

Equality Impact Assessment Form

Please ensure that you refer to the 'Equality Impact Assessment Guidance' while completing this form. If you would like further guidance please contact the Equalities Officer or Equalities Team

Details

Name of Initiative to be assessed: Default Works – Admin Charge

Name of responsible officer: Sue Gow

Group/Directorate: Place and Transformation

Service Area: Default Works

Date: April 2016

(a) WHAT ARE YOU ASSESSING FOR IMPACT ?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal	Information/ Position statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

(b) Please name and describe below

Default Works – Admin Charge

To consider the options for achieving full cost recovery on default works.

Where the authority undertakes works in default, the costs to the authority can be recovered from the owner of the property. Currently the authority charges the owner for the direct costs of undertaking the work (i.e. invoices from suppliers). However, there is no charge for the indirect costs.

Due to the nature of the works, it is sometimes difficult to recover the costs from the owner. In these cases a charge is placed on the property, and the recovery of income is deferred until the property is sold.

An administrative charge could be legitimately levied using the hourly rate of an Environmental Health Officer (£32 per hour).

The proposal is to introduce an administrative fee for default works.

(c) IS THE DELIVERY OF THIS INITIATIVE AFFECTED BY LEGISLATION OR OTHER DRIVERS SUCH AS CODES OF PRACTICE?

If so, please identify what and how?

The capability of the authority to undertake works in default arises from legislation. I am unaware of any legal impediment for imposing a fee for an administrative charge.

(d) Does the initiative directly affect service users, employees or the wider community?

Yes

Continue assessment

No

No need to continue screening or carry out an EqIA

Equality Impact Assessment Form

Screening/Relevance Test: Is an equality impact assessment required?

Screening is used to decide whether the initiative you are responsible for has a high or medium negative impact on any of the protected groups and will require a full EqIA. Please highlight the positive impact the decision will have on the protected characteristics.

What will be the effect on :-

Protected Characteristic	Impact? <i>Include Positive and Negative</i>
Age	Neutral
Disability	Neutral
Gender Reassignment	Neutral
Marriage & Civil Partnership	Neutral
Pregnancy and Maternity	Neutral
Race	Neutral
Religion or Belief	Neutral
Sex	Neutral
Sexual orientation	Neutral
Carers	Neutral
Welsh Language	Neutral

If after completing the EqIA screening/relevance test you determine that this service/function/policy/project is not relevant for an EqIA you must provide adequate explanation below (Please use additional pages if necessary).

There are no detrimental effects to service users, the public or the authority, therefore a full EQIA is not relevant at this time.
As can be seen above, the 11 protected characteristics have been deemed to have a neutral impact.

Are you happy that you have sufficient evidence to justify your decision?

Yes

Signed: Ellis Cooper

Position: Corporate Director

N.B. If the initial screening process has identified actual or potential high or medium negative impact on a particular group or groups then you MUST carry out a full EqIA.

Equality Impact Assessment Form

Full Equality Impact Assessment

You should use the information gathered at the screening stage to assist you in identifying possible negative/adverse impact, including positive impact, and clearly identify which protected groups are affected.

In terms of any disproportionate / negative / adverse impact that the proposal may have on a protected group, what steps (if any) could be taken to reduce that impact for each group identified. Attach a separate action plan if necessary.

If ways of reducing the impact have been identified but are not possible, please explain why they are not possible.

Please highlight positive impacts and actions that have been identified as a result of the assessment process.

Evidence Sources

(i) Give details of any data or research that has led to your reasoning above, in particular, the sources used for establishing the demographics of service users.

(ii) Give details of how you have engaged with service users on the proposals and steps to avoid any disproportionate impact on a protected group and how you have used any feedback to influence your decision.

Are you satisfied that the engagement process complies with the requirements of the Statutory Equality duties?

Decision Log – (detail how Elected Members and Senior Managers have been involved in the decision process (give dates of key meetings and decisions made)

Review

Date of Next Review:

Equality Impact Assessment Form

If review is not required, explain why.

Approved by:
Signature:
Job Title:
Approval date:

Date of Update:
Update recording