

EXECUTIVE CABINET

THURSDAY, 18TH JANUARY 2018, 6.30 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

I am now able to enclose, for consideration at the above meeting of the Executive Cabinet, the following reports that were unavailable when the agenda was published.

Agenda No	Item	
6	FEES AND CHARGES POLICY AND A REVIEW OF FEES AND CHARGES	(Pages 3 - 44)
	Integrated Impact Assessments:	
	<ul style="list-style-type: none">• Bereavement Services• Collection of Bulky Waste• Community Centres• GIS Services	

GARY HALL
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Executive Cabinet

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Integrated Impact Assessment

Name of the service, policy, strategy or project being assessed	Review of Fees and Charges – Bereavement Services		
What does the service, policy, strategy or project do?	Bereavement Services		
Who is it intended to benefit and how?	Residents and non-residents requiring bereavement services		
Officer responsible for completing the assessment	Jo Oliver/James Thomson		
Date of Assessment	03/01/2018	Date of Review	03/01/2019

Introduction

What is an Integrated Impact Assessment?

The integrated impact assessment is a tool to ensure that any policy, project or service is assessed to consider any positive or negative impacts for Chorley residents with regards to equalities, health or sustainability. It is important that this is done in a timely manner and ideally it should precede the start of the project, policy or strategy concerned.

Why do we need to do Impact Assessments?

Chorley Council is committed as a community leader, service provider and employer that we will work to ensure that everybody is afforded equality of opportunity and good life chances. The Impact Assessment is a tool we use to ensure that we fulfil these commitments, and thus meet our legal duties.

Quick Steps for Completion

1. There are four sections;
 - Equality – This section considers the impact on our 10 equality strands, which are; age, disability, gender re-assignment, pregnancy and maternity, race, religion and belief, rurality, marriage and civil partnerships, sex and sexual orientation.. When completing this section, reference should be made to the Council's [Equality Scheme](#)
 - Health – the impact on potential health impacts. There is a link in the section to the current public health observatory information
 - Reputation – the impact on the Council's reputation and our ability to deliver our key priorities. Reference should be made to the Council's [Corporate Strategy](#)
 - Sustainability – the impact on environmental and sustainability issues. Reference should be to the climate change strategy
- Each section has a number of questions which should be given a rating, and evidence given for why the rating has been selected.

Code	Description
P	Positive beneficial impact
N	Negative undesirable impact
U	Uncertainty over impact
NI	No specific impact/neutral impact

2. Actions – Once a rating is given, actions should be identified to mitigate any negative impacts or maximise any positive impacts of the policy/project/strategy that is being assessed.
3. Once the toolkit has been completed, changes should be made to the policy/project/service to respond to any actions identified.

Storage and review

Once completed and signed off, all Integrated Impact Assessments should be sent to the Performance and Partnerships Team.

Existing assessments should be reviewed every two years.

If you require further information, please contact Kate Cronin – kate.cronin@chorley.gov.uk, 5348

Equality Impact Assessment	Yes	No	Evidence	Further action required
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?		✓	The increase in charges will affect all adult residents in the same manner The new charges will be comparable with the average charge in Lancashire	

What potential impact does this activity make to:

	P	N	U	NI	Evidence	Further action required
1. Equality of opportunity amongst customers of different ages (Age)				✓	Burial fees will now be waived for those 16 and under. However it is not clear what age group meets the costs of the service	
2. Equality of opportunity amongst with or without a physical or mental disability (Disability)				✓	Increase in fees are not specific to disabilities	
3. Equality of opportunity amongst customers of different gender backgrounds (Gender Reassignment)				✓	Increase in fees are not specific to gender	
4. Equality of opportunity amongst customers who are pregnant or parents (Pregnancy and Maternity)				✓	Increase in fees are not specific to pregnancy	
5. Equality of opportunity amongst customer groups of different racial backgrounds (Race)				✓	Increase in fees are not specific to race	
6. Equality of opportunity amongst customers of different religions (Religion or Belief)				✓	Increase in fees are not specific to religion	
7. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)				✓	Increase in fees are not specific to location	

8. Equality of opportunity amongst male and female customers (Sex)				✓	Increase in fees are not specific to sex	
9. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)				✓	Increase in fees are not specific to sexual orientation	
10. Equality of opportunity amongst customers who are married or in a civil partnership (Marriage and Civil partnerships)*				✓	Increase in fees are not specific to marital status	
Health Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. Promoting healthy lifestyles for Chorley residents. For the latest Health Observatory information please see the data on this link http://www.apho.org.uk/resource/item.aspx?RID=126958				✓	N/A	
2. Enabling residents to Start Well (pre-birth – 19) Possible issues to consider are; <ul style="list-style-type: none"> • Promoting healthy pregnancy • Reducing infant mortality • Reducing childhood obesity • Supporting children with long term conditions • Supporting vulnerable families and children 				✓	N/A	
3. Enabling residents to Live well (16 -75 years) Possible issues to consider are; <ul style="list-style-type: none"> • Promoting healthy settings, healthy workforce and economic development • Promoting mental wellbeing and healthy lifestyles • Reducing avoidable deaths • Improving outcomes for people with learning disabilities 				✓	N/A	
4. Enabling residents to Age Well (over 65 years). Possible issues to consider are; <ul style="list-style-type: none"> • Promoting independence 				✓	N/A	

<ul style="list-style-type: none"> Reducing social isolation Managing long term conditions and dementia Reducing emergency admissions and direct admissions to residential care settings Supporting carers and families 						
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Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
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What potential impact does this activity make upon:						
<p>1. Chorley Council's reputation. Possible issues to consider are;</p> <ul style="list-style-type: none"> Proving to local residents that we provide value for money Informing and engaging with local residents Building trust and confidence in Chorley Council Improving customer satisfaction with council services Chorley Council's role as a community leader 			✓		<p>Increasing burial fees may not be received favourably by residents however fees have not increased for over 5 years.</p> <p>However increasing burial fees will go some way to enable the Council to recover the cost of delivering the service.</p> <p>The waiver of burial fees for 16 and under should be received favourably</p>	
<p>2. Our ability to deliver the Corporate Strategy. Issues to consider are;</p> <ul style="list-style-type: none"> A council that consults and engages with residents An ambitious council that continually strives to improve 			✓		<p>Reviewing fees and charges allows the Council to meet the cost of delivering bereavement services</p>	

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. The effective protection of Chorley's environment. Possible issues to consider are; <ul style="list-style-type: none"> • Limiting waste generation & encouraging recycling • Limiting factors that contribute to climate change • Protection of and improving access to the natural environment 				✓		
2. Prudent usage of natural resources. Possible issues to consider are; <ul style="list-style-type: none"> • Limiting use of non-sustainable energy, water, minerals and materials • Reducing the need to travel and encouraging walking, cycling and low carbon modes of travel 				✓		
3. Social progress amongst all of Chorley's communities. Possible issues to consider are; <ul style="list-style-type: none"> • Opportunities for education and information • Provision of appropriate and sustainable housing • Reduced fear of crime and community safety • Access to cultural and leisure facilities • Encouraging engagement and supporting volunteering 				✓		

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
4. A vibrant local economy in Chorley. Possible issues to consider are; <ul style="list-style-type: none"> Supporting better quality jobs and developing the skills of local residents Supporting local business by procuring goods and services locally Strengthening links with public, private and third sector partners 				✓		

* this equality strand is covered by the Public Sector Equality Duty in respect of which the s.149 requires only that due regard be paid to the need to eliminate discrimination, harassment or victimisation or other conduct which is prohibited by the Act.

Integrated Impact Assessment Action Plan

If any further actions were identified through the Integrated Impact Assessment then these should be listed in the table below. These should be added to the relevant business/service plan to ensure that any actions are carried out.

Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer
Compare the number of burials at Council cemeteries to previous years to see if the numbers remains similar	April 18	April 19	Alison Wilding

Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer

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Integrated Impact Assessment

Name of the service, policy, strategy or project being assessed	Review of Fees and Charges – Bulky Waste Collection		
What does the service, policy, strategy or project do?	Collects Bulky Waste		
Who is it intended to benefit and how?	Residents - the service generates income that is used to subsidise the cost of the service through the waste collection contract.		
Officer responsible for completing the assessment	Jo Oliver/James Thomson		
Date of Assessment	03/01/2018	Date of Review	03/01/2019

Introduction

What is an Integrated Impact Assessment?

The integrated impact assessment is a tool to ensure that any policy, project or service is assessed to consider any positive or negative impacts for Chorley residents with regards to equalities, health or sustainability. It is important that this is done in a timely manner and ideally it should precede the start of the project, policy or strategy concerned.

Why do we need to do Impact Assessments?

Chorley Council is committed as a community leader, service provider and employer that we will work to ensure that everybody is afforded equality of opportunity and good life chances. The Impact Assessment is a tool we use to ensure that we fulfil these commitments, and thus meet our legal duties.

Quick Steps for Completion

1. There are four sections;
 - Equality – This section considers the impact on our 10 equality strands, which are; age, disability, gender re-assignment, pregnancy and maternity, race, religion and belief, rurality, marriage and civil partnerships, sex and sexual orientation.. When completing this section, reference should be made to the Council's [Equality Scheme](#)
 - Health – the impact on potential health impacts. There is a link in the section to the current public health observatory information
 - Reputation – the impact on the Council's reputation and our ability to deliver our key priorities. Reference should be made to the Council's [Corporate Strategy](#)
 - Sustainability – the impact on environmental and sustainability issues. Reference should be to the climate change strategy
- Each section has a number of questions which should be given a rating, and evidence given for why the rating has been selected.

Code Description

P	Positive beneficial impact
N	Negative undesirable impact
U	Uncertainty over impact
NI	No specific impact/neutral impact

2. Actions – Once a rating is given, actions should be identified to mitigate any negative impacts or maximise any positive impacts of the policy/project/strategy that is being assessed.
3. Once the toolkit has been completed, changes should be made to the policy/project/service to respond to any actions identified.

Storage and review

Once completed and signed off, all Integrated Impact Assessments should be sent to the Performance and Partnerships Team.

Existing assessments should be reviewed every two years.

If you require further information, please contact Kate Cronin – kate.cronin@chorley.gov.uk, 5348

Equality Impact Assessment	Yes	No	Evidence	Further action required
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?	✓		<p>Consultation is being undertaken with residents on options for the new waste collection contract including the charging for WEEE items (waste electrical goods). These are currently collected free of charge but this is not sustainable for the new contract.</p> <p>The bulky waste collection service is a discretionary service and one for which it can charge for.</p>	

What potential impact does this activity make to:

	P	N	U	NI	Evidence	Further action required
1. Equality of opportunity amongst customers of different ages (Age)				✓	These charges are made to residents requesting a discretionary service - pricing does not differentiate based age. The contractor will provide, if requested a service where they will collect from inside a property, ground floor only.	
2. Equality of opportunity amongst with or without a physical or mental disability (Disability)		✓			These charges may disadvantage those that cannot easily access a HWRC.	The contractor will provide, if requested a service where they will collect from inside a property, ground floor only.
3. Equality of opportunity amongst customers of different gender backgrounds (Gender Reassignment)				✓	These charges are made to residents requesting a discretionary service - pricing does not differentiate based gender reassignment	

