

Somerset West and Taunton
Fees and Charges Report 2019/20
Environmental Health

Including:
Environmental Permits
Private Water Supplies
Pest Control
Private Sector Housing
Food Safety

The following services in Environmental Health incur charges:

1. Environmental Permits - businesses carrying out activities that could potentially cause emissions to air, land or water may need to hold an Environment Permit under the Environmental Permitting (England and Wales) Regulations 2010. Fees are applicable and conditions will be attached to any permit. There may also be a charge to vary, transfer or surrender an existing permit. Annual subsistence fees are payable each year. Fees are set by DEFRA and can be found on the DEFRA website.
2. Private Water Supplies – the council has a general duty under the Water Industry Act 1991 to take all steps appropriate for keeping itself informed about the wholesomeness and sufficiency of drinking waters in the district, including any private water supply. A private water supply is any water supply which is not provided by the local water undertaker or company and which is not a "mains" supply. It includes water intended for human consumption, used for domestic purposes, such as for drinking, washing, in food preparation, heating and also for sanitary purposes.

The Private Water Supplies (England) (Amendment) Regulations 2018 came into force in July 2018. During 2016/17 we took the opportunity to review charges for TDBC and WSC to ensure they reflect the costs of providing the service including officer time, mileage and laboratory charges and were consistent across both council areas. These have since been reviewed in line with officer hourly rates, laboratory fees, legislation and guidance.

3. Pest Control Service – a report providing a review of pest control charges is attached. In summary the increase in charges aims to ensure that the service remains sustainable and that these charges reflect the true cost of providing the service.
4. Private Sector Housing – a report detailing charges associated with the enforcement of housing standards in the private rented sector is included in

Appendix G

this report. These include charges for HMO licence applications and notices served under the Housing Act 2004.

5. Food Safety – Charges include those for a Food Hygiene Rating Scheme Rescore inspection, Food Safety Advisory visits and the provision of a printed copy of the Safer Food Better Business Pack.

Private Water Supply Service Charges Review 2019/20

The Private Water Supply service provides the following in both Taunton Deane and West Somerset; the monitoring and risk assessment of drinking water from private water supplies located across both authority areas.

Taunton Deane Borough Council and West Somerset Council has a general duty under the Water Industry Act 1991 to take all steps appropriate for keeping itself informed about the wholesomeness and sufficiency of drinking water supplies in the district, including any private water supply.

A private water supply is any water supply which is not provided by the local water undertaker or company and which is not a "mains" supply. It includes water intended for human consumption, used for domestic purposes, such as for drinking, washing, in food preparation, heating and also for sanitary purposes.

The Regulations or “The Private Water Supplies (England) (Amendment) Regulations 2018” updated previous provisions and came into force on July 2018. They place a requirement on the local authority to risk assess and carry out water quality inspections to all supplies except those to single domestic dwellings.

Whilst there is no requirement on the Council to monitor single domestic private water supplies, they can be monitored by request. The standards still apply but local authorities are not required to pro-actively monitor these supplies.

Both regulations 9 and 10 specify certain parameters which must be analysed, but with the addition of any others based on risk. For example, we analyse for arsenic as an additional parameter, as it is found naturally around the Quantocks. There is also a relatively new requirement to commence monitoring for radioactive substances, including Radon, this will be carried out on a risk basis, in partnership with our colleagues at Somerset Scientific Services and at the request of the relevant person having control over the supply.

Taunton Deane Borough Council and West Somerset Council have a total of 962 regulated private water supplies, we have two full time officers that spend a large proportion of their time dealing with the monitoring and risk assessment of private water supplies across the district. They also carry out other tasks such as the investigation of environmental protection complaints such as noise, odour and drainage, requests for environmental information, contaminated land and air quality. These officers are both Environmental Control Officers. The hourly rate for an Environmental Control Officer for 2019/20 is £62.00 including recharges.

