



Equality Impact/Fairer Scotland Duty Assessment Form
(To be completed with reference to Guidance Notes)

Step 1

Name of Proposal (includes e. g. budget savings, committee reports, strategies, policies, procedures, service reviews, functions):

Review of External Council Charges and Subsidies

Step 2

Is this only a **screening** Equality Impact Assessment Yes/No

(A) If Yes, please choose from the following options **all** reasons why a full EIA/FSD is not required:

- | | |
|--|--------|
| (i) It does not impact on people | Yes/No |
| (ii) It is a percentage increase in fees which has no differential impact on protected characteristics | Yes/No |
| (iii) It is for information only | Yes/No |
| (iv) It is reflective e.g. of budget spend over a financial year | Yes/No |
| (v) It is technical | Yes/No |

If you have answered yes to any of points above, please go to **Step 16**, and sign off the Assessment.

(B) If you have answered No to the above, please indicate the following:

| | |
|---|--------|
| Is this a full Equality Impact Assessment | Yes/No |
| Is this a Fairer Scotland Duty Assessment | Yes/No |

If you have answered Yes to either or both of the above, continue with Step 3.

If your proposal is a **strategy** please ensure you complete Step 13 which is the Fairer Scotland Duty Assessment.

Step 3

(i)Lead Directorate/Service:

Finance but expected to affect/involve all Services across the Council

(ii)Are there any **relevant** statutory requirements affecting this proposal? If so, please describe.

The Council is required to fully cover its costs for some service provision such as commercial waste services. The Council is also required to provide best value and that means making informed policy choices if charged for services are to be subsidised.

(iii)What is the aim of the proposal? Please give full details.

The Council levies fees and charges for a number of services it provides. Some are known achieve full cost recovery while others are known to be subsidised. The position with a number of other fees charges is less clear because limited work has been done recently to look at whether the current cost of service provision is being fully recovered by the charges levied. With large rises in inflation and staff pay recently it is essential the Council review the position. This review is not about saying all fees and charges must ensure full cost recovery but instead would seek to ensure if there is subsidisation of service this is known about and a deliberate policy choice. Fees and charges set nationally would be out of scope. The review will also look at ad-hoc charges/recovery for staff time e.g. to support delivery of government programmes such as levelling up.

No changes to existing charges or subsidy levels will be made without being reported to elected members for approval and an updated EIA will be prepared at that time.

(iv)Is it a new proposal? ~~Yes~~/No Please indicate OR

Is it a review of e.g. an existing budget saving, report, strategy, policy, service review, procedure or function? Yes/~~No~~ Please indicate

The review will look at existing charging arrangements and identify if changes could or should be made.

Step 4: Which people does your proposal involve or have consequences for?

Please indicate all which apply:

- | | |
|-----------------------|--------------------|
| Employees | Yes/ No |
| Job Applicants | Yes /No |
| Service users | Yes/ No |
| Members of the public | Yes/ No |

Step 5: List the evidence/data/research that has been used in this assessment (links to data sources, information etc which you may find useful are in the Guidance). This could include:

Internal data (e.g. customer satisfaction surveys; equality monitoring data; customer complaints).

Transaction data from financial systems

Internal consultation (e.g. with staff, trade unions and any other services affected).

None

External data (e.g. Census, equality reports, equality evidence finder, performance reports, research, available statistics)

None – benchmarking will be undertaken as part of this work before any changes are made

External consultation (e.g. partner organisations, national organisations, community groups, other councils).

None but consultation may be undertaken as part of the review work associated with this project to inform final decisions.

Other (general information as appropriate).

N/a

Step 6: Evidence Gaps.

Are there any gaps in the equality information you currently hold? Yes/~~No~~

If yes, please state what they are, and what measures you will take to obtain the evidence you need.

The core of this proposal is to review existing arrangements including costs, charges levied and usage to inform potential changes.

Step 7: Are there potential differential impacts on protected characteristic groups? Please complete for each group, including details of the potential impact on those affected. Please remember to take into account any particular impact resulting from **Covid-19**.

Please state if there is a potentially positive, negative, neutral or unknown impact for each group. Please state the reason(s) why.

Age*

Impact

Neutral at this time – until the review work is progressed, assessments made and proposals for change identified there is no reason to believe there will be any impact (positive or negative) on people with protected characteristics. No changes to existing charges or subsidy levels will be made without being reported to elected members for approval and an updated EIA will be prepared at that time.

Disability

Impact

Neutral at this time – until the review work is progressed, assessments made and proposals for change identified there is no reason to believe there will be any impact (positive or negative) on people with protected characteristics. No changes to existing charges or subsidy levels will be made without being reported to elected members for approval and an updated EIA will be prepared at that time.