4. Equality of opportunity amongst customers who are pregnant or parents (Pregnancy and Maternity)				✓	These charges are made to residents requesting a discretionary service - pricing does not differentiate based on customers who are pregnant or parents.	
5. Equality of opportunity amongst customer groups of different racial backgrounds (Race)				✓	These charges are made to residents requesting a discretionary service - pricing does not differentiate based on race.	
6. Equality of opportunity amongst customers of different religions (Religion or Belief)				✓	These charges are made to residents requesting a discretionary service - pricing does not differentiate based religious belief.	
7. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)		✓			These charges may disadvantage those that cannot afford the charge and that live far from a HWRC site.	No further action can be taken however it is assumed the numbers affected will be low
8. Equality of opportunity amongst male and female customers (Sex)				✓	These charges are made to residents requesting a discretionary service - pricing does not differentiate based gender.	
9. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)				✓	These charges are made to residents requesting a discretionary service - pricing does not differentiate based sexual orientation.	
10. Equality of opportunity amongst customers who are married or in a civil partnership (Marriage and Civil partnerships)				✓	These charges are made to residents requesting a discretionary service - pricing does not differentiate based on customers who are married or in a civil partnership.	

Health Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. Promoting healthy lifestyles for Chorley residents. For the latest Health Observatory information please see the data on this link http://www.apho.org.uk/resource/item.aspx?RID=126958				✓	N/A	
2. Enabling residents to Start Well (pre-birth – 19) Possible issues to consider are; <ul style="list-style-type: none"> • Promoting healthy pregnancy • Reducing infant mortality • Reducing childhood obesity • Supporting children with long term conditions • Supporting vulnerable families and children 				✓	N/A	
3. Enabling residents to Live well (16 -75 years) Possible issues to consider are; <ul style="list-style-type: none"> • Promoting healthy settings, healthy workforce and economic development • Promoting mental wellbeing and healthy lifestyles • Reducing avoidable deaths • Improving outcomes for people with learning disabilities 				✓	N/A	
4. Enabling residents to Age Well (over 65 years). Possible issues to consider are; <ul style="list-style-type: none"> • Promoting independence • Reducing social isolation • Managing long term conditions and dementia • Reducing emergency admissions and direct admissions to residential care settings • Supporting carers and families 				✓	N/A	

Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
<p>1. Chorley Council's reputation. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Proving to local residents that we provide value for money • Informing and engaging with local residents • Building trust and confidence in Chorley Council • Improving customer satisfaction with council services • Chorley Council's role as a community leader 			✓		<p>Introducing a charge for what was free service could be deemed unfavourable by Chorley residents. The charges are comparable to some Councils in Lancashire.</p> <p>Introducing a fee for WEEE collections will enable the Council to recover the cost of delivering the service.</p>	
<p>2. Our ability to deliver the Corporate Strategy. Issues to consider are;</p> <ul style="list-style-type: none"> ▪ A council that consults and engages with residents ▪ An ambitious council that continually strives to improve 			✓		<p>The current free collection service for WEEE items is not sustainable and a new waste contractor will charge accordingly to provide this service.</p> <p>Charging will allow the Council to continue to provide the service and use the income received to subsidise the contract costs.</p>	

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. The effective protection of Chorley’s environment. Possible issues to consider are; <ul style="list-style-type: none"> • Limiting waste generation & encouraging recycling • Limiting factors that contribute to climate change • Protection of and improving access to the natural environment 		✓			Charging for electrical equipment and increasing charges for bulky waste collection may result in an increase in fly tipping	Enforcement officers to monitor and investigate reported fly tipping incidents. Bulky items cans still be taken by householders to the HWRC for disposal for free.
2. Prudent usage of natural resources. Possible issues to consider are; <ul style="list-style-type: none"> • Limiting use of non-sustainable energy, water, minerals and materials • Reducing the need to travel and encouraging walking, cycling and low carbon modes of travel 				✓		
3. Social progress amongst all of Chorley’s communities. Possible issues to consider are; <ul style="list-style-type: none"> • Opportunities for education and information • Provision of appropriate and sustainable housing • Reduced fear of crime and community safety • Access to cultural and leisure facilities • Encouraging engagement and supporting volunteering 				✓		

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
4. A vibrant local economy in Chorley. Possible issues to consider are; <ul style="list-style-type: none"> Supporting better quality jobs and developing the skills of local residents Supporting local business by procuring goods and services locally Strengthening links with public, private and third sector partners 				✓		

