

Appendix 3 - Equality Impact Assessment

Directorate: Regeneration, Environment and Planning	
Service:	
Name of Officer/s completing assessment: Chris Holme	
Date of Assessment: 23/04/26	
Name of service/function or policy being assessed:	
1.	What are the aims, objectives, outcomes, purpose of the policy, service change, function that you are assessing? Alignment with the Council's Fees and Charges Policy The report specifically relates to Garden Waste Fees, Replacement Bins, Building Control and Temporary Road Closures where the current fees charges are not compliant with the Council's Fees and Charges policy (as agreed by Council in 2022). The existing framework and approved policy for fees and charges sets out the following key principles for setting those fees, in accordance with S93 of the Local Government Act 2003, unless prescribed in other specific legislation: a) Users pay for the service at full cost recovery b) A strategic and informed approach to subsidy and concessions c) Adopting a strategic approach to new charges d) Appropriate communication and engagement with service users e) Coherence with broader efficiency and framework objectives; and f) Fees and charges will be subject to systematic and in-depth review. Whilst fees and charges are primarily set annually, there is provision within the constitution to enable in year changes. The recommendations aim to address those identified areas of non-compliance.
2.	Who implements or delivers the policy, service or function? State if this is undertaken by more than one team, service, and department including any external partners. The services fall under environment, highways and building control

	No – as the fees for the specific services reviewed are currently not in compliance with current policy of full cost recovery. There is no policy provision for the subsidies.
8.	Have you considered the impact the policy might have on local community relations? The increase in fees and charges in line with a move to full cost recovery is intended to achieve a fair policy that does not impact on other services, ensuring limited resources can more effectively be targeted in line with corporate priorities
9.	What plans do you have in place, or are developing, that will mitigate any likely identified negative impacts? For example what plans, if any, will be put in place to reduce the impact? Engagement with particular groups most impacted.
10.	What plans do you have in place to monitor the impact of the proposals once they have been implemented? (The full impact of the decision may only be known after the proposals have been implemented). Please see action plan below. Each service will be asked to review impact for any unintended impacts.

What course of action does this EIA suggest you take? More than one of the following may apply	✓
Outcome 1: No major change required. The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken	✓
Outcome 2: Adjust the policy to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers identified? (Complete action plan).	
Outcome 3: Continue the policy despite potential for adverse impact or missed opportunities to promote equality identified. You will need to ensure that the EIA clearly sets out the justifications for continuing with it. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact (see questions below). (Complete action plan).	
Outcome 4: Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination. (Complete action plan).	

Action Plan and Timetable for Implementation

At this stage a timetabled Action Plan should be developed to address any concerns/issues related to equality in the existing or proposed policy/service or function. This plan will need to be integrated into the appropriate Service/Business Plan.

Action	Target Groups	Lead Responsibility	Outcomes/Success Criteria	Monitoring & Evaluation	Target Date	Progress to Date

Name:

Signed: ...Chris Holme.....(Person completing the EIA)

Name:

Signed:(Policy Lead if not same as above)

Date: