

28 November 2023		ITEM: 4
Extraordinary Corporate Overview & Scrutiny Committee		
Revenue Budget Savings Proposals - Scrutiny 2024/25		
Wards and communities affected: All	Key Decision: Not applicable	
Report of: Cllr Graham Snell, Portfolio Holder for Finance, Human Resources and Payroll		
Accountable Assistant Director: Not applicable		
Accountable Director: Steven Mair, Chief Financial Officer/s151		
This report is Public (with exempt Appendix C)		

Executive Summary

This report outlines the revenue budget savings proposals put forward for the Committee's consideration as part of the preparation for the 2024/25 Council budget.

The savings:

- total £18.2m across 53 proposals which are considered to be deliverable in 2024/25 (some proposals may span two financial years before a full year effect is realised). Proposals have been profiled accordingly,
- have been prepared by Directorates supported by Finance, HR, Legal, the Community Impact Team and further supported by PWC,
- in some cases, proposals may require investment and further investigation before the full outcomes can be established. These are indicated with a * and are at outline business case stage. The costs will be financed from the transformation budget/capital programme as appropriate. Scrutiny in February 2024 will be used for an update on any necessary proposals,
- are supported by Community Equality Impact Assessments (CEIAs) where applicable and background business cases.

Commissioner's Comments:

Commissioners have been engaged in the development of budget savings proposals. The savings total £18.2m across 53 proposals and a reasonable process has been followed to assess them as deliverable in 2024/25. Securing savings is an essential part of the building a financially sustainable future for Thurrock and is in accordance with the directions as laid out by the Secretary of State. Subject to approval, it is imperative that (i) there is mobilisation of resource to ensure appropriate management and delivery of the change (ii) that delivery risk assurance is carried out on the deliverability of the savings reporting monthly to the Finance Recovery Board, such that there is full transparency of progress on mobilisation of the savings and remedial action as appropriate. Should Members want to take proposals off the table for policy reasons it is critical they seek to identify alternative options to secure sustainability.

1. Recommendation(s)

- 1.1 That the committee act as a critical friend in objectively assessing the strengths and weaknesses of the proposals,**
- 1.2 That the committee ask Members or Directors for any explanation or information needed to better understand the proposals,**
- 1.3 That the committee consider the Community and Equality Impact assessments,**
- 1.4 That the committee make recommendations to Officers to improve the proposals,**
- 1.5 That the committee provide commentary and recommendations (including any alternative options) to Cabinet to consider when making decisions.**

2. Introduction and Background

- 2.1 As is well known the Council is facing virtually unprecedented financial challenges and its financial position is extremely challenging in terms of the scale of the financial impact, the time it will take the Council to recover from this and the range of issues to be dealt with. The position will undoubtedly regularly change and resolving all the known matters will take at least 5 years. A great deal of work has been undertaken and is planned to continue and develop further to improve the Council's financial position.
- 2.2 The Council has 4 major streams of budget challenges which are underway:
 - selling £1.035bn of investments to the fullest extent possible (to be determined) to pay down debt,
 - generating over £100m of capital receipts to also pay down debt,

- reducing reliance on borrowing to fund the general fund capital programme to avoid increasing debt,
- saving £18.2m from the revenue budget for next 2 years and a further £13.65m for each of the following 3 years.

2.3 As part of this challenge the Council has to consider and take forward revenue savings which will contribute to seeking to secure its long-term financial sustainability which are the subject of this report.

3. Issues, Options and Analysis of Options

The following sections summarise the proposed savings for each portfolio. A number of proposals have been identified as confidential in nature as they may potentially identify individuals or contain commercial sensitivities, these are set out in Appendix C, marked with ** in the below tables.

3.1 Children’s Services & Housing

Savings Proposal	£000's
CTS0013- Growing Portfolio of Temporary Accommodation	140
CTS0027- CHC - Review of cases to secure appropriate Health Contribution	100
CTS0029- Review of Social Care	233
Grand Total	473

3.1.1 **CTS0013- Growing Portfolio of Temporary Accommodation**

This proposal is twofold, the utilisation of existing housing stock, and to further increase the level of Council-owned properties to reduce reliance on more expensive temporary accommodation options.

3.1.2 **CTS0027- Review of cases to secure appropriate Health contribution**

Ongoing challenge is securing the appropriate level of funding from Health to contribute to placement costs. The reduction proposal is to seek appropriate Continuing Health Care contribution from Health for existing or emerging cases.

3.1.3 **CTS0029– Review of Social Care**

Changes implemented in September 2023 to the structure of Children's Social care (CSC) and Early Help (EH). This has been achieved with a requirement to focus on prioritising statutory duties, maintaining focus on child protection and preventative action. Continuing to provide the best possible outcomes for children and families and building on the ‘good’ Ofsted rating received in 2021. Total Saving: £310k (2023/24 £77k and 2024/25 £233k)

3.2 Education

Savings Proposal	£000's
CTS0028- Education and Skills Transformation	378
CTS0216- Inspire - Employability & Skills Saving	221
CTS0217- Home to School Transport - Review of Minibuses and Taxis	145
CTS0226- Home to School Transport - Policy update and post 16 charging policy	37
Grand Total	781

3.2.1 **CTS0028- Education and Skills Transformation**

Several changes to the operating model of the Education and Skills (E&S) Service. The changes were consulted on in the first quarter of 2023/24 and were in response to the Council's budget situation and formed part of the Children's Services Directorate contribution to the savings requirement. The revised operating model ensures resources are deployed in the most effective way and allows Children's Services to focus on the delivery of the Council's statutory responsibilities in relation to Education and Skills.

3.2.2 **CTS0216 - Inspire - Employability & Skills Saving**

A number of proposed changes to the operating model of the Inspire Youth Hub. The changes are in response to the savings outlined in the work undertaken by PWC, and the completion of our On Track grant funded programme. The revised operating model will ensure we are delivering to our minimum statutory duties.

3.2.3 **CTS0217- Home to School Transport - Review of Minibuses and Taxis**

Looking to reduce spend on minibuses and taxis to support home to school transport including exploring re-procurement options.

3.2.4 **CTS0226- Home to School Transport - Policy update and post 16 charging policy**

There is not a statutory duty on the Council to financially support post 16 SEN transport. This business case will bring us in line with other LA's who charge for post 16 SEN transport. A consultation will take place regarding the policy to consider a range of options relating to post 16 transport, with a proposed implementation date of September 2024.

3.3 Environment, Economic Development and Directional Leadership

Savings Proposal	£000's
CTS0098- Deletion of Land Charges Manager	69
CTS0109- Review Intelligence Officer Post in Counter Fraud & Investigation	47
CTS0124- Client Support Officer tasks moved to Support & Performance team **	45
CTS0125- Sports, Recreation & Leisure Management **	77
CTS0126- Contracts & Disposal Management **	105

CTS0136- Waste Collections	2,551
CTS0137- Trade Waste	200
CTS0307- Review of Directorate Support **	33
CTS0209- Parks and Open Spaces*	273
CTS0304- Review of Technical Support Team **	80
CTS0310- Highways and Transportation Service Management **	106
CTS0320- Review of Depot and Stores **	33
CTS0321- Emergency Planning and Public Protection Management **	103
Grand Total	3,722

3.3.1 **CTS0098- Land Charges Manager post**

The deletion of the vacant Land Charges Manager post within the Support and Performance Team.

3.3.3 **CTS0109- Review Intelligence Officer Post in Counter Fraud & Investigation**

Delete the currently vacant Intelligence Officer post.

3.3.4 **CTS0136- Waste Collections**

This project is required to deliver an operational cost saving from the waste collections services. It involves introducing alternative weekly collections for general waste & recycling waste, introducing a boroughwide separate weekly food waste collection service and a chargeable fortnightly 'green waste' service. The new garden waste service will be an opt in service, meaning only those households that pay the annual subscription fee will receive the service.

3.3.5 **CTS0137- Trade Waste**

Commercial waste collection is not covered by business rates and is a chargeable service. This project looks to identify opportunities to make the service more efficient and maximise income generated.

3.3.6 ***CTS0209 - Parks and Open Spaces Review – (Outline Business Case)**

Altering the maintenance levels for grass cutting within Thurrock's parks and open spaces, as well as delivering additional income through offering events spaces and hiring out concessions within these park/open space sites.

3.4 Finance, HR and Payroll - Central Financing

Savings Proposal	£000's
CTS0312- Business Rates Retention Pooling 2024/25	1,750
CTS0318- Council Tax Base Increase	1,030
Grand Total	2,780

3.4.1 **CTS0312- Business Rates Retention Pooling 2024/25**

The Council has identified an opportunity to enter business rates retention pooling arrangements with two other local authorities. This is projected to have a significant financial benefit to the three authorities while also aligning with existing relationships developed through the Thames Freeport.

3.4.2 **CTS0318 Contribution from improved Council Tax Base**

The 'Council Tax Base' (CTB) identifies the expected number of net billable properties for the forthcoming financial year, having taken account of current property numbers and reductions/increases related to discounts/exemptions and premiums.

3.5 Finance, HR and Payroll

Savings Proposal	£000's
CTS0214- People and OD Team	240
CTS0118- Finance restructure and related matters	503
Grand Total	743

3.5.1 **CTS0118- Finance restructure and related matters**

The staffing restructure plan has been worked on since May and was approved by General Services Committee on 24 August 2023. The outcome of the project will generate a saving against the original estimated budget for the restructure costs alongside a further review of remaining budget lines.

3.5.2 **CTS0214- People & OD Team**

The project will focus on a wider review of the HR OD Transformation Directorate and will focus on analysis of activity, duties carried out, what can be stopped, must continue, and required needs to support the organisation's transformation that will equip our workforce with the right, skills, knowledge, and expertise to deliver services to our residents.

3.6 Health, Adult Health, Community and Public Protection

Savings Proposal	£000's
CTS0001- S117 Reviews to Improve Efficiencies	367
CTS0004- Review Charging Policy for Assistive Technology	50
CTS0006- Review of Care Packages	832
CTS0011- Direct Debits	106
CTS0015- Commissioning Review - LD and MH Services	125
CTS0021- Expansion of Community Led Support Teams	72
CTS0133- Housing First	50
CTS0319- Caring for Thurrock	562
Grand Total	2,164

3.6.1 **CTS0001- S117 Reviews to improve efficiencies**

Utilisation of transformation funding for two part-time posts for a fixed term period to pro-actively clear a backlog of reviews on the current cohort of clients under Section 117 arrangements following discharge from secondary mental healthcare. Until a S117 review is completed, all patients are entitled to free care, meaning that a delay in S117 reviews could result in avoidable costs accruing to the council from residents whose financial circumstances mean that they would not qualify for 100% funded community care.

3.6.2 CTS0004- Review Charging Policy for Assistive Technology

Thurrock's current charges for Assistive Technology do not allow for full cost recovery and benchmark low compared to many other local authorities. Adult Social Care proposes to consult on proposals to increase charges for Assistive Technology. Subject to the financial assessment as defined by the Care Act (2014), individuals not entitled to free care may be asked to pay more towards the cost of their Assistive Technology

3.6.3 CTS0006- Reviews of Care Packages

There is currently a backlog of reviews of Adult Social Care packages, meaning that some residents may be in receipt of a package of care at a level they no longer require. Conversely, internal audit has identified that the council has been funding care that should be provided free by the NHS under Continuing Healthcare arrangements. This proposal is to recruit further short-term resource to undertake more timely reviews of ASC care packages.

Reviews will be focused on:

- High-Cost Care Packages
- Direct Payments
- Eligibility for free care under NHS Continuing Healthcare arrangements.

3.6.4 CTS0011- Direct Debits

Integrating direct debit functionality into our enterprise resource planning (ERP) system, customer finance can streamline their payment processes, improve cash flow management, reduce payment delays, and enhance customer satisfaction as well as minimising debt provisions in some cases where payment options are a factor of debt build up.

3.6.5 CTS0015- Commissioning Review- LD & MH Services

Utilisation of transformation funding to allow additional commissioning capacity to undertake a review of the existing market and to develop a market development plan which complements the development of a new Integrated Strategic Commissioning Strategy. This will include a review of Supported Accommodation arrangements. The Integrated Strategic Commissioning Strategy will outline the direction of travel for existing and future commissioning solutions and increase choice and diversity of providers within the local care market, providing more flexible and tailored solutions whilst delivering modest savings.

3.6.6 CTS0021- Expansion of Community Led Support Teams

The aim is to continue to develop integrated locality social work teams – reducing unnecessary bureaucracy, improving place-based working for all teams, and ultimately improving the experience for the person being supported. By embedding/integrating more ASC functions within strengths-based locality teams, it is possible to deliver better outcomes at a reduced management cost.

3.6.7 **CTS0133- Housing First**

The proposal is to extend the Housing First scheme by 5 houses. The extension of the scheme is aimed at people who struggle to maintain tenancies within general needs housing and sometimes within supported living. The saving is derived from the avoidance of otherwise significantly more expensive supported living placements.

3.6.8 **CTS0319- Caring for Thurrock**

In March 2022 Provider Services became Caring for Thurrock. The service was created to move to a Well Being model of self-managing teams. The proposal is to reduce the Community Teams from 6 to 5 by merging two teams and to release vacant posts.

3.7 Regeneration and Highways

Savings Proposal	£000's
CTS0077- Rent Reviews	650
CTS0079- Car parking at Civic Offices and Staff Parking Permit Scheme	86
CTS0080- Remove outsourced night-time security guards at Civic Office and Town Hall **	63
CTS0082- Civic Centre Energy Efficiency Review	30
CTS0085- Remove subsidy on Christmas Lights	15
CTS0107- Moving Traffic Offences	348
CTS0127- Street Scene Management **	100
CTS0211- Outsourced Daytime Security at Town Hall **	90
CTS0305- Business Improvement and Performance Management **	87
CTS0309- Public Rights of Way Structure **	24
Grand Total	1,493

3.7.1 **CTS0077- Rent Reviews**

Continue with work regarding rent reviews, lease renewals and letting vacant property.

3.7.2 **CTS0079- Car Parking at Civic Offices and Staff Parking Permits**

Reintroduce Salary Sacrifice payment for staff to acquire Season Tickets to use all Thurrock Council Car Parks at a sliding scale dependant on salary.

3.7.3 **CTS0082 - Civic Centre Energy Efficiency Review**

Centrally controlling and managing the building heating and air condition systems via the dedicated BMS (Building Management System) enables temperature regulation and the efficient use of energy consumption. This will take place alongside a review of current energy contracts ahead of any contract renewal.

3.7.4 **CTS0085 - Remove Subsidy on Christmas Lights**

It will be the responsibility of a community group to secure private sector sponsorship for Grays Christmas Lights.

3.7.5 **CTS0107- Moving Traffic Offences (MTO)**

To utilise available legislation to enforce penalties for 'Moving traffic offences' at Junction 31 M25 (roundabout) and specifically the 'encroachment' of vehicles into 'yellow boxes' at the approved site.

3.8 Transformational Change, Communications and Governance

Savings Proposal	£000's
CTS0314- Strategy Team Senior Management Restructure	58
CTS0316- Reduction in central communications budget	10
CTS0117- Customer Services Vacancy and Customer Contact Association (CCA) Accreditation	83
CTS0315- Removal of specialist agency budget within Performance, Quality & Intelligence (PQBI)	52
Grand Total	202

3.8.1 **CTS0314- Strategy Team Senior Management Restructure**

Removal of the vacant post of Strategy and Projects Officer.

3.8.2 **CTS0316- Reduction in Central Communications Budget**

A review of the service to identify efficiencies in delivery and costs for communications tools.

3.8.3 **CTS0117- Customer Services Vacancy and Customer Contact Association (CCA) Accreditation**

Vacant Posts reduction, and reduction in supplies and services budget.

3.8.4 **CTS0315- Removal of specialist agency budget within Performance, Quality & Business Intelligence (PQBI)**

Removal of specialist agency budget within Performance, Quality & Business Intelligence (PQBI) team.

3.9 Cross-Cutting

Outline business cases:

Savings Proposal	£000's
CTS0201- Contact Management*	977
CTS0203- Corporate Services*	1,788
CTS0202- Workforce Planning and Agency Spend *	2,530
Grand Total	5,295

3.9.1 *CTS0201 - Contact Management – (Outline Business Case stage)

The proposed transformation of the Council's Contact Management operating model, with indicative financial savings to be realised through staff-related efficiencies.

By automating, digitising, and streamlining processes, the Council can potentially realise significant savings and accelerate its journey to being 'digital by default' and offering resident-centred services.

3.9.2 *CTS0203 - Corporate Services Redesign and Ways of Working (Outline Business Case)

Enhance and strengthen the corporate core: Adjust the current systems landscape, contact channels, organisational design, and ways of working to deliver services more efficiently.

3.9.3 *CTS0202 - Workforce Planning and Agency Spend Outline Business Case

Reduce overall establishment expenditure through a reduction in agency costs and to explore wider opportunities for reductions in overall establishment costs.

Other cross-cutting proposals:

Savings Proposal	£000's
CTS0087- Mail and Print Service Review	39
CTS0130- Stationery Budget	53
CTS0212- Learning and Development Budget	139
CTS0055- Fees and Charges	325
Grand Total	556

3.9.4 CTS0087- Mail And print service review

A proposal to streamline our use of Multi- Functional Devices (MFD's), post and mailroom services.

3.9.5 CTS0130– Stationery Budget

60% Reduction to the overall stationery budget

3.9.6 CTS0212– Learning & Development Budget

A new learning and development strategy will outline new criteria for learning and development activity where statutory and mandatory activities will take priority.

3.9.7 **CTS0055 - Fees and Charges**

A review of fees and charges to confirm annual increases occurred previously, and subsequently increasing by the retrospective rates, ensuring the new Fees and Charges policy is followed.

4. Reasons for Recommendation

- 4.1 The Council is legally required to set a balanced revenue budget as part of a suite of reports that the Council will consider in March 2024. A very significant part of this is to identify and agree revenue budget savings which will contribute to the Council's balanced budget.

5. Consultation (including Overview and Scrutiny, if applicable)

- 5.1 This report is based on consultation with the services, Senior Leadership Team, and portfolio holders. External and staff consultation will be undertaken for some proposals as necessary.

6. Impact on corporate policies, priorities, performance and community impact

- 6.1 The proposals in this report will assist the Council's move towards financial sustainability which will in turn support the Council's priorities. It will also address some of the requirements of the BVI and the recovery plan.

7. Implications

7.1 Financial

Implications verified by: **Steven Mair, Interim CFO/S151**

The financial implications of this report are set out throughout the report and accompanying documents.

7.2 Legal

Implications verified by: **Jayne Middleton-Albooye**
Interim Head of Legal Services

There are no direct legal implications as this report gives details of the budget savings proposals. Detailed legal implications will be provided, as required, when proposals are taken forward for decision.

In accordance with the remit of the Overview and Scrutiny Committee, Members are asked to review and scrutinise the proposals outlined in this report and to provide commentary and recommendations.

The Public Sector Equality Duty applies to the Council when it makes decisions. The duty requires the Council to have regard to the need to: (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Equality Act 2010 (“the Act”); (b) Advance equality of opportunity between people who share a protected characteristic and those who do not, and (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex, and sexual orientation. The Act states that ‘marriage and civil partnership’ is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).

The outcome of the Community Equality Impact Assessment should be carefully considered when decisions are made in relation to the budget saving proposals. Members are asked to note that Community Equality Impact Assessments have been undertaken, where required, on proposals. Members are asked to consider the CEIAs and provide any comments. When decisions are made, due regard should be had, by the decision makers, to the outcome of the CEIAs and whether the proposals in this report will have a disproportionately adverse impact on any people with a particular characteristic.

All information regarding Community Equality Impact Assessments can be found here: <https://intranet.thurrock.gov.uk/services/diversity-and-equality/ceia/>

7.3 Diversity and Equality

Implications verified by: **Jayne Middleton-Albooye**
Interim Head of Legal Services

The outcome of the Community Equality Impact Assessment should be carefully considered when decisions are made in relation to the budget saving proposals. Members are asked to note that Community Equality Impact Assessments have been undertaken, where required, on proposals. Members are asked to consider the CEIAs and provide any comments. When decisions are made, due regard should be had, by the decision makers, to the outcome of the CEIAs and whether the proposals in this report will have a disproportionately adverse impact on any people with a particular characteristic.

All information regarding Community Equality Impact Assessments can be

found here: <https://intranet.thurrock.gov.uk/services/diversity-and-equality/ceia/>

7.4 **Other implications** (where significant) – i.e. Staff, Health Inequalities, Sustainability, Crime and Disorder, or Impact on Looked After Children

Some of the proposals will affect staffing within the Council which will be dealt in accordance with the Council appropriate policies and procedures.

8. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- Individual business cases have been prepared to support each proposal; these are currently exempt from publishing due to containing information potentially relating to individuals or commercial sensitivities.

9. **Appendices to the report**

- Appendix A – Presentation slides
- Appendix B – Community Impact Assessments
- Appendix C – Confidential proposals

Report Author:

Steven Mair, Interim Chief Financial Officer/s 151

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BUDGET SCRUTINY – 2024/25 Savings

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November 2023

BUDGET PROPOSALS OVERVIEW

- The business case proposals have been prepared by the Directorates, supported by Finance, HR, Legal and the Community Impact Team.
- There are 53 proposals which are considered to be achievable in 2024/25. Some proposals will continue into 2025/26.
- Some proposals require investment and further investigation before the full outcomes can be established. These are marked with a * and are at outline business case stage. The costs will be financed from the transformation budget / the capital programme. Scrutiny in February 2024 will be used for an update on any necessary proposals.

BUDGET PROPOSALS OVERVIEW

Members are asked to:

- act as a critical friend in objectively assessing the strengths and weaknesses of the proposals;
- ask Members or Directors for any explanation or information needed to better understand the proposals;
- consider the Community and Equality Impact assessments;
- make recommendations to Officers to improve proposals;
- provide commentary and recommendations (including any alternative options) to Cabinet to consider when making decisions.

Cabinet will receive a report on the 13th December 2023 to consider taking forward those that are appropriate at that time

FINANCIAL OVERVIEW

When considering the proposed revenue savings attention is drawn to the Council's overall financial challenges for overall context.

The Council has 4 major streams of budget reductions which are underway:

- Page 18
- selling £1.035bn of investments to the fullest extent possible (to be determined) to pay down debt;
 - generating over £100m of capital receipts to also pay down debt;
 - reducing reliance on borrowing to fund the general fund capital programme to avoid increasing debt;
 - saving £18.2m from the revenue budget for next 2 years and a further £13.65m for each of the following 3 years.

2023/24 Portfolio Budget Summary

Portfolio	Expenditure	Income	General Government Grants	Specific Government Grants	Net Budget
Children Services & Housing	48.9m	(2.2 m)		(10.5 m)	36.2m
Education	18.0m	(5.4 m)	(0.6 m)	(2.6 m)	9.4m
Environment, Economic Development and Directional Leadership	37.8m	(11.8 m)			25.9m
Finance, HR and Payroll	12.1m	(0.7 m)			11.4m
Health, Adult Health, Community and Public Protection	80.8m	(14.2 m)		(8.2 m)	58.4m
Regeneration and Highways	26.6m	(9.2 m)	(0.7 m)	(0.3 m)	16.4m
Transformational Change, Communications and Governance	13.5m	(1.8 m)			11.7m
Grand Total	237.6m	(45.3 m)	(1.3 m)	(21.6 m)	169.4m

The above excludes:

Better Care Fund (BCF)

Dedicated Schools Budget (DSG)

Housing Revenue Account (HRA)

Public Health Grant (PHG)

Central Financing and Treasury – Council Tax & National Non-Domestic Rates (NNDR)

2024/25 Savings Proposals - Summary

2024/25 Target £18.20m
 Identified to date £18.21m

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Portfolio and Holder	Saving Proposals 2024/25 £000's
Children Services & Housing - Cllr Barry Johnson	473
Education - Cllr Adam Carter	781
Environment, Economic Development and Directional Leadership - Cllr Andrew Jefferies	3,722
Finance, HR and Payroll - Central Financing - Cllr Graham Snell	2,780
Finance, HR and Payroll - Cllr Graham Snell	743
Health, Adult Health, Community and Public Protection - Cllr George Coxshall	2,164
Regeneration and Highways - Cllr Ben Maney	1,493
Transformational Change, Communications and Governance - Cllr Deborah Arnold	202
Cross-cutting	5,851
Grand Total	18,210

The revenue proposals do require a level of capital and revenue transformation costs. These are **provisionally** detailed below:

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Savings Proposal	Proposed Saving 24/25 £000's	Proposed Redundancy Costs 24/25 £000's	Proposed Transformation Cost 24/25 £000's
Revenue costs:			
CTS0001- S117 Reviews to Improve Efficiencies	367	-	150
CTS0006- Review of Care Packages	832	-	239
CTS0015- Commissioning Review - LD and MH Services	125	-	182
CTS0082- Civic Centre Energy Efficiency Review	30	-	30
CTS0125- Sports, Recreation & Leisure Management	77	96	-
CTS0126- Contracts & Disposal Management	105	121	-
CTS0137- Trade Waste	200	-	25
CTS0226- Home to School Transport - Policy update and post 16 charging policy	37	-	20
CTS0307- Review of Directorate Support	33	TBC	-
CTS0127- Street Scene Management	100	33	-
CTS0304- Review of Technical Support Team	80	10	-
CTS0305- Business Improvement and Performance Management	87	155	-
CTS0309- Public Rights of Way Structure	24	24	-
CTS0310- Highways and Transportation Service Management	106	55	-
CTS0320- Review of Depot and Stores	33	9	-
CTS0321- Emergency Planning and Public Protection Management	103	TBC	-
Total estimated revenue costs	2,340	504	646
Capital costs:			
CTS0107- Moving Traffic Offences	348	-	498
CTS0136- Waste Collections	2,551	-	850
CTS0201- Contact Management*	977	-	2,000
Total estimated capital costs	3,876	-	3,348
Total	6,216	504	3,994

Key Issues

Children Services & Housing

- No reduction in front line children's social work staff – or impact on safeguarding responsibilities
- Spans of control have been reviewed which has enabled a realignment and reduction in management.
- Introduction of a strengths-based model in 2018 has seen a reduction in demand. A Think Family and family hubs approach has meant an improved focus on managing support at an early help stage and reduction of children requiring a statutory service.
- A focus on achieving health financial contribution to complex placements via continuing health care (CHC) will achieve this saving.

2024/25 Savings Proposals

Children Services & Housing

Savings Proposal	Group / Directorate	£000's
CTS0013- Growing Portfolio of Temporary Accommodation	Adults, Housing & Health	140
CTS0029- Review of Social Care	Children's Services	233
CTS0027- Review of cases to secure appropriate Health Contribution	Children's Services	100
Grand Total		473

Key Issues

Education

- Realignment of skills (Inspire) into economic development will offer a more streamline service to residents and local employers
 - A reduction in youth provision and careers support.
- Inspire – moved towards only providing a statutory minimum service will result in a reduction in careers advisors and employability & skills provision. Providing post 16 SEND transport is not a statutory duty. We are reviewing our policies and procedures in line with our section 114 duties.
- Work is being undertaken with schools to identify ways in which we can reduce overall SEND transport costs and a better experience for children and young people.

2024/25 Savings Proposals

Education

Savings Proposal	Group / Directorate	£000's
CTS0028- Education and Skills Transformation	Children's Services	378
CTS0216- Inspire - Employability & Skills Saving	Children's Services	221
CTS0217- Home to School Transport - Review of Minibuses and Taxis	Children's Services	145
CTS0226- Home to School Transport - Policy update and post 16 charging policy	Children's Services	37
Grand Total		781

Key Issues

Environment, Economic Development and Directional Leadership

- Spans of control have been reviewed which has enabled a reduction in posts where work can be absorbed.
 - Building ownership for the pending changes amongst teams whilst balancing the exit strategy of employees leaving the organisation will be carefully managed and supported.
 - The move from weekly to alternate weekly kerbside recycling collections will not lead to a reduction in front line staff across the Directorate therefore low risk of service failure.
- The introduction of a Borough wide weekly food waste collection service in September will be supported by an extensive education and support programme for residents to drive and support behavioural change.
- The creation and mobilisation of a new paid-for garden waste collection service will require dedicated multi directorate resources assigned to work at pace.
 - Opportunities to generate income and build efficiencies into current service delivery models have been explored and included.

2024/25 Proposals

Environment, Economic Development and Directional Leadership

Savings Proposal	Group / Directorate	£000's
CTS0098- Deletion of Land Charges Manager	Public Realm	69
CTS0109- Review Intelligence Officer Post in Counter Fraud & Investigation	Public Realm	47
CTS0124- Client Support Officer tasks moved to Support & Performance team	Public Realm	45
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CTS0126- Contracts & Disposal Management	Public Realm	105
CTS0136- Waste Collections	Public Realm	2,551
CTS0137- Trade Waste	Public Realm	200
CTS0307- Review of Directorate Support	Public Realm	33
CTS0209- Parks and Open Spaces*	Public Realm	273
CTS0304- Review of Technical Support Team	Public Realm	80
CTS0310- Highways and Transportation Service Management	Public Realm	106
CTS0320- Review of Depot and Stores	Public Realm	33
CTS0321- Emergency Planning and Public Protection Management	Public Realm	103
Grand Total		3,722

Key Issues

Finance, HR and Payroll

Finance:

- Implementation of the new finance structure.
- Council tax base and continued good performance.
- Business Rates reflects the benefits of pooling.

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HR & Payroll:

- Driving digital efficiencies through self-service and automation.
- Controlling 'people' spend and reviewing pay.
- Workforce Planning and development to support change.
- Implementation of new senior structure.

2024/25 Proposals

Finance, HR and Payroll

Savings Proposal	Group / Directorate	£000's
CTS0312- Business Rates Retention Pooling 2024/25	Central Financing	1,750
CTS0318- Council Tax Base Increase	Central Financing	1,030
Grand Total		2,780

Savings Proposal	Group / Directorate	£000's
CTS0214- People and OD Team	HRODT	240
CTS0118- Finance restructure and related matters	Finance	503
Grand Total		743

Key Issues

Health, Adult Health, Community and Public Protection

- Ability to manage both demand and the market sufficiently to be able to 'control' spend remains a challenge in the context of demographic pressures
- Workforce: Risk of declining morale in front line ASC teams as capacity vs demand gap grows. We have seen an uptick in Care Act Assessment waiting lists.
- Capacity to implement the integrated care strategy – we must guard against a shift from prevention to crisis management; it is our whole systems integrated strengths-based model that keeps our cost base low in terms of preventing placement demand
- Maintaining relationships and partnership working with health during change process

Key Issues

Health, Adult Health, Community and Public Protection

- Maintaining safe, high-quality care noting increasing demand
- Impending Care Quality Commission inspection of Adult Social Care presents additional capacity challenge. Risk of reputational damage if efficiencies are shown to impact upon quality of service.

2024/25 Proposals

Health, Adult Health, Community and Public Protection

Savings Proposal	Group / Directorate	£000's
CTS0001- S117 Reviews to Improve Efficiencies	Adults, Housing & Health	367
CTS0004- Review Charging Policy for Assistive Technology	Adults, Housing & Health	50
CTS0006- Review of Care Packages	Adults, Housing & Health	832
CTS0011- Direct Debits	Adults, Housing & Health	106
CTS0015- Commissioning Review - LD and MH Services	Adults, Housing & Health	125
CTS0021- Expansion of Community Led Support Teams	Adults, Housing & Health	72
CTS0133- Housing First	Adults, Housing & Health	50
CTS0319- Caring for Thurrock	Adults, Housing & Health	562
Grand Total		2,164

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Key Issues

Regeneration and Highways

- Addressing outstanding rents reviews and lease renewals to increase rental income from leased properties
- Introduction of an allocation scheme and charging for staff parking in both the Civic Centre and Council operated car parks
- Replacing (midnight to 6 am) contract security guards in Civic Centre with improved CCTV coverage and an incident call out service
- Working with businesses to sponsor Christmas tree and lights in Grays
- Review of FM contracts and introduction of energy efficiency measures

2024/25 Proposals

Regeneration and Highways

Savings Proposal	Group / Directorate	£000's
CTS0077- Rent Reviews	Place	650
CTS0079- Car parking at Civic Offices and Staff Parking Permit Scheme	Place	86
CTS0080- Remove outsourced night-time security guards at Civic Office and Town Hall	Place	63
CTS0082- Civic Centre Energy Efficiency Review	Place	30
CTS0085- Remove subsidy on Christmas Lights	Place	15
CTS0107- Moving Traffic Offences	Public Realm	348
CTS0127- Street Scene Management	Public Realm	100
CTS0211- Outsourced Daytime Security at Town Hall	Place	90
CTS0305- Business Improvement and Performance Management	Public Realm	87
CTS0309- Public Rights of Way Structure	Public Realm	24
Grand Total		1,493

Key Issues

Transformational Change, Communications and Governance

- Driving efficiencies through automation of processes
- Review of communications operating model
- Deletion of vacancies and reengineering of activities

2024/25 Proposals

Transformational Change, Communications and Governance

Savings Proposal	Group / Directorate	£000's
CTS0314- Strategy Team Senior Management Restructure	Strategy, Engagement and Growth	58
CTS0316- Reduction in central communications budget	Strategy, Engagement and Growth	10
CTS0117- Customer Services Vacancy and Customer Contact Association (CCA) Accreditation	Strategy, Engagement and Growth	83
CTS0315- Removal of specialist agency budget within Performance, Quality & Intelligence (PQBI)	Strategy, Engagement and Growth	52
Grand Total		202

2024/25 Proposals Cross-cutting

Savings Proposal	Group / Directorate	SRO	£000's
CTS0201- Contact Management*	Council-wide	Dave Smith	977
CTS0203- Corporate Services*	Council-wide	Dave Smith	1,788
CTS0202- Workforce Planning and Agency Spend *	Council-wide	Jackie Hinchliffe	2,530
Grand Total			5,295

Savings Proposal	Group / Directorate	SRO	£000's
CTS0087- Mail and Print Service Review	Council-wide	Mark Bradbury	39
CTS0130- Stationery Budget	Council-wide	Mark Bradbury	53
CTS0212- Learning and Development Budget	Council-wide	Jackie Hinchliffe	139
CTS0055- Fees and Charges	Council-wide	All	325
Grand Total			556

TOTAL CROSS CUTTING			5,851
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The first tranche of cross cutting proposals are at Outline Business Case (OBC) stage and require further work.

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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Adult Social Care
CEIA Lead Officer	Ibrahim Bakarr and Mamade (Matt) Auckburally
CEIA Lead Officer job title	Service Managers
CEIA Lead Officer email address	IBakarr@thurrock.gov.uk ; mamade.auckburally@nhs.net

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Reviews for Section 117 (S117) residents under both Social Care and Essex Partnership University NHS Trust (EPUT) Mental Health
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
<p>Some people who have been kept in hospital under the Mental Health Act can get free help and support after they leave hospital. The law that gives this right is section 117 of the Mental Health Act, and it is often referred to as 'section 117 aftercare'. According to the Council list, there are currently 228 residents under the Section 117 register. Within that register it has been identified that there are various housing schemes and support care that is being offered to 112 residents. It is proposed that a thorough review of these 112 residents is carried out in order to identify as to whether those identified needs within this cohort of residents are still valid or can their care be provided in a different framework. The responsibility of S117 reviews is shared between the Council and EPUT.</p> <p>The objective of the project is to complete a targeted and purposeful review and possible discharge for residents both locally and those that are living out of area who are currently in receipt of S117 aftercare through Thurrock Council. This aftercare has included support within residential/nursing placements, various housing schemes including supported living schemes and those in receipt of direct payments.</p>

1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

Those residents who are entitled to Section 117 aftercare require a yearly review to ensure their needs are met according to this framework. This cohort of residents would normally be approached by the organisation that is leading their care which is either the Local Authority or EPUT. Essentially, a resident becomes eligible for S117 aftercare if they have been detained under sections 3, 37, 45A, 47 or 48 of the Mental Health Act (MHA) and then they are discharged from hospital.

It is proposed to efficiently manage this project, dedicated resources are allocated from both Thurrock Council and EPUT to ensure a positive outcome overall. Having 2 dedicated practitioners (Community Psychiatric Nurse/Social Workers) will provide an enhanced focus on these reviews, ensuring quality, robustness and identifying cost savings.

Those cohort of residents on the S117 Register will be approached and invited to attend their reviews and where appropriate this will be conducted in an environment which is best for them. This could be at in a clinical setting or home environment. As part of the review and where required, others involved in their care will be invited as well - this includes carers, family members or advocate. We will take into account any special needs including communication and engagement.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact?
How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

At the moment, the Mental Health Act Office from EPUT provides a register of all S117 residents within the Thurrock locality and this is shared with the Council services to complete their reviews and to monitor this.

This data has already been made available to teams across both EPUT and Thurrock Council to facilitate annual S117 reviews.

Data has also been collated from Thurrock Council's adult social care database (LAS) as well as from the Council's performance management team.

2. Community and workforce impact

- 2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Potential increase in complaints from residents and their families if their care and eligibility is reduced or they are required to fund aspects of it.	Signposting to complaints procedure and adherence. Support and signposting to alternative provision where appropriate.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creation of two opportunities to lead this project as set out.	Potentially after the project, efficiencies might provide opportunities for this intervention to be considered as long term.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Socio-economic outcomes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Depending on the outcomes of the review, residents might have services reduced or increased. In some cases, it might be that the resident will need to pay for their care which can impact on their economic state.	Rationale and explanations for their eligibility along with support and signposting to alternative provision where appropriate.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Complaints	Throughout the period of the project	Service Managers
Feedback from residents, carers and staff	Throughout the period of the project	Service Managers
Data analysis in regards to efficiency achieved from the investment	Throughout the period of the project	Service Managers
Review any additional feedback from budget engagement exercise and update this CEIA accordingly	January 2024 Click or tap here to enter text.	Ibrahim Bakarr and Mamade (Matt) Auckburally

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

The purpose of the one-year project is to complete a targeted and purposeful review by two practitioners recruited to do so. The potential outcomes will be possible discharge for residents both locally and those that are living out of area who are currently in receipt of the S117 aftercare through Thurrock Council. This aftercare has included support within residential/nursing placements, various housing schemes including supported living schemes and those in receipt of direct payments. Section 117 reviews are expected to be completed on an annual basis. In this document it has been identified as part of a business case that the review and nature of them are compromised at times due to various factors which affect the standard required. This can be as a consequence of capacity within the workforce to complete this work effectively, use of temporary staffing, and competing priorities.

Notably, people in receipt of S117 aftercare services cannot be charged when their entitlements are still valid, and needs are still present. This will remain the case until Thurrock Council and EPUT agree that the person is no longer in need of those services and hence discharge needs to be considered.

Depending on the outcomes of the review, there will potentially be an increase in complaints for those whose care and funding are affected. This will be managed through both informal and formal complaint routes overseen by the two Service Managers.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. This should not be the CEIA Lead Officer. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Les Billingham	Assistant Director – Adult Social Care and Community Development Click or tap here to enter text.	20/10/23

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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Adult Social Care
CEIA Lead Officer	Ceri Armstrong
CEIA Lead Officer job title	Head of ASC Transformation
CEIA Lead Officer email address	carmstrong@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
<p>This assessment covers the business case entitled “Savings and Efficiency programme to reduce high-cost placements, including use of panel”.</p> <p>This business case is designed to improve oversight and therefore practice involved in the assessment and care planning functions of Adult Social Care with a view to maximising the independence of service users, improving outcomes and, therefore ensuring best value in the use of resources deployed to support people. Experience suggests that a focus on effective care planning improves the efficient use of resources and, therefore, has the twin benefit of improving outcomes and reducing cost.</p> <p>It should be stressed. however, that the clear objective is primarily on improving quality and not on finding savings.</p>
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
<p>Click or tap here to enter text.</p>
Why is this policy, strategy, function or service development or review needed?

Adult Social Care (ASC) faces a significant challenge through the rise in demand and complexity to meet the needs of those who require support, coupled with an extremely challenging financial reality that has seen relative funding decreases over time and a significant growth in external economic pressures such as the rise in the cost of living.

These circumstances demand that the use of ASC resources is subjected to increased scrutiny, through greater assurance of the quality of the assessment and care planning process.

This business case sets out the approach to be used in Thurrock to ensure improvements in practice is the main focus of the work we undertake to ensure the effective use of resources.