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Integrated Impact Assessment Action Plan

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Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer
Continue to record and monitor the number of fly tips reported. The type of waste fly tipped is also recorded and will be monitored. An assessment of a possible increase in fly tipping following the introduction of charges for electrical equipment.	01/04/18	01/09/18	Doug Cridland

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Integrated Impact Assessment

Name of the service, policy, strategy or project being assessed	Review of Fees and Charges – Community Centres		
What does the service, policy, strategy or project do?	Delivers Community Services from the Community Centres		
Who is it intended to benefit and how?	Residents and non-residents requiring community centre services		
Officer responsible for completing the assessment	Angela Barrago/James Thomson		
Date of Assessment	09/01/18	Date of Review	09/01/19

Introduction

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Equality Impact Assessment	Yes	No	Evidence	Further action required
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?		✓	<p>The same percentage increase in charges will be made to all users of the community centres</p> <p>Charges have not been increased for over 6 years and therefore need to be increased to help meet the cost of service provision.</p> <p>Users are those groups/organisations who hire the community centres to deliver a range of activities There is already in place a discount scheme for the different hirers of the centres. The inflationary increase in charges will not affect this discount scheme.</p>	

What potential impact does this activity make to:

	P	N	U	NI	Evidence	Further action required
1. Equality of opportunity amongst customers of different ages (Age)			✓		<p>The increase in fees is not specific to age. These increased charges will be applied to all those wishing to hire the community centre to deliver activities or sessions</p> <p>The increase in charges will apply to all groups wishing to use the community centres although the discount schemes currently in place will still apply.</p> <p>Usage data suggests that activities targeted at a range of different age groups are delivered from the centres.</p>	

					<p>A high percentage of activities delivered are aimed at children and families and therefore an increase in charges may have more of an impact on organisations delivering these services and in turn, those using the services.</p> <p>However, there will continue to be discounts available for organisations or groups wishing to hire the space to deliver this type of activity from the centres</p>	
2. Equality of opportunity amongst with or without a physical or mental disability (Disability)			✓		<p>There are a number of groups who support people with a physical or mental disability who already use the facilities and access the discounted rates. The increase in fees is not specific to people with a disability or specific sessions.</p>	
3. Equality of opportunity amongst customers of different gender backgrounds (Gender Reassignment)			✓		<p>Increase in fees are not specific to gender</p>	
4. Equality of opportunity amongst customers who are pregnant or parents (Pregnancy and Maternity)			✓		<p>The increase in fees is not specific to parents. These increased charges will be applied to all those wishing to hire the community centre to deliver activities or sessions</p> <p>The increase in charges will apply to all groups wishing to use the community centres although the discount schemes currently in place will still apply.</p>	

					<p>Usage data suggests that activities targeted at a range of different age groups are delivered from the centres.</p> <p>A high percentage of activities delivered are aimed at children and families and therefore an increase in charges may have more of an impact on organisations delivering these services and in turn, those using the services.</p> <p>However, there will continue to be discounts available for organisations or groups wishing to hire the space to deliver this type of activity from the centres</p>	
5. Equality of opportunity amongst customer groups of different racial backgrounds (Race)				✓	Increase in fees are not specific to race	
6. Equality of opportunity amongst customers of different religions (Religion or Belief)			✓		There is a very small uptake of religious groups using the sites but the increase in fees are not specific to religion	
7. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)				✓	Increase in fees are not specific to location	
8. Equality of opportunity amongst male and female customers (Sex)			✓		There is a very small uptake of groups that are gender specific but the increase in fees are not specific to gender	
9. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)				✓	Increase in fees are not specific to sexual orientation	
10. Equality of opportunity amongst customers who are married or in a civil partnership (Marriage and Civil partnerships)*				✓	Increase in fees are not specific to marital status	

