

Appendix 3 – Equalities Impact Assessments

All data has been provided by each individual service area

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Appendix 3 – Equalities Impact Assessments – PTR

All data has been provided by each individual service areas

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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Building Control
Lead officer name	Stuart Fyffe
Lead officer job title	Building Control Manager
Lead officer email address	sfyffe@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Building Control fees
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
Building Control fees are being increased

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult
<p>Consultation not required. Building Control fees are being increased in accordance with The Building (Local Authority Charges) Regulations 2010 on a cost recovery basis.</p> <p>Proposed fees will be published on our website 6 weeks before implementation.</p>

1.2. What data or intelligence sources have you used to inform your assessment of the impact?
How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used
<p>N/A</p> <p>Building Control fees are being increased in accordance with The Building (Local Authority Charges) Regulations 2010 on a cost recovery basis.</p>

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
N/A	Click or tap here to enter text.	Click or tap here to enter text.
N/A	Click or tap here to enter text.	Click or tap here to enter text.
N/A	Click or tap here to enter text.	Click or tap here to enter text.
N/A	Click or tap here to enter text.	Click or tap here to enter text.
N/A	Click or tap here to enter text.	Click or tap here to enter text.
N/A	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
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The increase to our charges will affect anyone who will be carrying out works which require control under the Building Regulations 2010.

For works which need to be carried out for people with disabilities, there will be no fee payable as per the exemptions set under The Building (Local Authority Charges) Regulations 2010

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Stuart Fyffe	Building Control Manager	23.08.2023
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Property & FM
Lead officer name	John Cooper
Lead officer job title	Interim AD Property & FM
Lead officer email address	John.cooper@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Increases in charges for Commercial Property Transactions and associated Legal Work
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
To ensure that discretionary charges fully recover the council's costs and are increased in line with inflation going forward.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult

The charges only affect those individuals and organisations that choose to enter into commercial property transactions with the Council. The Council is not the only owner and provider of commercial property and other organisations will make charges for similar services but are less likely to publish these.

Publication of charges in advance on the Council's website allows individuals and organisations to make informed decisions before entering into commercial property agreements or contracts.

As these charges are not new; are typically reviewed on a regular basis; are accepted by choice or covered by existing contractual arrangements entered into knowing that charges may apply and only affect individuals or organisations that choose or have chosen to enter into a commercial transaction with the Council and these it is not intended that consultation is carried out.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

We have reviewed our own costs associated with providing these services and reviewed charges made by other local authorities for similar work and where appropriate benchmarked against these. Most local authorities publish these charges online.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Benchmark costs annually against similar authorities	December annually	Head of Property Services
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Equality and Diversity Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
<p>Where individuals or organisations enter into commercial leases or other commercial property transactions it is expected that there will be charges for the surveying, property and legal work in setting up agreements, varying agreements, transferring agreements and seeking approval to carry out works to properties covered by agreements. Customers should be properly advised when entering into property transactions.</p> <p>Publishing fees and charges on line assists customers in making informed decisions.</p> <p>These charges are typically based upon the cost of carrying out the surveying, property, and legal work plus on-costs and establishment costs. Historically the on-costs and establishment costs including any associated administration have not always been captured.</p>

5. Sign off

5.1. This community equality impact assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Mark Bradbury	Director of Place	09/09/2023
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Land Charges
Lead officer name	Priscilla Omede
Lead officer job title	Business Support manager
Lead officer email address	pomede@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Increase of fees for year 24/25
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
Fee review is in line with the yearly fee increase to ensure the fees and charges are in line with current employment, department, corporate and financial costs. This is also done to meet its objectives of delivering for the borough.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult or engage

- Website will be updated with the new fees
- An email will also be sent to search agents 4 weeks prior to the fee increase to inform them of new fees.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Neighbouring council fees have been assessed to ensure our local land charges fees team are not excessive and are proportionate. Fees for a standard search are listed below which show that Thurrock's fees are mid-range, therefore proportionate.

Thurrock standard search £205

Brentwood - £150

Basildon - £227.15

Havering - £146.90

Castle Point - £106

Rochford - £277.57

Southend - £140.60

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fee generation which can be poured back into communities and community projects.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Respond to any feedback from search agents who may respond following email that has been sent.	Before 1 st April 2024	Priscilla Omede/Celen Hurbas
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

The implications and customer impact is low for the increase of fees. There is no impact on any particular group or community apart from a positive impact of income being generated to fulfil the councils local projects.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Tony Fletcher	Support and Performance Manager	11 th August 2023
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Development Services (Development Management)
Lead officer name	Louise Reid
Lead officer job title	Strategic Lead – Development Services
Lead officer email address	Louise.Reid@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Increase in discretionary fees for the Service as part of the wider corporate charging strategy.
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
<p>To increase the fees as part of the wider Council-led project to support provision of services going forward.</p> <p>The fees for planning applications are set by central government and are statutory. There is no scope for the Council to alter planning application fees.</p> <p>The fees the service can increase are pre-application fees which are used to reinvest in the service and provide a quicker service to customers when a planning application is submitted.</p> <p>Planning Performance Agreement (PPA) fees are also part of the non-statutory fees and enable the service to provide extra resources to assist in determining applications.</p>

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

The increase in fees is part of the wider corporate strategy which has been, and is being, publicised corporately. The Council will be publicising the increases and reports will be considered at Cabinet.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

In determining whether the increase in fees is reasonable officers have looked at fees at nearby Planning Authorities to benchmark the fees that it is proposed to increase.

It should be noted that the fees for pre-apps and PPA are optional, they do not preclude customers from making a planning application, so the increase in the fees will have no impact on, or disadvantage customers, who deal with the service for statutory purposes.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	These discretionary services allow for improved schemes to be submitted which should have wider community benefits in enhancing local place and communities.	Early engagement in the planning process will continue to allow officers to seek the best outcomes for the communities.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The increase in fees should result in benefits for the workforce in the service in providing additional resource and assistance to support existing roles.	Increased funding for the service will allow better outcomes to be achieved.
Health and wellbeing of residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improved schemes should assist in providing better environments and places for residents.	Increased funding for the service will allow better outcomes to be achieved.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Socio-economic outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improved schemes could lead to new opportunities for development providing enhanced employment and other linked outcomes.	Increased funding for the service will allow better outcomes to be achieved.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Performance level of replying to pre-application requests	Bi-yearly	Principal planners & Strategic Lead
Performance level of determining planning applications with PPAs	Annually	Principal planners & Strategic Lead
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

The proposed discretionary fees for the Development Services: Development Management will primarily be paid for by larger scale developers who have more money to invest in projects.

Smaller scale pre-application fees are relevant to individual homeowners, or SME enterprises.

Due to the nature of the service, and the nature of the discretionary fees, the fee changes are less likely to impact on disadvantaged groups. The statutory services, and discretionary services provided by the team are also provided universally so no community or group is excluded.

The proposed fee increase should allow the service to be more resilient and timely in dealing with cases by providing more resources for services.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Louise Reid	Strategic Lead	23 August 2023
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Transportation Services
Lead officer name	Navtej Tung
Lead officer job title	Strategic Transport Manager
Lead officer email address	ntung@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
The CEqIA is related to the proposed fees and charges increases for the FY 2024/25 being assigned to services and functions delivered by the Transportation Services team at Thurrock Council.
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
Fees and Charges schedule is the list of charges for functions which are not statutory which has a cost implication to the council. The annual review gives an opportunity to revise any charges which may have increased in cost of delivery to the council. This review is being undertaken in line with council processes and will be determined through the democratic process.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

Specific measures have not been undertaken to consult on the proposed price rises.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

A programme of price benchmarking is proposed to review costs

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>There will be increases in prices related to services which are age related. The price of replacing a bus pass issued under the ENCPS scheme will impact older persons who qualify by age (increased £2.10/19%)</p> <p>There has been a change in the approach towards charging for Balance Bike training (under 6 – from a fixed group fee to £5 per child).</p>	<p>The bus pass charges are only implemented when a pass is lost. The first pass is always issued for free. Regarding bikeability charges, closer working with schools to identify external funds can be identified to help cover costs.</p>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>There will be increases in prices related to services which are disability related. The price of replacing a bus pass issued under the ENCPS scheme will impact persons who qualify by disability (increased £2.10/19%)</p>	<p>The bus pass charges are only implemented when a pass is lost. The first pass or expired passes are always issued for no charge.</p>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	While the changes will not have an impact on race per se, some members of the boroughs community will come from different racial backgrounds may be more disproportionately impacted with price increase involving their children (e.g. refugees).	Supporting schools where bikeability charges are implemented to identify alternative funding to support participation.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Single parent households, which are likely to mothers – could be impacted more greatly by increased bikeability costs for children.</p> <p>Women are also more likely to be older bus users and have lesser access to a personal vehicle, and cost of replacing a pass will increase if lost.</p>	Supporting schools where bikeability charges are implemented to identify alternative funding to support participation.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If these price increases prevent continued participation, i.e. prevents younger people from accessing cycling, or older/disabled people from bus use as they are unable to pay for a replacement bus pass, this could have knock on impacts on health and wellbeing.	Supporting schools to identify funding to support participation in bikeability measures.
Socio-economic outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If these price increases prevent continued participation, i.e. prevents younger people from accessing cycling, or older/disabled people from bus use as they are unable to pay for a replacement bus pass, this could have knock on impacts on longterm socio-economic outcomes.	Supporting schools to identify funding to support participation in bikeability measures.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Ongoing benchmarking of fees	March 24	Navtej Tung
Review of impacts of charges	June 24	Navtej Tung
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
--

There is a risk that increase in charges specific to the replacement of a lost bus pass and bikeability participation charges could have an impact on the affordability of participation. Specific to bikeability, the council will look to engage best with schools to identify funding opportunities to minimise any impacts. For bus pass replacements, these are costs for replacing a lost pass, and not a fee for the issuing of a first or renewal pass.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Navtej Tung	Strategic Transport Manager	24 August 2023
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Appendix 3 – Equalities Impact Assessments – CGS

All data has been provided by each individual service areas

Burials	31
Environmental Protection	36
Thurrock Museum	41
Recreation & Leisure	46
Parking & Enforcement	51
Public Protection (Trading Standards).....	57
Public Protection (COMAH)	62
Registrars.....	67
Thameside Theatre	73
Waste	79

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Burials
Lead officer name	Vincent Taylor
Lead officer job title	Strategic Lead – Clean and Green Services
Lead officer email address	vtaylor@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Fees and charges for burials and associated cemeteries provision
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
There is a proposal to increase the fees and charges to enable more effective cost recovery

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

We recently carried out a survey with regards to our Cemeteries and Burials, and have provided a number of new services in light of that survey.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

We have benchmarked against other local authorities that are close to us

This will ensure we are not being disproportionate. Even given the increase in charges we will be competitive charging wise for all of the non discretionary services that we provide, we understand that Funeral Poverty is an issue and have kept the basic cost reasonable.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We have kept the costs comparable with other local authorities with the basic charges remaining competitive. We are also looking at the option of a Crematorium as currently 90% of deaths within Thurrock go outside the borough for Cremation	There is still the option of the Public Health Funeral for those without the means to pay for a funeral. We will look at ways to keep these to a minimum and give the opportunity for a full funeral
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff will continue to do the same thing as they have been doing	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We have kept the costs comparable with other local authorities with the basic charges remaining competitive	There is still the option of the Public Health Funeral for those without the means to pay for a funeral. We will look at ways to keep these to a minimum and give the opportunity for a full funeral
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Part of the Fees & Charges review	Every six months	Kelly McMillan and David Wade
Approved at Full council	February every year	Councillors
Present increased fees and charges to Overview & Scrutiny - CGS	Three months prior to going to full council	Jahur Ali / Vince Taylor
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

The increase in fees and charges will not be popular with clubs, individuals as no one wants to pay more.

However, we are currently subsidising the costs of preparing sports pitches and the reason for the increases is Cost Recovery. By recovering the costs, there will be less of a financial pressure on the council.

As most of the sports are played over a full season, mor than 3 months, the cost increase is actually less than £1 per person spread over the season as an extra charge.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Jahur Ali	Recreation & Leisure Services Manager	23/08/2023
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Environmental Protection Team, Environmental Health Section, Public Protection
Lead officer name	Peter Reynolds
Lead officer job title	Environmental Protection and Digital Evidence Manager
Lead officer email address	preynolds@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
EP fees and charges for statutory nuisance, EP public health and pollution, prevention and control work including statutory duties.
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
Review of fees and charges based on completing all team functions and those chargeable in line with inflation increases.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to consult or engage (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult or engage

No need to consult as the team functions are statutory, professionally, and fairly applied using consistent reasonable enforcement of specific EP legislation. All EP work including fees and charges are applied/set equally and fairly to all service users. Where enforcement action / fines are applied to offenders then all reasonable costs are recovered by way of prosecution. All prosecution files include comprehensive officer time sheet records that detail their interventions / costs incurred when carrying out their EP responsibilities. Where works in default are completed, all records are saved / evidenced for use in prosecution files or for audit purposes, as the team seek cost recovery.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Meeting with finance officers completed and where charges are made for EP team functions then these can increase in line with inflation as a reasonable adjustment.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
No impact or need to review as EP services including statutory and chargeable work is fairly provided / applied and enforced on all.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
No impact as all team duties, mostly statutory, are applied fairly and consistently to all users or those where enforcement is applied. EP legislation and chargeable services are implemented to all users / residents / businesses equally, using fair effective enforcement through robust team procedures. Completing all EP work has no discrimination or community equality impacts.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Peter Reynolds	Environmental Protection and Digital Evidence Manager	July 2023
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Thurrock Museum
Lead officer name	Michelle Savage
Lead officer job title	Museum Officer
Lead officer email address	msavage@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Heritage – Fees and Charges Policy
Borough-wide or location-specific?
<input type="checkbox"/> Borough-wide <input checked="" type="checkbox"/> Location-specific – please state locations below. Thameside Complex, Grays
Why is this policy, strategy, function or service development or review needed?
<p>In July 2023 Cabinet approved a report that proposed annual CPI inflation increases to fees and charges as a default.</p> <p>The Thurrock Museum has a list of fees and charges relating to the delivery of Museum activities and services. Whilst there is no legal reason why they should not be increased in line with inflation, a benchmarking exercise has been completed and identified some mitigating factors and price comparisons with other local museums which indicate that an increase to fees and charges may have a negative impact on residents and users of the service. As such some of the proposed increases have been questioned by the Museum service.</p>

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to consult or engage (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult or engage

All fees and charges will be considered by Members through relevant overview and scrutiny committee(s) prior to final decision. A final decision will be taken by Members through Cabinet.