1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

This business case covers improvements to an internal process and, as such, does not require the usual need to consult. However, the council's financial challenges are well documented and a matter of public knowledge. The council will need to ensure full engagement takes place regarding the overall impact of the need to reduce spend. Implementation of business cases of this sort will be one of the actions the council takes in addressing this requirement.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Analysis of the spend data in ASC through the use of PowerBi. Analysis of care planning quality and outcomes. Intelligence around demand growth and rise in complexity both nationally and through local analysis of trend over time.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Improvements to the outcomes experienced by those who use our services.</p> <p>Improved use of ASC resources ensuring availability of resources to meet overall need.</p> <p>Some initial negative impacts on some service users and their support networks caused by initial uncertainty around new care plans.</p>	<p>Through the review process with a focus upon improved practice</p> <p>As above</p> <p>Good communication with those impacted via conversations with social workers, support planners and management where required.</p>
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above	See above
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above	See above
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above	See above

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There should be no impact upon service users in terms of their partnerships	N/A
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No impact identified	N/A
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improved care planning will ensure care will be sensitive to any specific issues of providing care to specific cultural, religious or ethnic groups	See above
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above	See above
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improved care planning should ensure an individual's sexual needs are recognised and, where appropriate, supported by the care provided.	See above
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improved care planning should ensure an individual's sexual orientation is recognised and respected.	See above
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improved conversations and reflection on individual cases has proved invaluable as an aid in supporting staff dealing with the complexities of providing support.	See above

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improved outcomes with a focus on prevention/supporting independence has a significant impact upon the health and well-being of residents	See above
Socio-economic outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensuring care provided is appropriate and right sized to improve outcomes will have a positive impact upon those who contribute to their care costs. It will also ensure financial assessments work towards maximising income.	See above
Veterans and serving members of the armed forces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where veterans require care and support this will be improved through this process	See above

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Constant evaluation and quality assurance processes covering our assessment and care management functions	Ongoing	Senior managers and quality assurance officer.
Review any additional feedback from engagement and update this CEIA accordingly	January 2024	Ceri Armstrong
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

This initiative will improve and enhance both our assessment and care planning functions whilst ensuring that our limited resources are used efficiently across the full range of people who need ASC support. Whilst some short-term anxiety may arise from increased vigilance and change, this will be managed through improved customer communication and reassurance. The negative impact will, over time, disappear as this process becomes mainstreamed.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. This should not be the CEIA Lead Officer. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Les Billingham	Assistant Director for Adult Social Care and Community Development	20 October 2023
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Adult Social Care
CEIA Lead Officer	Marie Stepney
CEIA Lead Officer job title	Customer Finance Team Manager
CEIA Lead Officer email address	mstepney@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Direct Debit for non-residential and Residential client contribution charges
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?

As a result of the Care Act 2014 and the Charging Framework, the Council has a statutory obligation to financially assess for a client contribution towards residential services. Whilst non-residential services are not considered a statutory duty, the Local Authority has chosen to charge for non-residential services for maximization of income. The Local Authority raises £10 million in non-residential and residential income per financial year. Charging for residential and non-residential care services are covered by the Council's Adult Social Care Charging Policy.

Data analysis suggests that having a Direct Debit facility will enhance Cash Flow and provide the Council with accurate and up-to-date 'real time' information. By integrating the direct debit data into Oracle's financial management modules, the Council can gain real-time visibility into cash inflows, enabling better decision-making and forecasting. With direct debits, the Council will have greater control over payment collection, minimizing the risk of payment delays, disputes, or non-payment. This leads to improved financial stability and reduced debt level. If the Department can reduce the debt level, then the bad debt contribution each year, which is a revenue budget, can be reduced and will result in a saving. Direct debits offer convenience to customers by automating the payment process. This reduces the chances of late payments, improves customer satisfaction, and strengthens customer relationships. Direct debits will be offered as a new form of payment alongside the current methods (Standing orders, bank transfer, Post Office payments, online and telephone payments). Direct debit will provide a more efficient method of payment for customers, allowing them to budget their finances more effectively. This enables better tracking, monitoring, and auditing of payment collections, improving financial control and compliance.

1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

Non applicable: it is an additional option for service users to pay their bills via a Direct Debit facility. All other bill payments options will still be available to the bill payer.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Out of the 336 clients who have active standing orders and are actively being invoiced, please see below breakdown of payments compared to invoice amount:

- 203 clients – Payment received matched the invoice amount.
- 71 clients (21%) – Payment received less than the invoice amount.
- 62 clients (18%) – Payment received more than the invoice amount.

In July 2023 there were 21% of clients whose Standing Order (STO) did not cover their invoice meaning a potential loss of income totalling to £22,115.48. Converting people from STO to payment by Direct Payment is likely to reduce the risks of shortfalls, however there will still be procedures in place to monitor Direct Debit accounts by the Debt Recovery Team.

The cost of each direct debit will be 6p per transaction. Based on 383 direct debits every 4 weeks, there would potentially be a maximum total transaction charge of £298.74 across a financial year. (13 invoices raised through the year) This figure however may change as we cannot predict uptake and some people will continue to prefer non-Direct Payment forms of payment. All other methods of payment will still be available.

Overall, there is an element of savings with the implementation of Direct Debits within Customer Finance as we would hope to see a reduction in debt levels, which would therefore reduce the bad debt within the revenue budget resulting in a saving. Although this is what we envisage, the data that is readily available is very restrictive and it is difficult to determine the exact impact the direct debits will have. It will however be a more effective and robust form of payment for both Thurrock Council and as part of the overall customer experience.

- £22115 shortfall in collections per month due to standing order system
- Direct debit improves collection rates by 40%
- Additional income per month = £22115 x 0.4 = £8,846
- Additional income per annum = £8,846 x 12 = £106,152
- Additional cost of direct debits = £298
- Net saving = £105,842

The majority of people contributing towards the cost of their service are older people. Whilst the majority of people will be familiar with and comfortable with a direct payment, any impact will be negated by retaining other forms of payment – e.g. Standing Order.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Direct Debit function will have a positive effect on the service user if they choose to take up the Direct Debit offer. The service user will not have to keep uplifting the DD as the STO you have to uplift each time you have a financial assessment	When undertaking a financial assessment, Direct Debit payments will be suggested as the preferred mode of payment.
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Direct Debit is a better option for the most vulnerable service users or those after the pension age as they will not have to travel to the bank or building society to set up Direct Debit.	When undertaking a financial assessment, Direct Debit payments will be suggested as the preferred mode of payment.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Direct Debit will have a positive impact on a person with a disability as the local authority will set up the Direct Debit and the admin pressures will not be dependent on the service user to make journeys to the bank and will not have to complete the STO mandate.	When undertaking a financial assessment, Direct Debit payments will be suggested as the preferred mode of payment.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non Applicable	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non Applicable	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non Applicable	Click or tap here to enter text.
Race	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non Applicable	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Religion or belief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non Applicable	Click or tap here to enter text.
Sex	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non Applicable	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non Applicable	Click or tap here to enter text.
Location-specific impact, if any	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the Lasting Power of Attorney is in another borough the Direct Debit facility is a far easier option. There are certain areas within Thurrock, Bulphan, Aveley and Fobbing there are no banks in these areas. Therefore, making the Direct Debit the preferred option.	When undertaking a financial assessment, Direct Debit payments will be suggested as the preferred mode of payment.
Workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Whilst the ownership will be on the team for the admin function of setting up the Direct Debit, it will ensure future payments are correct and therefore less data checking.	Training for staff to ensure that they are encouraged to promote payment by DP when appropriate.
Health and wellbeing of residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Direct Debit will enable people to manage money better as the direct debit will automatically transfer therefore the option to spend the cash prior to bill payment will be less of an issue as money is taken.	When undertaking a financial assessment, Direct Debit payments will be suggested as the preferred mode of payment.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Socio-economic outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The stress and inconvenience of setting the standing order up is removed from the service user and the local authority then has the responsibility and control over payments to set the Direct Debit up for payments.	When undertaking a financial assessment, Direct Debit payments will be suggested as the preferred mode of payment.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non Applicable	Click or tap here to enter text.

3. Monitoring and review

- 3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
The Customer Finance Team Manager will compare lost income to new data that is run to see if the position has improved.	From a comparison of the previous year's data to the data when the Direct Debit was implemented.	Customer Finance Team Manager.
Review any additional feedback from engagement and update this CEIA accordingly	January 2024	Marie Stepney
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

- 4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

Adult Social Care debt is currently £2.3 million. The implications moving forward is the loss of income to the local authority. Enabling people to pay by Direct Debit will help to reduce any debt thereby reducing the impact on the Council. It will also have positive benefits for people paying by Direct Payment – e.g. in areas that do not have banks and also that the onus to set up the Direct Payment is on the Local Authority and not on the individual like a Standing Order. This function will minimise manual payment requirements as a default method and being able to offer a secure and automated process that can assist our most vulnerable customers to remain independent in their money management. By not having this facility there will be less customer satisfaction and payment choice.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. This should not be the CEIA Lead Officer. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Ceri Armstrong	Head of ASC Transformation and Commissioning	20 th October 2023
Jayne Middleton-Albooye	Interim Head of Legal Services	3 rd November 2023
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Housing Solutions
Lead officer name	Chris Wade
Lead officer job title	Head of Housing Solutions
Lead officer email address	christopher.wade@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Proposal to increase levels of Thurrock council-owned temporary accommodation
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
<p>The Council has a duty to provide emergency interim or temporary accommodation to various homeless households in line with duties set out in the Housing Act 1996(as amended). This includes interim housing under the s188 duty for any person or households which “may fall within a priority need category in line with the Act” pending enquiries into what other duties may be owed and whilst the Council undertakes to assist them in relieving their homelessness, with longer term temporary accommodation under the “main” re-housing duty in s193 of the Act, and also some shorter term accommodation provision under s190.</p> <p>At present, Thurrock uses a mixture of council-owned properties, nightly let units, and bed and breakfast style accommodation in order to exercise these functions. Non-council units come at significantly greater cost and greater legal risk, especially when referring to bed and breakfast housing, than stock owned and managed by the Authority itself. As such, the Housing service is seeking to expand its property assets in this area so as to provide higher quality and lower cost temporary housing to those to whom we owe a duty to provide it.</p> <p>Such provision also permits us to provide more of our temporary accommodation in-borough rather than out, lessening the community and individual impact of homelessness by reducing isolation from informal and formal support for the households involved and their resident families.</p>

1. Consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to consult or engage the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult or engage

In terms of impact on external stakeholders, the provision of more temporary accommodation within the borough offers the opportunity for better outcomes and experiences for homeless households. By remaining in Thurrock, households remain closer to support networks, their places of education and work, and other locations which are significant in their lives.

In terms on impact on internal stakeholders, additional resource would be required from both HR and Finance in the form of recruitment support and financial expertise. Additional resource would also be required from the Housing Technical Services Team, the Voids Team and the councils Repairs and Maintenance Contractors to fulfil requirements for property inspections, void management, and void works.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact?
How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Option	Pros	Cons	Reason why option has been chosen or rejected
<p>1. Increase the HRA stock using RTB receipts and HRA borrowing</p>	<p>Allow the reclassification of existing stock as a furnished let, reducing reliance on expensive private temporary accommodation.</p> <p>Will enable the council to maximise its RTB receipts.</p> <p>Will enable the council to avoid interest penalties.</p> <p>Council owns the properties outright</p>	<p>Dependant on suitable properties becoming available on the housing market.</p> <p>Additional staff required to manage the additional properties.</p> <p>Requires borrowing and therefore requires permission to borrow from DLUHC and HM Treasury</p> <p>Concerns raised by opposition and independent politicians in the past. Local media enquiries.</p>	

<p>2. Increase furnished let stock using properties acquired through Phi leasing scheme</p>	<p>Allow the reclassification of existing stock as a furnished let, reducing reliance on expensive private temporary accommodation.</p> <p>Will enable the council to maximise its RTB receipts.</p> <p>Will enable the council to avoid interest penalties.</p> <p>Does not require borrowing from the PWLB, however, the finance lease will appear on Council's balance sheet as liability.</p> <p>Depending on the lease terms, Council might own the properties at the end of the lease term.</p>	<p>On-going costs in the form of a lease cost back to the third party</p> <p>Additional staff required to manage the additional properties.</p> <p>Market yields have increased cost of capital in last 18 months.</p> <p>Thurrock covenant could be a challenge for investors and could lead to higher risk premium applied to yield requirements.</p> <p>Concerns raised by opposition and independent politicians in the past. Local media enquiries.</p>		
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<p>3. Increase furnished let stock from current HRA properties</p>	<p>Increases furnished let stock reducing reliance on expensive private temporary accommodation.</p> <p>Will enable to council to utilise existing stock</p>	<p>Does not utilise all options available to the council to increase its furnished let housing stock.</p> <p>Short to medium term option, not long term</p> <p>Additional staff required to manage the additional properties</p>	<p>This option has been rejected as it does not utilise all options available to the council to increase its furnished let housing stock</p>
<p>4. Do nothing</p>	<p>Maintains the current approach with no further units being purchase</p>	<p>No opportunity for cost savings</p> <p>Competition from other LAs and scarcity of affordable housing supply drive up the cost-of-service delivery.</p> <p>Repayment of unspent RTB receipts with interest penalties</p>	<p>This option has been rejected as it offers no opportunity for cost savings</p>

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By increasing stock, we will be better able to keep more of our most vulnerable residents and families, who would otherwise be homeless or moved to another area, in-borough, thereby keeping their ties to the community, and informal and formal support therein.	Ensuring stock is targeted to those with greater vulnerabilities and stronger local bonds, but also implementing tenancy and locality support to tie them into community groups and offers of assistance.
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This provision is for cohorts across the protected characteristics, and it must be suitable, safe, and affordable for those people placed within it. This takes into account those characteristics and ties into locally based assistance based on need.	Suitability assessments include demographic and equalities data (where the applicant has agreed to provide this) as standard, and this is used to inform placements and support plans, with work alongside Children's and Adults.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	Click or tap here to enter text.
Marriage and civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	Click or tap here to enter text.
Pregnancy and maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	Click or tap here to enter text.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	Click or tap here to enter text.
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	Click or tap here to enter text.
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	Click or tap here to enter text.
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Location-specific impact, if any	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Although initial placements can be problematic, given the sometimes chaotic nature of the residents supported with this type of accommodation, with the support of localities and other networks, this is minimised in the medium to longer term and new or strengthened links into the local community are likely to reduce locality based ASB and other issues.	Tenancy management and other support to monitor and ensure engagement and compliance.
Health and wellbeing of residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By maintaining their local links, residents will be better able to continue to engage with health and wellbeing in the area, with better outcomes than if they were to be moved elsewhere.	Suitability assessments to ensure placement in areas where their support is available and best contactable.
Socio-economic outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cheaper rental for residents in our TA than other providers, and employment/training based support in place will produce better outcomes in this regard.	Suitability assessments and ongoing monitoring of engagement.
Veterans and serving members of the armed forces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This cohort is included in the priority need categories likely to be accessing this provision	As above

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Continue engagement as part of the annual review process to ensure the community and equality impact can be reviewed and considered before any changes are made in the review	On an annual basis	Housing Solutions Team
Review any additional feedback from engagement and update this CEIA accordingly	January 2024	Chris Wade

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
<p>Legal</p> <p>Provision of our own managed and maintained stock of temporary accommodation permits the Council to ensure that this type of accommodation is suitable, affordable, and meets all legal health and safety requirements without relying on the bona fides and certification of external and more costly private providers. This reduces the risk of disrepair and other legal claims.</p> <p>Further, as it is our stock and we are best able to assess its suitability and affordability for clients, it is less likely to be challenged through suitability review and/or court action under the relevant Act, incurring less costs and legal implications in this regard.</p> <p>In addition, expanding provision of and use of our own stock mitigates against the unlawful use of bed and breakfast accommodation (contrary to the Code of Guidance) for families with children for longer than 6 weeks, which, if breached incurs not only legal implications and the potential for costly judicial review, but also unlimited fines from the Local Government Ombudsman.</p> <p>Community:</p> <p>By providing in-borough, higher quality temporary accommodation which is affordable and suitable for our residents in both the shorter and longer terms, we can maintain the links of homeless households with their communities, protect their links with their families and support networks, and engage them in employment and other schemes to improve their lives and their community as a</p>

whole. We are better able to ensure that such provision meets the needs of the individuals who approach us for assistance than we could if relying solely on the private sector, and as such, we would be better placed to provide specifically for those with diverse needs, such as individuals or families who may identify with any of the relevant protected characteristics.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Jayne Middleton-Albooye	Interim Head of Legal services	3 rd November 2023
Chris Wade	Head of Housing Solutions	18/10/23
Ewelina Sorbjan	Assistant Director - Housing	18/10/23

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Community Equality Impact Assessment

The Equality Act 2010 states that public bodies must have “due regard” to a variety of Equalities objectives (Equality Act 2010, Section 149) and consequently, Equality Analysis must be carried out to demonstrate that decision-makers are fully aware of the impact that changes may have on stakeholders.

The concept of ‘due regard’ was reinforced in 2012 during the review of the Public Sector Equality Duty (PSED) which “requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities”

‘Due regard’ is dependent on the relevance and potential impact of the decision being considered. The greater the relevance and impact, the higher the regard due.

As an authority, we have made a commitment to apply a systematic screening process to new policy, strategy, functions or service development including reviews or changes to existing policy, strategy, functions or services.

This is to determine whether the proposals are likely to have a significant impact on different groups within our community.

This process has been developed, together with [full guidance](#), to support officers in meeting our duties under the:

- Equality Act 2010
- Public Sector Equality Duty
- The Best Value Guidance
- The Public Service (Social Value) 2012 Act

In addition, the guidance supports officers to consider our commitments set out in the [Thurrock Joint Compact](#) with the voluntary sector.

As well as supporting you to look at whether there is, or will be, a significant impact, the guidance will also consider ways in which you might mitigate this in the future.

About the service and reason for the development or review process

Name of service	Children's Services – New Operating Model Education & Skills
Lead Officer	Michele Lucas
Contact Details	mlucas@thurrock.gov.uk

Why is this policy, strategy, function or service development/review needed?
<p>Given the current financial challenges of the organisation a further review of the work of education and skills has been undertaken linked also to the Backing Thurrock Skills Recovery Plan. This review will involve a realignment of some of the current services within Inspire to other parts of the organisation. It will also include the removal of part of our current youth offer. This review ensures that we are only delivering our statutory duties as outlined in the Section 114 that the LA has recently issued. We have a number of NEET reduction programmes that are externally funded - these will continue to support our most vulnerable young people to engage in education employment and training. With further opportunities through the shared prosperity funding we will continue to identify ways to support vulnerable young people and adults into employment pathways.</p>

1. Community impact (this can also be used to assess impact on staff although a cumulative impact should be considered)

<p>1.1 What impacts will this policy, strategy, function or service development/review have on communities and workforce? Look at what you know? What does your research tell you?</p> <p><i>Consider:</i></p> <ul style="list-style-type: none"> • National and local data sets – please see guidance • Complaints • Consultation and service monitoring information • Voluntary and community organisations • The Equality Act places a specific duty on people with 'protected characteristics'. The table below details these groups and helps you to consider the impact on these groups. 					
	Positive	Neutral	Negative	What are the positive and negative impacts?	How will benefits be enhanced and negative impacts minimised or eliminated?
Local communities in general	X			The realignment of employability and skills with economic	The bringing together of skills and economic development will

			x	<p>development will provide opportunities for local residents around skills development. With the exciting regeneration opportunities available locally ensuring both adults and young people have skills that enable them to take advantage of job opportunities in Thurrock.</p> <p>The removal of aspects of the youth offer will potentially mean more young people become NEET</p>	<p>afford further opportunities for both young people and adults linked to the economic development and the wider regeneration offer.</p> <p>Thurrock will continue to seek funding opportunities to provide programmes to support young people. We also have good relationships with a number of external training providers - this will provide further opportunities.</p>
	x		x	<p>We have ensured that the voice of young people remains a key priority as a result we will have one post that will work with your youth cabinet as well as gathering the wider view of young people across the LA.</p>	<p>Duke of Edinburgh is a well embedded programme across the schools sector. We have been working closely with both schools and the regional team for Duke of Edinburgh and have developed a model to ensure this programme is retained across schools - support will be provided by the regional Duke of Edinburgh team.</p>
Age	x			This new operating model will support	This work will be monitored by both

			<p>both young people and adults to obtain the skills to access local employment opportunities which is a key strategic driver of the skills recovery plan for Thurrock.</p> <p>All training providers have strong inclusion policies which are reviewed by Ofsted.</p>	<p>the Brighter Futures Partnership Board and Backing Thurrock Partnership Board.</p>
Disability	x		<p>Delivery of the service will support residents regardless of protected characteristic. It will be mindful of the responsibilities of those residents with caring responsibilities for children and / or other family members.</p> <p>A key strategic driver for the Backing Thurrock Skills Strategy and the Brighter Futures Strategy is around ensuring that young people and adults who have disabilities can be supported to gain employment.</p> <p>All training providers have strong inclusion policies which are reviewed by</p>	

				Ofsted.	
Gender reassignment		x		<p>Delivery of the service will support residents regardless of protected characteristic. It will be mindful of the responsibilities of those residents with caring responsibilities for children and / or other family members.</p> <p>All training providers have strong inclusion policies which are reviewed by Ofsted.</p>	
Marriage and civil partnership		x		<p>Delivery of the service will support residents regardless of protected characteristic. It will be mindful of the responsibilities of those residents with caring responsibilities for children and / or other family members.</p> <p>All training providers have strong inclusion policies which are reviewed by Ofsted.</p>	N/A
Pregnancy and maternity		x		<p>Delivery of the service will support residents regardless of protected characteristics. It will be mindful of</p>	We work with early years providers to support young parents and take up of our 2 and 3 and 4 year old offer has remained

			<p>the responsibilities of those residents with caring responsibilities for children and / or other family members.</p> <p>All training providers have strong inclusion policies which are reviewed by Ofsted.</p>	<p>above the regional and national average.</p>
Race (including Gypsies, Roma and Travellers)		x	<p>Delivery of the service will support residents regardless of protected characteristics. It will be mindful of the responsibilities of those residents with caring responsibilities for children and / or other family members.</p> <p>All training providers have strong inclusion policies which are reviewed by Ofsted.</p>	<p>All Training Providers will be required to have an equality and diversity policy as well. Thurrock has a well established ESOL range of programmes and we will continue to support minority groups to access employment opportunities locally.</p>
Religion or belief		x	<p>Delivery of the service will support all residents and will be mindful of the responsibilities of those residents with caring responsibilities for children and / or other family members.</p> <p>All training providers have strong inclusion policies which are</p>	

				reviewed by Ofsted.	
Sex		x		<p>Delivery of the service will support all residents and will be mindful of the responsibilities of those residents with caring responsibilities for children and / or other family members.</p> <p>All training providers have strong inclusion policies which are reviewed by Ofsted.</p>	
Sexual orientation		x		<p>Delivery of the service will support all residents and will be mindful of the responsibilities of those residents with caring responsibilities for children and / or other family members.</p> <p>All training providers have strong inclusion policies which are reviewed by Ofsted.</p>	
<p>Any community issues identified for this location?</p> <p><i>See above link to ward profiles.</i></p> <p>If the project is based in a specific location please state where, or whether Borough wide. Please include any detail of relevance – for example, is it an area with high unemployment, or public transport</p>	x			<p>This new operating model covers all our communities and is focussed on the opportunity to link businesses and residents to identify skills for employment opportunities linked to our Backing Thurrock</p>	<p>All work within the Brighter Futures Strategy are focussed on outcomes for children and young people.</p> <p>Backing Thurrock Skills Implementation plan focuses on</p>

limited?				Skills Recovery Plan. Targeted work will be undertaken with residents who have identified vulnerabilities including disability or young people in the criminal justice system.	outcomes for young people and adults. It has a clear strategic driver around working with vulnerable residents to ensure they benefit from the regeneration agenda locally.
Workforce		x		The current workforce are trained to deliver high quality careers advice to both young people and adults.	We appoint a number of apprentices into the team to ensure that we are growing our workforce and supporting both young people and adults with apprenticeship roles.

2. Consultation, data and intelligence

<p>2.1 Please highlight the steps you have taken, or plan to take, to consult the whole community or specific groups affected by the policy, strategy, function or service development/review e.g. on-line consultation, focus groups, consultation with representative groups? For further guidance please contact: consultations@thurrock.gov.uk</p> <p><i>This is a vital step</i></p> <p>The new operating model has been developed with a wide range of stakeholders including senior manager and external partners. One of the key clear messages from employees has been the complicated landscape our aim with this new model is to simplify this and enable both young people and adults to develop the skills to access both further educational opportunities and employment.</p> <p>The community should see an enhanced offer from a skills perspective – the removal of some of the youth offer has been mitigated by working closely with a range of external partners to ensure that we can still support young people across the LA</p> <p>We will continue to develop materials that support higher level apprenticeships in partnership with South Essex College and other major providers and actively support and promote the Institute of Technology and ASELA technical university offers, when on stream.</p>

2.1 Please highlight the steps you have taken, or plan to take, to consult the whole community or specific groups affected by the policy, strategy, function or service development/review e.g. on-line consultation, focus groups, consultation with representative groups? For further guidance please contact: consultations@thurrock.gov.uk

This is a vital step

We will increase aspirations of young people and adults, promoting the full range of existing and planned provision, including TACC, SEC, Institute of Technology, ASELA Technical University and Higher Education. Careers advice, workshops, group sessions in schools and communities are also aimed at raising everyone’s awareness of the significant regeneration opportunities in Thurrock.

2.2 Please also provide details on the sources of data or intelligence you have used to inform your assessment of impact and how they have helped you to understand those that will be affected by the policy, strategy, function or service development/review outlined?

An outcome framework which will monitor a key set of indicators for example number of young people 16-18 who are not in education employment or training is being developed which will use all available data to look at the skills development of both young people and adults. This will then be presented to the Backing Thurrock implementation group for scrutiny and support where required.

We will use data for 2023 which will offer a baseline for our outcomes framework going forward. Our work with 16-18 year olds is monitored regularly and we have strong data sets that outline our excellent work around ensuring young people are engaging in education employment or training. Our currently NEET figure is 2% and we have 0% unknown figures which means we are very confident in the data that we are presenting. The data only tells some of the story so to support this we have a portfolio of case studies which really describes the journey of the young person and looks at how they have progressed and gained the skills to enter the world of work.

3. Monitoring and Review

3.1 How will you review community and equality impact once the policy, strategy, function or service has been implemented?

These actions should be developed using the information gathered in Section 1 and 2 and should be picked up in your departmental/service business plans.

Action	By when?	By who?
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<p>3.1 How will you review community and equality impact once the policy, strategy, function or service has been implemented? <i>These actions should be developed using the information gathered in Section 1 and 2 and should be picked up in your departmental/service business plans.</i></p>		
<p>This new operating model will be monitored by both the Brighter Futures Board and the Backing Thurrock Partnership.</p>	<p>November 2023</p>	<p>Michele Lucas</p>
<p>Review any additional feedback from engagement and update this CEIA accordingly</p>	<p>January 2024</p>	<p>Michele Lucas</p>

4. Next steps

It is important to ensure that the information gathered is used to inform any council reports that are presented to Cabinet or Overview and Scrutiny committees. This will allow members to be furnished with all the facts in relation to the impact their decisions will have on different equality groups and the community as a whole.

Take some time to précis your findings below. This can then be added to your report template and the Equality and Diversity Implications section for sign off by the Community Development and Equalities team at the consultation stage of the report cycle.

<p>Implications/ Customer Impact</p>
<p>Whilst this new operating model has been developed as a result of the current position financially of the council it has afford a real opportunity to bring together employability and skills and economic development. Many Local Authorities have this model in place and have developed strong frameworks for the support of residents locally.</p> <p>We believe employees will welcome this new model of delivery as it will bring together in one directorate all our work around skills and local employment opportunities.</p> <p>The removal of some of our current youth offer has been mitigated via our strong relationships with training providers and national infrastructure groups. We will continue to monitor this work through our partnership arrangements at a local level.</p>

5. Sign off

The information contained in this template should be authorised by the relevant project sponsor or Head of Service who will be responsible for the accuracy of the information now provided and delivery of actions detailed.

Name	Role – for example, project sponsor, head of service)	Date
Michele Lucas	Assistant Director	November 2023

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Appendix 3 – Equalities Impact Assessments

All data has been provided by each individual service area

Planning, Transport and Regeneration.....	2
Cleaner, Greener and Safer.....	31
Children's Services.....	85
Housing	105
Corporate	123
Health and Wellbeing	138

Appendix 3 – Equalities Impact Assessments – PTR

All data has been provided by each individual service areas

Parking & Enforcement CEIA is located in the CGS section

Building Control 3

Commercial Properties..... 8

Local Land Charges13

Planning 17

Transport..... 25

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Building Control
Lead officer name	Stuart Fyffe
Lead officer job title	Building Control Manager
Lead officer email address	sfyffe@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Building Control fees
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
Building Control fees are being increased

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult
<p>Consultation not required. Building Control fees are being increased in accordance with The Building (Local Authority Charges) Regulations 2010 on a cost recovery basis.</p> <p>Proposed fees will be published on our website 6 weeks before implementation.</p>

1.2. What data or intelligence sources have you used to inform your assessment of the impact?
How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used
<p>N/A</p> <p>Building Control fees are being increased in accordance with The Building (Local Authority Charges) Regulations 2010 on a cost recovery basis.</p>

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
N/A	Click or tap here to enter text.	Click or tap here to enter text.
N/A	Click or tap here to enter text.	Click or tap here to enter text.
N/A	Click or tap here to enter text.	Click or tap here to enter text.
N/A	Click or tap here to enter text.	Click or tap here to enter text.
N/A	Click or tap here to enter text.	Click or tap here to enter text.
N/A	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
--

The increase to our charges will affect anyone who will be carrying out works which require control under the Building Regulations 2010.

For works which need to be carried out for people with disabilities, there will be no fee payable as per the exemptions set under The Building (Local Authority Charges) Regulations 2010

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Stuart Fyffe	Building Control Manager	23.08.2023
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Property & FM
Lead officer name	John Cooper
Lead officer job title	Interim AD Property & FM
Lead officer email address	John.cooper@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Increases in charges for Commercial Property Transactions and associated Legal Work
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
To ensure that discretionary charges fully recover the council's costs and are increased in line with inflation going forward.

1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult

The charges only affect those individuals and organisations that choose to enter into commercial property transactions with the Council. The Council is not the only owner and provider of commercial property and other organisations will make charges for similar services but are less likely to publish these.

Publication of charges in advance on the Council's website allows individuals and organisations to make informed decisions before entering into commercial property agreements or contracts.

As these charges are not new; are typically reviewed on a regular basis; are accepted by choice or covered by existing contractual arrangements entered into knowing that charges may apply and only affect individuals or organisations that choose or have chosen to enter into a commercial transaction with the Council and these it is not intended that consultation is carried out.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

We have reviewed our own costs associated with providing these services and reviewed charges made by other local authorities for similar work and where appropriate benchmarked against these. Most local authorities publish these charges online.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Benchmark costs annually against similar authorities	December annually	Head of Property Services
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Equality and Diversity Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
<p>Where individuals or organisations enter into commercial leases or other commercial property transactions it is expected that there will be charges for the surveying, property and legal work in setting up agreements, varying agreements, transferring agreements and seeking approval to carry out works to properties covered by agreements. Customers should be properly advised when entering into property transactions.</p> <p>Publishing fees and charges on line assists customers in making informed decisions.</p> <p>These charges are typically based upon the cost of carrying out the surveying, property, and legal work plus on-costs and establishment costs. Historically the on-costs and establishment costs including any associated administration have not always been captured.</p>

5. Sign off

5.1. This community equality impact assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Mark Bradbury	Director of Place	09/09/2023
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Land Charges
Lead officer name	Priscilla Omede
Lead officer job title	Business Support manager
Lead officer email address	pomedede@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Increase of fees for year 24/25
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
Fee review is in line with the yearly fee increase to ensure the fees and charges are in line with current employment, department, corporate and financial costs. This is also done to meet its objectives of delivering for the borough.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult or engage

- Website will be updated with the new fees
- An email will also be sent to search agents 4 weeks prior to the fee increase to inform them of new fees.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Neighbouring council fees have been assessed to ensure our local land charges fees team are not excessive and are proportionate. Fees for a standard search are listed below which show that Thurrock's fees are mid-range, therefore proportionate.

Thurrock standard search £205

Brentwood - £150

Basildon - £227.15

Havering - £146.90

Castle Point - £106

Rochford - £277.57

Southend - £140.60

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fee generation which can be poured back into communities and community projects.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Respond to any feedback from search agents who may respond following email that has been sent.	Before 1 st April 2024	Priscilla Omede/Celen Hurbas
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

The implications and customer impact is low for the increase of fees. There is no impact on any particular group or community apart from a positive impact of income being generated to fulfil the councils local projects.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Tony Fletcher	Support and Performance Manager	11 th August 2023
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Development Services (Development Management)
Lead officer name	Louise Reid
Lead officer job title	Strategic Lead – Development Services
Lead officer email address	Louise.Reid@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Increase in discretionary fees for the Service as part of the wider corporate charging strategy.
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
<p>To increase the fees as part of the wider Council-led project to support provision of services going forward.</p> <p>The fees for planning applications are set by central government and are statutory. There is no scope for the Council to alter planning application fees.</p> <p>The fees the service can increase are pre-application fees which are used to reinvest in the service and provide a quicker service to customers when a planning application is submitted.</p> <p>Planning Performance Agreement (PPA) fees are also part of the non-statutory fees and enable the service to provide extra resources to assist in determining applications.</p>

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

The increase in fees is part of the wider corporate strategy which has been, and is being, publicised corporately. The Council will be publicising the increases and reports will be considered at Cabinet.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

In determining whether the increase in fees is reasonable officers have looked at fees at nearby Planning Authorities to benchmark the fees that it is proposed to increase.

It should be noted that the fees for pre-apps and PPA are optional, they do not preclude customers from making a planning application, so the increase in the fees will have no impact on, or disadvantage customers, who deal with the service for statutory purposes.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	These discretionary services allow for improved schemes to be submitted which should have wider community benefits in enhancing local place and communities.	Early engagement in the planning process will continue to allow officers to seek the best outcomes for the communities.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.
Workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The increase in fees should result in benefits for the workforce in the service in providing additional resource and assistance to support existing roles.	Increased funding for the service will allow better outcomes to be achieved.
Health and wellbeing of residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improved schemes should assist in providing better environments and places for residents.	Increased funding for the service will allow better outcomes to be achieved.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Socio-economic outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improved schemes could lead to new opportunities for development providing enhanced employment and other linked outcomes.	Increased funding for the service will allow better outcomes to be achieved.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any increase in fees will be disappointing for customers, but increases in fees will allow more staff time to deal with cases, so should ensure better outcomes, offsetting the disbenefit of a fee increase.	Increased funding for the service will allow better outcomes to be achieved.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Performance level of replying to pre-application requests	Bi-yearly	Principal planners & Strategic Lead
Performance level of determining planning applications with PPAs	Annually	Principal planners & Strategic Lead
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

The proposed discretionary fees for the Development Services: Development Management will primarily be paid for by larger scale developers who have more money to invest in projects.

Smaller scale pre-application fees are relevant to individual homeowners, or SME enterprises.

Due to the nature of the service, and the nature of the discretionary fees, the fee changes are less likely to impact on disadvantaged groups. The statutory services, and discretionary services provided by the team are also provided universally so no community or group is excluded.

The proposed fee increase should allow the service to be more resilient and timely in dealing with cases by providing more resources for services.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Louise Reid	Strategic Lead	23 August 2023
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Transportation Services
Lead officer name	Navtej Tung
Lead officer job title	Strategic Transport Manager
Lead officer email address	ntung@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
The CEqIA is related to the proposed fees and charges increases for the FY 2024/25 being assigned to services and functions delivered by the Transportation Services team at Thurrock Council.
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
Fees and Charges schedule is the list of charges for functions which are not statutory which has a cost implication to the council. The annual review gives an opportunity to revise any charges which may have increased in cost of delivery to the council. This review is being undertaken in line with council processes and will be determined through the democratic process.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

Specific measures have not been undertaken to consult on the proposed price rises.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

A programme of price benchmarking is proposed to review costs

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>There will be increases in prices related to services which are age related. The price of replacing a bus pass issued under the ENCPS scheme will impact older persons who qualify by age (increased £2.10/19%)</p> <p>There has been a change in the approach towards charging for Balance Bike training (under 6 – from a fixed group fee to £5 per child).</p>	<p>The bus pass charges are only implemented when a pass is lost. The first pass is always issued for free. Regarding bikeability charges, closer working with schools to identify external funds can be identified to help cover costs.</p>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>There will be increases in prices related to services which are disability related. The price of replacing a bus pass issued under the ENCPS scheme will impact persons who qualify by disability (increased £2.10/19%)</p>	<p>The bus pass charges are only implemented when a pass is lost. The first pass or expired passes are always issued for no charge.</p>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	While the changes will not have an impact on race per se, some members of the boroughs community will come from different racial backgrounds may be more disproportionately impacted with price increase involving their children (e.g. refugees).	Supporting schools where bikeability charges are implemented to identify alternative funding to support participation.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Single parent households, which are likely to mothers – could be impacted more greatly by increased bikeability costs for children.</p> <p>Women are also more likely to be older bus users and have lesser access to a personal vehicle, and cost of replacing a pass will increase if lost.</p>	Supporting schools where bikeability charges are implemented to identify alternative funding to support participation.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If these price increases prevent continued participation, i.e. prevents younger people from accessing cycling, or older/disabled people from bus use as they are unable to pay for a replacement bus pass, this could have knock on impacts on health and wellbeing.	Supporting schools to identify funding to support participation in bikeability measures.
Socio-economic outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If these price increases prevent continued participation, i.e. prevents younger people from accessing cycling, or older/disabled people from bus use as they are unable to pay for a replacement bus pass, this could have knock on impacts on longterm socio-economic outcomes.	Supporting schools to identify funding to support participation in bikeability measures.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Ongoing benchmarking of fees	March 24	Navtej Tung
Review of impacts of charges	June 24	Navtej Tung
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
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There is a risk that increase in charges specific to the replacement of a lost bus pass and bikeability participation charges could have an impact on the affordability of participation. Specific to bikeability, the council will look to engage best with schools to identify funding opportunities to minimise any impacts. For bus pass replacements, these are costs for replacing a lost pass, and not a fee for the issuing of a first or renewal pass.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Navtej Tung	Strategic Transport Manager	24 August 2023
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Appendix 3 – Equalities Impact Assessments – CGS

All data has been provided by each individual service areas

Burials	31
Environmental Protection	36
Thurrock Museum	41
Recreation & Leisure	46
Parking & Enforcement	51
Public Protection (Trading Standards).....	57
Public Protection (COMAH)	62
Registrars.....	67
Thameside Theatre	73
Waste	79

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Burials
Lead officer name	Vincent Taylor
Lead officer job title	Strategic Lead – Clean and Green Services
Lead officer email address	vtaylor@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Fees and charges for burials and associated cemeteries provision
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
There is a proposal to increase the fees and charges to enable more effective cost recovery

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

We recently carried out a survey with regards to our Cemeteries and Burials, and have provided a number of new services in light of that survey.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

We have benchmarked against other local authorities that are close to us

This will ensure we are not being disproportionate. Even given the increase in charges we will be competitive charging wise for all of the non discretionary services that we provide, we understand that Funeral Poverty is an issue and have kept the basic cost reasonable.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We have kept the costs comparable with other local authorities with the basic charges remaining competitive. We are also looking at the option of a Crematorium as currently 90% of deaths within Thurrock go outside the borough for Cremation	There is still the option of the Public Health Funeral for those without the means to pay for a funeral. We will look at ways to keep these to a minimum and give the opportunity for a full funeral
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff will continue to do the same thing as they have been doing	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We have kept the costs comparable with other local authorities with the basic charges remaining competitive	There is still the option of the Public Health Funeral for those without the means to pay for a funeral. We will look at ways to keep these to a minimum and give the opportunity for a full funeral
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Part of the Fees & Charges review	Every six months	Kelly McMillan and David Wade
Approved at Full council	February every year	Councillors
Present increased fees and charges to Overview & Scrutiny - CGS	Three months prior to going to full council	Jahur Ali / Vince Taylor
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

The increase in fees and charges will not be popular with clubs, individuals as no one wants to pay more.

However, we are currently subsidising the costs of preparing sports pitches and the reason for the increases is Cost Recovery. By recovering the costs, there will be less of a financial pressure on the council.

