery of Court Costs

3. Proposed Increases for 2012/13

- 3.1 Appended to this report are the detailed proposed charges for each service as outlined above.

3.2 Cemeteries and Crematorium (Appendix A)

It is proposed that the main cremation fee be increased by £20 to £590 and make minor increases for other charges within the service. This will generate additional income of an estimated £44,000. Fees have been included for additional services provided by the Wesley System. Due to the current economic situation it is proposed to hold the price of the Book of Remembrance entries, Memorial Tablets and Memorial Plaques.

The main burial fees have been increased by £50. This will generate additional income of an estimated £6,000.

The table below details charges made by neighbouring cremation authorities, as yet their proposed fees for 2012/2013 are not yet known.

	CURRENT CREMATION FEE	PROPOSED CREMATION FEE
BARNSTAPLE	£558.50	NOT YET KNOWN
BRISTOL	£573.00	NOT YET KNOWN
YEOVIL	£490.00	NOT YET KNOWN
BATH	£565.00	NOT YET KNOWN WILL INCREASE 1 ST JAN 2012
TAUNTON	£570.00	£590.00

3.3 Waste Services (Appendix B)

The garden waste collection service is not self-financing and relies on subsidy by those council tax payers not currently accessing the service. However it is proposed to not increase fees for both Garden Bins and Garden Waste Sacks.

3.4 Land Charges (Appendix C)

As last year, given the current economic climate, it is proposed to keep land charges fees the same as in 2011/12. This coupled with the recent downturn in demand for the service should mean that the land charges service breaks even overall, which is in line with Government expectations

3.5 Housing and Deane Helpline (Appendix D)

It is proposed to increase all charges by 5.6% (September RPI). This is estimated to raise an additional figure of £60,000 for the HRA. These increases will be considered at the Tenants Services Management Board Meeting on 21st November. A verbal update from this meeting will be given. (Council housing rents will be set in the New Year.)

3.6 Licensing Fees (Appendix E1 and E2) Licensing Fees

Many fees and charges for Licensing functions are set by statute, so increases under local arrangements are not possible.

It is proposed to retain the discretionary fees and charges for licensing functions this year, which will assist small and micro businesses, these are shown in appendix E1, therefore no change in income, based on current levels of trading activity, is anticipated.

Where there is local flexibility to set fees, Officers have been working to ensure that the Council's costs in administering and enforcing such licenses are adequately met from the subsequent income received, also that our fees are reasonable, and any fees not paid on time are fully pursued.

Licensing fees are delicately balanced, put these rates up too much and this may suppress the market and lead to an overall reduction in activity resulting in a reduction in income. Traders are already having difficulty meeting their street trading fees, and a reduction in applications for all licences has been seen. A large increase in fees may also encourage more illegal and therefore unregulated trading; resulting in greater risks to public safety and consequently may result in costly enforcement activity by the Licensing Team. If the fee however is kept reasonable and affordable, people will still be inclined to pay it, affording a greater level of protection of public safety in the Borough.

Street Trading and Promotions- proposed new pricing zones

The most central part of the town centre is always highly sought after for street trading and promotional events, but there is very limited interest in street trading at the southern end of the High Street (from Hatchers towards Vivary Park) and there is currently no specific pricing for the new areas of Somerset Square, Goodlands Gardens and the soon to be created Castle Green.

It is anticipated that increased income can be made by encouraging use of the southern end of the High Street, and the new public spaces through a clearer pricing structure, the zones are shown in the plans in appendix E2.

With the support of Economic Development it is also proposed to offer advance booking of street trading spaces in zone 2, where bookings are taken for a minimum of fifteen days in total over a calendar year, a discount of 10% will be given where payment is made in full at the time of confirming the booking dates. It is anticipated this will encourage traders who wish to trade weekly, or offer new traders the opportunity to try Taunton without committing to a full years trading fees.

A recent trial of offering a small discount for advance block booking of the promotional spaces has seen an increase in advance bookings and expressions of interest for additional bookings in the future. This reduces the administrative burden, and where promotional spaces are booked for a minimum of fifteen days in total over a calendar year, a discount of 10% will be given where payment is made in full at the time of confirming the booking dates.

For clarification a 'food' vendor is a trader selling ready to eat or takeaway food, rather than food requiring further preparation such as vegetables.

Having listened to the debate at Corporate Scrutiny on 24th November the Executive is minded to increase the licensing fees by inflation and these new charges are shown in appendix E1. These increases will generate additional income of an estimated £12,427.

3.7 Planning (Appendix F)

The planning service offers pre-application advice and charges of this service. It is proposed to increase these charges as detailed in Appendix F. This will generate additional income of an estimated £10,000.

3.8 Car Parking Charges

Fees and charges for Car Parks will be considered in the light of the Parking Strategy review. Any proposals to change the level or extent of charges will be subject to the mandatory Traffic Regulation Order process in the New Year.

3.9 Environmental Health

Local Authorities are able to charge for the provision of health certificates for export of foods to non-EU countries, and can recover costs for a few limited services we occasionally provide to assist with our enforcement activities. It is proposed to charge a rate per hour, with a minimum of one hour for this service. This will be approximately £28 per hour, depending on the grade of officer responding to the request. It is anticipated this will recover costs/ generate approximately £250 income per year.

3.10 Recovery of Court Costs

The Council is allowed to add "reasonable costs" to the debts if recovery is assisted through the magistrate's court. The 2011/12 charges were agreed by Council in February 2011. A review of these charges has taken place and the proposed charges for 2012/13 will remain the same as 2011/12. The charge for a summons will remain at £63.50 and the charge for a liability order will remain at £10.

4. Finance Comments

4.1 This is a finance report and there are no further comments.

5. Legal Comments

5.1 There are no legal implications of this report.

6. Links to Corporate Aims

6.1 Even though some of the services increasing their charges are linked to the corporate aims there are no specific links within this report.

7. Environmental and Community Safety Implications

7.1 There are no environmental and community safety implications of this report.

8. Equalities Impact

8.1 Where equalities issues have been identified the equalities impact assessment is attached in appendix G.

9. Risk Management

9.1 Not appropriate to this report.

10. Partnership Implications

10.1 There are no partnership implications of this report.

11. Recommendations

11.1 The Executive is recommended to recommend to Full Council that the proposed fees and charges for 2012/13 as set out in this report be approved.

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TAUNTON DEANE CEMETERIES & CEMATORIUM

TABLE OF FEES AND CHARGES

EFFECTIVE FROM 1 APRIL 2012

Table of fees and other charges fixed by the Taunton Deane Borough Council for and in connection with burials in the Taunton Deane, St Mary's, St James and Wellington Cemeteries.

Part 1 – Interments

	<u>Current Fee</u>	<u>Proposed Fee</u>
	2011/12	2012/13
The fees indicated for the various heads of this part include the digging of the grave but do not include the walling of a vault or walled grave.		
1. For the interment of a grave in respect of which an exclusive right of burial has not been granted		
(i) of the body of a stillborn child or a child whose age at the time of death did not exceed one year	No Fee	No Fee
(ii) of the body of a child or person whose age at time of death exceeded one year	No Fee	No Fee
(iii) of the body of a person whose age exceeds ten years	£350.00	£400.00
2. For an interment in a grave in respect of which an exclusive right of burial has been granted		
(i) of a body of a stillborn child or child whose age at the time of death did not exceed one year		
at SINGLE depth	No Fee	No Fee
at DOUBLE depth	No Fee	No Fee
at TREBLE depth	No Fee	No Fee
	<u>Current Fee</u>	<u>Proposed Fee</u>
	2011/12	2012/13
(ii) of body of a child or person whose age at the time of death exceeded one year but did not exceed ten.		
at SINGLE depth	No Fee	No Fee