The information provided to customers will clearly explain the costs associated with use of the venue and the services it provides.

The decision to increase fees and charges has been taken corporately as a result of the S114 notice.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

The decision to increase fees and charges in line with inflation has been taken corporately as a result of the S114 notice and decision taken by Cabinet in July 2023.

Benchmarking data has been collected from a few other museums across the Essex region which indicate that some of the existing Thurrock Museum fees and charges for comparable services are more expensive. The Thurrock Museum offer is also more basic than museums such as Chelmsford and Southend, who are able to provide a dedicated education space and have larger, more interactive museum galleries and more professional staffing teams to support.

Uptake on the school offer has been low and anecdotal evidence suggests that schools in Thurrock are not able to afford some of the chargeable services provided by the Thurrock Museum.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>While some fees and charges will be increased the increases are in line with inflation. The additional money earned will be used to offset the costs of providing a heritage service to residents.</p> <p>It is proposed other fees and charges are maintained at current levels to ensure the museum remains competitive with other providers.</p>	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It is proposed that fees and charges for education activity are maintained at current levels to ensure the museum is able to compete with other neighbouring museums.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Monitor impact on number and type of bookings and compare to previous years	Ongoing	Museum Officer
Gather anecdotal evidence from education providers	Ongoing	Museum Officer
Monitor income and compare to previous years	Ongoing	Museum Officer
Gather evidence from other local venues to ensure the theatre is competitive in the local market	Ongoing	Museum Officer
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

An increase in fees and charges could impact on the number of bookings received. There may be particular impact on organisations already struggling with cost of living and reductions in funding such as schools and community groups. Impact will be monitored and, if appropriate, recommendations made when fees and charges are reviewed again.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Lisa Ricketts	Economic Development Manager	23/08/2023
Stephen Taylor	Strategic Lead – Economic Development	23/08/2023

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Recreation & Leisure
Lead officer name	Jahur Ali
Lead officer job title	Recreation & Leisure Service Manager
Lead officer email address	jali@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Fees and charges for outdoors sports and park areas
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
There is a proposal to increase the fees and charges to enable cost recovery

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult
<p>We have regular engagement with sports groups, hirers of open spaces and community groups via our Active Parks Team.</p> <p>We are working with the sports national governing bodies to ensure our fees and charges being increased are benchmarked with other local authorities nearby.</p>

1.2. What data or intelligence sources have you used to inform your assessment of the impact?
How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used
<p>We are working with the sports national governing bodies to ensure our fees and charges being increased are benchmarked with other local authorities nearby.</p> <p>This will ensure we are not charging more than others or being disproportionate.</p>

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	People will still be able to use the pitches and the extra costs will be spread across the season	The pitches will be maintained to a good quality. The extra costs can be spread over by breaking down the payment.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact will be on everyone boroughwide	Better pitches, and give time to spread payment
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Males book the pitches more than females so they will be impacted more	Males have historically always booked pitches more than females
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff will continue to do the same thing as they have been doing	Prebooking will allow staff to plan the work.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As the prices go up their may be a chance less teams play organised matches	Provide better quality pitches so they enjoy playing and can cover the extra cost.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clubs with higher number of players in disadvantaged areas may feel the extra cost more than well established clubs	The charge is less than £1 per person per game for the season
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Part of the Fees & Charges review	Every six months	Kelly McMillan and David Wade
Approved at Full council	February every year	Councillors
Present increased fees and charges to Overview & Scrutiny - CGS	Three months prior to going to full council	Jahur Ali / Vince Taylor
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

The increase in fees and charges will not be popular with clubs, individuals as no one wants to pay more.

However, we are currently subsidising the costs of preparing sports pitches and the reason for the increases is Cost Recovery. By recovering the costs, there will be less of a financial pressure on the council.

As most of the sports are played over a full season, more than 3 months, the cost increase is actually less than £1 per person spread over the season as an extra charge.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Jahur Ali	Recreation & Leisure Services Manager	23/08/2023
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Parking Services and Environmental Enforcement
Lead officer name	Phil Carver
Lead officer job title	Head of Enforcement and Community Protection
Lead officer email address	Pcarver@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Proposed increase in Fees & Charges
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
In line with inflation and as part of the annual fees & charges review

1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

We also plan to use the council website and use comms to make residence and members of the public aware of increase charges.

Increased charges will also be published within the annual Fees & Charges report which is uploaded online

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

We have benchmarked with other neighbouring boroughs and find that in particular residence parking permits are still lower than that of the boroughs benchmarked.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will allow the upkeep of maintenance such as lines, signs and resurfacing	We have a robust approach to monitoring as it is a part of officers duty to review the standards of locations. Inflation has been considered in the increase
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Marriage and civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Pregnancy and maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Location-specific impact, if any	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Health and wellbeing of residents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This may have a negative impact on the health & Wellbeing of residents as they may not be able to afford to pay which in turn may cause stress and upset as well as not being able to access facilities due to increased charges that aid in health and wellbeing e.g. parks and open spaces,	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Those living on a low income may have their ability to access services and amenities reduced or restricted.	Click or tap here to enter text.
Veterans and serving members of the armed forces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	paying fair rates for the upkeep as detailed in the Local communities in general above Patrolled daily	CEOs & EEOs

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
To undertake regular quality monitoring visits during officers patrols ensuring quality standards at locations	Patrolled daily	CEOs & EEOs
To engage with residents and other stakeholders to gather intelligence to further inform this CEIA and assess if the assumed impacts are accurate or need amending.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
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Paying fair rates for the upkeep will allow quality standards of maintenance such as lines, signs and resurfacing. Quality standards prevent trips and falls, less damage to vehicle and public confidence to pay and use locations.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Phil Carver	Head Of Enforcement and Community protection	8 th August 2023
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Trading Standards
Lead officer name	Charlotte Edwards
Lead officer job title	Trading Standards Manager
Lead officer email address	chedwards@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
We are increasing our hourly rate fee for weights and measures inspections and also business advice
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
The council is looking at where fees can be increased to keep us competitive and in line with inflation

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

Limited engagement as these fees are only applied when a business approaches us for a quote for the work. We then provide them with an estimate of the time it will take to do the work and the overall cost. At this point they have the opportunity to consider the increased fees and agree or decline to undertake the work with us. Other suppliers instead of the council are available.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

We have bench marked with other local councils

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Review on the usual annual cycle	Annually	Trading Standards Manager
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

No impact as they do not have to undertake the work with us – other council's and businesses offer this service

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Gavin Dennett	Head of Public Protection	30/08/23
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Emergency Planning & Resilience
Lead officer name	Adewale Adesina
Lead officer job title	Lead officer Emergency Planning & Resilience
Lead officer email address	aadesina@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Control Of Major Accident Hazards (COMAH) 2015
Borough-wide or location-specific?
<input type="checkbox"/> Borough-wide <input checked="" type="checkbox"/> Location-specific – please state locations below.
There are 7 upper tier sites that this applies to. Two are in the East of the Borough and five sites are in the West of the Borough.
Why is this policy, strategy, function or service development or review needed?
Regulation 29 of COMAH enables the local Authority to recover costs incurred for work carried out in relation to COMAH related activity.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

Applicable site operators are aware of the charges and are briefed regarding the charges before the activity is commenced. This fee only applies to COMAH sites. This does not affect the community directly.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

The charges will not have any adverse impact on anyone but provides adequate assurance to the residents and businesses in Thurrock that mitigations measures are in place to reduce any harm to environment and people.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