As most of the sports are played over a full season, mor than 3 months, the cost increase is actually less than £1 per person spread over the season as an extra charge.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Jahur Ali	Recreation & Leisure Services Manager	23/08/2023
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Environmental Protection Team, Environmental Health Section, Public Protection
Lead officer name	Peter Reynolds
Lead officer job title	Environmental Protection and Digital Evidence Manager
Lead officer email address	preynolds@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
EP fees and charges for statutory nuisance, EP public health and pollution, prevention and control work including statutory duties.
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
Review of fees and charges based on completing all team functions and those chargeable in line with inflation increases.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to consult or engage (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult or engage

No need to consult as the team functions are statutory, professionally, and fairly applied using consistent reasonable enforcement of specific EP legislation. All EP work including fees and charges are applied/set equally and fairly to all service users. Where enforcement action / fines are applied to offenders then all reasonable costs are recovered by way of prosecution. All prosecution files include comprehensive officer time sheet records that detail their interventions / costs incurred when carrying out their EP responsibilities. Where works in default are completed, all records are saved / evidenced for use in prosecution files or for audit purposes, as the team seek cost recovery.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Meeting with finance officers completed and where charges are made for EP team functions then these can increase in line with inflation as a reasonable adjustment.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
No impact or need to review as EP services including statutory and chargeable work is fairly provided / applied and enforced on all.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
No impact as all team duties, mostly statutory, are applied fairly and consistently to all users or those where enforcement is applied. EP legislation and chargeable services are implemented to all users / residents / businesses equally, using fair effective enforcement through robust team procedures. Completing all EP work has no discrimination or community equality impacts.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Peter Reynolds	Environmental Protection and Digital Evidence Manager	July 2023
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Thurrock Museum
Lead officer name	Michelle Savage
Lead officer job title	Museum Officer
Lead officer email address	msavage@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Heritage – Fees and Charges Policy
Borough-wide or location-specific?
<input type="checkbox"/> Borough-wide <input checked="" type="checkbox"/> Location-specific – please state locations below. Thameside Complex, Grays
Why is this policy, strategy, function or service development or review needed?
<p>In July 2023 Cabinet approved a report that proposed annual CPI inflation increases to fees and charges as a default.</p> <p>The Thurrock Museum has a list of fees and charges relating to the delivery of Museum activities and services. Whilst there is no legal reason why they should not be increased in line with inflation, a benchmarking exercise has been completed and identified some mitigating factors and price comparisons with other local museums which indicate that an increase to fees and charges may have a negative impact on residents and users of the service. As such some of the proposed increases have been questioned by the Museum service.</p>

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to consult or engage (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult or engage

All fees and charges will be considered by Members through relevant overview and scrutiny committee(s) prior to final decision. A final decision will be taken by Members through Cabinet.

The information provided to customers will clearly explain the costs associated with use of the venue and the services it provides.

The decision to increase fees and charges has been taken corporately as a result of the S114 notice.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

The decision to increase fees and charges in line with inflation has been taken corporately as a result of the S114 notice and decision taken by Cabinet in July 2023.

Benchmarking data has been collected from a few other museums across the Essex region which indicate that some of the existing Thurrock Museum fees and charges for comparable services are more expensive. The Thurrock Museum offer is also more basic than museums such as Chelmsford and Southend, who are able to provide a dedicated education space and have larger, more interactive museum galleries and more professional staffing teams to support.

Uptake on the school offer has been low and anecdotal evidence suggests that schools in Thurrock are not able to afford some of the chargeable services provided by the Thurrock Museum.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>While some fees and charges will be increased the increases are in line with inflation. The additional money earned will be used to offset the costs of providing a heritage service to residents.</p> <p>It is proposed other fees and charges are maintained at current levels to ensure the museum remains competitive with other providers.</p>	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It is proposed that fees and charges for education activity are maintained at current levels to ensure the museum is able to compete with other neighbouring museums.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Monitor impact on number and type of bookings and compare to previous years	Ongoing	Museum Officer
Gather anecdotal evidence from education providers	Ongoing	Museum Officer
Monitor income and compare to previous years	Ongoing	Museum Officer
Gather evidence from other local venues to ensure the theatre is competitive in the local market	Ongoing	Museum Officer
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

An increase in fees and charges could impact on the number of bookings received. There may be particular impact on organisations already struggling with cost of living and reductions in funding such as schools and community groups. Impact will be monitored and, if appropriate, recommendations made when fees and charges are reviewed again.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Lisa Ricketts	Economic Development Manager	23/08/2023
Stephen Taylor	Strategic Lead – Economic Development	23/08/2023

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Recreation & Leisure
Lead officer name	Jahur Ali
Lead officer job title	Recreation & Leisure Service Manager
Lead officer email address	jali@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Fees and charges for outdoors sports and park areas
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
There is a proposal to increase the fees and charges to enable cost recovery

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult
<p>We have regular engagement with sports groups, hirers of open spaces and community groups via our Active Parks Team.</p> <p>We are working with the sports national governing bodies to ensure our fees and charges being increased are benchmarked with other local authorities nearby.</p>

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used
<p>We are working with the sports national governing bodies to ensure our fees and charges being increased are benchmarked with other local authorities nearby.</p> <p>This will ensure we are not charging more than others or being disproportionate.</p>

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	People will still be able to use the pitches and the extra costs will be spread across the season	The pitches will be maintained to a good quality. The extra costs can be spread over by breaking down the payment.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact will be on everyone boroughwide	Better pitches, and give time to spread payment
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Males book the pitches more than females so they will be impacted more	Males have historically always booked pitches more than females
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff will continue to do the same thing as they have been doing	Prebooking will allow staff to plan the work.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As the prices go up their may be a chance less teams play organised matches	Provide better quality pitches so they enjoy playing and can cover the extra cost.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clubs with higher number of players in disadvantaged areas may feel the extra cost more than well established clubs	The charge is less than £1 per person per game for the season
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Part of the Fees & Charges review	Every six months	Kelly McMillan and David Wade
Approved at Full council	February every year	Councillors
Present increased fees and charges to Overview & Scrutiny - CGS	Three months prior to going to full council	Jahur Ali / Vince Taylor
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

The increase in fees and charges will not be popular with clubs, individuals as no one wants to pay more.

However, we are currently subsidising the costs of preparing sports pitches and the reason for the increases is Cost Recovery. By recovering the costs, there will be less of a financial pressure on the council.

As most of the sports are played over a full season, more than 3 months, the cost increase is actually less than £1 per person spread over the season as an extra charge.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Jahur Ali	Recreation & Leisure Services Manager	23/08/2023
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Parking Services and Environmental Enforcement
Lead officer name	Phil Carver
Lead officer job title	Head of Enforcement and Community Protection
Lead officer email address	Pcarver@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Proposed increase in Fees & Charges
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
In line with inflation and as part of the annual fees & charges review

1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

We also plan to use the council website and use comms to make residence and members of the public aware of increase charges.

Increased charges will also be published within the annual Fees & Charges report which is uploaded online

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

We have benchmarked with other neighbouring boroughs and find that in particular residence parking permits are still lower than that of the boroughs benchmarked.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will allow the upkeep of maintenance such as lines, signs and resurfacing	We have a robust approach to monitoring as it is a part of officers duty to review the standards of locations. Inflation has been considered in the increase
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Marriage and civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Pregnancy and maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Location-specific impact, if any	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the impact applies to all regardless of protected characteristics	the same applies as detailed in 'local communities in general' above.
Health and wellbeing of residents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This may have a negative impact on the health & Wellbeing of residents as they may not be able to afford to pay which in turn may cause stress and upset as well as not being able to access facilities due to increased charges that aid in health and wellbeing e.g. parks and open spaces,	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Those living on a low income may have their ability to access services and amenities reduced or restricted.	Click or tap here to enter text.
Veterans and serving members of the armed forces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	paying fair rates for the upkeep as detailed in the Local communities in general above Patrolled daily	CEOs & EEOs

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
To undertake regular quality monitoring visits during officers patrols ensuring quality standards at locations	Patrolled daily	CEOs & EEOs
To engage with residents and other stakeholders to gather intelligence to further inform this CEIA and assess if the assumed impacts are accurate or need amending.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
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Paying fair rates for the upkeep will allow quality standards of maintenance such as lines, signs and resurfacing. Quality standards prevent trips and falls, less damage to vehicle and public confidence to pay and use locations.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Phil Carver	Head Of Enforcement and Community protection	8 th August 2023
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Trading Standards
Lead officer name	Charlotte Edwards
Lead officer job title	Trading Standards Manager
Lead officer email address	chedwards@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
We are increasing our hourly rate fee for weights and measures inspections and also business advice
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
The council is looking at where fees can be increased to keep us competitive and in line with inflation

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

Limited engagement as these fees are only applied when a business approaches us for a quote for the work. We then provide them with an estimate of the time it will take to do the work and the overall cost. At this point they have the opportunity to consider the increased fees and agree or decline to undertake the work with us. Other suppliers instead of the council are available.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

We have bench marked with other local councils

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Review on the usual annual cycle	Annually	Trading Standards Manager
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

No impact as they do not have to undertake the work with us – other council's and businesses offer this service

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Gavin Dennett	Head of Public Protection	30/08/23
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Emergency Planning & Resilience
Lead officer name	Adewale Adesina
Lead officer job title	Lead officer Emergency Planning & Resilience
Lead officer email address	aadesina@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Control Of Major Accident Hazards (COMAH) 2015
Borough-wide or location-specific?
<input type="checkbox"/> Borough-wide <input checked="" type="checkbox"/> Location-specific – please state locations below.
There are 7 upper tier sites that this applies to. Two are in the East of the Borough and five sites are in the West of the Borough.
Why is this policy, strategy, function or service development or review needed?
Regulation 29 of COMAH enables the local Authority to recover costs incurred for work carried out in relation to COMAH related activity.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

Applicable site operators are aware of the charges and are briefed regarding the charges before the activity is commenced. This fee only applies to COMAH sites. This does not affect the community directly.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

The charges will not have any adverse impact on anyone but provides adequate assurance to the residents and businesses in Thurrock that mitigations measures are in place to reduce any harm to environment and people.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

<p>Summary of implications and customer impact:</p> <p>No adverse impact on Communities, workforce and the health and wellbeing of local residents</p>

Click or tap here to enter text.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Cheryl Wells	Strategic Lead – Community Safety, Emergency Planning & Resilience	23.08.23
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Registrars
Lead officer name	Jenny Osborne
Lead officer job title	Customer Services Section Manager
Lead officer email address	Josborne@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Fees and Charges 24/25
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
<p>Following the annual review of fees and charges for the following;</p> <ul style="list-style-type: none">• Residents Services - Registration - Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership• Residents Services - Registration - Ceremonies held in Mulberry Suite• Residents Services - Registration - Live streaming of ceremony in the Mulberry Suite• Residents Services - Registration - Ceremonies held in Council Chambers• Residents Services - Registration - Ceremonies held in Committee Rooms• Residents Services - Registration - Postage and Packing Charge (1st Class Recorded)• Residents Services - Registration - Private Citizenship Ceremony (Monday to Saturday)• Residents Services - Registration - Re-Schedule of Appointment/ Ceremony• Administration Charge to complete PD2 / Proof of Life Confirmation forms• Residents Services - Fees for Superintendent Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership)
<ul style="list-style-type: none">• Resident Services - Registration - Postage and Packing Charge (Special Delivery 24hr Guaranteed)• Residents Services - Registration - Ceremonies held in Lacey Room

1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

The annual fee increase is discussed with customers when they contact us to make a booking especially when the requested date falls into a new financial year.

We do provide different options at varying prices to ensure that our service is available to a range of customers.

For example; ceremonies in the Mulberry Suite, customers can choose from different options depending on the number of guests they would like at varying prices.

Citizenship ceremonies, customers do have the option to attend a free group ceremony or they can pay for the private ceremony.

Any changes to the fees and charges are updated on the website within the Registrars area along with the annual Fees & Charges report which is also available.

Due to the nature of the service and inline with other local authorities and private venues, annual price increases are common.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

A benchmarking exercise has been carried out to compare with other authorities. Locally Essex and Havering manage all Registration services.

Fees and charges are provided for Registration services on local authority websites which allows the comparison to be made.

It is difficult to compare the charges for ceremonies in the Mulberry Suite and Lacey Room as the venues and facilities do vary with what is on offer such as the capacity, location, enhanced decorations, catering etc. For example, Havering have Langton's House a Grade II listed building, with lovely grounds, orangery and a pond and it's only 11 miles away.

We are proposing higher postage fees however there is the option to collect from the offices.

The fees for private citizenships are higher compared to others but we do also have the option of the group ceremonies where no fee is required to us as it is included in the Home Office charge.

In the cases where our fees are higher than Essex we do run the risk of losing business to them with users choosing to hold their ceremonies outside of Thurrock.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Negative – higher costs	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Location-specific impact, if any	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Citizenships - New citizens who would like a private citizenship may not be able to afford this due to the increase.</p> <p>Ceremonies - In the cases where our fees are higher than Essex we do run the risk of losing business to them with users choosing to hold their ceremonies outside of Thurrock.</p>	Group citizenship ceremonies are available free of charge as the cost is in the Home Office application fee.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Monitoring customer feedback	March 2024	Jenny Osborne
Review of income to see if customers continue to use these services with us or book elsewhere.	March 2024	Jenny Osborne

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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
<p>These fee increases relate to services which are optional to our residents, there are alternatives available.</p> <p>The impact would be that residents may choose to use services outside of Thurrock.</p>

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Tracie Heiser	Assistant Director – Customer Services	22/09/2023

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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Thameside Theatre
Lead officer name	Dianna Ferry
Lead officer job title	Theatre Manager
Lead officer email address	dferry@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Thameside Theatre – Fees and Charges Policy
Borough-wide or location-specific?
<input type="checkbox"/> Borough-wide <input checked="" type="checkbox"/> Location-specific – please state locations below. Thameside Complex, Grays
Why is this policy, strategy, function or service development or review needed?
In July 2023 Cabinet approved a report that proposed annual CPI inflation increases to fees and charges as a default. The Thameside Theatre has a list of fees and charges relating to operation of the theatre, staffing and other costs. There is no legal reason why they should not be increased in line with inflation. On that basis the proposed increases have been agreed but with the caveat that the impact on community groups in particular should be assessed and if necessary, changes proposed to fees and charges during 2024/5.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult or engage

All fees and charges will be considered by Members through relevant overview and scrutiny committee(s) prior to final decision. A final decision will be taken by Members through Cabinet.

The information provided to hirers and promoters will clearly explain the costs associated with use of the venue and the services it provides.

The decision to increase fees and charges has been taken corporately as a result of the S114 notice.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

The decision to increase fees and charges in line with inflation has been taken corporately as a result of the S114 notice and decision taken by Cabinet in July 2023.

Data including anecdotal information from hirers suggests there will be an impact on hirers and promoters hoping to use the theatre as charges will be higher than previously expected. This may have an impact on the number and type of bookings.

The area we expect to be most affected will be the subsidised hire costs available to schools and community groups already struggling financially.

Given decisions taken on the Thameside Complex and the possibility it will close it is unclear whether the theatre will be able to continue to trade in the medium / longer term.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Increased hire charges will mean costs are passed on to performers and customers which may reduce the number and type of activities at the theatre and therefore reduce income.</p> <p>However increased fees and charges may help address the Council's financial position.</p>	The Theatre will work with hirers and promoters to market shows and demonstrate value for money.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The theatre hosts smaller events for groups with disabilities. These groups are stretched financially and may no longer be able to afford the cost of using theatre space and services.	<p>Wherever possible the theatre will work with groups to try to reduce their costs or increase income to offset the additional charges.</p> <p>It is proposed that impact on community groups is monitored and changes to fees and charges made in year if there is a negative impact on use and on income to the theatre.</p>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LGBT+ group meets regularly at the theatre. They have secured funding for the short term but an increase in costs may impact on their use of the theatre space once external funding ceases.	It is proposed that impact on community groups is monitored and changes to fees and charges made in year if there is a negative impact on use and on income to the theatre.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Residents may be unable to afford tickets if prices increase. Engagement with cultural activity can improve health and wellbeing.	Monitor impact and propose changes if beneficial to residents and to theatre income.
Socio-economic outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local dance schools hire the theatre as an affordable space for their shows. Any increase in price could result in dance schools being unable to afford hire which will have an impact on their businesses.	Monitor impact and propose changes to fees and charges in future if beneficial to the dance schools and increases income to the theatre.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Monitor impact on number and type of bookings and compare to previous years	Ongoing	Theatre Manager
Gather anecdotal evidence from hirers and promoters	Ongoing	Theatre Manager
Monitor income and compare to previous years	Ongoing	Theatre Manager
Gather evidence from other local venues to ensure the theatre is competitive in the local market	Sept to January 2024 when prices are set for the next financial year	Theatre Manager
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

An increase in fees and charges could impact on the number and type of bookings received from hirers and promoters. There may be particular impact on organisations already struggling with cost of living and reductions in funding such as schools and community groups. Impact will be monitored and, if appropriate, recommendations made when fees and charges are reviewed again.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Lisa Ricketts	Economic Development Manager	23/08/2023
Stephen Taylor	Strategic Lead – Economic Development	23/08/2023
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Waste
Lead officer name	Ed Brotherton
Lead officer job title	Strategic Lead Waste
Lead officer email address	Edward.brotherton@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Proposals for Fees and Charges for 2024/25 for functions relating to Waste
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
Fee review is in line with the yearly fee increase to ensure the fees and charges are in line with current employment, department, corporate, financial costs, fuel and vehicle costs. The review has been completed on a cost recovery basis as well as considering benchmarking of other authorities.

1. Engagement, Consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

- Website will be updated with the new fees
- Benchmarking / Cost recovery exercise completed for each new fee proposed

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Benchmarking attached on separate document

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Increase in fees will ensure future delivery of service	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Annual review undertaken as part of fee setting. Feedback will be used to assess impact if received.	12 months	Sue Reddick
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

The implications and customer impact is low for the increase of fees. There is no impact on any particular group or community apart from a positive impact of income being generated.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Paul Southall	AD Street Scene and Leisure	21.09.2023
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Appendix 3 – Equalities Impact Assessments – Childrens

Adult Education85

Grangewaters91

Music Services 98

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Children's Service – Mid Year Fee Increase TACC
Lead officer name	Michele Lucas
Lead officer job title	Assistant Director
Lead officer email address	mlucas@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Thurrock Adult Community College (TACC) – Adult Education
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
The current financial position of the council has meant we have had to give consideration to an in-year price increase linked to our current fee and charges. TACC is an Adult Education provided which is grant funded by the ESFA (part of the DfE). TACC offers the residents of Thurrock the opportunity to participate in adult learning programmes from accredited to leisure learning courses. Its unique selling point is that we work with Adults aged 19+ on non-accredited and accredited courses from pre-entry level to level 3.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult
The new in year increases will cause some concern with residents, however we have undertaken benchmarking with other providers in the sector who are near Thurrock (Essex ACL and Southend Adult Community College) and feel these can be increased from April 2024 but apply to courses starting in the 24/25 academic year (Sept 2024), enrolments would start in May/June 2024.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

TACC continually looks at what other local authorities with Adult Education providers are charging for similar programmes (eg. Essex ACL and SACC) – we have had to ensure that we remain competitive as this is a cost neutral service to the council. It provides much needed adult education courses and training for adults and families across Thurrock and we work with many departments within the Council to support their service users. We have bench marked our fees against Essex ACL and SACC, which have been sent over separately, to ensure we are charging learners at a competitive rate.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The price increases are in line with the increased running costs.</p> <p>It will impact some residents negatively</p>	<p>The in-year increases have been considered in line with the local competitors and we do not believe they will have a negative impact on bookings for a proportion of our local residents as many of them are entitled to courses for free</p> <p>Some of our local residents will struggle to pay any in year price increase due to the current rate of inflation and cost of living crisis– we will continue to support our learners by being flexible with payment plans and exploring other possible funding for fees.</p>
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	It will impact some residents negatively	<p>The in-year increases have been considered in line with the local competitors and we do not believe they will have a negative impact on the bookings for a proportion of our local residents</p> <p>Some of our local residents will struggle to pay any in year price increase due to the current rate of inflation and cost of living crisis– we will continue to support our learners by being flexible with payment plans and exploring other possible funding for fees.</p>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The in-year price increase will impact on all areas on communities within Thurrock	We will monitor impact as a College and make efforts to support learners who this impacts on through other funding options where possible
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	It will impact some residents negatively	<p>The in-year increases have been considered in line with the local competitors and we do not believe they will have a negative impact on the bookings for a proportion of our local residents</p> <p>Some of our local residents will struggle to pay any in year price increase due to the current rate of inflation and cost of living crisis– we will continue to support our learners by being flexible with payment plans and exploring other possible funding for fees.</p>
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
TACC Governing Body approve in-year increases	October 2023	TACC Governing Body

New fee structure implemented for 24/25 academic year	1 st August 2024	TACC
TACC fee policy updated and uploaded to TACC website before courses in 24/25 published.	1 st May 2024	TACC

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
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Most TACC learners are eligible for full fee remission or support from our Discretionary Learner Support Fund (DLSF; which aims to help those with no or low income with course, travel and childcare fees). From previous years enrolments and use of the DLSF, it is anticipated that the actual impact will be very minimal and can be mitigated by spreading the cost of payments across several months. TACC also offer a 10% discount for any learner who pays their fees in full, this will also help mitigate the impact.