The following table details the charges to be introduced from 1st April 2019. These charges also reflect the changes in fees introduced by Somerset Scientific Services

Appendix G

(SSS), the laboratory currently used by both councils for analysis work associated with private water supplies. The rise in fees will result in increased income and also improve cost recovery for each council in this area of work.

Fees and Charges for Private Water Supply Work from 1st April 2019 for Somerset West and Taunton Council

	Service	Maximum fee under the Regulations	TDBC & WSC Fee	Notes
1.	Risk Assessment	£500	Charges at hourly rate £62, typical risk assessment at 2 hrs will total £124 Plus analysis costs	Time taken to inspect a supply incl. background research, travel time + admin. Average time 2 hours (£124)
2.	Sampling visit	£100	£62 per hour plus analysis costs	Charge for a visit and to take a sample.
3.	Investigation	£100	Hourly rate (£62) + analysis costs	Carried out by the Council in the event of the failure of a supply to meet the required standard.
4.	Authorisation	£100	Hourly rate (£62) x time	Application by the owner of a supply for permission from the Council to continue supplying water of a lower quality temporarily whilst remedial work is carried out on the supply.
5.	Sample analysis for small/domestic supplies	£25	£22.10*	Where a supply provides <10m ³ /day or, <50 people and is used for domestic purposes.
6.	Large/Commercial supplies - Check Monitoring Reg 9	£100	£39.80* per supply Plus additional parameters based on risk and size of supply	Check monitoring is carried out to ensure that water complies with the standards. Where possible it should be carried out at the same time as any requirement for audit monitoring, to keep cost down.
7.	Audit Monitoring		£29.75*	Fee set by SSS*
8.	Advisory Visits		Charged at £62 per hour	
9.	Requests for Environmental Information		Charged at £65 per request	Requests for environmental information, including requests from solicitors, searches for contaminated land.

Appendix G

(1) Hourly Officer rate £62

(2) Sampling cost not applied to risk assessment

* charges set by Somerset Scientific Services are likely to increase by 2.5-3.5% in 2019/20

Please note that the actual costs will vary depending on the type of supply, the frequency of testing and the outcome of a Risk Assessment.

1. Risk Assessment

The average risk assessment takes 2 hours including preparation, travel time and the time for the inspection, sampling and report writing, therefore the average cost is likely to be £124. The customer would also be required to pay for the analysis fees set by SSS on top of this, the amount will depend on the suites of analysis chosen by the officer and depend on the size, location and nature of the supply.

2. Sampling Visit

Water quality inspections (such as sampling visits) are carried out regularly at many supplies in the intervening years between the mandatory risk assessments. These water quality checks are used to help inform and complete the risk assessment. Therefore the cost is likely to be in region of £62, where advice is provided or the visit takes longer, this will be charged at the officer hourly rate. Analysis fees are added to this charge depending the number of tests required as determined by the risk assessment.

3. Investigation

These are carried out by the council in the event of the failure of a supply to meet the required standard and charged at the hourly rate and include time taken to check information held on file, travel time, time taken on site and to report on results.

4. Authorisation

These are carried out at the request of the owner of a supply for permission from the Council to continue supplying water of a lower quality temporarily whilst remedial work is carried out on the supply and also charged at the hourly rate.

5. Sample analysis for small/domestic supplies

The cost of this is determined by Somerset Scientific Services who carry out the analysis for both council's, fees are likely to increase by 2.5-3.5% for 2019/20.

6. Large/Commercial supplies – Check Monitoring Reg 9

This cost is set by SSS.

7. Audit Monitoring

This cost is set by SSS.

Appendix G

8. Advisory Visits or Requests for Advice under Regulation 10

The average advisory visit takes approximately 1 hour including travelling time and preparation work and is currently charged at £62 per hour, the average cost to the customer would be £62. Analyses are charged in addition to officer time

9. Requests for Environmental Information

Requests for environmental information, including requests from solicitors, searches for contaminated land to be charged at a flat rate of £65, no increase on last year. Requests which do not take significant time e.g. requests which confirm that the council hold no information or requests for copies of certificates of water quality are not charged for.