<p>Summary of implications and customer impact:</p> <p>No adverse impact on Communities, workforce and the health and wellbeing of local residents</p>

Click or tap here to enter text.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Cheryl Wells	Strategic Lead – Community Safety, Emergency Planning & Resilience	23.08.23
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Registrars
Lead officer name	Jenny Osborne
Lead officer job title	Customer Services Section Manager
Lead officer email address	Josborne@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Fees and Charges 24/25
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
<p>Following the annual review of fees and charges for the following;</p> <ul style="list-style-type: none">• Residents Services - Registration - Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership• Residents Services - Registration - Ceremonies held in Mulberry Suite• Residents Services - Registration - Live streaming of ceremony in the Mulberry Suite• Residents Services - Registration - Ceremonies held in Council Chambers• Residents Services - Registration - Ceremonies held in Committee Rooms• Residents Services - Registration - Postage and Packing Charge (1st Class Recorded)• Residents Services - Registration - Private Citizenship Ceremony (Monday to Saturday)• Residents Services - Registration - Re-Schedule of Appointment/ Ceremony• Administration Charge to complete PD2 / Proof of Life Confirmation forms• Residents Services - Fees for Superintendent Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership)
<ul style="list-style-type: none">• Resident Services - Registration - Postage and Packing Charge (Special Delivery 24hr Guaranteed)• Residents Services - Registration - Ceremonies held in Lacey Room

1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

The annual fee increase is discussed with customers when they contact us to make a booking especially when the requested date falls into a new financial year.

We do provide different options at varying prices to ensure that our service is available to a range of customers.

For example; ceremonies in the Mulberry Suite, customers can choose from different options depending on the number of guests they would like at varying prices.

Citizenship ceremonies, customers do have the option to attend a free group ceremony or they can pay for the private ceremony.

Any changes to the fees and charges are updated on the website within the Registrars area along with the annual Fees & Charges report which is also available.

Due to the nature of the service and inline with other local authorities and private venues, annual price increases are common.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

A benchmarking exercise has been carried out to compare with other authorities. Locally Essex and Havering manage all Registration services.

Fees and charges are provided for Registration services on local authority websites which allows the comparison to be made.

It is difficult to compare the charges for ceremonies in the Mulberry Suite and Lacey Room as the venues and facilities do vary with what is on offer such as the capacity, location, enhanced decorations, catering etc. For example, Havering have Langton's House a Grade II listed building, with lovely grounds, orangery and a pond and it's only 11 miles away.

We are proposing higher postage fees however there is the option to collect from the offices.

The fees for private citizenships are higher compared to others but we do also have the option of the group ceremonies where no fee is required to us as it is included in the Home Office charge.

In the cases where our fees are higher than Essex we do run the risk of losing business to them with users choosing to hold their ceremonies outside of Thurrock.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Negative – higher costs	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Location-specific impact, if any	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Citizenships - New citizens who would like a private citizenship may not be able to afford this due to the increase.</p> <p>Ceremonies - In the cases where our fees are higher than Essex we do run the risk of losing business to them with users choosing to hold their ceremonies outside of Thurrock.</p>	Group citizenship ceremonies are available free of charge as the cost is in the Home Office application fee.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Monitoring customer feedback	March 2024	Jenny Osborne
Review of income to see if customers continue to use these services with us or book elsewhere.	March 2024	Jenny Osborne

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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
<p>These fee increases relate to services which are optional to our residents, there are alternatives available.</p> <p>The impact would be that residents may choose to use services outside of Thurrock.</p>

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Tracie Heiser	Assistant Director – Customer Services	22/09/2023

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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Thameside Theatre
Lead officer name	Dianna Ferry
Lead officer job title	Theatre Manager
Lead officer email address	dferry@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Thameside Theatre – Fees and Charges Policy
Borough-wide or location-specific?
<input type="checkbox"/> Borough-wide <input checked="" type="checkbox"/> Location-specific – please state locations below. Thameside Complex, Grays
Why is this policy, strategy, function or service development or review needed?
In July 2023 Cabinet approved a report that proposed annual CPI inflation increases to fees and charges as a default. The Thameside Theatre has a list of fees and charges relating to operation of the theatre, staffing and other costs. There is no legal reason why they should not be increased in line with inflation. On that basis the proposed increases have been agreed but with the caveat that the impact on community groups in particular should be assessed and if necessary, changes proposed to fees and charges during 2024/5.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult or engage

All fees and charges will be considered by Members through relevant overview and scrutiny committee(s) prior to final decision. A final decision will be taken by Members through Cabinet.

The information provided to hirers and promoters will clearly explain the costs associated with use of the venue and the services it provides.

The decision to increase fees and charges has been taken corporately as a result of the S114 notice.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

The decision to increase fees and charges in line with inflation has been taken corporately as a result of the S114 notice and decision taken by Cabinet in July 2023.

Data including anecdotal information from hirers suggests there will be an impact on hirers and promoters hoping to use the theatre as charges will be higher than previously expected. This may have an impact on the number and type of bookings.

The area we expect to be most affected will be the subsidised hire costs available to schools and community groups already struggling financially.

Given decisions taken on the Thameside Complex and the possibility it will close it is unclear whether the theatre will be able to continue to trade in the medium / longer term.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Increased hire charges will mean costs are passed on to performers and customers which may reduce the number and type of activities at the theatre and therefore reduce income.</p> <p>However increased fees and charges may help address the Council's financial position.</p>	The Theatre will work with hirers and promoters to market shows and demonstrate value for money.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The theatre hosts smaller events for groups with disabilities. These groups are stretched financially and may no longer be able to afford the cost of using theatre space and services.</p>	<p>Wherever possible the theatre will work with groups to try to reduce their costs or increase income to offset the additional charges.</p> <p>It is proposed that impact on community groups is monitored and changes to fees and charges made in year if there is a negative impact on use and on income to the theatre.</p>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LGBT+ group meets regularly at the theatre. They have secured funding for the short term but an increase in costs may impact on their use of the theatre space once external funding ceases.	It is proposed that impact on community groups is monitored and changes to fees and charges made in year if there is a negative impact on use and on income to the theatre.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Residents may be unable to afford tickets if prices increase. Engagement with cultural activity can improve health and wellbeing.	Monitor impact and propose changes if beneficial to residents and to theatre income.
Socio-economic outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local dance schools hire the theatre as an affordable space for their shows. Any increase in price could result in dance schools being unable to afford hire which will have an impact on their businesses.	Monitor impact and propose changes to fees and charges in future if beneficial to the dance schools and increases income to the theatre.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Monitor impact on number and type of bookings and compare to previous years	Ongoing	Theatre Manager
Gather anecdotal evidence from hirers and promoters	Ongoing	Theatre Manager
Monitor income and compare to previous years	Ongoing	Theatre Manager
Gather evidence from other local venues to ensure the theatre is competitive in the local market	Sept to January 2024 when prices are set for the next financial year	Theatre Manager
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

An increase in fees and charges could impact on the number and type of bookings received from hirers and promoters. There may be particular impact on organisations already struggling with cost of living and reductions in funding such as schools and community groups. Impact will be monitored and, if appropriate, recommendations made when fees and charges are reviewed again.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Lisa Ricketts	Economic Development Manager	23/08/2023
Stephen Taylor	Strategic Lead – Economic Development	23/08/2023
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Waste
Lead officer name	Ed Brotherton
Lead officer job title	Strategic Lead Waste
Lead officer email address	Edward.brotherton@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Proposals for Fees and Charges for 2024/25 for functions relating to Waste
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
Fee review is in line with the yearly fee increase to ensure the fees and charges are in line with current employment, department, corporate, financial costs, fuel and vehicle costs. The review has been completed on a cost recovery basis as well as considering benchmarking of other authorities.

1. Engagement, Consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

- Website will be updated with the new fees
- Benchmarking / Cost recovery exercise completed for each new fee proposed

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Benchmarking attached on separate document

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Increase in fees will ensure future delivery of service	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Annual review undertaken as part of fee setting. Feedback will be used to assess impact if received.	12 months	Sue Reddick
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

The implications and customer impact is low for the increase of fees. There is no impact on any particular group or community apart from a positive impact of income being generated.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Paul Southall	AD Street Scene and Leisure	21.09.2023
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Appendix 3 – Equalities Impact Assessments – Childrens

Adult Education85

Grangewaters91

Music Services 98

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Children's Service – Mid Year Fee Increase TACC
Lead officer name	Michele Lucas
Lead officer job title	Assistant Director
Lead officer email address	mlucas@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Thurrock Adult Community College (TACC) – Adult Education
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
The current financial position of the council has meant we have had to give consideration to an in-year price increase linked to our current fee and charges. TACC is an Adult Education provided which is grant funded by the ESFA (part of the DfE). TACC offers the residents of Thurrock the opportunity to participate in adult learning programmes from accredited to leisure learning courses. Its unique selling point is that we work with Adults aged 19+ on non-accredited and accredited courses from pre-entry level to level 3.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult
The new in year increases will cause some concern with residents, however we have undertaken benchmarking with other providers in the sector who are near Thurrock (Essex ACL and Southend Adult Community College) and feel these can be increased from April 2024 but apply to courses starting in the 24/25 academic year (Sept 2024), enrolments would start in May/June 2024.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

TACC continually looks at what other local authorities with Adult Education providers are charging for similar programmes (eg. Essex ACL and SACC) – we have had to ensure that we remain competitive as this is a cost neutral service to the council. It provides much needed adult education courses and training for adults and families across Thurrock and we work with many departments within the Council to support their service users. We have bench marked our fees against Essex ACL and SACC, which have been sent over separately, to ensure we are charging learners at a competitive rate.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The price increases are in line with the increased running costs.</p> <p>It will impact some residents negatively</p>	<p>The in-year increases have been considered in line with the local competitors and we do not believe they will have a negative impact on bookings for a proportion of our local residents as many of them are entitled to courses for free</p> <p>Some of our local residents will struggle to pay any in year price increase due to the current rate of inflation and cost of living crisis– we will continue to support our learners by being flexible with payment plans and exploring other possible funding for fees.</p>
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	It will impact some residents negatively	<p>The in-year increases have been considered in line with the local competitors and we do not believe they will have a negative impact on the bookings for a proportion of our local residents</p> <p>Some of our local residents will struggle to pay any in year price increase due to the current rate of inflation and cost of living crisis– we will continue to support our learners by being flexible with payment plans and exploring other possible funding for fees.</p>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The in-year price increase will impact on all areas on communities within Thurrock	We will monitor impact as a College and make efforts to support learners who this impacts on through other funding options where possible
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	It will impact some residents negatively	<p>The in-year increases have been considered in line with the local competitors and we do not believe they will have a negative impact on the bookings for a proportion of our local residents</p> <p>Some of our local residents will struggle to pay any in year price increase due to the current rate of inflation and cost of living crisis– we will continue to support our learners by being flexible with payment plans and exploring other possible funding for fees.</p>
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
TACC Governing Body approve in-year increases	October 2023	TACC Governing Body

New fee structure implemented for 24/25 academic year	1 st August 2024	TACC
TACC fee policy updated and uploaded to TACC website before courses in 24/25 published.	1 st May 2024	TACC

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
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Most TACC learners are eligible for full fee remission or support from our Discretionary Learner Support Fund (DLSF; which aims to help those with no or low income with course, travel and childcare fees). From previous years enrolments and use of the DLSF, it is anticipated that the actual impact will be very minimal and can be mitigated by spreading the cost of payments across several months. TACC also offer a 10% discount for any learner who pays their fees in full, this will also help mitigate the impact.

However, we will monitor the impact on potential learners can collect feedback on if the price increases affect enrolment numbers and service users.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
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Michele Lucas

Assistant Director

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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Children's Service – Mid Year Fee Increase Grangewaters
Lead officer name	Michele Lucas
Lead officer job title	Assistant Director
Lead officer email address	mlucas@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
. Grangewaters Outdoor Education Centre -
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
The current financial position of the council has meant we have had to give consideration to an in-year price increase linked to our current fee and charges. Grangewaters is an outdoor education centre which covers its running costs year on year and has over the past three years made a profit. Grangewaters offers the local communities of Thurrock the opportunity to participate in outdoor learning programmes. Its unique selling point is the work it undertakes with children and young people who have special education needs and this attracts customers from both within and outside of Thurrock. It is one of the key providers for the governments national holiday activities programmes.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

The new in year increases will cause some concern re local residents however we have undertaken some market testing and feel they can be increased from October 2023. A further review of all fees and charges will be undertaken over the summer to ensure that we can increase fees from April 1st 2024

1.2. What data or intelligence sources have you used to inform your assessment of the impact?
How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Grangewaters continually looks at what other local outdoor learning sites are charging for similar programmes – we have had to ensure that we remain competitive as this is cost neutral service to the council. It provides much needed activities for families across Thurrock including SEND children and young people. We will undertake further investigations over the summer to enable us to consider price increases from April 2024. As outlined in the document we do believe we can increase some of the Mid Year charges from October 2023 which are outlined document previously sent across.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The price increases are in line with the increased running costs.</p> <p>It will impact some residents negatively</p>	<p>The in-year increases have been considered in line with the local competitors and we do not believe they will have a negative impact on the bookings for a proportion of our local residents</p> <p>Some of our local residents will struggle to pay any in year price increase due to the current rate of inflation and cost of living crisis– we will continue to seek external funding to ensure vulnerable children are not disadvantaged due to the in-year price increases.</p>
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The new price increases directly impact on children and young.	This in year price increases will be monitored and considers – external funding will be sought to mitigate the price increase.
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grangewaters offers a range of programmes specifically targeting children and young people with disability any increase in costs will place additional challenge on parents/carers	Holiday Activities programme supported children and young people on free school meals. We will undertake further targeted information re families with children with a disability.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Please refer to above due to vulnerability of children and young people related to cost increases	Please refer to above further external funding to be sought.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The in-year price increase will impact on all areas on communities within Thurrock	All work within the Children's Services is monitored via our Brighter Futures Strategy which is focussed on outcomes for children and young people.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The current workforce are trained to deliver high quality outdoor learning activities	We appoint a number of apprentices into the team to ensure that we are growing our workforce and supporting both young people and adults with apprenticeship roles in outdoor learning