However, we will monitor the impact on potential learners can collect feedback on if the price increases affect enrolment numbers and service users.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Children's Service – Mid Year Fee Increase Grangewaters
Lead officer name	Michele Lucas
Lead officer job title	Assistant Director
Lead officer email address	mlucas@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
. Grangewaters Outdoor Education Centre -
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
The current financial position of the council has meant we have had to give consideration to an in-year price increase linked to our current fee and charges. Grangewaters is an outdoor education centre which covers its running costs year on year and has over the past three years made a profit. Grangewaters offers the local communities of Thurrock the opportunity to participate in outdoor learning programmes. Its unique selling point is the work it undertakes with children and young people who have special education needs and this attracts customers from both within and outside of Thurrock. It is one of the key providers for the governments national holiday activities programmes.

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

The new in year increases will cause some concern re local residents however we have undertaken some market testing and feel they can be increased from October 2023. A further review of all fees and charges will be undertaken over the summer to ensure that we can increase fees from April 1st 2024

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact?
How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Grangewaters continually looks at what other local outdoor learning sites are charging for similar programmes – we have had to ensure that we remain competitive as this is cost neutral service to the council. It provides much needed activities for families across Thurrock including SEND children and young people. We will undertake further investigations over the summer to enable us to consider price increases from April 2024. As outlined in the document we do believe we can increase some of the Mid Year charges from October 2023 which are outlined document previously sent across.

2. Community and workforce impact

- 2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The price increases are in line with the increased running costs.</p> <p>It will impact some residents negatively</p>	<p>The in-year increases have been considered in line with the local competitors and we do not believe they will have a negative impact on the bookings for a proportion of our local residents</p> <p>Some of our local residents will struggle to pay any in year price increase due to the current rate of inflation and cost of living crisis– we will continue to seek external funding to ensure vulnerable children are not disadvantaged due to the in-year price increases.</p>
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The new price increases directly impact on children and young.	This in year price increases will be monitored and considers – external funding will be sought to mitigate the price increase.
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grangewaters offers a range of programmes specifically targeting children and young people with disability any increase in costs will place additional challenge on parents/carers	Holiday Activities programme supported children and young people on free school meals. We will undertake further targeted information re families with children with a disability.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Please refer to above due to vulnerability of children and young people related to cost increases	Please refer to above further external funding to be sought.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The in-year price increase will impact on all areas on communities within Thurrock	All work within the Children's Services is monitored via our Brighter Futures Strategy which is focussed on outcomes for children and young people.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The current workforce are trained to deliver high quality outdoor learning activities	We appoint a number of apprentices into the team to ensure that we are growing our workforce and supporting both young people and adults with apprenticeship roles in outdoor learning

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	It will impact some residents negatively	<p>The in-year increases have been considered in line with the local competitors and we do not believe they will have a negative impact on the bookings for a proportion of our local residents</p> <p>Some of our local residents will struggle to pay any in year price increase due to the current rate of inflation and cost of living crisis– we will continue to seek external funding to ensure vulnerable children are not disadvantaged due to the in-year price increases.</p> <p>.</p>
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
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Children's O&S approve the in-year increase of charges	June 2023	TBC
Communication sent to all current customers to inform them of the price increase from October 2023.	1 st August 2023	Click or tap here to enter text.
The new fee structure will be in place from October 2023.	1 st October 2023	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
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We will continue to monitor the impact from October to April re the price increases we are looking to introduce from October 2023, and this will enable us to have a secure picture of the price increases from April 1st 2024. We will continue to identify external funding opportunities to support families who would not be able to afford any price increase and use our funded places to support disadvantaged children and young people.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Michele Lucas	Assistant Director	Click or tap here to enter text.
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Thurrock Music Services
Lead officer name	Roy Dignum
Lead officer job title	Head of Thurrock Music Services
Lead officer email address	RMDignum@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Thurrock Music Services
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below. Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
<p>Thurrock Music Services provides instrumental and vocal tuition and other music opportunities including performances and workshops to the young people of Thurrock. The Music Service is in receipt of an annual grant from Arts Council England to undertake musical activities in response to the National Plan for Music Education. The grant is formula funded but there has been no real uplift in the grant for many years and there is a clear expectation from Arts Council for Music Services to reduce reliance on the grant. There is also an expectation that the grant will be matched (or exceeded) by generated income by 2025.</p> <p>The increase in fees for instrumental lessons to full cost recovery will help the sustainability of the Service for the foreseeable future.</p>

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

Thurrock Music Services(TMS) has engaged with neighbouring Music Services (Essex and Southend) in regard to their current fees and charges as well as any planned increases. It is clear that the increases to Thurrock Music Service fees will put TMS as the most expensive Music Service in the Greater Essex area so no further increases are planned in 2024-25.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Thurrock Music Services has compared prices with neighbouring Music Services. We maintain a database of how many students are currently learning with the Service. We will analyse the numbers in January to ascertain the impact on numbers engaging with the Service and the impact on income from this area of work.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The increases will a financial impact the families of those residents engaging with instrumental and vocal tuition.	The increase is small so the impact on numbers engaging with the music offer should not be significant. The Music Service has a remissions of fees policy which reduces fees by 50% for those on free school meals or by 100% for LACs and refugees.
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The new prices will directly impact families with children.	The Music Service has a remissions of fees policy which reduces fees by 50% for those on free school meals or by 100% for LACs and refugees. The remissions policy is funded from the Arts Council England grant.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Currently the Music Service does not have activity that specifically targets young people with additional needs. However, young people with SEND can access any music provision if they wish to do so.	The Music Service has a remissions of fees policy which reduces fees by 50% for those on free school meals or by 100% for LACs and refugees. The remissions policy is funded from the Arts Council England grant.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TMS funding is for the 5-18 age range	N/A
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TMS funding is for the 5-18 age range	N/A

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TMS is an inclusive Service. The price increase will impact all families engaging with the Service irrespective of race.	The Music Service has a remissions of fees policy which reduces fees by 50% for those on free school meals or by 100% for LACs and refugees. The remissions policy is funded from the Arts Council England grant
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The price increase will impact borough-wide.	The Music Service has a remissions of fees policy which reduces fees by 50% for those on free school meals or by 100% for LACs and refugees. The remissions policy is funded from the Arts Council England grant
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is the potential of a negative impact here if families can no- longer afford the provision.	The Music Service has a remissions of fees policy which reduces fees by 50% for those on free school meals or by 100% for LACs and refugees. The remissions policy is funded from the Arts Council England grant
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TMS funding is for the 5-18 age range	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Inform schools and parents of the price increases at the start of the Autumn Term. Monitor initial feedback from schools / parents.	30 th September 2023	Head of Service with admin support
Analyse the number of students signing up for instrumental tuition in January 2024 compared to September 2023.	March 2024	Head of Service with admin support
Project levels of income over the academic year .	March 2024 and July 2024	Head of Service with admin support
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

TMS will monitor the impact on student numbers over the course of the academic year. The remissions of fees policy will be promoted for those who find themselves particularly impacted on the price increase.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Roy Dignum	Head of Music Service	1 st September 2023
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Appendix 3 – Equalities Impact Assessments – Housing

Housing105

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Private Housing
Lead officer name	Dulal Ahmed
Lead officer job title	Housing Enforcement Manager
Lead officer email address	dahmed@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Housing Fees and Charges 2024/25
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
Housing fees including Houses of Multiple Occupation Application fees are reviewed annually in line with Thurrock’s Charging Policy when considering to increase, decrease or freeze fees and charges for council services provided to private landlords. The risk of not doing this could result in the Council being under resourced to deal with demand, which could result in worse quality housing in the Private Rented Sector [PRS] which would impact on the quality of life of PRS tenants.

1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

The Private Housing Team is going to engage with private Landlords in person and carry out an online survey regarding HMO licence fee charges in 2023/24 during its proposed Additional Licensing engagement programme. This takes place over 12 weeks. The engagement findings may influence the Houses of Multiple Occupation Fees & Charges structure in the coming year.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

The Private Housing Team have benched marked its HMO fee charges in comparison to our Essex and nearby London authorities to ensure our price charging policy is reasonable to landlords. This information is widely available online and all local authorities publish their fees and charges annually. The council's proposed fees are competitive compared to our peers who provide the same private housing services under their enforcement policy.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The number of small and large HMOs are widely spread across Thurrock. Licensing regulates the safety, and management of shared housing accommodation to ease community concerns that HMOs are ineffectively managed in the borough. The HMO price increase will not impact on current HMOs but new private landlords applying for a licence for the first time.</p> <p>Licensed HMOs contain conditions relating to anti-social behaviour. Licence holders have a duty to ensure ASB is controlled.</p>	<p>Positives – Communication Plan raising awareness of HMO licensing requirements to landlords and how to report a unlicensed HMO to the council. Failure to licence has the consequences of a civil penalty fine up to £30k or criminal prosecution.</p> <p>The Licensing Team have sufficient staffing resources to administer the scheme effectively. Licensing fees contribute towards staffing costs as per the regulatory guidance.</p> <p>Negatives The Private landlord may not progress the council's advisory recommendations.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HMOs house residents aged 18 years to 65+ years	<p>Positives – HMOs play an important role meeting the housing needs of local single adults. Over the last 4 years, Thurrock has experienced a shortage of 1-bedroom properties for single adults. Therefore HMOs appeal to solo renters and benefit private landlords with shorter void periods and high rental yields</p> <p>HMOs also play a vital part in providing safe and affordable accommodation whilst studying.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All HMOs are inspected and passed prior to getting a licence to operate as a HMO.	<p>Positives – Housing deficiencies are eliminated under a Housing Health & Safety Rating [HHSRS] risk assessment carried out by qualified and trained council officers to eliminate/mitigate risks to vulnerable groups.</p> <p>The Licensing Team raises awareness of grants and loans available to carry out home improvements by landlords to make properties accessible for disabled tenants to live independently in their homes.</p> <p>Negatives -The Private Landlord may not progress this advisory recommendation.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HMOs provide accommodation to all single adults	<p>Positives & Negatives</p> <p>Licensed HMOs require the owner/property manager to pass a Fit and Proper Test. This assessment ensures that they are suitable and responsible persons to run a HMO and they do not pose a risk to the welfare or safety of persons occupying the property.</p> <p>The Licensing Team enforce the licensing conditions of a HMO. The property manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary.</p> <p>Negatives – the council does not proactively inspect non licensable HMOs but they are subject to management regulations the council can enforce.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Licensed HMOs have a permitted number of occupants on a case-by-case basis set by the Council. Therefore, landlords can permit room sharing to accommodate couples based on room size.	<p>Positives & Negatives</p> <p>The Licensing Team carry out proactive inspections of licensed HMOs to ensure that landlords and tenants comply with the council's licence conditions. This reduces overcrowding in HMO dwellings within the borough.</p> <p>.</p>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HMOs are not designed to house children but single adults.	<p>Positives & Negatives</p> <p>HMOs have a maximum occupancy number permitted.</p> <p>The Licensing Team help pregnant HMO tenants access the council's allocation scheme for re-housing.</p> <p>Negatives – the council does not proactively inspect non licensable HMOs but they are subject to management regulations the council can enforce.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>HMOs provide accommodation to all single adults</p> <p>HMOs provide an important housing need for immigrant workers.</p>	<p>Positives & Negatives</p> <p>Licensed HMOs require the landlord/property manager to pass a Fit and Proper Test they are suitable and responsible persons to run a HMO and they do not pose a risk to the welfare or safety of persons occupying the property.</p> <p>The Licensing Team enforce the licensing conditions of a HMO. The property manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary.</p> <p>Negatives – the council does not proactively inspect non licensable HMOs but they are subject to management regulations the council can enforce.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HMOs provide accommodation to all groups	<p>Positives & Negatives</p> <p>Licensed HMOs require the landlord/property manager to pass a Fit and Proper Test they are suitable and responsible persons to run a HMO and they do not pose a risk to the welfare or safety of persons occupying the property.</p> <p>The Licensing Team enforce the licensing conditions of a HMO. The property manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary.</p> <p>Negatives – the council does not proactively inspect non licensable HMOs but they are subject to HMO management regulations the council can enforce</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HMOs provide accommodation to all single adults	<p>Positives & Negatives</p> <p>Licensed HMOs require the landlord/property manager to pass a Fit and Proper Test they are suitable and responsible persons to run a HMO and they do not pose a risk to the welfare or safety of persons occupying the property.</p> <p>The Licensing Team enforce the licensing conditions of a HMO. The property manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary..</p> <p>Negatives – the council does not proactively inspect non licensable HMOs but they are subject to management regulations the council can enforce</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HMOs provide accommodation to all single adults	<p>Positives & Negatives</p> <p>Licensed HMOs require the landlord/property manager to pass a Fit and Proper Test they are suitable and responsible persons to run a HMO and they do not pose a risk to the welfare or safety of persons occupying the property.</p> <p>The Licensing Team enforce the licensing conditions of a HMO. The property manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary.</p> <p>Negatives – the council does not proactively inspect non licensable HMOs but they are subject to management regulations the council can enforce</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>None. HMOs are generally spread evenly across the borough</p> <p>HMOs make a small proportion of the Private Rented Sector in comparison to single dwelling lets.</p>	<p>Positives & Negatives</p> <p>The impact of HMOs are constantly under review by the Licensing Team. Our current datasets do not show a concentration of HMOs in one area or street in the borough. Licensing conditions help to regulate HMOs to operate safely and adopt improved housing management standards. Also, the council can use planning tools to control the number of HMOS in an area if necessary</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The HMO fees and charges are published on the council's website to access. Payment is made either on online or over the telephone via the councils call centre. This is efficient to the customer.</p> <p>The Licensing Team are trained and qualified to administer the council's HMO licensing scheme.</p>	<p>Positives & Negatives</p> <p>The HMO fees and charges are reviewed annually to ensure they reflect the council's staffing costs to administer HMO licensing.</p> <p>The licensing Team have published Statement of Principles in plain English setting out their methodology of how penalty fee charges are calculated under the relevant legislative requirements. Landlords have the right of appeal at the First Tier Tribunal Property Chambers to challenge penalty charges.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>HMO licensing helps regulate the health and safety of residents living in shared accommodation to provide healthy homes in the borough</p>	<p>Positives – Landlords must pay a fee to the council to get a licence to operate.</p> <p>The administration process protects the HMO tenant’s health and safety. This includes setting the permitted number of occupants in each property to prevent overcrowding and eliminating harmful health and safety risk hazards to occupants. Property managers therefore have a duty to maintain their homes and enforce positive tenancy behaviours.</p> <p>Negatives – A minority of landlords fail to undertake their duties and responsibilities seriously. The Licensing Team protect the health and safety of tenants and take enforcement action where necessary and or carry out works in default to eliminate serious Category 1 hazards under HHSRS..</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Socio-economic outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Licensing HMOs improve community safety in the borough.	<p>Positives – Licensing requires landlords to improve their tenancy management skills and enforce positive tenancy behaviours negatively impacting on others. The council enforces its licensing conditions and intervene where a property manager fails to carry out their duties effectively.</p> <p>Negatives – the council does not proactively inspect non licensable HMOs but they are subject to management regulations the council can enforce.</p>
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HMOs provide accommodation to all single adults	Positives HMOs play an important role for solo renters unable to access the social housing register for their housing needs.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Review HMO Licensing	December 2024	Housing Enforcement Manager
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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Click or tap here to enter text.

4. Next steps

- 4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

The council's licensing function have carried out this assessment to ensure the council housing fees and charges do not impact negatively on any protected groups. This has not highlighted a disproportionate impact for any one of those protected groups. However, it is expected that HMO licensing will improve housing standards and tenancy management practices in the borough to help low income households who make up the majority of residents living in houses of multiple occupation in the borough. Officers will continue to monitor for any equalities implications and mitigate any issues which arise.

5. Sign off

- 5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Ewelina Sorbjan	Assistant Director of Housing	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Appendix 3 – Equalities Impact Assessments – Corporate

Legal Services	123
Legal Services (Homeownership).....	128

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Legal
Lead officer name	Jayne Middleton-Albooye
Lead officer job title	Interim Director of Law and Governance (Monitoring Officer)
Lead officer email address	jayne.middleton-albooye@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Fees & Charges that the Legal department are allowed to raise against defined activities within the council's fees and charges tables.
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
To increase income across the council and, in relation to this response, specifically in relation to Legal fees and charges

1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

This is a council wide exercise. We do not plan to take any specific consultation. The charges and fees relate to legal services we provide to individuals and businesses, both within and external to Thurrock in relation to a whole range of activities the individuals and business wish to engage in and for which we are permitted to raise a charge for the legal input.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

We have not undertaken an assessment of the impact. The fees and charges are intended to allow the costs of the legal input to be recovered and deliver a level of income to the council. We believe that they do not impact specific groups more than others.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
We do not intend to review the impact, other than monitoring the income against budgets.	Ongoing	Legal Practice Manager and Finance Business Partner
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
The only impact will be that individuals and business will need to pay an increased fee for those activities set out within the fees and charges tables.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Jayne Middleton-Albooye	Interim Head of Legal Services and Deputy Monitoring Officer	11/09/2023
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Homeownership Services
Lead officer name	Rasheed Said
Lead officer job title	Homeownership Services Manager
Lead officer email address	rsaid@thurrock.gov.uk
Subject of this assessment	
What specific policy, strategy, function or service is the subject of this assessment?	
Leaseholders Fees and Charges 2024/25	
Borough-wide or location-specific?	
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.	
Click or tap here to enter text.	
Why is this policy, strategy, function or service development or review needed?	
Council Leaseholders' fees are reviewed annually in line with Thurrock's Charging Policy when considering increasing, decrease or freeze fees and charges for council services provided to Council Leaseholders . The risk of not reviewing the fess means we might be out of step with current market rates and may impact on the level of income generated to the Housing Revenue Account.	

