

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**  
**EQUALITY IMPACT ASSESSMENT**

**EqlA : Planning Fees**

**Essential information**

Items to be assessed: (please mark 'x')

<b>Strategy</b>		<b>Plan</b>	X	<b>Project</b>		<b>Service procedure</b>	
-----------------	--	-------------	---	----------------	--	--------------------------	--

<b>Responsible officer</b>	Adrien Waite	<b>Service area</b>	Planning	<b>Directorate</b>	Place
----------------------------	--------------	---------------------	----------	--------------------	-------

<b>Stage 1: EqlA Screening (mandatory)</b>	Date created: 08/11/2021	<b>Stage 2 : Full assessment (if applicable)</b>	Date created : xx/xx/xxxx
--	--------------------------	--	---------------------------

**Approved by Head of Service / Overseeing group/body / Project Sponsor:**

*"I am satisfied that an equality impact has been undertaken adequately."*

**Signed by (print):** Adrien Waite

**Dated:** 08/11/2021

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqlA : Planning Fees

#### **Guidance notes**

##### **What is an EqlA and why do we need to do it?**

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
- Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

##### **What are the "protected characteristics" under the law?**

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

##### **What's the process for conducting an EqlA?**

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

##### **Openness and transparency**

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

##### **Enforcement**

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqIA : Planning Fees

#### Stage 1 : Screening (Mandatory)

##### **1.1 What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?**

The matter is part of the budget setting process and relates to a £125k increase in the income target arising from planning fees, the increase is expected to arise with increase in application activity, as opposed to any changes in policy or practice,

**1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as “Not Relevant”.**

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqlA : Planning Fees

Protected characteristics	Relevance	Level	Positive/negative	Evidence
<b>Age</b>	Not relevant			The proposed saving is derived from assumptions around increased application activity as opposed to any changes in policy or process. Accordingly, there is no reason to believe any impacts would arise.
<b>Disability</b>	Not relevant			The proposed saving is derived from assumptions around increased application activity as opposed to any changes in policy or process. Accordingly, there is no reason to believe any impacts would arise.
<b>Gender re-assignment</b>	Not relevant			The proposed saving is derived from assumptions around increased application activity as opposed to any changes in policy or process. Accordingly, there is no reason to believe any impacts would arise.
<b>Marriage/civil partnership</b>	Not relevant			The proposed saving is derived from assumptions around increased application activity as opposed to any changes in policy or process. Accordingly, there is no reason to believe any impacts would arise.
<b>Pregnancy and maternity</b>	Not relevant			The proposed saving is derived from assumptions around increased application activity as opposed to any changes in policy or process. Accordingly, there is no reason to believe any impacts would arise.
<b>Race</b>	Not relevant			The proposed saving is derived from assumptions around increased application activity as opposed to any changes in policy or process. Accordingly, there is no reason to believe any impacts would arise.
<b>Religion and belief</b>	Not relevant			The proposed saving is derived from assumptions around increased application activity as opposed to any changes in policy or process. Accordingly, there is no reason to believe any impacts would arise.

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqIA : Planning Fees

<b>Sex</b>	Not relevant			The proposed saving is derived from assumptions around increased application activity as opposed to any changes in policy or process. Accordingly, there is no reason to believe any impacts would arise.
<b>Sexual orientation</b>	Not relevant			The proposed saving is derived from assumptions around increased application activity as opposed to any changes in policy or process. Accordingly, there is no reason to believe any impacts would arise.

**Outcome, action and public reporting**

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqIA : Planning Fees

Screening Assessment Outcome	Yes / No / Not at this stage	Further Action Required / Action to be taken	Responsible Officer and / or Lead Strategic Group	Timescale for Resolution of negative impact / Delivery of positive impact
Was a significant level of negative impact identified?	No	None	Adrien Waite	N/A
Does the strategy, policy, plan etc require amendment to have a positive impact?	No	None	Adrien Waite	N/A

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered “No” or “Not at this Stage” to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).