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	It will impact some residents negatively	<p>The in-year increases have been considered in line with the local competitors and we do not believe they will have a negative impact on the bookings for a proportion of our local residents</p> <p>Some of our local residents will struggle to pay any in year price increase due to the current rate of inflation and cost of living crisis– we will continue to seek external funding to ensure vulnerable children are not disadvantaged due to the in-year price increases.</p> <p>.</p>
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
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Children's O&S approve the in-year increase of charges	June 2023	TBC
Communication sent to all current customers to inform them of the price increase from October 2023.	1 st August 2023	Click or tap here to enter text.
The new fee structure will be in place from October 2023.	1 st October 2023	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
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We will continue to monitor the impact from October to April re the price increases we are looking to introduce from October 2023, and this will enable us to have a secure picture of the price increases from April 1st 2024. We will continue to identify external funding opportunities to support families who would not be able to afford any price increase and use our funded places to support disadvantaged children and young people.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Michele Lucas	Assistant Director	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Thurrock Music Services
Lead officer name	Roy Dignum
Lead officer job title	Head of Thurrock Music Services
Lead officer email address	RMDignum@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Thurrock Music Services
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
<p>Thurrock Music Services provides instrumental and vocal tuition and other music opportunities including performances and workshops to the young people of Thurrock. The Music Service is in receipt of an annual grant from Arts Council England to undertake musical activities in response to the National Plan for Music Education. The grant is formula funded but there has been no real uplift in the grant for many years and there is a clear expectation from Arts Council for Music Services to reduce reliance on the grant. There is also an expectation that the grant will be matched (or exceeded) by generated income by 2025.</p> <p>The increase in fees for instrumental lessons to full cost recovery will help the sustainability of the Service for the foreseeable future.</p>

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

Thurrock Music Services(TMS) has engaged with neighbouring Music Services (Essex and Southend) in regard to their current fees and charges as well as any planned increases. It is clear that the increases to Thurrock Music Service fees will put TMS as the most expensive Music Service in the Greater Essex area so no further increases are planned in 2024-25.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Thurrock Music Services has compared prices with neighbouring Music Services. We maintain a database of how many students are currently learning with the Service. We will analyse the numbers in January to ascertain the impact on numbers engaging with the Service and the impact on income from this area of work.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The increases will a financial impact the families of those residents engaging with instrumental and vocal tuition.	The increase is small so the impact on numbers engaging with the music offer should not be significant. The Music Service has a remissions of fees policy which reduces fees by 50% for those on free school meals or by 100% for LACs and refugees.
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The new prices will directly impact families with children.	The Music Service has a remissions of fees policy which reduces fees by 50% for those on free school meals or by 100% for LACs and refugees. The remissions policy is funded from the Arts Council England grant.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Currently the Music Service does not have activity that specifically targets young people with additional needs. However, young people with SEND can access any music provision if they wish to do so.	The Music Service has a remissions of fees policy which reduces fees by 50% for those on free school meals or by 100% for LACs and refugees. The remissions policy is funded from the Arts Council England grant.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TMS funding is for the 5-18 age range	N/A
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TMS funding is for the 5-18 age range	N/A

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TMS is an inclusive Service. The price increase will impact all families engaging with the Service irrespective of race.	The Music Service has a remissions of fees policy which reduces fees by 50% for those on free school meals or by 100% for LACs and refugees. The remissions policy is funded from the Arts Council England grant
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The price increase will impact borough-wide.	The Music Service has a remissions of fees policy which reduces fees by 50% for those on free school meals or by 100% for LACs and refugees. The remissions policy is funded from the Arts Council England grant
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is the potential of a negative impact here if families can no- longer afford the provision.	The Music Service has a remissions of fees policy which reduces fees by 50% for those on free school meals or by 100% for LACs and refugees. The remissions policy is funded from the Arts Council England grant
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TMS funding is for the 5-18 age range	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Inform schools and parents of the price increases at the start of the Autumn Term. Monitor initial feedback from schools / parents.	30 th September 2023	Head of Service with admin support
Analyse the number of students signing up for instrumental tuition in January 2024 compared to September 2023.	March 2024	Head of Service with admin support
Project levels of income over the academic year .	March 2024 and July 2024	Head of Service with admin support
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

TMS will monitor the impact on student numbers over the course of the academic year. The remissions of fees policy will be promoted for those who find themselves particularly impacted on the price increase.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Roy Dignum	Head of Music Service	1 st September 2023
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Appendix 3 – Equalities Impact Assessments – Housing

Housing105

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Private Housing
Lead officer name	Dulal Ahmed
Lead officer job title	Housing Enforcement Manager
Lead officer email address	dahmed@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Housing Fees and Charges 2024/25
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
Housing fees including Houses of Multiple Occupation Application fees are reviewed annually in line with Thurrock's Charging Policy when considering to increase, decrease or freeze fees and charges for council services provided to private landlords. The risk of not doing this could result in the Council being under resourced to deal with demand, which could result in worse quality housing in the Private Rented Sector [PRS] which would impact on the quality of life of PRS tenants.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

The Private Housing Team is going to engage with private Landlords in person and carry out an online survey regarding HMO licence fee charges in 2023/24 during its proposed Additional Licensing engagement programme. This takes place over 12 weeks. The engagement findings may influence the Houses of Multiple Occupation Fees & Charges structure in the coming year.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