1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to consult or engage the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult or engage

Homeownership Services would engage with Council Leaseholders through an online survey regarding fee charges in 2023/24. This takes place over 8 weeks. The consultation findings may influence the Fees & Charges structure in the coming year.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Homeownership Services have benchmarked its fee charges in comparison to our Essex and nearby London authorities to ensure our charging policy is reasonable and competitive. This information is widely available online and all local authorities publish their fees and charges annually. The council's proposed fees are competitive compared to our peers who provide a similar service to their Council Leaseholders.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The number of Council leaseholder is widely spread across Thurrock. Lease extension charges regulate is function of the Council as the landlord. The new fees would not affect leaseholders that have previously extended their leases.</p> <p>Pre-assignment pack also enable to the council to keep track of changes in legal ownership monitor sub-tenant conditions that may lead to anti-social behaviour. Council Leaseholders have a duty to ensure ASB is controlled with their sub-tenants</p>	<p>Positives – Communication Plan raising awareness of Lease extensions for Right to buy leases</p> <p>Negatives</p> <p>The leaseholders may not be able to progress with the extensions based on the charges.</p>
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leaseholder will have to be of legal agree to own a property	Positives – Lease extension extend the legal ownership of home and provides an income stream to the council for its extension.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Leasehold extension are carried out if there is legal ownership of the property.	<p>Positives – Any issue with access to the building may be highlighted and mitigated as part of this process of requesting an extension.</p> <p>We can also raise awareness of grants and loans available to carry out home improvements by landlords to make properties accessible for disabled tenants to live independently in their homes.</p>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lease Extensions are granted if there is legal ownership of the property	Negatives – The Council does not keep record of leaseholders who have reassigned gender, but housing estates are subject to control and Anti-Social Behaviour controls and enforcement
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lease Extensions are dependent on the legal ownership of the leases and so joint leaseholder can extend the lease jointly or solely.	The Housing Manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Pregnancy and maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A lease will be granted if there is legal ownership of the property.	<p>Positives</p> <p>Homeownership Services can sign post to the council's allocation scheme an assessment of their housing needs.</p>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	v	<p>Negatives - The Council does not keep record of leaseholders who have reassigned gender, but housing estates are subject to control and Anti-Social Behaviour controls and enforcement</p> <p>The Housing Manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary.</p>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lease Extensions apply to all religious groups.	<p>Negatives - The Council does not keep record of leaseholders who have reassigned gender, but housing estates are subject to control and Anti-Social Behaviour controls and enforcement</p> <p>The Housing Manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lease Extension apply to all groups.	<p>Negatives - The Council does not keep record of leaseholders who have reassigned gender, but housing estates are subject to control and Anti-Social Behaviour controls and enforcement</p> <p>The Housing Manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary</p>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lease Extension apply to all groups	<p>Negatives - The Council does not keep record of leaseholders who have reassigned gender, but housing estates are subject to control and Anti-Social Behaviour controls and enforcement</p> <p>The Housing Manager has a duty to respond to tenancy complaints and the outcome is monitored by the council to intervene where necessary.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Location-specific impact, if any	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lease extensions will apply across the Council's housing stock across the Borough.	<p>Positives</p> <p>Our current datasets do not indicate that demand is concentrated in a particular area in the Borough.</p>
Workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The fees and charges are published on the council's website to access. Payment is made either on online or over the telephone via the councils call centre. This is efficient to the customer.	<p>Positives & Negatives</p> <p>The Lease Extension charges are reviewed annually to ensure they reflect the council's costs.</p> <p>Leaseholders have the right of appeal at the First Tier Tribunal Property Chambers to challenge lease extension fees and charges.</p>
Health and wellbeing of residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lease Extension promotes good neighbourhoods for the benefit of all Council estates by providing stability of ownership	<p>Positives –</p> <p>Leaseholders must pay a fee to the council for an extension to be granted.</p> <p>Property managers therefore have a duty to maintain their homes and enforce positive tenancy behaviours. All issues and risks within the estate are appropriately monitored.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Socio-economic outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lease extensions are across all socio-economic groups. Legal ownership of the lease can be acquired through the Right to Buy scheme or by acquisition on the open market.	Positives – Leaseholders must pay a fee to the council for an extension to be granted. Property managers therefore have a duty to maintain their homes and enforce positive tenancy behaviours. All issues and risks within the estate are appropriately monitored.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lease extensions are granted based on legal ownership.	Positives Current Right to buy legislation allows the time spent serving in the armed forces to count towards eligibility. This makes it easier to acquire a lease.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Review Leaseholder Fee and Charges	December 2024	Homeownership Services Manager
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

The council's Homeownership Service have carried out this assessment to ensure the council's leaseholders' fees and charges do not impact negatively on any protected groups. This has not highlighted a disproportionate impact for any one of those protected groups. However, it is expected that officers will continue to monitor and address any equality implications which may arise in the future.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Ewelina Sorbjan	Assistant Director of Housing	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Appendix 3 – Equalities Impact Assessments – HOSC

All data has been provided by each individual service area

Library Services.....138

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Thurrock Library Service
Lead officer name	Kelly Sharp
Lead officer job title	Library Services Manager
Lead officer email address	ksharp@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Annual increase in library fines and charges
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Applies to all residents who use the 10 libraries across the borough
Why is this policy, strategy, function or service development or review needed?
Annual review of Council's fees and charges

1. Engagement, consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to engage or consult the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

We are a statutory service within England and have reviewed our charges, comparing with our regional neighbouring authorities. e.g Essex, Southend, Havering and other London boroughs. We have kept increases to a minimum with regard to relevant charges, taking into account factors such as inflation, consumables and printing costs. Some decisions were made to challenge proposed higher charges to keep Thurrock in line with neighbouring authorities and mitigate the socio-economic impact to our users and to also cover costs and outlays.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Neighbouring library authorities' fees and fines charges data – to keep in line with neighbours (averaged).

Inflation/consumables and socio-economic impact

Thurrock Libraries own data on taking up of services e.g room hires

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In line with nearby local authorities. Changes will affect everybody	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Affects whole borough	Click or tap here to enter text.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Socio-economic outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will be paying more for services such as printing. Receiving at competitive price. Overdue charges only if items overdue – and have multi ways of renewing physically/virtually and by phone	Receiving at competitive price. Overdue charges only if items overdue – and have multi ways of renewing physically/virtually and by phone
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
How many accounts have unpaid items against them	Sept 2024	Essex CC
Income generation review (e.g. room hires)	Sept 2024	Management Team
Complaints received	Sept 2024	Kelly Sharp/Library Services Manager
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

We have tried to keep our costs to a minimum to mitigate undue socio-economic impact on residents who use the library service for a variety of reasons from borrowing books and other items to printing from the Internet, to hiring space for groups. The proposed increases are in the majority 5p; the highest is £3.00 for commercial hire of library space/rooms.

The increase in fines will affect adults if they do not return items on time. Certain categories are exempt:

Disabled people

If you are unable to read print due to visual impairment, physical impairment or a learning disability you do not have to pay any charges on the following items if you have an Access card:

- audio books
- music CDs
- DVDs
- language courses

Charges are made for overdue books and damaged items.

Home Library Service, Friends and Family card, Memory Support card

If you use the Home Library Service, a Friends and Family card, or a Memory Support card, you are exempt from the following charges:

- loan charges on audio books
- music CDs
- DVDs
- language courses
- overdue and rehire charges

Children and young adults

Children under the age of 17 do not pay overdue charges on the following items:

- books
- CDs and cassettes

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Thurrock Council

Community Equality Impact Assessment – Rent reviews and Lease Renewals

Service area and lead officer

Name of service	Property & FM
Lead officer name	John Cooper
Lead officer job title	Interim AD Property & FM
Lead officer email address	John.cooper@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
The subject of this assessment is part of the Financial Recovery Board Workstream and the purpose of the undertaking lease renewals and rent reviews, is to bring at least 10% additional income on the current budgeted income of £3.528M which has already been achieved for the current financial year.
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
To assess whether there is a negative impact upon the Council's property tenants following a review of the provision of their Leases with regards to rent reviews and lease renewals. In most cases rents will increase

1. Consultation and supporting information

1.1. What steps you have taken, or do you plan to take, to consult the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult

The rental increases only affect those individuals and organisations that have chosen to enter commercial property transactions with the Council. The Council is not the only owner and provider of commercial property and other organisations will initiate reviews where their Leases allow.

The Leases are typically reviewed on a regular basis; are agreed by negotiation accepted by choice and are normal contractual arrangements.

The rental increases only affect individuals or organisations that choose or have chosen to enter into a commercial transaction with the Council. Consultation with Community and workforce described in part 2 below is not deemed necessary and is not something that it is believed to be conducted by other Councils

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

We have reviewed our approach and working practice is consistent with other authorities.

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2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Consider the necessity and Benchmark annually against similar authorities	October annually	Head of Property Services
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Equality and Diversity Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
<p>Customers should be properly advised when entering property transactions</p> <p>Where individuals or organisations enter commercial leases or other commercial property transactions it is expected that there will be reviews and changes provided for in Lease agreements.</p> <p>Negative Community impact is not thought to be applicable at this time but will be reviewed annually to ensure any changes are appropriately and fully considered.</p> <p>.</p>

5. Sign off

5.1. This community equality impact assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
John Cooper	Interim AD Property & FM	10/11/2023
Jayne Middleton-Albooye	Interim Head of Legal Services	10/11/2023
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Parking Enforcement
Lead officer name	Michael Dineen
Lead officer job title	AD – Investigation, Enforcement. Public Protection & Community Safety
Lead officer email address	mdineen@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Proposed introduction of a staff parking permit scheme
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
This review has taken place due to the need for a solution to parking for staff. The underground car park at the civic offices is oversubscribed and on a first come first served basis, which is not suitable. This Scheme will allow for staff to purchase staff parking permits at a sliding scale that utilises the salary banding of those employees.

1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult
This has not required a consultation with staff and there is no requirement for any company/business/council to provide parking for its employees. This would be regarded as a staff benefit and would form part of internal policy.

1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

There is not intelligence as to the impact of this scheme, however staff will see significant reductions in parking costs, dependant on working patterns. Those that attend the office more regularly will see a greater benefit.

The sliding scale has allowed for lower salary employees to be considered and the impact of such a scheme is proportionate to their salary.

This has been to SLT and DMT of the relevant area.

2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will not affect local communities but this will have a positive impact on the workforce. Reduced cost of daily parking charges allows for savings to be made by employees in their disposable income.	We will maximise the impact but ensuring there is a sliding scale in place that is reflective of salary banding. With lower earners paying less for the permit and higher earners paying more. This represents proportionality.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The impact applies to all regardless of protected characteristics.	N/A
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Those with Blue Badges for parking will not be required to pay for a permit and will receive free parking either in the civic or in any car park the Council own.	This is a standing obligation that the Council adheres to.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The impact applies to all regardless of protected characteristics.	N/A
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The impact applies to all regardless of protected characteristics.	N/A
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The impact applies to all regardless of protected characteristics.	N/A
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The impact applies to all regardless of protected characteristics.	N/A
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The impact applies to all regardless of protected characteristics.	N/A
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The impact applies to all regardless of protected characteristics.	N/A
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The impact applies to all regardless of protected characteristics.	N/A
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The impact applies to all regardless of protected characteristics.	N/A
Workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will have a positive impact on the workforce. Reduced cost of daily parking charges allows for savings to be made by employees in their disposable income.	We will maximise the impact but ensuring there is a sliding scale in place that is reflective of salary banding. With lower earners paying less for the permit and higher earners paying more. This represents proportionality.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This will not affect the residents of the Borough.	N/A
Socio-economic outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Those living on a low income may have their ability to access services and amenities reduced or restricted.	It is hoped that the sliding scale for the cost of the parking permit will help reduce the cost of parking for those on low income.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This will not affect veterans and serving members of the armed forces.	N/A

3. Monitoring and review

- 3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
This policy will adhere to reviews as per the policy decision. The cost of the permits will be decided by a corporate policy change.	When requested	Senior Leadership Team
Review any additional feedback from engagement and update this CEIA accordingly	January 2024	Michael Dineen

4. Next steps

- 4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

Although some of the workforce will not wish to partake in this scheme, this will likely be because it is of no financial benefit to them. The calculations that have been made show that the cost of daily parking for all will be greatly reduced through the permit scheme if more than 2 days per week of usage takes place. The savings are even more prevalent to those on lower incomes that work from the office 5 days a week. This represents over £5 per day in savings for the lowest banded employees over the standard cost of Council Parking.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Phil Carver	AD – Investigation, Enforcement. Public Protection & Community Safety	20/10/2023

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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Economic Development
CEIA Lead Officer	Michele Lucas
CEIA Lead Officer job title	Assistant Director – Education and Skills
CEIA Lead Officer email address	mlucas@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Removal of Christmas lights subsidy
Borough-wide or location-specific?
<input type="checkbox"/> Borough-wide <input checked="" type="checkbox"/> Location-specific – please state locations below.
Grays High Street
Why is this policy, strategy, function or service development or review needed?
On 19 December 2022, Thurrock Council issued a 'Section 114' notice putting strict limits on what we can spend. This notice states the council should only be offering minimum statutory duties. Grays Christmas lights is dependent on Council funding while other towns across the borough have secured sponsorships. To bring Grays in line with other towns across the authority we will be seeking Sponsorship to cover the cost of Grays Christmas lights.

1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

There has been no specific engagement in relation to this proposal. In the past the Council has had a Town Centre Officer who has led on Christmas Lights and event however the post has now been deleted. The economic development and skills team will work with local businesses in Grays to identify potential sponsorship – we will also approach the Grays Town Shopping Centre to speak to the owners around supporting the Christmas lights in Grays, recognising that all other town centres have secured sponsorship for the Christmas lights.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Diversity data has not been captured in the case of those attending switch-on events or benefitting from Christmas lights in Grays.

2. Community and workforce impact

- 2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This is a Grays specific display. It is not possible to determine the number of additional visits from residents across the borough specific to the installation of Christmas lights.	N/A
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No disproportionate direct impact anticipated on the basis of age.	N/A
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No disproportionate direct impact anticipated on the basis of disability.	N/A
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No disproportionate direct impact anticipated on the basis of gender reassignment.	N/A
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No disproportionate direct impact anticipated on the basis of marriage and civil partnership.	N/A
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No disproportionate direct impact anticipated on the basis of pregnancy and maternity.	N/A
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No disproportionate direct impact anticipated on the basis of race.	N/A
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No disproportionate direct impact anticipated on the basis of religion or belief.	N/A

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No disproportionate direct impact anticipated on the basis of sex.	N/A
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No disproportionate direct impact anticipated on the basis of sexual orientation.	N/A
Location-specific impact, if any	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This proposal has the potential to deliver a negative impact for businesses in Grays with a potential reduction in footfall from any additional visits through the period of their installation.	Sponsorship will be sought to cover the costs to maintain Christmas lights in Grays and mitigate this risk.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No disproportionate direct impact anticipated for the council's workforce.	N/A
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The installation of Christmas lights has a 'feel good' factor for some residents although there is no disproportionate direct impact on health and wellbeing anticipated from the withdrawal of this subsidy.	N/A
Socio-economic outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This proposal has the potential to deliver a negative impact for Grays with a potential reduction in footfall and local spend further to the removal of festive lights and any additional visitors to the area for the period they are assembled.	Sponsorship will be sought to cover the costs to maintain Christmas lights in Grays and mitigate this risk.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No disproportionate direct impact anticipated for veterans and serving members of the armed forces.	N/A

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Review any additional feedback from engagement and update this CEIA accordingly	January 2024	Michele Lucas
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact
It is anticipated that there will be an impact across all groups although this is unlikely to be disproportionate except for those that are located in Grays and have the opportunity to view the lights owing to the location of their home or visit Grays specifically to view the Christmas Lights installation (data is not held on this specifically to provide an accurate estimation of how individual groups will be impacted).
Other areas across the borough do not receive this discretionary funding therefore in the past Grays people have been supported more for this project than other local areas. As other locations across the borough, it is the expectation that sponsorship will be raised to offset the withdrawal of the council subsidy for Christmas lights in Grays.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. This should not be the CEIA Lead Officer. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Mark Bradbury	Director Place	16 October 2023
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Digital and ICT
CEIA Lead Officer	Andy Best
CEIA Lead Officer job title	Head of Digital and ICT
CEIA Lead Officer email address	abest@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Print and post-room changes (internal/operational only)
Borough-wide or location-specific?
<input type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Internal only
Why is this policy, strategy, function or service development or review needed?
<p>Since 2020, the Council has adopted smarter working practices and created efficiencies in the way we work, this has reduced the usage of our Multi- Functional Devices (MFD's).</p> <p>As part of our commitment to transforming working practices and making tangible savings, there is a need to streamline our MFD provision and to review post and mailroom services. We will drive a reduction from the current 2.4 million pages of print to target a 50% reduction in paper usage from 2024/25 and will put in place a print policy to ensure further reduction in future years. We will set in place a target for a 50% reduction in the 562,000 pieces of outgoing mail through the implementation of digital solutions and by targeting the use of email where appropriate to enable a reduction in outgoing postage and costs arising. We will reduce the number of devices from the current 90 devices down to a maximum of 30 to reduce the rental cost of devices.</p>

1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

In July 2023, a report was taken to Cabinet who agreed a tender exercise for a combined MFD, bulk printing & mailroom tender with a view to putting in place a contract of 3 years (with an option for an extension for a further 2 years). A tender for MFD provision has now gone to open market for bids that will be evaluated in November 2023 prior to a report and recommendation to Cabinet in January 2024.

Engagement has been started with internal services with statutory functions most likely to be impacted by operational changes including Democratic Services and Legal Services. This is for the purpose of ensuring services are involved early in the case of any change and needs are considered appropriately.

Where applicable, engagement with affected staff will take place prior to changes to the delivery of post-room functions.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

Further consultation will be needed with users of the services, as whilst other options offer the opportunity for efficiencies, the council's culture in respect of how it uses these services will need to adapt. For example, it will not be practical in future for large "walk in/while you wait" print jobs to be done and staff will need to take more responsibility for checking documents, before they are sent for print, as the print room staff are providing an element of quality control at present.

2. Community and workforce impact

- 2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The tender specification includes a requirement for social value in line with the Public Sector Social Value Act (2012).	Social value will be incorporated within the final contract and form part of the contract management and monitoring cycle.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific impact in relation to age.	No specific impact in relation to age.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific impact in relation to disability.	No specific impact in relation to disability.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific impact in relation to gender reassignment.	No specific impact in relation to gender reassignment.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific impact in relation to marriage and civil partnership.	No specific impact in relation to marriage and civil partnership.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific impact in relation to pregnancy and maternity.	No specific impact in relation to pregnancy and maternity.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific impact in relation to race.	No specific impact in relation to race.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific impact in relation to religion or belief.	No specific impact in relation to religion or belief.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific impact in relation to sex.	No specific impact in relation to sex.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific impact in relation to sexual orientation.	No specific impact in relation to sexual orientation.
Location-specific impact, if any	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Changes will take place across the council estate although are most likely to apply to members of the workforce based in Civic Offices.	To monitor use of MFDs and feedback from members of the workforce relating to change.
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A reduction in the number of MFDs will have an impact for members of the workforce who may need to travel further within their place of work to access a print facility. This is most likely to impact those working in Civic Offices. Impact relating to change in the Post Room provision may occur	Feedback to be invited through transition to a reduced number of MFDs. Members of the workforce directly impacted by changes to the post-room provision will be consulted and supported on an individual basis.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This project will enable the Council to drive down the amount of printed material they consume, reduce paper usage, cut carbon emissions, work towards an ambition to reduce print volumes by 50% whilst maintaining access for all users.	Opportunities for further reductions in printing will be scoped throughout the duration of the contract.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific impact on socio-economic outcomes.	No specific impact on socio-economic outcomes.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific impact in relation to veterans and serving members of the armed forces.	No specific impact in relation to veterans and serving members of the armed forces.

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
CEIA to be reviewed on completion of tender evaluation exercise and prior to options analysis	December 2023	Andy Best
CEIA to be refreshed and published with Cabinet report in January 2024	December 2023	Andy Best
CEIA to be reviewed and refreshed prior to project implementation	March 2023	Andy Best
CEIA to be reviewed and refreshed as part of regular operational delivery and contract management cycle	April 2024-March 2027	Andy Best
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4. Next steps

- 4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

This proposal to reduce MFD provision is a change in internal operational practice and is not anticipated to have an impact on residents although has the potential to impact workforce (subject to the outcome of a review of post-room provision).

Section 3.2 outlines a plan to maintain an ongoing review and refresh cycle for this CEIA.

5. Sign off

- 5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. This should not be the CEIA Lead Officer. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Jackie Hinchliffe	Director for HR, OD and Transformation	17 October 2023
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Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Parking Enforcement, Public Realm
Lead officer name	Michael Dineen
Lead officer job title	AD for Investigation, Enforcement and Community Safety
Lead officer email address	mdineen@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
To utilise available legislation to enforce moving traffic offences at Junction 31 (M25) Roundabout, specifically, encroachment into 'yellow boxes' at the location.
Borough-wide or location-specific?
<input type="checkbox"/> Borough-wide <input checked="" type="checkbox"/> Location-specific – please state locations below.
Junction 31 (M25) Roundabout
Why is this policy, strategy, function or service development or review needed?

Since 31 May 2022, local authorities outside London have been able to apply to the Secretary of State (SoS) for powers to enforce “moving traffic offences”. This means they can be granted powers that have previously been held only by the police and will allow local authorities to issue fines to drivers for a number of offences for the first time. The offences are defined in Schedule 7 of the Traffic Management Act 2004.

They include:

- Incorrectly driving into a bus lane
- Stopping in yellow box junction
- banned right or left turns
- illegal U-turns
- going the wrong way in a one-way street
- ignoring a Traffic Regulation Order (TRO)

Thurrock encounters traffic from all over UK and is visited constantly by foreign commercial and light vehicles from abroad. Our ports attract thousands of vehicles a year. The powers have been successfully used in London for some years. This newly amended legislation allows Local Authorities to apply to be part of the Statutory Instrument (SI) that will amend the legislation.

Thurrock Council placed the appropriate application to the SoS in February 2023, with this being accepted on 27th April 2023. The SI was signed off by the Commons in July 2023. The Authorities application was to enable enforcement at Junction 31 (roundabout) with regards to yellow box junctions. Further sites can be identified moving forward; however this is the only site that can currently be enforced.

1. Consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to consult or engage the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult or engage

An online public engagement program was completed, lasting the required 6 weeks. There were 486 people who visited the consultation site with 51 people registering and submitting a response.