	at DOUBLE depth	No Fee	No Fee
	at TREBLE depth	No Fee	No Fee
(iii)	for the body of a person whose age exceeds ten years		
	at SINGLE depth	£400.00	£450.00
	at DOUBLE depth	£500.00	£550.00
	at TREBLE depth	£560.00	£610.00
3.	Saturday burial (when available)	£200.00	£250.00
4.	For the interment of cremated remains:		
(i)	in the Garden of Remembrance (where cremation has not taken place at Taunton Deane Crematorium	£55.00	£58.00
(ii)	in any grave in respect of which an exclusive right of burial has been granted	£100.00	£105.00
(iii)	Saturday interment (when available) for Cremated Remains	£100.00	£105.00
(iv)	to witness interment in Garden of Rest when cremation has taken place in at Taunton	£22.00	£23.00

Part 2 – Exclusive Rights of Burial in Earthen Graves

	<u>Current Fee</u>	<u>Proposed Fee</u>
	2011/12	2012/13
1. Taunton Deane Cemetery;		
For the exclusive of burial for a period of 75 years in an earthen grave 2.3m by 1.2m		
(i) in Division L	£500.00	£550.00
(ii) in Division A	N/A	N/A
(iii) in Division B (limited availability)	£510.00	£560.00
(iv) cremated remains grave 78cm by 76cm	£350.00	£400.00
2. St Mary's and St James Cemeteries;		
For the exclusive rights of burial for a period of 75 years in an earthen grave 2.6m by 1.2m	£510.00	£560.00
3. Wellington Cemetery;		
For the exclusive right of burial for a period of 75 years in an earthen grave		
(i) 2.3m by 1.2 m	£510.00	£560.00
(ii) 1.2 m by 0.6 m	£350.00	£400.00

The fees indicated in Part 2 include Deed of Grant and all expenses thereof.

Part 3 – Memorials and Inscriptions

	<u>Current Fee</u>	<u>Proposed Fee</u>
	2011/12	2012/13
For the right to erect or place on a grave or vault in respect of which an exclusive right of burial has been granted		
1.	In any "Traditional Section"	
(i)	a flat stone, kerbstone or any other form of memorial	£175.00 £190.00
(ii)	a headstone or cross with base, bases or tablet	£155.00 £165.00
(iii)	an inscribed stone vase	£60.00 £65.00
2.	In any "Lawn Section"	
(i)	a headstone	£155.00 £165.00
(ii)	an inscribed stone vase	£60.00 £65.00
3.	Cremated remains tablet	£155.00 £165.00
4.	Each removal of memorial for additional inscriptions	£60.00 £65.00

Part 4 – Other fees and Charges

1.	Certified extract from the Register of Burials	£20.00 £21.00
2.	Burial service in Crematorium Chapel	£105.00 £110.00
3.	Register search	£20.00 £21.00

Waste Services

Waste Collection Authorities (WCA) are empowered by the Environmental Protection Act 1990 and by regulations to charge for the collection of certain types of household wastes. These include bulky items and household garden wastes. Authorities are also empowered to charge for the provision of waste containers. The proposed charges for 2012/12 are shown in the table below.

	2011/12 £	2012/13 £
Garden Waste Service		
Garden Waste Bin	42.50	42.50
Garden Waste Sack (£ per bundle of 10)	25.00	25.00
Bulky Waste Service		
First Item *	36.50	36.50
Subsequent Items (maximum number of five items per collection)	8.00	8.00
Refuse Collection Service		
Bin delivery/exchange charge	25.00	25.00

Local Land Charges Searches and Enquiries

	2011/12	2012/13
	£	£
One parcel of land	85.00	85.00
Several parcels of land		
- first parcel of land	85.00	85.00
- each additional parcel of land	12.00	12.00
Optional enquiries		
Each printed enquiry	8.00	8.00
Solicitors own enquiry	12.00	12.00
Statutory search fee on Form LLC1	30.00	30.00
Highway Authority charge	25.55	25.55
Personal search fee	0.00	0.00