The Private Housing Team have benched marked its HMO fee charges in comparison to our Essex and nearby London authorities to ensure our price charging policy is reasonable to landlords. This information is widely available online and all local authorities publish their fees and charges annually. The council's proposed fees are competitive compared to our peers who provide the same private housing services under their enforcement policy.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The number of small and large HMOs are widely spread across Thurrock. Licensing regulates the safety, and management of shared housing accommodation to ease community concerns that HMOs are ineffectively managed in the borough. The HMO price increase will not impact on current HMOs but new private landlords applying for a licence for the first time.</p> <p>Licensed HMOs contain conditions relating to anti-social behaviour. Licence holders have a duty to ensure ASB is controlled.</p>	<p>Positives – Communication Plan raising awareness of HMO licensing requirements to landlords and how to report a unlicensed HMO to the council. Failure to licence has the consequences of a civil penalty fine up to £30k or criminal prosecution.</p> <p>The Licensing Team have sufficient staffing resources to administer the scheme effectively. Licensing fees contribute towards staffing costs as per the regulatory guidance.</p> <p>Negatives The Private landlord may not progress the council's advisory recommendations.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HMOs house residents aged 18 years to 65+ years	<p>Positives – HMOs play an important role meeting the housing needs of local single adults. Over the last 4 years, Thurrock has experienced a shortage of 1-bedroom properties for single adults. Therefore HMOs appeal to solo renters and benefit private landlords with shorter void periods and high rental yields</p> <p>HMOs also play a vital part in providing safe and affordable accommodation whilst studying.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All HMOs are inspected and passed prior to getting a licence to operate as a HMO.	<p>Positives – Housing deficiencies are eliminated under a Housing Health & Safety Rating [HHSRS] risk assessment carried out by qualified and trained council officers to eliminate/mitigate risks to vulnerable groups.</p> <p>The Licensing Team raises awareness of grants and loans available to carry out home improvements by landlords to make properties accessible for disabled tenants to live independently in their homes.</p> <p>Negatives -The Private Landlord may not progress this advisory recommendation.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HMOs provide accommodation to all single adults	<p>Positives & Negatives</p> <p>Licensed HMOs require the owner/property manager to pass a Fit and Proper Test. This assessment ensures that they are suitable and responsible persons to run a HMO and they do not pose a risk to the welfare or safety of persons occupying the property.</p> <p>The Licensing Team enforce the licensing conditions of a HMO. The property manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary.</p> <p>Negatives – the council does not proactively inspect non licensable HMOs but they are subject to management regulations the council can enforce.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Licensed HMOs have a permitted number of occupants on a case-by-case basis set by the Council. Therefore, landlords can permit room sharing to accommodate couples based on room size.	<p>Positives & Negatives</p> <p>The Licensing Team carry out proactive inspections of licensed HMOs to ensure that landlords and tenants comply with the council's licence conditions. This reduces overcrowding in HMO dwellings within the borough.</p> <p>.</p>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HMOs are not designed to house children but single adults.	<p>Positives & Negatives</p> <p>HMOs have a maximum occupancy number permitted.</p> <p>The Licensing Team help pregnant HMO tenants access the council's allocation scheme for re-housing.</p> <p>Negatives – the council does not proactively inspect non licensable HMOs but they are subject to management regulations the council can enforce.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>HMOs provide accommodation to all single adults</p> <p>HMOs provide an important housing need for immigrant workers.</p>	<p>Positives & Negatives</p> <p>Licensed HMOs require the landlord/property manager to pass a Fit and Proper Test they are suitable and responsible persons to run a HMO and they do not pose a risk to the welfare or safety of persons occupying the property.</p> <p>The Licensing Team enforce the licensing conditions of a HMO. The property manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary.</p> <p>Negatives – the council does not proactively inspect non licensable HMOs but they are subject to management regulations the council can enforce.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HMOs provide accommodation to all groups	<p>Positives & Negatives</p> <p>Licensed HMOs require the landlord/property manager to pass a Fit and Proper Test they are suitable and responsible persons to run a HMO and they do not pose a risk to the welfare or safety of persons occupying the property.</p> <p>The Licensing Team enforce the licensing conditions of a HMO. The property manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary.</p> <p>Negatives – the council does not proactively inspect non licensable HMOs but they are subject to HMO management regulations the council can enforce</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HMOs provide accommodation to all single adults	<p>Positives & Negatives</p> <p>Licensed HMOs require the landlord/property manager to pass a Fit and Proper Test they are suitable and responsible persons to run a HMO and they do not pose a risk to the welfare or safety of persons occupying the property.</p> <p>The Licensing Team enforce the licensing conditions of a HMO. The property manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary..</p> <p>Negatives – the council does not proactively inspect non licensable HMOs but they are subject to management regulations the council can enforce</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HMOs provide accommodation to all single adults	<p>Positives & Negatives</p> <p>Licensed HMOs require the landlord/property manager to pass a Fit and Proper Test they are suitable and responsible persons to run a HMO and they do not pose a risk to the welfare or safety of persons occupying the property.</p> <p>The Licensing Team enforce the licensing conditions of a HMO. The property manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary.</p> <p>Negatives – the council does not proactively inspect non licensable HMOs but they are subject to management regulations the council can enforce</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>None. HMOs are generally spread evenly across the borough</p> <p>HMOs make a small proportion of the Private Rented Sector in comparison to single dwelling lets.</p>	<p>Positives & Negatives</p> <p>The impact of HMOs are constantly under review by the Licensing Team. Our current datasets do not show a concentration of HMOs in one area or street in the borough. Licensing conditions help to regulate HMOs to operate safely and adopt improved housing management standards. Also, the council can use planning tools to control the number of HMOS in an area if necessary</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The HMO fees and charges are published on the council's website to access. Payment is made either on online or over the telephone via the councils call centre. This is efficient to the customer.</p> <p>The Licensing Team are trained and qualified to administer the council's HMO licensing scheme.</p>	<p>Positives & Negatives</p> <p>The HMO fees and charges are reviewed annually to ensure they reflect the council's staffing costs to administer HMO licensing.</p> <p>The licensing Team have published Statement of Principles in plain English setting out their methodology of how penalty fee charges are calculated under the relevant legislative requirements. Landlords have the right of appeal at the First Tier Tribunal Property Chambers to challenge penalty charges.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>HMO licensing helps regulate the health and safety of residents living in shared accommodation to provide healthy homes in the borough</p>	<p>Positives – Landlords must pay a fee to the council to get a licence to operate.</p> <p>The administration process protects the HMO tenant’s health and safety. This includes setting the permitted number of occupants in each property to prevent overcrowding and eliminating harmful health and safety risk hazards to occupants. Property managers therefore have a duty to maintain their homes and enforce positive tenancy behaviours.</p> <p>Negatives – A minority of landlords fail to undertake their duties and responsibilities seriously. The Licensing Team protect the health and safety of tenants and take enforcement action where necessary and or carry out works in default to eliminate serious Category 1 hazards under HHSRS..</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Socio-economic outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Licensing HMOs improve community safety in the borough.	<p>Positives – Licensing requires landlords to improve their tenancy management skills and enforce positive tenancy behaviours negatively impacting on others. The council enforces its licensing conditions and intervene where a property manager fails to carry out their duties effectively.</p> <p>Negatives – the council does not proactively inspect non licensable HMOs but they are subject to management regulations the council can enforce.</p>
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HMOs provide accommodation to all single adults	Positives HMOs play an important role for solo renters unable to access the social housing register for their housing needs.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Review HMO Licensing	December 2024	Housing Enforcement Manager
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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Click or tap here to enter text.

4. Next steps

- 4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

The council's licensing function have carried out this assessment to ensure the council housing fees and charges do not impact negatively on any protected groups. This has not highlighted a disproportionate impact for any one of those protected groups. However, it is expected that HMO licensing will improve housing standards and tenancy management practices in the borough to help low income households who make up the majority of residents living in houses of multiple occupation in the borough. Officers will continue to monitor for any equalities implications and mitigate any issues which arise.

5. Sign off

- 5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Ewelina Sorbjan	Assistant Director of Housing	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Appendix 3 – Equalities Impact Assessments – Corporate

Legal Services	123
Legal Services (Homeownership).....	128

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Legal
Lead officer name	Jayne Middleton-Albooye
Lead officer job title	Interim Director of Law and Governance (Monitoring Officer)
Lead officer email address	jayne.middleton-albooye@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Fees & Charges that the Legal department are allowed to raise against defined activities within the council's fees and charges tables.
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
To increase income across the council and, in relation to this response, specifically in relation to Legal fees and charges

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

This is a council wide exercise. We do not plan to take any specific consultation. The charges and fees relate to legal services we provide to individuals and businesses, both within and external to Thurrock in relation to a whole range of activities the individuals and business wish to engage in and for which we are permitted to raise a charge for the legal input.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

We have not undertaken an assessment of the impact. The fees and charges are intended to allow the costs of the legal input to be recovered and deliver a level of income to the council. We believe that they do not impact specific groups more than others.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
We do not intend to review the impact, other than monitoring the income against budgets.	Ongoing	Legal Practice Manager and Finance Business Partner
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
The only impact will be that individuals and business will need to pay an increased fee for those activities set out within the fees and charges tables.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Jayne Middleton-Albooye	Interim Head of Legal Services and Deputy Monitoring Officer	11/09/2023
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Homeownership Services
Lead officer name	Rasheed Said
Lead officer job title	Homeownership Services Manager
Lead officer email address	rsaid@thurrock.gov.uk
Subject of this assessment	
What specific policy, strategy, function or service is the subject of this assessment?	
Leaseholders Fees and Charges 2024/25	
Borough-wide or location-specific?	
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.	
Click or tap here to enter text.	
Why is this policy, strategy, function or service development or review needed?	
Council Leaseholders' fees are reviewed annually in line with Thurrock's Charging Policy when considering increasing, decrease or freeze fees and charges for council services provided to Council Leaseholders . The risk of not reviewing the fess means we might be out of step with current market rates and may impact on the level of income generated to the Housing Revenue Account.	

