

# Impact Assessment (IA)

<b>Name of the project, policy, service, or strategy:</b>	Chorley Council 2025/26 Fees and Charges		
<b>Responsible Officer:</b>	Kieran Leonard		
<b>Service Lead:</b>	Neil Halton		
<b>Date of Assessment:</b>	16/12/2024	<b>Date of Review:</b>	



WORKING TOGETHER

# Introduction

## Overview

### What is an Impact Assessment?

An Impact Assessment is a tool used to assess any actual or potential impact of proposed actions on people with regards to equalities, health and sustainability.

### When to use an Impact Assessment?

It is important that any Impact Assessment is completed in a timely manner and should be completed at the start of the process for any of the following:

- New or reviewed project, policy or strategy
- Any proposals to create, remove or alter a service
- Changes to staffing structure, particularly where groups of employees are likely to be negatively affected
- Any proposals in relation to procured or commissioned services

An Impact Assessment must be included at the project development stage.

### Who is the Impact Assessment for?

The responsibility of conducting the Impact Assessment is with the leading officer, whilst service leads are responsible for ensuring the quality of assessments, providing final sign off and continually monitoring assessments.

### Why do we need to do Impact Assessments?

As Councils, we are committed as community leaders, service providers, and employers. Therefore, 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.

## Instructions

### Quick steps for completion

Follow the quick steps below when completing the Impact Assessment:

**1. Sections:** There are three sections to the Impact Assessment. These include:

- Equality impact: the impact on protected characteristics groups from the Equality Act 2010, which include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation and marriage and civil partnership. See the Equality Framework. For further information, please follow the links below:
  - [Chorley Council - Equality and Diversity](#)
  - [South Ribble Council - Equality and Diversity](#)
- Health and environmental impact: the impact on health and wellbeing as well as the environment.
- Reputational impact: the impact on the Councils' reputation and our ability to deliver our key priorities. Reference should be made to the Corporate Strategies.

**2. Rating and evidence:** Each section has a number of questions that should be given a rating and evidence given for why the rating has been selected. This allows us to quantify the impact. The rating key is outlined below:

Code	Description
P	Positive impact
N	Negative impact
NI	Neutral impact

**3. Actions:** Once a rating is given, actions should be identified to mitigate any negative impacts or maximise any positive impacts of the policy, project, or strategy that is being assessed.

**4. Sign off:** Once the assessment is completed, sign off is required by a Service Lead.

**5. Submit:** Once signed off, the Impact Assessment should be sent to the Equalities inbox.

**6. Follow up:** Actions should be implemented and changes should be made to the policy, project, or strategy that has been assessed, with follow ups conducted annually to monitor progress.

## **Information and Support**

### **Contact details**

To submit your completed Impact Assessment or for guidance and support, please contact [equalities@chorley.gov.uk](mailto:equalities@chorley.gov.uk) or [equalities@southribble.gov.uk](mailto:equalities@southribble.gov.uk).

# Equality Impact

Area for consideration	P	N	NI
<ul style="list-style-type: none"> <li>How can we ensure we eliminate unlawful discrimination, harassment, victimisation and any other unlawful conduct prohibited by the Equality Act 2010?</li> <li>How can we advance equality of opportunity between people who share and people who do not share a relevant protected characteristic?</li> <li>How can we foster good relations between people who share and people who do not share a relevant protected characteristic?</li> </ul>			
<b>What potential impact does this activity have upon:</b>			
Age (how does this effect those of different ages?)			X
Disability (how does this effect those with physical or mental disability?)			X
Gender Reassignment (how does this effect those who have undergone or are undergoing gender reassignment?)			X
Pregnancy or Maternity (how does this effect those who are pregnant or are parents?)			X
Race (how does this effect those of different races?)			X
Religion or Belief (how does this effect those of different religions or beliefs?)			X
Sex (how does this effect those of different sexes?)			X
Sexual Orientation (how does this effect those of different sexual orientations?)			X
Marriage and Civil Partnership (how does this effect those who are married or in a civil partnership?)			X
<b>Evidence (How could this impact on people with any protected characteristic? How will you mitigate against any negative impact to a protected characteristic? How will you maximise any positive impact to a protected characteristic?)</b>			
<ul style="list-style-type: none"> <li>There will be no disproportionate adverse effect on any protected characteristic group as the fees and charges are the same for all people.</li> </ul>			