Appendix G

Pest Control Service Charges Review 2019/20

The Pest Control Service provides treatment of rats, mice and wasps in the Taunton Deane and West Somerset areas along with domestic and commercial pest control contracts.

In 2017/18 the Pest Control Service cost £133,653.04 to deliver and brought in an income of £42,000 giving an overall cost to the Council of £91,652.

However when considering the pest control charges it is important to establish the true cost of delivering the service. If all internal recharges were excluded including recharges for senior staff salaries, legal services, ICT, HR etc. the cost of delivering the service is reduced to £58,978 resulting in an overall loss of £16,978 to the Council.

The internal recharges are important to consider as they will be incurred by the cost centre/Council whether or not any additional paid work is undertaken and should be considered in this context. The makeup and distribution of these charges is also changing as we progress through Transformation and it is unlikely the service will be budgeted/charged in the same way going forward.

The Pest Control Officer's hourly rate for 2019/20 is £90.50 including all recharges, this reduces to £36.23 if recharges are excluded.

Rat & Mice Treatments

It takes approximately 60 minutes for an initial visit for a rat/mice treatment and 45 minutes for a revisit. The average service request includes one initial visit and 2 subsequent revisits, this includes officer's travelling time. 191 treatments were carried out in 2017/18 (146 TDBC & 45 WSC). A rat/mouse treatment takes 2 ½ hours at a cost of £226.25 (or £90.58 at the hourly rate excluding recharges). The current charges for 2018/19 is £67 for rats and mice and £33.50 subsidised rate.

If charges were increased to £226.25 to cover the full cost of the service for rats and mice, this would be detrimental to the service and the customer. If the charge for treatment for rats and mice was increased £75 then this would result in an increased income of £1,528 based on 2017/18 treatments.

I would recommend that this charge is therefore increased to £75.

Wasp Nest Treatments

A wasp's nest treatment takes 45 minutes and requires one visit. 130 treatments were carried out in 2017/18 (104 TDBC & 26 WSC). The cost of this service is £67.89 (or £27.17 at the lower hourly rate). The current charges for a wasps nest treatment is £56.

If this charge was increased to £68 then the potential increased income would be £1,560 based on 2017/18 treatments.

I would recommend that this charge is increased to £68.

Appendix G

Advice/Call-Out Visits

The average advice/call-out visit takes 40 minutes and is currently charged at £33.50. The cost of a call out is £60.33 (or £24.15 at the lower hourly rate). If the call out charge was increased to £40 this would reflect the proposed increases in the treatments and generate an increased income of £721.5 based on 2017/18 figures.

I would recommend that the charge for an advisory/ call-out visit be increased to £40.

Commercial Treatments

Commercial treatments are charged at an hourly rate of £77 plus, materials and VAT. The Pest Control Officers' hourly rate is £90.50 including recharges. As this is a service offered to commercial businesses I would recommend increasing the charge to fully recover our costs. Material costs are charged at cost price.

Commercial contracts are charged at an hourly rate of £55.70 plus materials and VAT. If the hourly rate was increased to £90.50 then I believe it would result in the loss of all of our long standing contracts. I would therefore recommend increasing the hourly rate to £60.

Domestic Pest Control Contracts

The current charge for Domestic Pest Control Contracts is £112.75 per year, the contracts include 3 visits plus 2 additional call out visits. The call out visits are rarely used by customers. The average visit takes 1 hour, therefore the cost of providing the contract is £271.65 (or £108.69 at the lower hourly rate). We currently have 19 Domestic Pest Control contracts.

I propose an increase to the cost of the Domestic Pest Control Contracts to £120. This would generate a potential increased income of £137.75.

Summary

The expansion of the service into the West Somerset area has been well received with a good take up of services with 96 treatments being delivered in the district in 17/18. However due to additional traveling times it has resulted in the service hitting capacity with little room for further growth in this area.