Appendix D

Housing

	2011/12	2012/13
Service Charges		
Communal areas	£0.53	£0.56
Grounds maintenance	£0.68	£0.72

Supporting People

Specialised (Extra Care) Sheltered Housing	£39.00	£41.18
Sheltered Housing	£11.06	£11.68
Hardwired Sheltered Housing	£3.93	£4.15

Garage Rents

Council tenants	£5.05	£5.33
Private tenants and Owner Occupiers (exc. VAT)	£5.74	£6.06

Hire Charges for Sheltered Scheme Meeting Halls

First hour	£9.67	£10.21
Each half hour thereafter	£3.87	£4.09
6 hours plus	£49.00	£51.74
Total charge for residents in a scheme and community organisations	£12.65	£13.36

Provision of Meals at Kilkenny Court (Extra Care)

Cost per meal	£5.60	£5.90
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Hire Charges for Sheltered Scheme Guest Rooms

No. of nights per person			
	1	£10.70	£11.30
	2	£17.15	£18.10
	3	£23.60	£24.90
	4	£30.00	£31.70
	5	£37.00	£39.10
	6	£42.90	£45.30
	7	£49.80	£52.60

	2011/12	2012/13	Service Charge 2012/13	Gross Per Day
Hostels (rent per day)				
40 Humphreys Road	£7.79	£8.23	Nil	£8.23
1 Gay Street	£7.79	£8.23	£3.28	£11.51

Outer Circle				
113 and 113a (studios)	£6.63	£7.00	£3.28	£10.28
115 and 115a (3 bedroom)	£8.63	£9.11	£4.03	£13.14
119 (2 bedroom)	£6.63	£7.00	£3.28	£10.28
119a (2 bedroom)	£6.63	£7.00	Nil	£7.00
Sneddon Grove				
Unit 1 (2 bedroom)	£7.79	£8.23	£3.28	£11.51
Unit 2 (2 bedroom)	£7.13	£7.53	£3.28	£10.81
Unit 3 (2 bedroom)	£7.13	£7.53	£3.28	£10.81
Unit 4 (3 bedroom)	£9.34	£9.86	£4.03	£13.89
Unit 5 (3 bedroom)	£9.34	£9.86	£4.03	£13.89
Unit 6 (2 bedroom)	£7.79	£8.23	£3.28	£11.51
Unit 7 (3 bedroom)	£9.34	£9.86	£4.03	£13.89
Unit 8 (2 bedroom)	£9.34	£9.86	£4.03	£13.89
Winckworth Way				
Unit 1 (2 bedroom)	£7.13	£7.53	£3.28	£10.81
Unit2 (2 bedroom)	£7.13	£7.53	£3.28	£10.81
Unit 3 (3 bedroom)	£9.34	£9.86	£4.03	£13.89
Wheatley Crescent (4 studios)				
30 (1 bedroom)	£6.63	£7.00	Nil	£7.00
32 (1 bedroom)	£6.63	£7.00	Nil	£7.00
34 (1 bedroom)	£6.63	£7.00	Nil	£7.00
36 (1 bedroom)	£6.63	£7.00	Nil	£7.00
Deane Helpline		2011/12	2012/13	
Public/Private subscribers (pre - 1/11/10)		£3.93	£4.15	
Public subscriber (post – 1/11/10)		£3.93	£4.15	
Private subscribers (post - 1/11/10)		£4.20	£4.44	

