

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: Registrars – Approved Premises Fees
Name of responsible officer: Steve Peters
Group/Directorate: Place and Transformation
Service Area: Registrars
Date: April 2017

(a) WHAT ARE YOU ASSESSING FOR IMPACT ?

Service/ Function <input type="checkbox"/>	Policy/ Procedure <input type="checkbox"/>	Project <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>	Proposal <input checked="" type="checkbox"/>	Information/ Position statement <input type="checkbox"/>
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(b) Please name and describe below

Registrars – Approved Premises Fees

To consider options to increase fees for the attendance of registrars at a wedding at an approved premises. While the majority of Registrar fees are set in statute, the authority has discretion to set these fees locally. Fees have historically been set in reference to neighbouring authorities. The fee varies depending on the whether the wedding is on a weekday, a Saturday or a Sunday). In FY 2014/15, the Registrars service had 80 of these weddings (12 were on week days, 67 on Saturdays, and 1 on a Sunday).

A cost recovery analysis of the activity found that, taken in isolation, it currently generates a small surplus of £1k per year. However, the Registrars service as a whole currently operates at a deficit of £123k per year.

An analysis of benchmarking data found that of the 15 welsh authorities that participated in the exercise, Merthyr had the second lowest fee for a Saturday wedding (the day with the highest volume) at £300. If we increase fees to the median benchmarked fee of £330 we would generate an additional £2,125 income. If we increase fees to the mean benchmarked fee of £348 we would generate an additional £3,644 per year. If we increase fees to the highest benchmarked fee of £450 we would generate an additional £11,900 per year.

(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?

No

(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

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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	Negative
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).

The number of marriages and Civil Partnerships at Merthyr Tydfil may drop as a result of the increased fees. Civil Partnerships will already be on the decline with the introduction of legislation allowing marriage of same sex couples. However it may simply mean that couples get married in another neighbouring district and that the overall impact will be on location rather than Marriage & Civil Partnerships.

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.

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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