Health Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
<p>1. Promoting healthy lifestyles for Chorley residents. For the latest Health Observatory information please see the data on this link http://www.apho.org.uk/resource/item.aspx?RID=126958</p>				✓	<p>The increase in fees will have a minimal financial impact and groups who are using the sites to create activities improve health can access the most discounted rates.</p>	
<p>2. Enabling residents to Start Well (pre-birth – 19) Possible issues to consider are;</p> <ul style="list-style-type: none"> • Promoting healthy pregnancy • Reducing infant mortality • Reducing childhood obesity • Supporting children with long term conditions • Supporting vulnerable families and children 				✓	<p>The increase in fees will have a minimal financial impact and groups who are using the sites to create activities improve these specific health areas can access the most discounted rates.</p>	
<p>3. Enabling residents to Live well (16 -75 years) Possible issues to consider are;</p> <ul style="list-style-type: none"> • Promoting healthy settings, healthy workforce and economic development • Promoting mental wellbeing and healthy lifestyles • Reducing avoidable deaths • Improving outcomes for people with learning disabilities 			✓		<p>The increase in fees will have a minimal financial impact and groups who are using the sites to create activities improve these specific health areas can access the most discounted rates.</p>	

Health Impact Assessment	P	N	U	NI	Evidence	Further action required
<p>4. Enabling residents to Age Well (over 65 years). Possible issues to consider are;</p> <ul style="list-style-type: none"> • Promoting independence • Reducing social isolation • Managing long term conditions and dementia • Reducing emergency admissions and direct admissions to residential care settings • Supporting carers and families 			✓		<p>The increase in fees will have a minimal financial impact and groups who are using the sites to create activities improve these specific health areas can access the most discounted rates.</p>	

Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
<p>1. Chorley Council's reputation. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Proving to local residents that we provide value for money • Informing and engaging with local residents • Building trust and confidence in Chorley Council • Improving customer satisfaction with council services • Chorley Council's role as a community leader 			✓		<p>Increasing community centre fees may not be received favourably by residents however fees have not increased for over 6 years, the increase is minimal and they are still the most accessible rates available for a comparable site / facilities.</p> <p>However increasing fees will go some way to enable the Council to recover the cost of delivering the service.</p> <p>The current discount scheme is maintained, this provides significant discounts to community groups, childcare provision and support for SMEs.</p>	
<p>2. Our ability to deliver the Corporate Strategy. Issues to consider are;</p> <ul style="list-style-type: none"> ▪ A council that consults and engages with residents ▪ An ambitious council that continually strives to improve 			✓		<p>Reviewing fees and charges allows the Council to better meet the cost of delivering community centre services.</p> <p>Reviewing the charges supports efforts to keep the facilities available for the community and provides space to engage and actively involve local residents.</p>	

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. The effective protection of Chorley's environment. Possible issues to consider are; <ul style="list-style-type: none"> • Limiting waste generation & encouraging recycling • Limiting factors that contribute to climate change • Protection of and improving access to the natural environment 				✓	No impact	
2. Prudent usage of natural resources. Possible issues to consider are; <ul style="list-style-type: none"> • Limiting use of non-sustainable energy, water, minerals and materials • Reducing the need to travel and encouraging walking, cycling and low carbon modes of travel 				✓	Maintaining the sustainability of these sites for community use and accessing services decreases the need for travel and encourages walking.	
3. Social progress amongst all of Chorley's communities. Possible issues to consider are; <ul style="list-style-type: none"> • Opportunities for education and information • Provision of appropriate and sustainable housing • Reduced fear of crime and community safety • Access to cultural and leisure facilities • Encouraging engagement and supporting volunteering 			✓		Maintaining the sustainability of sites increases opportunities for local accessible training and education.	

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
4. A vibrant local economy in Chorley. Possible issues to consider are; <ul style="list-style-type: none"> Supporting better quality jobs and developing the skills of local residents Supporting local business by procuring goods and services locally Strengthening links with public, private and third sector partners 			✓		Maintaining the sustainability of sites increases opportunities for local training such as employment support and digital training which supports a vibrant local economy.	