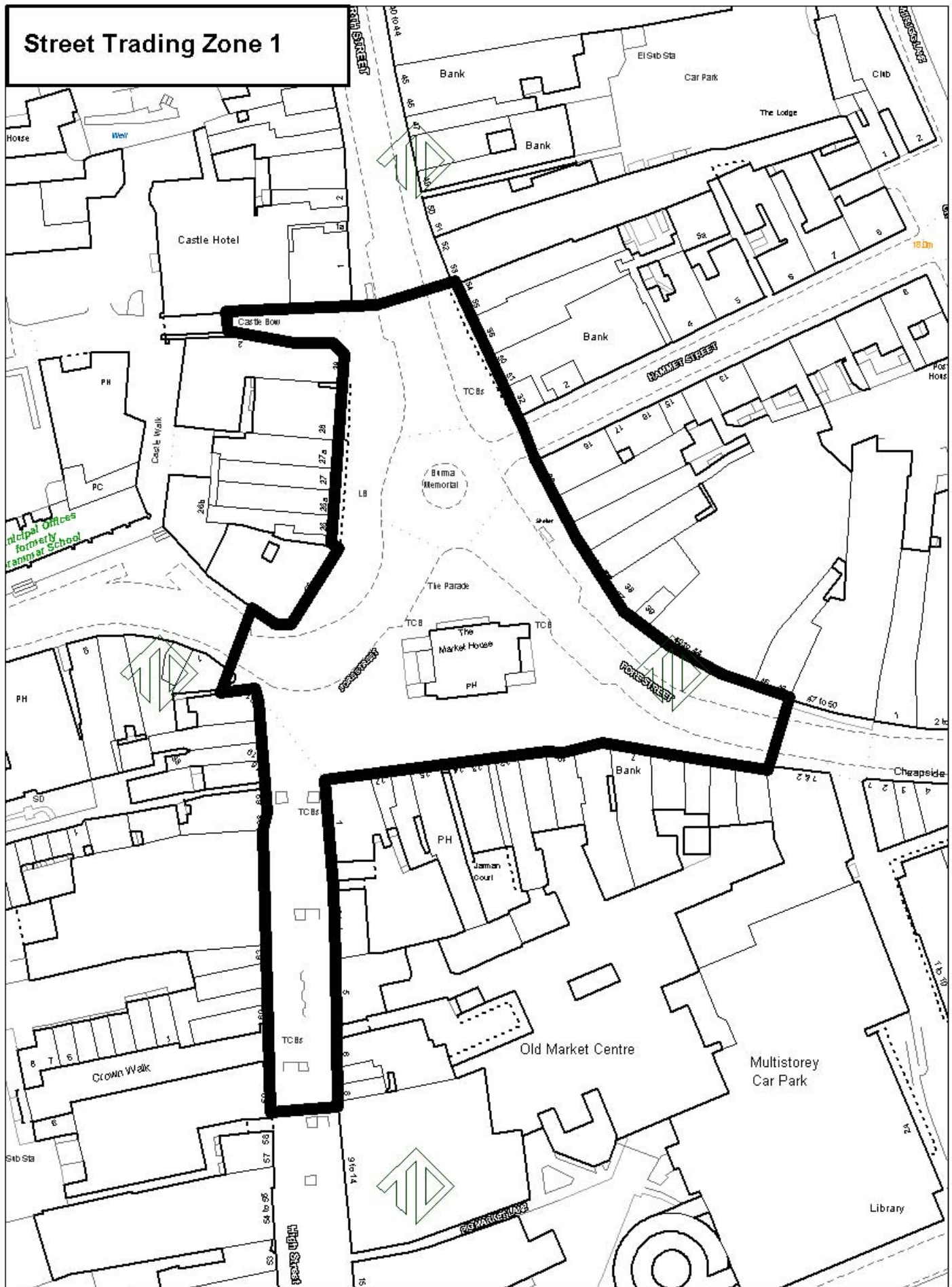
Environmental Health

Appendix E1

Item	Current Charges	Proposed Charges (£)
Administration Charges ~ Uncleared Cheques	£35.00	£36.96
Administration Charges ~ Other	£35.00	£36.96
Sex Establishment Licence (Grant)	£5,150.00	£5,438.40
Sex Establishment Licence (Renewal)	£1,555.00	£1,642.08
Sex Establishment Licence (Variation) (additional fee if application is to be determined by Licensing Committee)	£110.00	£116.16
Sex Establishment Licence (Transfer) (additional fee if application is to be determined by Licensing Committee)	£600.00	£633.60
Sex Establishment Licence (Transfer) (additional fee if application is to be determined by Licensing Committee)	£110.00	£116.16
Skin Piercing (Premises)	£105.00	£110.88
Skin Piercing (Individual)	£80.00	£84.48
Animal Welfare (Pet Shop) (plus vet fee where appropriate)	£135.00	£142.56
Animal Welfare (Animal Boarding) (plus vet fee where appropriate)	£135.00	£142.56
Animal Welfare (Home Boarding) (plus vet fee where appropriate)	£135.00	£142.56
Animal Welfare (Dog Breeding) (plus vet fee where appropriate)	£135.00	£142.56
Animal Welfare (Dangerous Wild Animals) (plus vet fee where appropriate)	£150.00	£158.40
Animal Welfare (Riding Establishments) (plus vet fee where appropriate)	£155.00	£163.68
Animal Welfare (Zoo Licence) (plus vet fee where appropriate)	£515.00	£543.84
Motor Salvage Operators (Registration)	£100.00	£105.60
Motor Salvage Operators (Certified Copy)	£55.00	£58.08
Pavement Cafes (New) up to 10m ²	£625.00	£660.00
Pavement Cafes (New) up to 20m ²	£680.00	£718.08
Pavement Cafes (New) up to 30m ²	£825.00	£871.20
Pavement Cafes (New) up to 40m ²	£890.00	£939.84
Pavement Cafes (New) Over 40m ²	£1,130.00	£1,193.28
Pavement Cafes (Renewal) up to 10m ²	£390.00	£411.84
Pavement Cafes (Renewal) up to 20m ²	£445.00	£469.92
Pavement Cafes (Renewal) up to 30m ²	£590.00	£623.04