As a result any future increased income generation from the service will need to be delivered through increasing charges, which need to be balanced with the public health implications and the market. If the charges are increased as proposed then this could provide a potential increased income of £3,947. Appendix A is the proposed charging sheet.

Appendix G

Appendix A

Pest Control Charges from 1st April 2019

Domestic Properties

Visits for Rats and Mice **£75.00 full charge**
£37.50 subsidised charge*

Visits for Wasps **£68.00 full charge**

Where two or more nests are found an additional nest charge of 20% per nest (£13.60) is payable for **each** additional nest before treatment can commence.

Visits to give Advice only **£40**

This will not include any treatment, if this is requested at the time of the advice visit the difference must be paid before treatment can commence. If treatment is requested and a new appointment is needed, this must be paid in full.

We only provide treatment for fleas in void council properties, or DH

Drainage Camera Survey **£75 + VAT**

***Subsidised charges will only apply if the main householder or their partner is in receipt of, and can provide proof of:-**

- Income Support
- Income Based Jobseekers Allowance
- Employment and Support Allowance Income Based (ESA)
- Working Tax Credit
- Child Tax Credit
- Housing Benefit
- Council Tax Reduction Scheme.
- Pension Credit Guarantee Credit
- Pension Credit Savings Credit
- Universal Credit

Commercial Properties

Rats and Mice **£90.50 per hour + materials + VAT**

Wasps **£68.00 + VAT**

Advice visits **£45.00 + VAT for wasps**

Contracts

Domestic Contracts are for rats and mice only and are priced at £120 a year.

Appendix G

Commercial Contracts shall be priced on an individual basis using an hourly rate of £60 plus materials cost. Payable annually in advance.

Private Sector Housing Charges 2019/20

Houses in Multiple Occupation

The current definition of a licensable House in Multiple Occupation (HMO) is a dwelling comprising of three or more storeys that is occupied by five or more people, living as two or more separate households, and where the occupiers share some basic amenities such as washing and/or cooking facilities.

On the 1st October 2018, the definition changed and the scope of mandatory licensing for HMO's has been extended to bring smaller HMO's within the scheme.

Mandatory licensing for HMO's now include:

- All HMO's with five or more people, living as two or more separate households, regardless of the number of storeys, and where the occupiers share some basic amenities. Effectively this means the storey requirement will be removed from the current definition.
- Purpose built flats where there are up to two flats in the block, and one or both of the flats are occupied by five or more people, living as two or more separate households, and where the occupiers share some basic amenities. This will apply to dwellings above or below commercial premises, bringing some flats above shops on high streets within mandatory HMO licensing as well as small blocks of flats which are not connected to commercial premises.

Currently there are 72 licensed HMO's in Taunton Deane and 8 in West Somerset. The extended scope of the HMO definition will bring a significant increase in the number of HMOs that will require a licence to operate. Overall this will bring about improvements to the management and safety standards in a high proportion of residential properties in the private rental sector within both districts.

At this time the actual properties that will be captured by the new 'licensable HMO' definition is unknown, but it is estimated that approximately 50-70 dwellings may require an HMO licence to operate.

Taunton Deane and West Somerset will actively promote its revised HMO licensing scheme. It will also pursue landlords who do not come forward to licence applicable properties. Where necessary we will take enforcement action to ensure that there is no incentive for failing to apply for a licence.

The High Court has indicated that local authorities have a duty to administer funds so as to protect the interests of council tax payers in accordance with the accepted principal that licensed activities should be funded by those benefitting from them, rather than council tax payers.

The Housing Act 2004 makes provision for local authorities to recover their costs

Appendix G

associated with operating HMO licensing schemes. There is no upper limit on the maximum fee that can be charged but local authorities are not allowed to make a profit, and the fees charged must be reasonable and proportionate.