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Integrated Impact Assessment Action Plan

If any further actions were identified through the Integrated Impact Assessment then these should be listed in the table below. These should be added to the relevant business/service plan to ensure that any actions are carried out.

Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer

Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer

Integrated Impact Assessment

Name of the service, policy, strategy or project being assessed	Review of Fees and Charges – Geographical Information Services		
What does the service, policy, strategy or project do?	Street and House naming		
Who is it intended to benefit and how?	Residents and non-residents requiring Geographical Information Services		
Officer responsible for completing the assessment	Emma Marshall/James Thomson		
Date of Assessment	03/01/2018	Date of Review	03/01/2019

Introduction

What is an Integrated Impact Assessment?

The integrated impact assessment is a tool to ensure that any policy, project or service is assessed to consider any positive or negative impacts for Chorley residents with regards to equalities, health or sustainability. It is important that this is done in a timely manner and ideally it should precede the start of the project, policy or strategy concerned.

Why do we need to do Impact Assessments?

Chorley Council is committed as a community leader, service provider and employer that we will work to ensure that everybody is afforded equality of opportunity and good life chances. The Impact Assessment is a tool we use to ensure that we fulfil these commitments, and thus meet our legal duties.

Quick Steps for Completion

1. There are four sections;
 - Equality – This section considers the impact on our 10 equality strands, which are; age, disability, gender re-assignment, pregnancy and maternity, race, religion and belief, rurality, marriage and civil partnerships, sex and sexual orientation.. When completing this section, reference should be made to the Council's [Equality Scheme](#)
 - Health – the impact on potential health impacts. There is a link in the section to the current public health observatory information
 - Reputation – the impact on the Council's reputation and our ability to deliver our key priorities. Reference should be made to the Council's [Corporate Strategy](#)
 - Sustainability – the impact on environmental and sustainability issues. Reference should be to the climate change strategy
- Each section has a number of questions which should be given a rating, and evidence given for why the rating has been selected.

Code Description

P	Positive beneficial impact
N	Negative undesirable impact
U	Uncertainty over impact
NI	No specific impact/neutral impact

2. Actions – Once a rating is given, actions should be identified to mitigate any negative impacts or maximise any positive impacts of the policy/project/strategy that is being assessed.
3. Once the toolkit has been completed, changes should be made to the policy/project/service to respond to any actions identified.

Storage and review

Once completed and signed off, all Integrated Impact Assessments should be sent to the Performance and Partnerships Team.

Existing assessments should be reviewed every two years.

If you require further information, please contact Kate Cronin – kate.cronin@chorley.gov.uk, 5348

Equality Impact Assessment	Yes	No	Evidence	Further action required		
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?		✓	Consultation has not been undertaken however these charges are predominantly made to housing developers and are not as high as some charges made from other Lancashire Councils.			
What potential impact does this activity make to:						
	P	N	U	NI	Evidence	Further action required
1. Equality of opportunity amongst customers of different ages (Age)				✓	These charges are predominantly made to housing developers and pricing cannot differentiate based on age	
2. Equality of opportunity amongst with or without a physical or mental disability (Disability)				✓	These charges are predominantly made to housing developers and pricing cannot differentiate based on disability	
3. Equality of opportunity amongst customers of different gender backgrounds (Gender Reassignment)				✓	These charges are predominantly made to housing developers and pricing cannot differentiate based on gender	
4. Equality of opportunity amongst customers who are pregnant or parents (Pregnancy and Maternity)				✓	These charges are predominantly made to housing developers and pricing cannot differentiate based on pregnancy or maternity/paternity	
5. Equality of opportunity amongst customer groups of different racial backgrounds (Race)				✓	These charges are predominantly made to housing developers and pricing cannot differentiate based on race	