Pavement Cafes (Renewal) up to 40m ²	£655.00	£691.68
Pavement Cafes (Renewal) Over 40m ²	£895.00	£945.12
Taxi/Private Hire Licence (Vehicle)	£200.00	£211.20
Taxi/Private Hire (Vehicle Owner/Transfer)	£50.00	£52.80

Taxi/Private Hire Licence (Meter Test)	£21.00	£22.18
Taxi/Private Hire Licence (Replacement Plate)	£25.00	£26.40
Taxi/Private Hire Licence (Internal ID Sticker)	£3.50	£3.70
Private Hire Operators Licence	£140.00	£147.84
Taxi/Private Hire Licence (New Drivers or renewal with CRB)	£140.00	£147.84
Taxi/Private Hire (Additional Knowledge Test)	£30.00	£31.68
Taxi/Private Hire (Driver Renewal 1 Year)	£120.00	£126.72
Taxi/Private Hire (Driver Renewal 3 Years)	£300.00	£316.80
Taxi/Private Hire (Replacement Badge)	£25.00	£26.40
Taxi/Private Hire (Advertising)	£100.00	£105.60
Street Trading Zone 1 (takeaway/ ready to eat food)	£3,330.00	£3,516.84
Street Trading Zone 1 (all traders except takeaway/ ready to eat food)	£2,780.00	£2,935.68
Street Trading Zone 2 (all traders)	£1,680.00	£1,774.08
Street Trading Zone 3 (Designated Lay-bys adjacent to Trunk Roads)	£3,198.00	£3,377.09
Street Trading Zone 3 (All other Designated Lay-bys)	£2,142.00	£2,261.95
Street Trading (Mobile Traders)	£415.00	£438.24
Street Trading (Permanent on Private Land)	£415.00	£438.24
Street Trading (Zone 1 daily rate)	£45.00	£47.52
NEW Street Trading (Zone 1 , daily rate, block booking, minimum of 15 days per year)		Discount of 10% off £42.77
Street Trading (Zone 2 / all other areas)	£33.00	£34.85
NEW Street Trading (Zone 2 , daily rate, block booking, minimum of 15 days per year)		Discount of 10% off £31.36
Street Trading (Promotional Spaces daily rate)	£200.00	£211.20
Street Trading (block booking of Promotional Events, minimum of 15 days per year)		Discount of 10% off daily rate i.e. £190.08
Licensing Act 2003 Gambling Act 2005		Charges set by Statute 85% of Max