Due to the high cost of housing (purchasing and renting), HMO's offer a cost effective solution to the housing needs of people from all walks of life and personal situations. This extension to HMO licensing will ensure safer accommodation within previously unlicensed HMO's, bridging the gap between previously unlicensed and licensed HMOs and improving equality.

The final calculation produces a charge of £662.46 per new HMO application with £31.00 per additional household. The charge for a renewal application is £423.96 as the initial inspection is not required as the property would currently be on our routine inspection programme.

Appendix B shows the calculation for the HMO licence application fees for 2019/20 using officer hourly rates to calculate the time taken to process a typical application.

The table also shows the charges for notices served and immigration inspections under this legislation, it is recommended that these increase with inflation at 2%.

Appendix G

Appendix G

Appendix B Licensing costs - Mandatory		£													
Hourly rates	Housing Standards Officer	F	54												
(inc recharges)	Business Support Officer	D	40												
Licensing Process October 2018															
	Process description	Time in minutes per application	Time in hours per application	Officer responsible	Cost per hour including on costs	Actual cost	Additional comments								
A. Enquiries									plus £31 per additional household						
	Adminsitration tasks (total time per officer per year/ no of applications)	30	0.5	HS Officer	£40	£20.00	Including service complaints, fee setting, policy maintenance, training and team maintenance		Units	New HMO	Renewal				
1	Receive enquiry	10	0.17	Business Support	£40	£6.80	Applicant requests paper copy of the licensing pack. (available on SWeLT website). Send items to include sheet		2	£662.46	£423.96				
2	Logging of enquiry on MAU	10	0.17	Business Support	£40	£6.80	Use M codes template to record the actions and set date to expect return of the forms		3	£693.46	£454.96				
3	Send out application form, covering letter	15	0.25	Business Support	£40	£10.00	Post out pack with the covering letter explaining process and make sure fees are on the items to include list		4	£724.46	£485.96				
4	Chase return of application form if property operating as an HMO	15	0.25	Business Support	£40	£10.00			5	£755.46	£516.96				
5	If no response, pass to the HS Officer								6	£786.46	£547.96				
B. Processing of Application															
6	Check property is an HMO based upon information provided in application	10	0.17	HS Officer	£54	£9			8	£848.46	£609.96				
7	Check property is licensable	0	0	HS Officer	£54		as above		9	£879.46	£640.96				
8	Check application form complete & queries	45	0.75	HS Officer	£54	£40.50			10	£910.46	£671.96				
9	Chasing invalid applications and documents including payment	30	0.5	HS Officer	£54	£27.00	includes letters/email generation and save to system								
10	Scanning documents to back office system	15	0.25	Business support	£40	£10.00	All docs to be scanned and linked to MAU on system								
11	Process the application documents	30	0.5	HS Officer	£54	£27	Update code to MAU that application is received on that date								
12	Fit and Proper Person self checks	10	0.17	HS Officer	£54	£9.18	Further checks carried out where necessary								
C. Inspection Process															
13	Arrange inspection letter/telephone	15	0.25	HS Officer	£54	£13.50	N/A on renewal		£13.50						
14	Travel time to and from property	1	1	HS Officer	£54	£54.00	N/A on renewal		£54.00						
15	Undertake inspection	1	1	HS Officer	£54	£54.00	N/A on renewal		£54.00						
16	HHSRS Assessment, prepare (plans and) schedules	120	2	HS Officer	£54	£108	Letter generated inc schedule of works N/A renewal		£108						
D. Issuing License															
17	Work out permitted numbers and space standards, decide conditions. (Liaise with Inspecting Officer)	45	0.75	HS Officer	£54	£41			£229.50						
18	Produce draft license proposals	60	1	HS Officer	£54	£54									
19	Checking by Senior Manager	0	0	Environmental Health Officer			only where required								
20	Serve draft license to all interested parties	15	0.25	HS Officer	£54	£13.50									
21	Receive representations and modify licenses	15	0.25	HS Officer	£54	£13.50									
22	Produce final license	15	0.25	HS Officer	£54	£13.50									
23	Signing by Senior Manager	0	0	Service Manager											
24	Serve final License	15	0.25	HS Officer	£54	£13.50									
E. Revisit Process (incl renewal inspections)															
25	Arrange inspection letter/telephone	15	0.25	HS officer	£54	£13.50	where special conditions are needed								
26	Travel time to and from property	45	0.75	HS officer	£54	£40.50									
27	Undertake inspection	30	0.5	HS officer	£54	£27.00									
28	Follow up paperwork	30	0.5	HS officer	£54	£27.00									
Total						£662.46	minus £229.50 for a renewal application								
Total for Renewal (not including initial inspection fee)						£423.96	Plus £31 per additional household (increase by 2% from £30.50)								
Notices															
	Improvement Notices	£133.27	£135.40	£138.11			rate increased by RPI at 2 %								
	Prohibition Notices	£133.27	£135.40	£138.11			rate increased by RPI at 2 %								
	Immigration Inspection	£130.00	£132.00	£134.64			rate increased by RPI at 2 %								

Appendix G

Food Safety Charges

Charges for Rescore Inspections under the National Food Hygiene Rating Scheme (FHRS) or 'Scores on the Doors' and Food Safety Advisory Visits came into effect in Jan 2018. In order to ensure cost recovery these charges have been reviewed in line with all Environmental Health charges and are based on the officer hourly rate including recharges.

The purpose of the National Food Hygiene Rating Scheme (FHRS) is to allow consumers to make informed choices about the places they eat or shop for food and, through these choices, encourage businesses to improve their hygiene standards. The overarching aim is to reduce the incidence of food-borne illness and the associated costs to the economy.

A food hygiene rating is assessed by an officer from the Environmental Health Team at a scheduled food hygiene inspection. Those food businesses who fail to achieve the highest rating of "5" may be disappointed and so often carry out any works required immediately so that they can improve their score and regain their commercial advantage (or minimise their disadvantage). This, should they request it, will require an officer to return to re-assess their whole premises and rescore. This is known as a FHRS Rescore Inspection.

The provision of trusted and reliable food safety advice is a chargeable service that the Environmental Health Team promote to smaller businesses where they may not have access to specialists to assist in compliance. It is also available in order to assist food business owners to start up or further develop successful businesses. Larger businesses often have access to consultancy services for this type of expert advice but smaller, local businesses may not have the resources to pay for these services.

The Environmental Health Team can provide a colour printed copy of the FSA Safer Food Better Business Pack for a charge of £30. It is a legal requirement for certain types of food business to have a written food safety management system and the completion and implementation of this pack ensures compliance and ultimately an improved FHRS score.

It is proposed to increase the charge for a FHRS rescore inspection to £185.00 and an advisory visit to £200.00. Appendix C below shows the calculation using a process map for both inspection processes which is based on the hourly rate for a Food Safety Officer and Environmental Health Officer.

The charge for a Safer Food Better Business pack remains at £30.

Appendix G

Appendix C		Food Safety Charges		
	Process - FHRS Rescore Inspection	Indicate TIME estimates in minutes used for your local authority	Indicate OFFICER responsible for each process in your local authority	Cost estimated for your local authority
a	Initial Enquiry and supply of forms/advice	10	Business Support	£6.80
b	Receipt of fee and checking of applications.	10	Business Support	£6.80
c	Enter onto LA database	10	Business Support	£6.80
d	Pre-inspection file checks	15	Officer	£14.50
e	Travel to and from business (average)	60	Officer	£58.00
f	Rescore visit (full inspection)	60	Officer	£58.00
g	Completion of inspection report and sticker	30	Officer	£29.00
h	Input onto LA database	10	Business Support	£6.80
	TOTAL (a - h)	205		£186.70
p	GRAND TOTAL (a - o) - do not enter details as this will automatically calculate			Charge £185.00
	Process - Advisory Visits	Officer responsible	Indicate TIME estimates in minutes used for your local authority	Cost estimated for local authority
a	Initial Enquiry	Business Support Officer	10	£6.80
b	Receipt of fee	Business Support Officer	10	£6.80
c	Enter onto LA database	Business Support Officer	10	£6.80
d	Pre-visit file checks & research	Environmental Health Officer	30	£29.00
e	Travel to and from business (average)	Environmental Health Officer	60	£58.00
f	Advisory visit 1 hr	Environmental Health Officer	60	£58.00
g	Completion of advisory forms on site or advisory letter	Environmental Health Officer	30	£29.00
h	Input onto LA database	Business Support Officer	10	£6.80
	TOTAL (a - h)		220	£201.20
	GRAND TOTAL (a - o) - do not enter details as this will automatically calculate			Charge £200
q	Environmental Health Officer (hourly rate)	TD/WSC Hourly Rates		
r	Business Support Officer (hourly rate)	Business Support D/E		£40
s	officer ave hr rate £58 (£54 & £62)	Food Safety Officer F		£54
t		Env Health Officer G		£62
	Process - SFBB pack	Officer responsible	Indicate TIME estimates in minutes used for your local authority	Cost estimated for you local authority
a	Initial enquiry & receipt of Fee	Business Support Officer	5	£2.50
b	Printing	Printing Services		£25.96
c	Postage and envelope	Business Support Officer		£1.10
d	Input onto LA database	Business Support Officer		
	TOTAL (a - d)	Total Charge £30	5	£29.56
Charge £20 for the Safe Methods only, £17.50 for the Diary and £30 if both are ordered at the same time (saving £7.50)				
Childminders Pack is half the pages £15				

Appendix G

Equality Impact Assessment

Responsible person	Erica Lake	Job Title: Environmental Health Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy or service	
	Change to Policy or Service	
	Budget/Financial decision – MTFP	Yes
	Part of timetable	
What are you completing the Equality Impact Assessment on (which policy, service, MTFP proposal)	HMO Licence Fees, Permit Fees, Private Water Supplies Fees and Pest Control Fees and Charges	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy?	<p>Proposal to increase the fees and charges from April 2018 for the pest control service as detailed in the attached reports. Fees and charges for private water supply service to remain the same as 17/18.</p> <p>The proposed increase to fees and charges will ensure sufficient financial resources are in place to deliver the services.</p>	
Which protected groups are targeted by the policy?	All protected groups are affected equally by the changes.	
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....	Historic evidence has been gathered regarding people that access these services including property and land owners and tenants. Information is available on those people who are entitled to the subsidies applied to the pest control fees. This information is available via the business support team and officers within Environmental Health team.	
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.		
I have concluded that there should be:		
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.		

Appendix G

<p>To help support service users on low incomes a subsidised rate will continue to be available for those in receipt of income-related benefit. This subsidised rate will apply to public health nuisance pests such as rats and mice only.</p>	
<p>No major change - no adverse equality impact identified</p>	<p>Yes</p>
<p>Adjust the policy</p>	
<p>Continue with the policy</p>	
<p>Stop and remove the policy</p>	
<p>Reasons and documentation to support conclusions: Historic data and knowledge of the service gained through a number of years of administering discounts for those that have hardship issues lend itself to continuing to make discretionary relief available for public health nuisance pests (rats and mice only).</p>	
<p>Section four – Implementation – timescale for implementation</p>	
<p>April 2019</p>	
<p>Section Five – Sign off</p>	
<p>Responsible officer: Erica Lake Date: 16th October 2018</p>	<p>Management Team: Date:</p>
<p>Section six – Publication and monitoring</p>	
<p>Published on</p>	
<p>Next review date</p>	<p>Date logged on Covalent</p>

Appendix G

Action Planning

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

Service area	Environmental Health	Date	16th October 2018		
Identified issue drawn from your conclusions	Actions needed	Who is responsible?	By when?	How will this be monitored?	Expected outcomes from carrying out actions
N/A					