

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqIA : 2022-23 Fees & Charges

Essential information

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

Strategy		Policy		Plan		Project		Service/Procedure	X
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Responsible officer	Andrew Vallance	Service area	Finance	Directorate	Resources
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Stage 1: EqIA Screening (mandatory)	22/02/2022	Stage 2 : Full assessment (if applicable)	Date created : xx/xx/xxxx
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Approved by Head of Service / Overseeing group/body / Project Sponsor:

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

Signed by (print): Andrew Vallance

Dated: 22/02/2022

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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.

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Stage 1 : Screening (Mandatory)

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

As part of the annual budget setting cycle, the Council sets and publishes fees and charges for the relevant year. Many of these are statutory, but for some the Council can exercise discretion. The general rate of inflation is used as a guide for increased, but also taking into account inflation rates that are specific to the area concerned. The following factors are also taken into account:

1. The reasonableness of the fee / charge, particularly in regard to other neighbouring areas.
2. The demand for the service.
3. Where relevant (usually with non-statutory services and trading accounts) the fee should be set at a level to recover costs.

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”.

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Protected characteristics	Relevance	Level	Positive/negative	Evidence
Age	Relevant	Low	Negative	Whilst individuals will be impacted by an increase in fees, many of the increases have been kept at or below inflation.
Disability	Not relevant	Low	Negative	Whilst individuals will be impacted by an increase in fees, many of the increases have been kept at or below inflation.
Gender re-assignment	Not relevant	Low	Negative	Whilst individuals will be impacted by an increase in fees, many of the increases have been kept at or below inflation.
Marriage/civil partnership	Not relevant	Low	Negative	Whilst individuals will be impacted by an increase in fees, many of the increases have been kept at or below inflation.
Pregnancy and maternity	Not relevant	Low	Negative	Whilst individuals will be impacted by an increase in fees, many of the increases have been kept at or below inflation.
Race	Not relevant	Low	Negative	Whilst individuals will be impacted by an increase in fees, many of the increases have been kept at or below inflation.
Religion and belief	Not relevant	Low	Negative	Whilst individuals will be impacted by an increase in fees, many of the increases have been kept at or below inflation.
Sex	Not relevant	Low	Negative	Whilst individuals will be impacted by an increase in fees, many of the increases have been kept at or below inflation.
Sexual orientation	Not relevant	Low	Negative	Whilst individuals will be impacted by an increase in fees, many of the increases have been kept at or below inflation.

Outcome, action and public reporting

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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			
Does the strategy, policy, plan etc require amendment to have a positive impact?	No			

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).