Street Trading Zone 1



Title: Street Trading Zone 1

Date: 29th November 2011

Street Trading Zones 1 and 2



Title: Street Trading Zone 1 and Zone 2

Date: 29th November 2011

CURRENT CHARGES

The schedule of charges incorporates fees which are dependent on the nature and scale of your proposal. The charge is per request.

Level 1 - Householder, Advertisement and Landscape advice. Tree Preservation Orders and Listed Buildings (in cases where planning permission also required):

Written Advice	£60 + vat @20% = £72.00
Meeting with note	£80 + vat @20% = £96.00

Level 2a - Minor developments (e.g. less than 5 dwellings, 500 sq m industrial):

Written Advice	£150 + vat @20% = £180.00
Meeting with note	£200 + vat @20% = £240.00

Level 2b – Larger scale minor developments (e.g. between 5 and 10 dwellings, 500 and 1000 sq m industrial):

Written Advice	£200 + vat @20% = £240.00
Meeting with note	£250 + vat @20% = £300.00

Level 3a - Major Developments (e.g. more than 10 dwellings, 1,000 sq m industrial):

Written Advice	£350 + vat @20% = £420.00
Meeting with note	£400 + vat @20% = £480.00

Level 3b – Large Scale Major Developments (e.g. more than 50 dwellings, 5,000 sq m industrial):

Written Advice	£500 + vat @20% = £600.00
Meeting with note	£600 + vat @20% = £720.00

For major developments (level 3a and 3b) pre-application fees are negotiable through the applicant and Council entering into a Planning Performance Agreement (PPA).

There is no charge for advice on revised proposals following a refusal of planning permission or the withdrawal of an application (this exemption is restricted to one letter or meeting only).

Advice on proposals which only require Listed Building Consent do not attract a fee.

PROPOSED CHARGES FROM (APRIL 2012)

The schedule of charges incorporates fees which are dependent on the nature and scale of your proposal. The charge is per request.

Level 1 - Householder, Advertisement and Landscape advice. Tree Preservation Orders and Listed Buildings (in cases where planning permission also required):

Written Advice	£60 + vat @20% = £72.00
Meeting with note	£80 + vat @20% = £96.00

Level 2a - Minor developments (e.g. less than 5 dwellings, 500 sq m industrial):

Written Advice	£150 + vat @20% = £180.00
Meeting with note	£200 + vat @20% = £240.00

Level 2b – Larger scale minor developments (e.g. between 5 and 10 dwellings, 500 and 1000 sq m industrial):

Written Advice	£250+ vat @20% = £300.00
Meeting with note*	£300+ vat @20% = £360.00

Level 3a - Major Developments (e.g. more than 10 dwellings, 1,000 sq m industrial):

Written Advice	£500 + vat @20% = £600.00
Meeting with note*	£600 + vat @20% = £720.00

Level 3b – Large Scale Major Developments (e.g. more than 50 dwellings, 5,000 sq m industrial):

Written Advice	£800 + vat @20% = £960.00
Meeting with note*	£1000 + vat @20% = £1,200.00

* Where both Development Management and Planning Policy officers need to attend the meeting there will be an additional cost as shown below:

- Level 2b additional £100 + vat @20% = £120.00
- Level 3a additional £150 + vat @20% = £180.00
- Level 3b additional £200 + vat @20% = £240.00

For major developments (level 3a and 3b) pre-application fees are negotiable through the applicant and Council entering into a Planning Performance Agreement (PPA).