6. Equality of opportunity amongst customers of different religions (Religion or Belief)				✓	These charges are predominantly made to housing developers and pricing cannot differentiate based on religion	
7. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)				✓	These charges are predominantly made to housing developers and pricing cannot differentiate based on location	
8. Equality of opportunity amongst male and female customers (Sex)				✓	These charges are predominantly made to housing developers and pricing cannot differentiate based on gender	
9. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)				✓	These charges are predominantly made to housing developers and pricing cannot differentiate based on sexual orientation	
10. Equality of opportunity amongst customers who are married or in a civil partnership (Marriage and Civil partnerships)*				✓	These charges are predominantly made to housing developers and pricing cannot differentiate based on marital status	
Health Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. Promoting healthy lifestyles for Chorley residents. For the latest Health Observatory information please see the data on this link http://www.apho.org.uk/resource/item.aspx?RID=126958				✓	Charges are mainly made to developers and therefore this has no impact	
2. Enabling residents to Start Well (pre-birth – 19) Possible issues to consider are; <ul style="list-style-type: none"> • Promoting healthy pregnancy • Reducing infant mortality • Reducing childhood obesity • Supporting children with long term conditions 				✓	Charges are mainly made to developers and therefore this has no impact	

<ul style="list-style-type: none"> Supporting vulnerable families and children 						
<p>3. Enabling residents to Live well (16 -75 years) Possible issues to consider are;</p> <ul style="list-style-type: none"> Promoting healthy settings, healthy workforce and economic development Promoting mental wellbeing and healthy lifestyles Reducing avoidable deaths Improving outcomes for people with learning disabilities 				✓	Charges are mainly made to developers and therefore this has no impact	
<p>4. Enabling residents to Age Well (over 65 years). Possible issues to consider are;</p> <ul style="list-style-type: none"> Promoting independence Reducing social isolation Managing long term conditions and dementia Reducing emergency admissions and direct admissions to residential care settings Supporting carers and families 				✓	Charges are mainly made to developers and therefore this has no impact	

Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
<p>1. Chorley Council's reputation. Possible issues to consider are;</p> <ul style="list-style-type: none"> Proving to local residents that we provide value for money Informing and engaging with local residents Building trust and confidence in Chorley Council Improving customer satisfaction with council services Chorley Council's role as a community leader 			✓		<p>Increasing geographical information fees is not envisaged to be deemed unfavourable by Chorley residents</p> <p>Increasing fees will enable the Council to recover the cost of delivering the service. This will therefore reduce the cost to the Council tax payer.</p>	

Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
2. Our ability to deliver the Corporate Strategy. Issues to consider are; <ul style="list-style-type: none"> ▪ A council that consults and engages with residents ▪ An ambitious council that continually strives to improve 			✓		Reviewing fees and charges allows the Council to meet the cost of delivering geographical information services	

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. The effective protection of Chorley’s environment. Possible issues to consider are; <ul style="list-style-type: none"> • Limiting waste generation & encouraging recycling • Limiting factors that contribute to climate change • Protection of and improving access to the natural environment 				✓	N/A	
2. Prudent usage of natural resources. Possible issues to consider are; <ul style="list-style-type: none"> • Limiting use of non-sustainable energy, water, minerals and materials • Reducing the need to travel and encouraging walking, cycling and low carbon modes of travel 				✓	N/A	
3. Social progress amongst all of Chorley’s communities. Possible issues to consider are; <ul style="list-style-type: none"> • Opportunities for education and information • Provision of appropriate and sustainable housing • Reduced fear of crime and community safety • Access to cultural and leisure facilities • Encouraging engagement and supporting volunteering 				✓	N/A	

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
4. A vibrant local economy in Chorley. Possible issues to consider are; <ul style="list-style-type: none"> Supporting better quality jobs and developing the skills of local residents Supporting local business by procuring goods and services locally Strengthening links with public, private and third sector partners 				✓	N/A	

* this equality strand is covered by the Public Sector Equality Duty in respect of which the s.149 requires only that due regard be paid to the need to eliminate discrimination, harassment or victimisation or other conduct which is prohibited by the Act.

Integrated Impact Assessment Action Plan

If any further actions were identified through the Integrated Impact Assessment then these should be listed in the table below. These should be added to the relevant business/service plan to ensure that any actions are carried out.

Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer

Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer

