



Midlothian Council

Equality Impact Assessment (EqIA) of Review of Fees & Charges

2017/18

Name of Fee/Charge being reviewed	<ol style="list-style-type: none"> 1. Customer and Housing Services – Library Service and Miscellaneous charges; Registrar charges. 2. Adult and Social Care – Resources and Adult Care 3. Education - Lasswade High School evening classes; Beeslack High School classes; Lifelong learning and Employability evening classes; Beeslack High School Leisure facilities; Newbattle Community High School Leisure facilities. 4. Communities and Economy – Planning and Building Control; Landlord fees; Environmental Health; Trading Standards. 5. Property and Facilities Management – Healthy Living Services – Harmonised charges pitches, rooms and Halls; Tonezone Membership; Casual Leisure centre facilities; Snowsports centre; School meals; Bonnyrigg District Heating Scheme. 6. Commercial – Landscaping and Countryside services - Burials, Gardening, Allotments, Green fees and Events, Road services; Travel and Fleet Services, Trade Waste. 7. Finance and Integrated Service Support – Civic Government.
Department and service area	See above
Completion Date	8 th December 2016
Lead officer	John Blair

Aims and Objectives

The aim is to increase charges for services detailed and provided by the Council taking into account inflation, statutory pricing, policy, cost of providing the service and benchmarking against other local authorities/providers.

1. Does the proposed fee/charge affect people?

Yes



No



2. What is/are the reason(s) for your reviewed fee/charge?

To increase charges in line with inflation and statutory charge limit, to contribute to the cost of providing services, and to reflect charges collected by other local authorities.

3. Impact

Which of the protected characteristics* will the reviewed fee/charge have an impact upon?

Equality Target Group*	Positive Impact	Negative Impact	Relevant evidence/information
Age	Concessionary rates are available in most circumstances	Older people and those in poor economic circumstances may be adversely affected	
Disability	Concessionary rates are available	Disabled people in receipt of benefits may be adversely affected	
Gender Reassignment	No impact	No impact	

Marriage and Civil Partnership	No impact	No impact	
Pregnancy and maternity	No impact	Single parents in low income households maybe adversely affected	
Race	No impact	No impact	
Religion or Belief	No impact	No impact	
Sex	Concessionary rates are available	Men and women along with disabled men and women in low income households may be affected.	
Sexual Orientation	No impact	No impact	

4. How will the implementation of the reviewed fee/charge be communicated to those affected by any changes?

Information will be available on the Council's web site and in paper format at each of the Council's outlets where these services are available. If required and requested this information can be made available in different formats and languages by emailing equalities@midlothian.gov.uk or by telephoning the Equality, Diversity and HR Officer on 0131 271 3658.

5. How will you monitor the impact of the changes proposed? When is the fee/charge due to be reviewed?

The impact will be determined by the actual uptake of these services and the income received in comparison to the previous uptake/income levels. This data/information will be taken into consideration at the next annual review of fees and charges.

6. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

Customer and Housing Services

Library Service and Misc

Increased charges for Library Services and Miscellaneous charges services take into account statutory pricing, ensuring service costs are met and inflation. Generally this amounts to 5% per function with the exception of Overdue fines, inter library loans, Printing (black and white) where a 100% increase has been applied, CD hire where a 25% increase has been applied to align with other local Authorities. An increase of 200% per A4 laminating sheet has been applied to harmonise all laminating charges. Library requests have been decreased by 100% as part of a customer incentive during the changes to library opening hours in April 2017.

It should be noted that:

- Printing (black, white and colour); Photocopies (black, white, colour, A4 and A3 single & multiple sheets); and Laminating (A3 and A4 per sheet) charges are harmonised across all Council services/outlets in line with pricing policy.
- Fax sending (per sheet, UK & Europe) will be held to a maximum of £3.00;
- Fax sending (International per sheet) will be held to a maximum of £4.00 and
- USB Flash drives will be determined by cost of purchase.

Registrars

Charges for Registrar Services take into account inflation and ensuring service costs are met. This amounts to a 5% increase per function. There will be no increases for Statutory charges.

It should be noted that:

- Baby naming ceremony and the renewal of vows will be based on existing ceremony fees minus statutory fees due to legal requirements for this ceremony.
- Birth, Death, Marriage, Civil Partnership Extracts after one month of registration (including priority service) includes a statutory charge of £10.00

Adult and Social Care

Resources and Adult Care

Charges for Resources and Adult care take into account inflation, statutory pricing and ensures equality of charges for all day service users. This amounts to a 5% increase per function with the exception of Day care centre meals where a 7% increase has been applied to ensure the cost of the service is fully met.

It should be noted that:

- Homecare charges, Housing support charges, Day centre meals and Care home charges are determined by a financial assessment with a maximum charge.

Education

Evening classes

Increased charges for Evening classes across all locations including Schools and Adult learning locations take into account inflation, introduce more consistent charging across all locations and ensure service costs are met. This amounts to 5% per function with the exception of under 18 or retired evening classes where a minimum decrease of 9% or up to a maximum increase of 20% has been applied to align both charges.

It should be noted that:

- There is currently no concessionary rates at Beeslack High school.
- No increase has been applied to Code A Higher classes as these are priority classes to secure higher paid work and will remain affordable as a key means of higher education.
- Code H evening classes have been decreased by 4.76% to lower the rate for targeted areas.

Education leisure services (Beeslack and Newbattle Community High)

Increased charges for Education leisure services take into account inflation. This amounts to 5% per function.

Communities and Economy

Planning and Building Control

Charges across Planning and Building Control services take into account statutory pricing, inflation and ensure service costs are met. This amounts to 5% per function. Costs are already in line with other local authorities after a benchmarking exercise undertaken across all 32 local authorities in 2016.

It should be noted that:

- Planning Application Fees are variable according to development size, Minimum charge being £202.00 and a maximum charge of £20,055. No increase due to statutory charging provisions.
- No increases will be introduced to Permissions to display an advertisement or Building warrants (variable charges according to cost of works) which are statutory charges.

Landlord fees

No increases will be introduced to Landlord Registration Fees due to statutory charges.

Environmental Health

Increased charges for Environmental Health take into account inflation and to ensure the cost of the service is met. This amounts to 5% per function with the exception of riding establishment charges where a 25% increase has been applied to introduce more consistent charging across the service and ensures costs are recovered.

It should be noted that:

- The Riding Establishments Fee does not include a veterinary inspector's fee which is variable.

Trading Standards

Increased charges for Trading Standards take into account inflation, statutory pricing and ensures the This amounts to 5% per function with the exception of all petroleum Licences, Explosion Store Licence and registration and Poisons Registration where there will be no increase due to statutory charging.

Property and Facilities Management

Harmonised pitches and Hall charges

Increased harmonised charges for the above services at Council-wide outlets take into account inflation and ensures the cost of the service are met. This amounts to 10% per function for the hire of all pitches, rooms and halls across all Midlothian Council facilities.

It should be noted that:

- Concessions will be applied in accordance with the Concession Policy.

Tonezone membership

Increased charges for Tonezone Memberships take into account inflation and ensures service costs are met. This amounts to 10% per function.

It should be noted that:

- All costs are in line with a benchmarking exercise undertaken with other local authorities in 2016.

Leisure Centre facilities

Increased charges for Casual Leisure Centre facilities take into account inflation and ensures the cost of the service are met. This amounts to 10% per function.

It should be noted that:

- All costs are in line with a benchmarking exercise undertaken with other local authorities in 2016.

Snowsports centre

Charges for all Snowsports centre services take into account inflation and ensures the cost of the service are met. This amounts to 10% per function.

It should be noted that:

- All costs were determined by a charging exercise carried out to analyse sales volumes in 2016.

Catering Services – School meals

Catering Services will increase School meals by 15p per meal. This includes Primary school (from £1.80 to £1.95), High school (from £2.00 to £2.15) and Adult meals (from £2.50 to £2.65).

It should be noted that:

- School meals are free to all primary school children from P1 to P3.
- School meals are free to all ages if in receipt of one of the following benefits; Income Support; Income-based Job Seekers Allowance; Income Related Employment and Support Allowance; Child Tax Credit ONLY (with an annual income of less than £16,105); Child tax Credit AND Working Tax Credit (with an annual income less than £6,420); Support under Part VI of the Immigration and Asylum Act 1999; Universal Credit.

Bonnyrigg District Heating Scheme

Monthly heating charges for Bonnyrigg District Heating Scheme will remain frozen due to a surplus, this will be reviewed in early 2017.

Commercial

Landscaping and Countryside services – Burials

Charges for burials have been increased by 14% to allow charges to be set at the Scottish average over a three year period.

It should be noted that:

- A 50% surcharge will apply to all interments which take place on a Saturday or Midlothian Council Public holiday.

Landscaping and Countryside services – Allotments

Charges for Dean Burn Allotments have been increased by 78%. Charges have been determined by a Benchmarking exercise carried out against other private organisations.

Landscaping and Countryside services – Gardening

Gardening charges take into account inflation and ensures service costs are met. This amounts to a 5% increase per function for grass cutting and 50% increase per function for hedge cutting. Charges are set at a level that allows the service to fully meet the cost of providing the service.

It should be noted that:

- For areas greater than 501 square metres, customers are provided with a quote. A 10% surcharge will be added where access is restricted.
- For hedges over 10ft [3m] and a length greater than 100m, customer are provided with a quote. A 10% surcharge will be added where access is restricted.

Landscaping and Countryside services – Green fees and Events

Increased charges across Landscaping and Countryside services for Green fees, Barbeque hire, event field hire, fairground and circus ground hire take into inflation and benchmarking against other authorities.

It should be noted that:

- Greens fee charges and Barbeque hire have been increased by 5%.
- A new charge has been introduced for Golf season tickets including a concessionary rate for children and senior citizens.

- Golf season ticket charges have been introduced in line with other Local Authorities.
- Events fields per hour have been increased by 167%, per day 128%, per weekend 121% and overnight 140%. Charges have been benchmarked with other local authorities.
- Fairground up to 10 shows/stands, 11-20 shows/stands and over 20 shows stands have been increased by 10%. Charges have been benchmarked with other local authorities.
- Circus charges have been increased or remain the same after a demand exercise carried out by the customer. Charges have been benchmarked with other local authorities and increased by a maximum of 194%.

Road Services

Charges across road services have been adapted so they are set in line with National legislation or aligned with average prices charged by other local authorities. This amounts to a minimum increase of 4% to a maximum increase of 261% per function with the exception of Property enquiry adoption plan and accident data retrievals where there will be no increase as charges are already in line with other authorities. Charges for amendments, early starts and extensions have been increased to cover the additional cost of providing the service.

It should be noted that:

- The full cost of a full Temporary Traffic Regulation Order will apply where an amendment is requested after processing or an extension is requested to an issued permit.
- An early start request for excavation permits will charge double the cost of the permit.
- Where an amendment is requested after processing or an extension is requested to an issued permit the cost of a full permit again or £50, whichever is greater will apply.

Travel and fleet services

A 6% increase for non entitled Travel School Bus Pass will apply after a benchmarking exercise with other local authorities. There will be no increase for Lost school bus passes and Blue badges where there is a £20.00 Statutory cap.

Waste Services

Charges for Trade waste including residual waste, recycling bins, bin lease charge have been increased by 15%. Charges have been increased to ensure the cost of the service is met.

Finance and ISS

Civic government

Charges for Civic Government take into account inflation and statutory pricing. This amounts to a 5% increase per function with the exemption of Charity Car Boot Sales or Public Charitable Collection Permits.

It should be noted that:

- Where applicants can apply for 1, 2 or 3 year licences, fees for 2 and 3 years are based on 95% and 90% of the cost of 1 year licence respectively.
- A new charge of £10.00 has been introduced for a Second hand dealers log book.

Please send an electronic copy of completed forms to lesley.crozier@midlothian.gov.uk