# Health, Social and Environmental Impact

Area for consideration	P	N	NI	Evidence
<b>What potential impact does this activity have upon:</b>				
<p>Enabling people to start well (pre-birth to 19)? <i>(Please consider childhood obesity, vulnerable families, and pregnancy care)</i></p>		x		<ul style="list-style-type: none"> <li>• A rise in leisure prices, including junior swim and swimming lessons, could negatively impact on children being able to live active healthy lifestyles. However, these prices have only increased by 1.7% which was consistent with the rate of CPI at the time.</li> <li>• An increase in the fees for educational sessions delivered at Astley Hall could negatively impact on children.</li> <li>• Increases in rent, service and personal charges due to increased running costs for Cotswold House supported accommodation could negatively impact vulnerable families who are homeless. A mitigating factor is most of the service charge and rent is reclaimable by tenants through Housing Benefit.</li> </ul>
<p>Enabling people to live well (16 to 75 years)? <i>(Please consider mental and physical wellbeing, living environment, healthy lifestyles, and improving outcomes)</i></p>		x		<ul style="list-style-type: none"> <li>• A rise in leisure prices could negatively impact people currently using the facilities to live healthy lifestyles if they are now unable to afford the new prices, but prices have only increased by 1.7% with CPI.</li> <li>• Increases in fees and charges for Cotswold House supported accommodation could negatively impact vulnerable people who are homeless</li> </ul>

				and effect their mental and physical wellbeing. A mitigating factor is most of the service charge and rent is reclaimable by tenants through Housing Benefit.
Enabling people to age well (over 65 years)? (Please consider social isolation, living independently, dementia, and supporting carers and families)		x		<ul style="list-style-type: none"> <li>An increase in costs for residents at extra care facilities, which have specialist types of housing designed with older people in mind, could prevent people being able to live independent lives if they are unable to afford increases in cost. Although, research has found the majority of residents currently living in the facilities would see rent increases matched by an uplift in Housing Benefit.</li> </ul>
Socio-economic and social cohesion? (Please consider financial impact)		x		<ul style="list-style-type: none"> <li>Increase in charges could have a greater impact on areas within the borough that are more deprived, although charges are in line with inflation in most cases.</li> </ul>
Natural environment? (Please consider impact on habitation, ecosystems, and biodiversity)			x	<ul style="list-style-type: none"> <li>New proposed charges in relation to Biodiversity Net Gain are based on cost recovery and the same level of service will be provided.</li> </ul>
Air quality and pollution? (Please consider impact on climate change, waste generation, and health)			x	<ul style="list-style-type: none"> <li>No impact identified.</li> </ul>

<p>Natural resources? (Please consider the use of materials and as well as transport methods and their sustainability)</p>			x	<ul style="list-style-type: none"> <li>No impact identified.</li> </ul>
<p>Rurality? (Please consider the impact of those who live in rural communities, their access to services/activities)</p>			x	<ul style="list-style-type: none"> <li>There will be no adverse effects as an increase in costs is being proposed rather than a reduction in services which may have affected those in rural areas.</li> </ul>



# Strategic Impact

Area for consideration	P	N	NI	Evidence
<b>What potential impact does this activity make upon:</b>				
<p>The Councils' reputation? (Please consider impact on trust, confidence, our role as community leaders, and providing value for money)</p>	x			<ul style="list-style-type: none"> <li>• This will impact upon various people throughout the borough but is necessary in order to ensure the council's ability to maintain trust and confidence by delivering services to a consistent level.</li> <li>• Increases are mainly based on benchmarking exercises against authorities in Lancashire to ensure they are reasonable, inflationary increases using CPI or to better reflect current costs which have risen in recent times. Whilst some increases are not within the council's control (e.g. planning application fees).</li> </ul>
<p>Our ability to deliver the Corporate Strategy? (Please refer to the Strategic Objectives)</p>	x			<ul style="list-style-type: none"> <li>• The fees and charges annual review relates to all corporate strategy objectives as this will help to provide further income and help to ensure the council can continue to deliver services to people in the future.</li> <li>• The increase in fees for Astley Hall Strawberry Fields, Market Walk and car parks could negatively impact on businesses and visitor economy across the borough which would impact on the corporate priority of 'An enterprising economy with vibrant local centres and rural areas.' However, the increases are small and will help the council to continue to deliver the services that we provide to support economic growth.</li> </ul>

### Planned Changes and Further Actions

If any planned changes to the proposal or further actions were identified through the Impact Assessment, they should be listed in the table below:

<b>Action</b>	<b>Start Date</b>	<b>End Date</b>	<b>Lead Officer</b>
Complete further specific impact assessments for Tatton Gardens, Primrose Gardens and Cotswold House.	January 2025	January 2025	Kieran Leonard (Transformation Graduate)