

# IMPACT ASSESSMENT TEMPLATE

## SUMMARY RAG RATING

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
--	---

## SECTION 1:

Title	Removal of Concessions from Allotment Rent and Proposed Rent Increases
<p>What are you analysing?</p> <ul style="list-style-type: none"><li>What is the policy/project/activity/strategy looking to achieve?</li><li>Who is it intended to benefit? Are any specific groups targeted by this decision?</li><li>What results are intended?</li></ul>	<p>Increasing income to cover costs of allotments by revisions to fees and removal of current concessions</p> <p>There is a need to reduce the amount of subsidy provided by Slough Borough Council. This is also about increasing fees for existing and new tenants, as well as changing concessions policy. Increasing fees whilst justifiable in terms of providing an appropriate and sustainable service and charges being in line with other local authorities will potentially impact lower income groups more.</p> <p>No direct benefits to plot holders but may improve site maintenance if sufficient funds are established through the change.</p> <p>General acceptance that current rents are not sustainable and that with increases, costs will still be reasonable.</p>
Details of the lead person completing the screening/EIA	<p>(i) Full Name: Gerald Pleace</p> <p>(ii) Position: Senior Parks Improvement Officer</p> <p>(iii) Service Area: Parks and Allotments</p> <p>(iv) Email Contact Details: Gerald.pleace@slough.gov.uk</p> <p>(v) Date: 23/09/2025</p>
Date sent to Finance	
Version number and date of update	3 – 23/9/25

## SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1

Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal

- If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.
- Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal

Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?
All		There is no actual monitoring of current tenants and they could comprise all equality groups. This is a universal service. However, national trends would suggest older people and people on lower incomes more likely to be over-represented as allotment tenants
Gender	N/A	N/A
Ethnicity	N/A	N/A
Disability	N/A	Possibly under represented
Sexual orientation	N/A	N/A
Age	43%	Possibly over represented, - 43% of total tenants
Religion or belief	N/A	N/A
Gender Identity	N/A	N/A
Pregnancy/Maternity	N/A	N/A

	Marriage/Civil Partnership	N/A	N/A																										
<b>2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</b>	<p>Older people, and lower income groups are likely to be over-represented as current or prospective allotment tenants</p> <p>Although we have no equalities profile data from tenants, some ethnic minority groups and disabled people may be over-represented as they are more likely to be in lower income groups. Currently 43% of tenants are claiming concessions on the basis of age or unemployment status.</p> <p>As the demand for allotments currently outstrips supply, it is likely that increasing rents may not impact demand for them as the proposed costs are in line with other local authorities and potential new tenants will not have had the previous low rates.</p> <p>Offering better quality services and having different plot options with different rent charges offers a wider choice to suit tenants on different incomes</p>																												
<b>2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</b>	No																												
<b>2.4</b>	<b>Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b>																												
	<table border="1"> <thead> <tr> <th></th><th>None</th><th>Positive</th><th>Negative</th><th>Not sure</th></tr> </thead> <tbody> <tr> <td>Men or women</td><td>x <input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td>People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)</td><td>x <input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td>Disabled<sup>1</sup> people (consider different types of physical, learning or mental disabilities)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>x <input type="checkbox"/></td></tr> <tr> <td>People of particular sexual orientation/s</td><td>x <input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>					None	Positive	Negative	Not sure	Men or women	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled <sup>1</sup> people (consider different types of physical, learning or mental disabilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	People of particular sexual orientation/s	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	None	Positive	Negative	Not sure																									
Men or women	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																									
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																									
Disabled <sup>1</sup> people (consider different types of physical, learning or mental disabilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>																									
People of particular sexual orientation/s	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																									

<sup>1</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People in particular age groups (consider in particular children, under 21s and over 65s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**\*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.**

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>
	<p>People who are on low income, are retired or unemployed will have to pay more for their rent and it may affect their ability to pay their invoices and affect other aspects of their life. We have proposed a reduction in the new rent to those in receipt of pension credit. Raised beds for those with a physical disability have been set at a special low rate and we have proposed to help with accessing disability specific grants where available. The council offers free plots for charity groups, community groups and schools. There are a range of plot sizes so those who may be impacted could if required opt for a smaller plot with lesser fee.</p> <p>As the current system is unsustainable and the current concession scheme where we are unable to regularly assess individual circumstance change, it is open to abuse. The proposed concession process will be clearer and easier to monitor and less likely to be abused.</p>

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

### SECTION 3: ASSESSING THE IMPACT

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men					x		
	Women					x		
Race	White					x		
	Mixed/Multiple ethnic groups					x		
	Asian/Asian British					x		
	Black/African/Caribbean/ Black British					x		
	Gypsies / travellers					x		
	Other ethnic group					x		
Disability	Physical				x		Current lower cost of rent removed so will pay full amount of rent for a standard plot. Raised beds will be offered at a low cost.	Potential for dispute or claims of discrimination.
	Sensory				x		Current lower cost of rent removed so will pay full amount of rent. Proposed	Potential for dispute or claims of discrimination.

							<p><b>assistance in accessing disability grants where applicable.</b></p> <p>Raised beds for those with a physical disability have been set at a special low rate and we have proposed to help with accessing disability specific grants where available. The council offers free plots for charity groups, community groups and schools. There are a range of plot sizes so those who may be impacted could if required opt for a smaller plot with lesser fee.</p> <p>We can review the impact of changes once implemented.</p>	
	Learning Difficulties				x		<p><b>Current lower cost of rent removed so will pay full amount of rent. Proposed assistance in accessing disability grants where applicable.</b></p> <p>We have proposed to help with accessing disability specific grants where available. The council offers free plots for charity groups, community groups and schools. There are a range of plot sizes so those</p>	Potential for dispute or claims of discrimination.

							who may be impacted could if required opt for a smaller plot with lesser fee. We can review the impact of changes once implemented.	
	Learning Disabilities				x		<p><b>Current lower cost of rent removed so will pay full amount of rent. Proposed assistance in accessing disability grants where applicable.</b></p> <p>We have proposed to help with accessing disability specific grants where available. The council offers free plots for charity groups, community groups and schools. There are a range of plot sizes so those who may be impacted could if required opt for a smaller plot with lesser fee. We can review the impact of changes once implemented.</p>	Potential for dispute or claims of discrimination.
	Mental Health				x		<p><b>Current lower cost of rent removed so will pay full amount of rent. Proposed assistance in accessing disability grants where applicable.</b></p> <p>We have proposed to help with accessing disability</p>	Potential for dispute or claims of discrimination.





							<p>specific grants where available. The council offers free plots for charity groups, community groups and schools. There are a range of plot sizes so those who may be impacted could if required opt for a smaller plot with lesser fee. We can review the impact of changes once implemented.</p>	
--	--	--	--	--	--	--	--	--



Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					x		
<b>Age</b>	Older people (50+)				x		<p><b>Current lower cost of rent removed so may have to pay full amount of rent.</b></p> <p>We have proposed a reduction in the new rent to those in receipt of pension credit. Raised beds for those with a physical disability have been set at a special low rate and we have proposed to help with accessing disability specific grants where available. The council offers free plots for charity groups, community groups and schools. There are a range of plot sizes so those who may be impacted could if required opt for a smaller plot with lesser fee.</p> <p>We can review the impact of changes once implemented.</p>	Potential for dispute or claims of discrimination.
	Younger people (16 - 25)					x		
	Children (under 16 )					x		

Gender Reassignment					x		
Impact due to pregnancy/maternity					x		
Groups with particular faiths and beliefs					x		
People on low incomes				x		<p><b>Current lower cost of rent removed so will pay full amount of rent.</b></p> <p>We have proposed a reduction in the new rent to those in receipt of pension credit. Raised beds for those with a physical disability have been set at a special low rate and we have proposed to help with accessing disability specific grants where available. The council offers free plots for charity groups, community groups and schools. There are a range of plot sizes so those who may be impacted could if required opt for a smaller plot with lesser fee.</p> <p>We can review the impact of changes once implemented.</p>	Potential for dispute or claims of discrimination.



## SECTION 4: ACTION PLAN

4.1	<p>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p><b>NB. Add any additional rows, if required.</b></p>						
	<b>Action Required</b>	<b>Equality Groups Targeted</b>	<b>Intended outcome</b>	<b>Resources Needed</b>	<b>Name of Lead, Unit &amp; Contact Details</b>	<b>Completion Date (DD/MM/YY)</b>	<b>RAG</b>
	Inform groups that there is little option as allotments need to pay for themselves and not be subsidised.	Older people	Acceptance that the higher cost is necessary and still good value.	Sign off by Cabinet, officer time to explain.	Gerald Pleace/Mark Clements, Parks and Allotments	TBA	
	Inform groups that there is little option as allotments need to pay for themselves and not be subsidised.	People on low income	Acceptance that the higher cost is necessary and still good value.	Sign off by Cabinet, officer time to explain.	Gerald Pleace/Mark Clements, Parks and Allotments	TBA	
	Inform groups that there is little option as allotments need to pay for themselves and not be subsidised.	People with disabilities	Acceptance that the higher cost is necessary and still good value.	Sign off by Cabinet, officer time to explain.	Gerald Pleace/Mark Clements, Parks and Allotments	TBA	
	Review impact once changes implemented	All	Assurance that impact on all groups is minimised.		Gerald Pleace/Mark Clements, Parks and Allotments	TBA	
	<i>Enter additional rows if required</i>						

## **Appendix A**

### **Equality Impact Assessment Decision Rating Guide**

***PLEASE SEE PAGE 1 FOR THE RATING OF THIS PROPOSAL***

<b>Decision</b>	<b>Action</b>	<b>Risk</b>
As a result of performing the EIA, there is a risk that a disproportionately negative impact (direct, indirect, unintentional or otherwise) exists to one or more of the nine groups of people who share a protected characteristic under the Equality Act 2010. It is not clear if mitigating actions are possible.	<b>Further advice should be taken</b>	<b>Red</b> 
As a result of performing the EIA, there is a risk that a disproportionately negative impact (as described above) exists to one or more of the nine groups of people who share a protected characteristic under the Equality Act 2010. However, this risk may be removed or reduced by implementing mitigating actions.	<b>Proceed pending agreement of mitigating action</b>	<b>Amber</b> 
As a result of performing the EIA, the proposal does not appear to have any disproportionate negative impact on people who share a protected characteristics or anticipated impacts will be either positive or neutral.	<b>Proceed</b>	<b>Green:</b> 