There is no charge for advice on revised proposals following a refusal of planning permission or the withdrawal of an application (this exemption is restricted to one letter or meeting only).

Advice on proposals which only require Listed Building Consent do not attract a fee.

Planning Policy advice that is directly related to the preparation of a Local Development Document (LDD) will be exempt from these charges.

Additional changes to fees

- Reintroduce “Do I need Planning Permission” letter for householders attracting a fee of £40.
- High hedges applications to increase from £400 to £500 based upon the experience of the resource necessary.

APPENDIX G

EQUALITY IMPACT ASSESSMENT

SERVICE	COMMENT	EIA ATTACHED
Cemeteries and Crematoria	No adverse equality impact identified	NO
Waste	No change in charging policy therefore no EIA completed.	NO
Land Charges	No change in charging policy therefore no EIA completed.	NO
Housing and Deane Helpline	No adverse equality impact on the protected groups	YES
Licensing	No change in charging policy therefore no EIA completed	NO
Planning	It is not considered that these increases will have any material impact in terms of people's ability to access this service.	NO
Environmental Health	Only seeking to recover costs where legally possible for a limited amount of EH work	NO
Recovery of Court Costs	No change in charging policy therefore no EIA completed.	NO

Equality Impact Assessment – pro-forma

Responsible person	James Barrah	Job Title: Community Services Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy/service	
	Change to Policy/service	
	Budget/Financial decision – MTFP	√
	Part of timetable	
What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)	Housing Services and Deane Helpline Fees and Charges 2012/2013	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy/decision/service?	<ul style="list-style-type: none"> • <i>Proposal to increase the fees and charges from April 2012 for Housing Services and Deane Helpline services as detailed in the attached report.</i> • <i>The proposed increase to fees and charges will ensure sufficient financial resources are in place to deliver the services.</i> 	
Which protected groups are targeted by the policy/decision/service?	1. Age; 2. Disability; 3. Gender Reassignment; 4. Pregnancy and Maturity; 5. Race; 6. Religion or belief; 7. Sex; 8. Sexual Orientation; 9. Marriage and civil partnership	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used The information can be found on....	<p>1. Engagement</p> <p>Formal discussion on the proposed fees and charges to be held with the Tenant Services Management Board at its meeting on the 21st November 2011</p> <p>(A verbal update on the Tenant Services Management Board comments and recommendation are to be presented to Corporate Scrutiny Committee on the 24th November 2011)</p>	
Section two – Conclusion drawn about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality		

The proposed fees and charges increases will apply to all services users and as such no potential discrimination amongst the protected groups has been identified.

To help support service users on low incomes Housing Services and Deane Helpline will continue to provide a number of initiatives to enable service users to manage their finances and maximise their income:

- Publish clear information on all the fees and charges which helps service users to manage their own finances*
- Signpost service users to a relevant benefit agency to help ensure they are maximising their income to meet their living costs*
- Take action to raise the awareness of accessing a range of welfare benefits*
- Provide the opportunity to access direct support for service users in checking they are in receipt of the welfare benefits they are entitled to claim*

I have concluded that there is/should be:

No major change - no adverse equality impact identified	No major change as no adverse equality impact on the protected groups
Adjust the policy/decision/service	
Continue with the policy/decision/service	
Stop and remove the policy/decision/service	

Reasons and documentation to support conclusions

Section four – Implementation – timescale for implementation

The proposed increase in fees and charges will be applicable for April 2012

Section Five – Sign off

Responsible officer: James Barrah Date: 10.11.11	Management Team: Community Services Date: 10.11.11
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Section six – Publication and monitoring

Published on

Next review date	Date logged on Covalent
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Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

Actions table					
Service area				Date	
Identified issue drawn from your conclusions	Actions needed	Who is responsible?	By when?	How will this be monitored?	Expected outcomes from carrying out actions