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to consult or engage the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult or engage

Homeownership Services would engage with Council Leaseholders through an online survey regarding fee charges in 2023/24. This takes place over 8 weeks. The consultation findings may influence the Fees & Charges structure in the coming year.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Homeownership Services have benchmarked its fee charges in comparison to our Essex and nearby London authorities to ensure our charging policy is reasonable and competitive. This information is widely available online and all local authorities publish their fees and charges annually. The council's proposed fees are competitive compared to our peers who provide a similar service to their Council Leaseholders.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The number of Council leaseholder is widely spread across Thurrock. Lease extension charges regulate is function of the Council as the landlord. The new fees would not affect leaseholders that have previously extended their leases.</p> <p>Pre-assignment pack also enable to the council to keep track of changes in legal ownership monitor sub-tenant conditions that may lead to anti-social behaviour. Council Leaseholders have a duty to ensure ASB is controlled with their sub-tenants</p>	<p>Positives – Communication Plan raising awareness of Lease extensions for Right to buy leases</p> <p>Negatives</p> <p>The leaseholders may not be able to progress with the extensions based on the charges.</p>
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leaseholder will have to be of legal age to own a property	Positives – Lease extension extend the legal ownership of home and provides an income stream to the council for its extension.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Leasehold extension are carried out if there is legal ownership of the property.	<p>Positives – Any issue with access to the building may be highlighted and mitigated as part of this process of requesting an extension.</p> <p>We can also raise awareness of grants and loans available to carry out home improvements by landlords to make properties accessible for disabled tenants to live independently in their homes.</p>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lease Extensions are granted if there is legal ownership of the property	Negatives – The Council does not keep record of leaseholders who have reassigned gender, but housing estates are subject to control and Anti-Social Behaviour controls and enforcement
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lease Extensions are dependent on the legal ownership of the leases and so joint leaseholder can extend the lease jointly or solely.	The Housing Manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Pregnancy and maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A lease will be granted if there is legal ownership of the property.	<p>Positives</p> <p>Homeownership Services can sign post to the council's allocation scheme an assessment of their housing needs.</p>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	v	<p>Negatives - The Council does not keep record of leaseholders who have reassigned gender, but housing estates are subject to control and Anti-Social Behaviour controls and enforcement</p> <p>The Housing Manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary.</p>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lease Extensions apply to all religious groups.	<p>Negatives - The Council does not keep record of leaseholders who have reassigned gender, but housing estates are subject to control and Anti-Social Behaviour controls and enforcement</p> <p>The Housing Manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lease Extension apply to all groups.	<p>Negatives - The Council does not keep record of leaseholders who have reassigned gender, but housing estates are subject to control and Anti-Social Behaviour controls and enforcement</p> <p>The Housing Manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary</p>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lease Extension apply to all groups	<p>Negatives - The Council does not keep record of leaseholders who have reassigned gender, but housing estates are subject to control and Anti-Social Behaviour controls and enforcement</p> <p>The Housing Manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Location-specific impact, if any	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lease extensions will apply across the Council's housing stock across the Borough.	<p>Positives</p> <p>Our current datasets do not indicate that demand is concentrated in a particular area in the Borough.</p>
Workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The fees and charges are published on the council's website to access. Payment is made either on online or over the telephone via the councils call centre. This is efficient to the customer.	<p>Positives & Negatives</p> <p>The Lease Extension charges are reviewed annually to ensure they reflect the council's costs.</p> <p>Leaseholders have the right of appeal at the First Tier Tribunal Property Chambers to challenge lease extension fees and charges.</p>
Health and wellbeing of residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lease Extension promotes good neighbourhoods for the benefit of all Council estates by providing stability of ownership	<p>Positives –</p> <p>Leaseholders must pay a fee to the council for an extension to be granted.</p> <p>Property managers therefore have a duty to maintain their homes and enforce positive tenancy behaviours. All issues and risks within the estate are appropriately monitored.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Socio-economic outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lease extensions are across all socio-economic groups. Legal ownership of the lease can be acquired through the Right to Buy scheme or by acquisition on the open market.	Positives – Leaseholders must pay a fee to the council for an extension to be granted. Property managers therefore have a duty to maintain their homes and enforce positive tenancy behaviours. All issues and risks within the estate are appropriately monitored.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lease extensions are granted based on legal ownership.	Positives Current Right to buy legislation allows the time spent serving in the armed forces to count towards eligibility. This makes it easier to acquire a lease.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Review Leaseholder Fee and Charges	December 2024	Homeownership Services Manager
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

The council's Homeownership Service have carried out this assessment to ensure the council's leaseholders' fees and charges do not impact negatively on any protected groups. This has not highlighted a disproportionate impact for any one of those protected groups. However, it is expected that officers will continue to monitor and address any equality implications which may arise in the future.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Ewelina Sorbjan	Assistant Director of Housing	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Appendix 3 – Equalities Impact Assessments – HOSC

All data has been provided by each individual service area

Library Services.....138

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Thurrock Library Service
Lead officer name	Kelly Sharp
Lead officer job title	Library Services Manager
Lead officer email address	ksharp@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Annual increase in library fines and charges
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Applies to all residents who use the 10 libraries across the borough
Why is this policy, strategy, function or service development or review needed?
Annual review of Council's fees and charges

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

We are a statutory service within England and have reviewed our charges, comparing with our regional neighbouring authorities. e.g Essex, Southend, Havering and other London boroughs. We have kept increases to a minimum with regard to relevant charges, taking into account factors such as inflation, consumables and printing costs. Some decisions were made to challenge proposed higher charges to keep Thurrock in line with neighbouring authorities and mitigate the socio-economic impact to our users and to also cover costs and outlays.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Neighbouring library authorities' fees and fines charges data – to keep in line with neighbours (averaged).

Inflation/consumables and socio-economic impact

Thurrock Libraries own data on taking up of services e.g room hires

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In line with nearby local authorities. Changes will affect everybody	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Affects whole borough	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Socio-economic outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will be paying more for services such as printing. Receiving at competitive price. Overdue charges only if items overdue – and have multi ways of renewing physically/virtually and by phone	Receiving at competitive price. Overdue charges only if items overdue – and have multi ways of renewing physically/virtually and by phone
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
How many accounts have unpaid items against them	Sept 2024	Essex CC
Income generation review (e.g. room hires)	Sept 2024	Management Team
Complaints received	Sept 2024	Kelly Sharp/Library Services Manager
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

We have tried to keep our costs to a minimum to mitigate undue socio-economic impact on residents who use the library service for a variety of reasons from borrowing books and other items to printing from the Internet, to hiring space for groups. The proposed increases are in the majority 5p; the highest is £3.00 for commercial hire of library space/rooms.

The increase in fines will affect adults if they do not return items on time. Certain categories are exempt:

Disabled people

If you are unable to read print due to visual impairment, physical impairment or a learning disability you do not have to pay any charges on the following items if you have an Access card:

- audio books
- music CDs
- DVDs
- language courses

Charges are made for overdue books and damaged items.

Home Library Service, Friends and Family card, Memory Support card

If you use the Home Library Service, a Friends and Family card, or a Memory Support card, you are exempt from the following charges:

- loan charges on audio books
- music CDs
- DVDs
- language courses
- overdue and rehire charges

Children and young adults

Children under the age of 17 do not pay overdue charges on the following items:

- books
- CDs and cassettes

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
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