Gender reassignment

Impact

Neutral at this time – until the review work is progressed, assessments made and proposals for change identified there is no reason to believe there will be any impact (positive or negative) on people with protected characteristics. No changes to existing charges or subsidy levels will be made without being reported to elected members for approval and an updated EIA will be prepared at that time.

Marriage and Civil Partnership

Impact

Neutral at this time – until the review work is progressed, assessments made and proposals for change identified there is no reason to believe there will be any impact (positive or negative) on people with protected characteristics. No changes to existing charges or subsidy levels will be made without being reported to elected members for approval and an updated EIA will be prepared at that time.

Pregnancy/Maternity

Impact

Neutral at this time – until the review work is progressed, assessments made and proposals for change identified there is no reason to believe there will be any impact (positive or negative) on people with protected characteristics. No changes to existing charges or subsidy levels will be made without being reported to elected members for approval and an updated EIA will be prepared at that time.

Race - (includes Gypsy Travellers)

Impact

Neutral at this time – until the review work is progressed, assessments made and proposals for change identified there is no reason to believe there will be any impact (positive or negative) on people with protected characteristics. No changes to existing charges or subsidy levels will be made without being reported to elected members for approval and an updated EIA will be prepared at that time.

Religion or Belief

Impact

Neutral at this time – until the review work is progressed, assessments made and proposals for change identified there is no reason to believe there will be any impact (positive or negative) on people with protected characteristics. No changes to existing

charges or subsidy levels will be made without being reported to elected members for approval and an updated EIA will be prepared at that time.

Sex

Impact

Neutral at this time – until the review work is progressed, assessments made and proposals for change identified there is no reason to believe there will be any impact (positive or negative) on people with protected characteristics. No changes to existing charges or subsidy levels will be made without being reported to elected members for approval and an updated EIA will be prepared at that time.

Sexual orientation

Impact

Neutral at this time – until the review work is progressed, assessments made and proposals for change identified there is no reason to believe there will be any impact (positive or negative) on people with protected characteristics. No changes to existing charges or subsidy levels will be made without being reported to elected members for approval and an updated EIA will be prepared at that time.

Step 8: Consultation with any of the groups potentially affected

If you have consulted with any group potentially affected, please give details of how this was done and what the results were.

No consultation undertaken yet.

If you have not consulted with any group potentially affected, how have you ensured that you can make an informed decision about mitigating action of any negative impact (Step 9)?

Step 9: What mitigating steps will be taken to remove or reduce potentially negative impacts?

No negative impacts identified at this stage. Updated EIA to be prepared once specific proposals are developed

Step 10: If a potentially negative impact has been identified, please state below the justification.

N/a

Step 11: In what way does this proposal contribute to any or all of the public sector equality duty to: eliminate unlawful discrimination; advance equality of opportunity; and foster good relations between people of different protected characteristics?

Whatever proposals ultimately progress once the review work is completed unlawful discrimination based on any protected characteristic will be avoided.

Step 12: Is there any action which could be taken to advance equalities in relation to this proposal?

N/a

Step 13: FAIRER SCOTLAND DUTY

This step is only applicable to **strategies** which are key, high level decisions. If your proposal is **not** a strategy, please leave this Step blank, and go to Step 14.

Links to data sources, information etc which you may find useful are in the Guidance.

Step 13(A) What evidence do you have about any socio-economic disadvantage/inequalities of outcome in relation to this strategic issue?

Step 13(B) Please state if there are any gaps in socio-economic evidence for this strategy and how you will take measures to gather the evidence you need.

Step 13(C) Are there any potential impacts this strategy may have specifically on the undernoted groupings? Please remember to take into account any particular impact resulting from **Covid-19**.

Please state if there is a potentially positive, negative, neutral or unknown impact for each grouping.

Low and/or No Wealth (e.g. those with enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future.

Impact

Material Deprivation (i.e. those unable to access basic goods and services e.g. repair/replace broken electrical goods, warm home, leisure and hobbies).

Impact

Area Deprivation (i.e. where people live (e.g. rural areas), or where they work (e.g. accessibility of transport).

Impact

Socio-economic Background i.e. social class including parents' education, people's employment and income.

Impact

Other – please indicate

Step 13(D) Please state below if there are measures which could be taken to reduce socio-economic disadvantage/inequalities of outcome.

Step 14: What arrangements will be put in place to monitor and review the Equality Impact/Fairer Scotland Duty Assessment?

The EIA will be updated when proposals for change are identified, if required

Step 15: Where will this Equality Impact/Fairer Scotland Duty Assessment be published?

With the relevant Committee report on the Council's website

Step 16: Sign off and Authorisation. Please state name, post, and date for each:

Prepared by: Ian Lorimer, 3 January 2024

Reviewed by: Doreen Phillips, 13 February 2024

Approved by: Ian Lorimer, 20 February 2024

NB. There are several worked examples of separate EIA and FSD Assessments in the Guidance which may be of use to you.