Listed below is a flavour of some of the responses:

<p>Good idea as driving standards in the borough are at best dreadful!</p>	<p>It's just another way to punish the driver when no thought has been made to improve junction just make money to put into a bankrupt council.</p>
<p>I would be happy for more drivers to be prosecuted for motoring offences, especially driving while playing with their mobile phone.</p>	<p>This will be the thin end of the wedge. You have no right to police highway. What next? Where will this stop. You can't even run the Borough effectively now. Why would you wish to add to the burden? Or is this a way of raising revenue for your already debt ridden authority.</p>
<p>I think this a great idea given the frequency of that junction being gridlocked. I hope before too long you begin to deploy the noise level style cameras since there are so many vehicles with illegal exhaust pipes and stereo volumes to deafen!</p>	<p>You will only continue to spread these money making schemes, you will get as greedy as Khan in London! Look at the no science 20mph you wasted monies on through Stanford, east tilbury, only to have to rip them up again!</p>
<p>It would be a good idea to leave the yellow box junction clear so local traffic can flow</p>	<p>Unfair prosecution on an already difficult junction. Traffic lights force rapid slow traffic as does building traffic on Bridge.</p>
<p>For too long drivers especially lorry drivers have blocked these yellow boxes to the detriment of other road users, seemingly thinking the rules don't apply to them. Can't wait for some sort of enforcement to begin.</p>	<p>Thurrock council has a poor track record of administering any schemes they implement. It needs to be easy for those affected to challenge decisions. This should not go ahead.</p>
<p>Long overdue, please use ANPR for the most robust approach to ensure this junction is kept clear. A yellow box plan should be implemented at J30 as well as the roundabout at B186 / A1306 Thurrock services & lakeside retail.</p>	<p>It is the principal of the Council wasting public time and money on this proposal rather than the location. No doubt this location has been chosen with great care to ensure Thurrock Council gets the Gov't's blessing to fleece motorists.</p>
<p>I think this is a really good idea for this location. But also potentially could be of benefit to many junctions which currently get blocked needlessly, causing congestion, pollution, delays and confusion.</p>	<p>I think this is just another money venture for the council. There has been no reason adduced by the Council why there is need for this proposal. I vehemently and strongly oppose this proposal</p>

We should look at rolling out to other sites in the Borough and also consider additional box junction markings at new locations e.g. Treacle Mine RAB.

Think its wise to revisit this when the temporary phase is completed and clear what works and doesn't

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

The implementation of enforcement against offences stems from the need to ensure traffic management is maintained. Several Essex Police responses have raised concern with this Junction, especially when issues are found on the bridge. Recently a 10 mile 'gridlock' was identified by EP who then required to send police officers to the scene to conduct physical traffic management. It was the result of keeping the yellow boxes clear that resulted in the reduction of congestion and ultimately the free flowing of the highway network. This is not targeting those that have not committed an offence. The police are already able to enforce these offences in this location.

2. Community and workforce impact

- 2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate traffic management will help control how the network flows. Inconsiderate driving, or a lack of control/awareness by drivers creates dangers for all road users. Communities struggle to meet personal commitments when the traffic network grinds to a halt.	By ensuring all drivers are aware of the possibility of committing offences by good legal signage. This will encourage good driving practices, thus increasing safety on the roads as well as free flowing highway networks.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This enforcement does not target age, although only drivers are able to be enforced against and therefore all must be over 17 years age (legal driving age).	N/A
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This will not affect those with disabilities in any greater way than those without. This enforcement is a result of driving offences only.	N/A
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Location-specific impact, if any	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will affect one specific location, but this will be positive and will allow for greater traffic management as well as ensuring better driving standards and safety.	The Council will promote its enforcement and continue to remind all drivers that abiding by the law will ensure they are not enforced against but also that they will help keep the borough 'moving'.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will not impact the workforce per se, in fact this enforcement action will assist in all road users being able to reach their destinations quickly and safely.	Enforcement by CEO's allows for those drivers that ignore the laws of the road to be held accountable for their poor driving standards. This will encourage drivers to continually question their driving and not to be on 'auto pilot' when driving.
Health and wellbeing of residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It was not long ago that this area suffered from severe traffic management issues, this resulted in hours and hours of delays to residents, all of whom had personal destinations, such as hospital/doctor appointments, school drop offs and workplaces to get to. By increasing our ability to enforce in this area as well as a efforts to publicise good driving behaviour the wellbeing of residents will also improve. Having stationary traffic constantly outside homes is also extremely unhealthy for the residents.	Promotion of the offences and drivers responsibilities will help maximise these efforts.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is an economic impact of breaching the legislation, but this will not affect any resident that does not breach the legislation. Therefore there can not be a reasonable reason for a negative impact as it is an individuals choice to break the law,.	N/A
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

3. Monitoring and review

- 3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
The review of this enforcement will be incorporated into the yearly parking enforcement report.	Yearly Review	Parking Enforcement
Review any additional feedback from engagement and update this CEIA accordingly	January 2024	Michael Dineen
Review of best practise guidance for enforcement	Yearly Review	Parking Enforcement
To consider any alternative solutions that are available	Yearly Review	Parking Enforcement

4. Next steps

- 4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

There is no report that has gone to any committee, however this will be presented to any committee that is required. The impact is particularly low in this instance.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Michael Dineen	AD for Investigation, Enforcement & Community Safety	31/08/2023

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Housing Solutions
Lead officer name	Chris Wade
Lead officer job title	Head of Housing Solutions
Lead officer email address	christopher.wade@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Extension of the Council's Housing First Scheme
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
<p>The proposal is to extend the Housing First scheme by 5 houses. The extension of the scheme is aimed at people who struggle to maintain tenancies within general needs housing and sometimes within supported living. The premise of the scheme is that it is designed to ensure that individuals with a series of complex needs and challenges have secure and safe accommodation where they can receive support on an individual and tailored basis from a specialist mental health worker (CPN).</p> <p>The intended outcome(s) of the scheme are as follows:</p> <ul style="list-style-type: none">• Improve the ability of people with complex needs to secure a permanent tenancy.• Reduce the need for people with complex needs to stay in or be moved to placements that have potential to reduce their independence and are extremely costly.• Improve the ability of the health and care system to reduce and manage crises within the individual's own property.• Reduce the probability of tenancy breakdown for people with complex needs.• Reduce the amount spent by the system on people with complex needs through tenancy breakdown.

1. Consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to consult or engage the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to consult or engage
Internal engagement with Finance, Adult social care, and external stakeholders at Sanctuary Housing Association, Mental Health, Public Health, and Drug and Alcohol services for support provision.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used			
Option	Pros	Cons	Reason why option has been chosen or rejected
1. Do Nothing / No Change	People are managed to an extent within alternative provision	Very costly, loss of independence, potential for placement breakdown, lack of 'step down' options	For the reasons set out in the 'cons' column
2. Extend Housing First (this proposal)	Improves outcomes for individuals, wrap around psychiatric care able to better manage potential for crisis, reduced potential for tenancy breakdown and chance for people to have a permanent tenancy, reduces cost of existing placements	Potential that people may not secure a tenancy, failure to reduce costs sufficiently if people are not stabilised	Grant funding is providing us with the chance to test this initiative for a year which will provide us with the ability to understand the pros and cons of the initiative and decide whether to provide as part of a 'mainstream' offer.

2. Community and workforce impact

- 2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>When a subject initially moves to a location/community there may be some small negative impact at the start of the process as their behaviours and social issues may come into play.</p> <p>However, with the wraparound and coordinated support available, as the main aim of the scheme, the overall impact will be positive for local communities as it will reduce the levels of ASB and other problematic behaviours by targeting complex individuals who may have previously caused these to a significant degree in the area.</p>	Ensuring the support elements are well coordinated and in place at the earliest opportunity, planned prior to placement. Also intensifying support at the entry point to reduce risks.
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is intended that this provision will work across protected characteristics and will be open to all, providing person-specific support related to these, as well as other socio-economic concerns involved.	Early connections to characteristic-specific community support
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	
Marriage and civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	
Pregnancy and maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	
Location-specific impact, if any	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As for the wider community	
Health and wellbeing of residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The scheme is specifically designed to include support from Adults, mental and other health provision, and community led groups, leading to better health and wellbeing outcomes for the specific cohort involved, as well as the communities in which they live.	Community and stakeholder buy in is a must and is coordinated by a specific named officer.
Socio-economic outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The cohort involved have complex needs and the support provided will include that around employment, training, benefit and income maximisation, etc.	As above
Veterans and serving members of the armed forces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
Review any additional feedback from engagement and update this CEIA accordingly	January 2024	Christopher Wade

Continue engagement as part of the annual review process to ensure the community and equality impact can be reviewed and considered before any changes are made in the review	On an annual basis	Housing Solutions Team, Adult Social Care, Health and providers
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4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

Impact on Stakeholders/community

- Ability to reduce costs, time, and demand for partners such as the NHS, drug and alcohol services, public health, etc.
- Ability to reduce potential for impact on the community – reduction in high risk behaviour, ASB, domestic and other violence, drug use, etc.

Cost/Benefit Appraisal

Cost and benefit will depend upon the individuals chosen to move into the properties. Examples below are related to two individuals who will be supported through the initiative:

Example:

X is currently in supported accommodation at a cost of £2354 per week. This equates to £122,408 per annum.

X has been supported for several years due to their complex needs and is not, without support, able to live independently.

The scheme will enable X to live independently but with specialist support to help maintain and control behaviour and to avoid escalation. Existing Mental Health workers agree that X does not need to be supported accommodation but does need an alternative.

Should X succeed as part of the initiative, the financial and human benefits are significant – and cover the cost of the initiative itself.

Financial:

Due to the nature of the external funding for mental health professionals included in the work, as well as the integrated funding model for the support provision through government grants, the sole true expenditure is on the provision of accommodation (rental costs), which would be covered by the resident through either their own funds, Universal Credit, or housing benefit dependent on circumstances.

Costs to crisis intervention services are reduced, and person-centred approach means less requirement for end-point, higher cost provision in an emergency. Further, the potential for housing breakdown, rental loss, and other costs is mitigated by the ongoing support and monitoring, as well as the final betterment of independence in the resident involved.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Jayne Middleton-Albooye	Interim Head of Legal Services Click or tap here to enter text.	03/11/23
Chris Wade	Head of Housing Solutions	18/10/23
Ewelina Sorbjan	Assistant Director - Housing	Click or tap here to enter text.

Thurrock Council

Community Equality Impact Assessment

Service area and lead officer

Name of service	Children's Services
CEIA Lead Officer	Michele Lucas
CEIA Lead Officer job title	Assistant Director – Learning and Skills
CEIA Lead Officer email address	mlucas@thurrock.gov.uk

Subject of this assessment

What specific policy, strategy, function or service is the subject of this assessment?
Inspire Careers Savings
Borough-wide or location-specific?
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
Why is this policy, strategy, function or service development or review needed?
The recent review by PWC has identified further savings within the Inspire Youth Hub. The business case sets the reductions that will be needed and the timescales for implementation. Our successful On Track programme is also ending from March 31 st and the staffing changes from this area are also included in the business case. This business case ensures that we are delivering our minimum statutory duties as outlined in the Section 114 that the LA has been issued. We have identified a small amount of additional funding to support our NEET reduction programmes. Inspire operates as a business within a business and as such will continue to identify further funding opportunities. The opportunity to bring economic development and skills together will provide other opportunities from external bodies including Thames Freeport.

1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

Steps you have taken, or plan to take, to engage or consult

This forms phase two of our new operating model and has been further developed by enhanced cross directorate working between Children's and Place. One of the clear messages from employees has been the complicated landscape this new model presents and that it is important to simplify this and enable both young people and adults to develop the skills to access both further educational opportunities and employment.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

Sources of data or intelligence, and how they have been used

We have used data captured by Inspire for 2023 to inform this impact assessment. It will offer a baseline for an outcomes framework going forward.

Our work with 16-18 year olds is monitored by the service regularly and we have strong data sets which outline our excellent work around ensuring young people are engaging in education employment or training.

Our current NEET figure is 2% and we have 0% unknown figures which means we are very confident in the data that we are presenting. Given the move to statutory minimum these figures are likely to rise, and we will need to monitor closely the impact on our most vulnerable groups including care leavers, SEND and those in the criminal justice system.

The data only tells some of the story. To support this we have a portfolio of case studies that have helped to inform this CEIA and enable us to describe the journey of the young person, how they have progressed and gained the skills to enter the world of work.

2. Community and workforce impact

- 2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
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Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Local communities in general	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The realignment of employability & skills with economic development will provide opportunities for residents around skills development. With the exciting regeneration opportunities available locally ensuring both adults and young people have skills that enable them to take advantage of new job opportunities.</p> <p>The removal of employability & skills workers as well as careers personal advisors will mean we will not be able to support the same number of young people we are currently.</p> <p>Business engagement programmes will cease e.g. Thurrock's Next Top Boss.</p> <p>We have strong tracking support and are currently in the top 5% across the country for tracking NEET and unknowns this will be significantly reduced with a reduction in careers advisors. Thurrock will not remain in the top 5%</p>	<p>The bringing together of skills and economic development will afford further opportunities for both young people and adults linked to the economic development and wider regeneration offer.</p> <p>Inspire will continue to seek funding opportunities to provide programmes to support young people. We also have good relationships with several external training providers and this will create further opportunities.</p> <p>Likely to see an increase in the number of NEET young people due to the reduction in support.</p> <p>Work will be undertaken to see if we can identify an organisation in the business sector to take this programme forward.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
				for NEET and unknowns.	
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By bringing economic development and skills together the new operating model will support both young people and adults to obtain the skills to access local employment opportunities which is a key strategic drive of the skills recovery plan for Thurrock.	This work will be monitored by both the Brighter Futures Partnership Board and Backing Thurrock along with the newly established Business Leaders Partnership.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>A key strategic driver for the Backing Thurrock Skills Strategy and the Brighter Futures Strategy is around ensuring that young people and adults who have disabilities can be supported to gain employment.</p> <p>Reductions in the team will reduce the amount of work that can be undertaken in this area.</p>	Work will continue with our local colleges and businesses to support disability opportunities in the workplace – however this will be reduced due to capacity within the team.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific disproportionate impact.	N/A
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific disproportionate impact.	N/A

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific disproportionate impact.	We work with early years providers to support young parents and take up of our 2 and 3- and 4-year-old offer has remained above the regional and national average to continue within the combined economic development and skills to support women back into work.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The work with all educational partners ensures that they have strong inclusion policies which are reviewed by Ofsted	All education partners will be required to have an Equality and Diversity policy as well. Thurrock has a well-established English Speakers of Other Languages (ESOL) range of programmes, and we will continue to support minority groups to access employment opportunities locally.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific disproportionate impact.	N/A
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delivery of the service will support all residents and will be mindful of the responsibilities of those residents with caring responsibilities for children and / or other family members.	N/A
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific disproportionate impact.	N/A

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Location-specific impact, if any	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>This new operating model applies across the borough and is focussed on the opportunity to link businesses and residents to identify skills for employment opportunities linked to our Backing Thurrock Skills Recovery Plan. Targeted work will be undertaken with residents who have identified vulnerabilities its disability or young people in the criminal justice system.</p> <p>The reduction in capacity to deliver will mean we have less resource to support vulnerable groups including care leavers and those in the criminal justice system.</p>	<p>All work within the Brighter Futures Strategy is focussed on outcomes for children and young people.</p> <p>The Backing Thurrock Skills Implementation plan focuses on outcomes for young people and adults. It has a clear strategic driver around working with vulnerable residents to ensure they benefit from the regeneration agenda locally.</p>
Workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The current workforce is trained to deliver high quality careers advice to both young people and adults.</p>	<p>We appoint a number of apprentices into the team to ensure that we are growing our workforce and supporting both young people and adults with apprenticeship roles.</p>

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Health and wellbeing of residents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The community should see a more seamless approach to the skills offer from a skills perspective although the removal of careers advisors and those undertaking employability and skills work will reduce the amount of work that can be undertaken and will offer our minimum statutory duty, with a risk to work with our most vulnerable young people.	Targeted work will be undertaken with residents who have identified vulnerabilities including disability or young people in the criminal justice system.
Socio-economic outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	An outcome framework will monitor a key set of indicators for example number of young people aged 16-18 who are not in education employment or training to build an understanding of the impact on socio-economic outcomes.	Data on skills development for both young people and adults will also be recorded and presented to the Backing Thurrock implementation group for scrutiny and support where required.
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific disproportionate impact.	N/A

3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
This new operating model will be monitored by both the Brighter Futures Board and the Backing Thurrock Partnership.	June 2024	Michele Lucas

Review any additional feedback from engagement and update this CEIA accordingly	January 2024	Michele Lucas
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4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

Summary of implications and customer impact

Whilst this new operating model has been developed as a result of the current financial position of the council it affords an opportunity to bring together employability and skills and economic development. We will see a reduction in performance and an increase in the number of young people who are not in education employment or training and this will need to be monitored closely. Inspire will continue to try and identify funding opportunities to mitigate the impact for our vulnerable young people.

5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. This should not be the CEIA Lead Officer. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Michele Lucas	Assistant Director – Learning and Skills	13 October 2023

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BUDGET SCRUTINY - 2024/25 Savings
COMMUNITY EQUALITY IMPACT ASSESSMENT (CEIA) LISTING

Savings Proposal	CEIA required?	CEIA completed?	Total £'000
CTS0001- S117 Reviews to Improve Efficiencies	YES	YES	367
CTS0004- Review Charging Policy for Assistive Technology	YES	YES	50
CTS0006- Review of Care Packages	YES	YES	832
CTS0011- Direct Debits	YES	YES	106
CTS0013- Growing Portfolio of Temporary Accommodation	YES	YES	140
CTS0015- Commissioning Review - LD and MH Services	NO	NO	125
CTS0021- Expansion of Community Led Support Teams	YES	YES	72
CTS0027- CHC - Review of cases to secure appropriate Health Contribution	NO	NO	100
CTS0028- Education and Skills Transformation	YES	YES	378
CTS0029- Review of Social Care	YES	Second tranche	233
CTS0055- Fees and Charges	YES	YES	325
CTS0077- Rent Reviews	YES	YES	650
CTS0079- Car parking at Civic Offices and Staff Parking Permit Scheme	YES	YES	86
CTS0080- Remove outsourced night-time security guards at Civic Office and Town Hall	NO	NO	63
CTS0085- Remove subsidy on Christmas Lights	YES	YES	15
CTS0087- Mail and Print Service Review	YES	YES	39
CTS0098- Deletion of Land Charges Manager	NO	NO	69
CTS0107- Moving Traffic Offences	YES	YES	348
CTS0109- Review Intelligence Officer Post in Counter Fraud & Investigation	NO	NO	47
CTS0117- Customer Services Vacancy and CCA Accreditation	NO	NO	83

Savings Proposal	CEIA required?	CEIA completed?	Total £'000
CTS0124- Client Support Officer tasks moved to Support & Performance team	NO	NO	45
CTS0125- Sports, Recreation & Leisure Management	NO	NO	77
CTS0126- Contracts & Disposal Management	NO	NO	105
CTS0127- Street Scene Head of Service	NO	NO	100
CTS0130- Stationery Budget	NO	NO	53
CTS0133- Housing First	YES	YES	50
CTS0136- Waste Collections	YES	YES	2,551
CTS0137- Trade Waste	NO	NO	200
CTS0201- Contact Management	YES, CROSS CUTTING	Second tranche	977
CTS0202- Enhancing workforce planning to better control agency spend	YES, CROSS CUTTING	Second tranche	2,530
CTS0203- Corporate Services	YES, CROSS CUTTING	Second tranche	1,788
CTS0209- Parks and Open Spaces	YES, CROSS CUTTING	Second tranche	273
CTS0212- Learning and Development Budget	NO	NO	139
CTS0214- People and OD Team	YES	Second tranche	240
CTS0216- Inspire - Employability & Skills Saving	YES	YES	221
CTS0217- Home to School Transport - Review of Minibuses and Taxis	YES	YES	145
CTS0226- Home to School Transport - Policy update and post 16 charging policy	NO	YES	37
CTS0303- Review of Fleet Management & Delivery	NO	NO	93
CTS0304- Technical Support Officer	NO	NO	80
CTS0305- Business Improvement Manager and Performance & Support Manager	NO	NO	87
CTS0307- Review of Directorate Support	NO	NO	33

Savings Proposal	CEIA required?	CEIA completed?	Total £'000
CTS0309- Public Rights of Way Officer	NO	NO	24
CTS0310- Highways and Transportation Service – Head of Service	NO	NO	106
CTS0312- Business Rates Retention Pooling 2024/25	NO	NO	1,750
CTS0314- Strategy Team Senior Management Restructure	NO	NO	58
CTS0315- Removal of specialist agency budget within PQBI	NO	NO	52
CTS0316- Reduction in central communications budget	YES	YES	10
CTS0318- Council Tax Base Increase	NO	NO	1,030
CTS0319- Caring for Thurrock	YES	YES	562
CTS0320- Review of Storekeeper post	NO	NO	33
CTS0082- Civic Centre Energy Efficiency Review	NO	NO	30
CTS0211- Outsourced Daytime Security at Town Hall	YES	Second tranche	90
CTS0118- Finance Restructure and Incremental Costs	NO	NO	410
CTS0321 – Emergency Planning and Public Protection – Head of Service Merger	NO	NO	103
Grand Total			18,210

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By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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