

COUNCIL - 8 FEBRUARY 2018

## COUNCIL TAX 2018-19

### Summary

The Executive considered the draft service plans and budgets and the overall Council Tax requirement for 2018/19 on 1 February 2018 and has recommended their approval. Minutes 4 to 7 of the Executive meeting refer.

The final Local Government Finance Settlement was announced on 6 February. There were no changes to the provisional settlement figures for Woking.

Surrey County Council and the Office of the Surrey Police and Crime Commissioner have determined their requirements and the final precepts have been levied.

The precept levied by Surrey County Council is a 6% increase compared to 2017/18. This includes 3% for adult social care.

The total of the precepts from Surrey County Council, Surrey Police and Crime Commissioner, and the budget required for the Borough's purposes result in a Band D Council Tax of £1,881.32 in 2018/19.

The draft formal resolution is attached at Appendix 3.

There is a statutory requirement for the Council Tax for 2018/19 to be set before 11th March 2018.

### Reasons for Decision

To set the Council Tax for 2018/19.

### Recommendations

The Council is requested to:

**RESOLVE** in accordance with the recommendations of the Executive and the draft Council Tax resolution set out at Appendix 3 to the report.

**The Council has authority to determine the recommendation above.**

### Background Papers:

Precept decisions of Surrey County Council and Surrey Police and Crime Commissioner  
Finance Settlement figures  
Sustainability Impact Assessment  
Equalities Impact Assessment

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## 1.0 Introduction

- 1.1 The Executive at its meeting on 1 February 2018 made recommendations in respect of the Budget for 2018/19.
- 1.2 Following the Council's decision in respect of these recommendations, this report sets out the details necessary for the Council to determine the Council Tax level for 2018/19.

## 2.0 External Finance 2018/19

- 2.1 The Government announced the Final Local Government Finance Settlement for 2018/19 on 6 February 2018. For Woking there were no changes to the provisional settlement which was the basis of the draft budget considered by the Executive on 1 February.

## 3.0 General Fund Budget 2018/19

- 3.1 The revised General Fund Summary, the variations across the People, Place and Us Programme requirements, together with the Housing Revenue Account Summary, are attached at Appendix 1. A summary of the revenue reserves is attached at Appendix 2.
- 3.2 The total amount, the council tax requirement, to be met from local taxation in 2018/19 for Woking Borough purposes is £9,578,864.

## 4.0 Budget Variations 2018/19

- 4.1 The year on year change in the precept on the Collection Fund, after taking into account Woking's share of the collection fund surplus is an increase of £392,348. This can be explained as follows:

	£'000
Increased obligations and cost pressures:	
Inflation and increases to service costs	2,425
Reductions income	1,313
Increased Asset Financing Costs	3,543
Reduction in use of reserves and Collection fund surplus	280
	7,561
Offset by:	
Increased income	-6,729
Cost reductions	-111
Increase in grant income	-309
Increase in contribution from Collection Fund	-20
	392

## 5.0 Collection Fund Surplus

- 5.1 The Council's share of the collection fund surplus as at 31 March 2018 in respect of Council Tax is £136,734. The budget includes an expected surplus relating to retained Business Rates of £200,000.

## 6.0 Council Tax Tax Base 2018/19

- 6.1 It should be noted that the Chief Finance Officer, in accordance with the authority delegated at a meeting of Council on the 6 December 2012 has calculated the Council Tax tax base for 2018/19 for the Borough of Woking to be 41,030.

**7.0 Borough Council Tax at Band D**

7.1 In 2017/18 the Borough element of the Council Tax is £226.71 at Band D.

7.2 For 2018/19 the Borough element of the Council Tax at Band D, is £233.46, representing a 2.98% increase in Council Tax from 2017/18. The 2018/19 tax has been calculated as follows:

	£
Total amount to be met from local taxation and Government Grants for Woking Borough Council	11,773,190
Less External Finance (allocated through B Rates Pilot)	
- Local Retention of Business Rates (NNDR)	2,057,592
- Revenue Support Grant (RSG)	0
- Transition Grant	0
	2,057,592
Less Council Tax Collection Fund surplus	136,734
<b>Net Council Tax requirement for Borough purposes</b>	<b>9,578,864</b>
 Council Tax tax base for the Borough	 41,030
 Borough element of Council Tax at Band D	 £233.46
(Net Council Tax requirement for Borough purposes divided by the Council Tax tax base for the Borough)	

**8.0 Surrey County Council Requirements 2018/19**

8.1 Surrey County Council has determined its requirements for 2018/19 at a meeting on 6 February 2018 and has levied a precept of £58,698,277.70 on the Borough. The resultant Band D Council Tax for Surrey County Council purposes is therefore £1,411.29, compared with £1,331.55 for 2017/18.

8.2 This is a 6% increase compared to 2017/18 including 3% relating to Adult Social Care, and is equivalent to £79.74 in total, £39.95 for Adult Social Care, at Band D. The total Adult Social Care precept, including previous years, is £102.39 at Band D.

**9.0 Surrey Police and Crime Commissioner Requirements 2018/19**

9.1 The Surrey Police and Crime Commissioner has determined his requirements for 2018/19 at a meeting on 5 February 2018 and has levied a precept of £9,706,467,10 on the Borough. The resultant Band D Council Tax for the Surrey Police and Crime Commissioners purposes is therefore £236.57 compared with £224.57 for 2017/18.

**10.0 Composite Council Tax 2018/19**

10.1 The Band D Council Tax for 2018/19, compared with 2017/18 is set out below:

## Council Tax 2018-19

Purposes of:	2017/18 Actual £	2018/19 Proposed £	Increase %
Surrey County Council - Basic	1,269.11	1,308.90	3.0%
Surrey County Council - Adult Social Care	62.44	102.39	3.0%
Surrey County Council - Total	1,331.55	1,411.29	6.0%
Surrey Police and Crime Commissioner	224.57	236.57	5.3%
Woking Borough Council	226.71	233.46	3.0%
<b>Composite Council Tax</b>	<b>1,782.83</b>	<b>1,881.32</b>	<b>5.5%</b>

10.2 The Council Tax for 2018/19, across all bands, may be summarised as follows:

Valuation Band	Surrey County Council Basic £	Adult Social Care £	Total Surrey County Council £	Surrey Police and Crime Commissioner £	Woking Borough Council £	Aggregate of Council Tax Requirements £
A	872.60	68.26	940.86	157.71	155.64	1,254.21
B	1,018.03	79.64	1,097.67	184.00	181.58	1,463.25
C	1,163.47	91.01	1,254.48	210.28	207.52	1,672.28
D	1,308.90	102.39	1,411.29	236.57	233.46	1,881.32
E	1,599.77	125.14	1,724.91	289.14	285.34	2,299.39
F	1,890.63	147.90	2,038.53	341.71	337.22	2,717.46
G	2,181.50	170.65	2,352.15	394.28	389.10	3,135.53
H	2,617.80	204.78	2,822.58	473.14	466.92	3,762.64

10.3 The formal resolution to give effect to the Council Tax is set out at Appendix 3.

### 11.0 Implications

#### Financial

11.1 The financial implications are explicit in the report.

#### Human Resource/Training and Development

11.2 There are no human resource or training and development implications arising from the recommendations in this report.

#### Community Safety

11.3 There are no Community Safety implications arising from this report.

#### Risk Management

11.4 The budget includes a risk contingency of £250,000. There are a number of areas of risks which have been reported to the Executive, and these areas will be closely monitored during the year.

Sustainability

11.5 There are no Sustainability implications arising from the recommendations in this report.

Equalities

11.6 There are no Equalities implications arising from the recommendations in this report.

**12.0 Consultations**

12.1 There have been no public consultations.

REPORT ENDS

## GENERAL FUND SUMMARY

	ESTIMATE 2017/18 £	ESTIMATE 2018/19 £
<b>TOTAL PROGRAMME REQUIREMENTS</b>	9,187,017	5,810,060
MTFS savings requirement	-100,000	-100,000
<b>PROGRAMME REQUIREMENTS AND SAVINGS TARGETS</b>	9,087,017	5,710,060
Management of Change	250,000	250,000
Risk Contingency	250,000	250,000
New Homes Bonus	-1,820,484	-1,386,037
Business Rates Surrey Pool/Pilot	-200,000	-200,000
PFI Unitary Charge and management	175,000	175,000
Investment Programme items funded from revenue	394,000	289,000
<b>NET COST OF SERVICES</b>	8,135,533	5,088,023
<b><u>INTEREST AND OTHER ITEMS</u></b>		
- Interest costs	21,154,259	28,806,189
- Interest and Investment Income	-14,499,378	-18,662,586
<b>NET OPERATING EXPENDITURE</b>	14,790,414	15,231,626
<b><u>USE OF RESERVES/BALANCES</u></b>		
- Contribution to Investment Strategy Reserve	1,447,462	1,345,805
- Use of/contribution to MTFS Reserve	-644,217	-308,911
- New Homes Bonus transferred to Reserve	620,484	386,037
- Contribution from Wolsey Place reserve	-1,003,347	-1,003,347
- Contribution from Capital Reserves	-3,160,018	-3,339,020
- Contribution from Reserves - Management of Change	-250,000	-250,000
- Contribution from Reserves - IP items funded from revenue	-394,000	-289,000
<b>AMOUNTS TO BE MET FROM LOCAL TAXATION AND GOVERNMENT GRANTS</b>	11,406,778	11,773,190
<b>EXTERNAL FINANCE - SETTLEMENT FUNDING ASSESSMENT</b>	-1,991,997	-2,057,592
- Transition Grant	-112,000	0
<b>PRECEPT ON COLLECTION FUND</b>	9,302,781	9,715,598
<b><u>FORECAST COUNCIL TAX LEVEL</u></b>		
Precept on Collection Fund (from above)	9,302,781	9,715,598
Working share of Collection Fund Surplus(-)/Deficit	-116,265	-136,734
	9,186,516	9,578,864
Council Tax Taxbase	40,521	41,030
Council Tax Requirement (£)	£226.71	<b>£233.46</b>
<b>Year on year increase (£)</b>	<b>£4.95</b>	<b>£6.75</b>
<b>Year on year increase (%)</b>	<b>2.23%</b>	<b>2.98%</b>

## SUMMARY OF VARIATIONS

	People £	Place £	Us £	Total £
Original Estimate 2017/18	7,908,495	-3,961,180	5,239,702	9,187,017
<u>General Budget Pressures</u>				
Changes in Management and Administration costs	1,366,797	-326,714	179,751	1,219,834
Changes in Capital Charges	269,873	-36,614	0	233,259
Contractual Inflation	13,000	16,532	0	29,532
Changes in Facilities Management Contract	4,594	150,152	0	154,746
Changes in Energy Costs	-56,990	92,233	0	35,243
Business Rates Changes	898	60,852	0	61,750
Changes in Insurance	0	-2,301	0	-2,301
Changes in Fees and Charges	-35,687	-264,067	-7,500	-307,254
Other Minor Variations	972	3,568	-3,795	745
<u>Specific Service Issues</u>				
Women's Support Centre administration costs	31,000			31,000
Direct funding of The Junction - previously supported by Grant	32,000			32,000
Grants budget reduction to cover WAVS	-91,000			-91,000
Leisure Management Contract Fee				
- Annual indexation	-16,242			-16,242
- Impact of investment in facilities	23,365			23,365
- Additional fee for Hoe Valley Leisure facilities	170,404			170,404
Other running costs for Hoe Valley Leisure Facilities	171,667			171,667
Changes In Grounds Maintenance	13,200			13,200
Homelessness Reduction Act Resource	133,394			133,394
Homelessness Flexible Support Grant	-238,394			-238,394
Selective Licensing Fees & Financial Penalties	-326,820			-326,820
Let's Rent - Private Rented Sector Access Scheme Policy	105,000			105,000
Brockhill Refurbishment	5,000			5,000
Additional Community Meals Vehicle	10,000			10,000
3rd Handyperson and Additional Activity	22,454			22,454
Homelink Surrey County Council Funding	-54,750			-54,750
Changes in Centres and Meals on Wheels Fee Income	1,347			1,347
Surrey County Council Social Care Funding - Meals	-14,649			-14,649
Housing Related Support Funding	10,147			10,147
Environmental Maintenance - reduction in SCC funding		57,545		57,545
New Waste Contract savings		-100,000		-100,000
Waste staff and capital costs previously accounted for elsewhere		34,745		34,745
Waste contribution reduction from Surrey County Council		207,966		207,966
20% National increase in Planning Fees		-100,000		-100,000
Commercial Properties and other Rent Income adjustments		-272,465		-272,465
Commercial Properties Rent payable		121,750		121,750
Reduction in Wolsey Place rents (VSWL)		700,000		700,000
New Acquisitions Rents and maintenance		-5,706,510		-5,706,510
Market costs not rechargeable		45,542		45,542
Parking card handling and banking fees		1,978		1,978
Changes in Service charge to cover extra HG Wells Kitchen cost		30,000		30,000
Reinstate Borough Elections for 2018/19			117,070	117,070
Peace Garden Commemorative Service			10,000	10,000
Members Allowances			2,500	2,500
Increased Debit and Credit Card costs			15,000	15,000
Credit Card surcharges no longer recoverable			18,000	18,000
Reduction in audit fees			-9,000	-9,000
Increase in Statutory Advert costs			22,000	22,000
Reduction in Housing Benefit Admin subsidy			14,245	14,245
Original Estimate 2018/19	9,459,075	-9,246,988	5,597,973	5,810,060



**HOUSING REVENUE ACCOUNT**

<u>EXPENDITURE</u>	ORIGINAL ESTIMATE 2017/18 £	ORIGINAL ESTIMATE 2018/19 £
<b>SUPERVISION &amp; MANAGEMENT</b>		
Estate Management	5,285,444	5,004,923
Rent Accounting/Collection	-16,611	-26,461
Home Support Service	789,765	905,123
Tenant Participation	59,660	12,506
Repairs Admin	168,221	29,861
Democratic Process	867,678	927,054
	7,154,157	6,853,006
<b>MAJOR REPAIRS CONTRIBUTION</b>	3,873,000	3,982,000
<b>MAINTENANCE</b>		
Day to Day Repairs	870,525	778,251
Revenue Voids	400,072	427,425
Planned Maintenance	766,782	893,747
	2,037,379	2,099,423
Debt Management Expenses	36,000	36,000
<b>TOTAL EXPENDITURE</b>	<b>13,100,536</b>	<b>12,970,429</b>
<u>INCOME</u>		
<b>GROSS RENTS &amp; SERVICE CHARGES</b>	19,336,046	18,990,503
<b>INTEREST COUNCIL HOUSE MORTGAGES</b>	1,149	1,149
<b>TOTAL INCOME</b>	<b>19,337,195</b>	<b>18,991,652</b>
<b>NET (COST)/SURPLUS OF SERVICES</b>	<b>6,236,659</b>	<b>6,021,223</b>
Interest Payable and Similar Charges	4,730,769	4,825,683
Amortisation of Premiums and Discounts	29,817	29,817
Revenue Contribution to Capital Outlay	1,300,000	1,120,000
<b>Surplus (Deficit) for Year</b>	<b>176,073</b>	<b>45,723</b>
<u>WORKING BALANCE STATEMENT</u>		
Surplus (Deficit) brought forward	502,151	504,895
Surplus (Deficit) for Year	176,073	45,723
Interest on Working Balances	776	469
Surplus (Deficit) carried forward	679,000	551,087
TRANSFER TO (FROM) RESERVES (HIP Reserve)	175,000	50,000
Surplus (Deficit) carried forward	504,000	501,087
No. of Dwellings @ 31 March	3,363	3,347
<b>WORKING BALANCE PER PROPERTY</b>	150	150



**INVESTMENT STRATEGY RESERVE**

	2017/18 Original £'000	2017/18 Revised £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
<b>Balance Brought Forward</b>	<b>4,127</b>	<b>4,983</b>	<b>4,274</b>	<b>3,571</b>	<b>2,789</b>
<u>Source of Funds</u>					
Planned contribution from General Fund	1,448	1,448	1,346	1,335	1,335
New Homes Bonus	620	620	386	518	353
Transfer from Town Centre Management Reserve	150	150	150	150	150
2017/18 Forecast overspend (December Green Book)		-41			
<b>Total Available Funds</b>	<b>6,345</b>	<b>7,160</b>	<b>6,156</b>	<b>5,574</b>	<b>4,627</b>
<u>Use of Funds</u>					
Management of Change (GF only)	-250	-250	-250	-250	-250
Use of Selective Licensing Surplus				-180	
Financing IP Revenue Items	-269	-604	-289	-269	-269
Sheerwater Social Support (now funded from New Homes Bonus)	-125				
Celebrate Woking	-125	-151	-150	-150	-150
Community Transport - Replacement Vehicles		-74	-74	-74	-74
Flood Prevention schemes	-750	-489	-750	-600	
Best Bar None			-18		
Grant to Brookwood Cemetery				-76	-147
Queen Elizabeth Gardens Drainage, Landscaping & Lighting		-30			
<b>Total Use of Funds</b>	<b>-1,519</b>	<b>-1,598</b>	<b>-1,531</b>	<b>-1,599</b>	<b>-890</b>
<u>Transfer to Other Revenue Reserves</u>					
Transfer to Wolsey Place reserve	-300	-300	-300	-300	-300
Transfer to New Homes Bonus Reserve	-620	-620	-386	-518	-353
Transfer to Equipment reserve	-50	-50	-50	-50	-50
Transfer to Town Centre Management Account Reserve	-208	-92	-92	-92	-92
Transfer of On-street Parking to Surrey	-116	-116	-116	-116	-116
Transfer to Community Fund	-100	-100	-100	-100	-100
Transfer to Provision for Flexibility	-10	-10	-10	-10	-10
<b>Total Transfer to Other Revenue Reserves</b>	<b>-1,404</b>	<b>-1,288</b>	<b>-1,054</b>	<b>-1,186</b>	<b>-1,021</b>
<b>Balance Carried Forward</b>	<b>3,422</b>	<b>4,274</b>	<b>3,571</b>	<b>2,789</b>	<b>2,716</b>

**Group Company reserve**

balance b/f	750	750	750	750	750
in year movement	0	0	0	0	0
balance c/f	750	750	750	750	750

**Wolsey Place reserve**

balance b/f	6,270	6,325	5,402	4,564	3,824
Contribution to reserve	300	300	300	300	300
Under-recovery of rents/service charges	-1,003	-1,003	-1,003	-1,003	-1,003
Victoria Square Financial Modelling		-17			
Refurbishments	-200	-433	-330	-200	-200
Subtotal	5,367	5,172	4,369	3,660	2,921
Interest (included in GF Summary - Interest costs)	268	230	195	164	135
	5,635	5,402	4,564	3,824	3,056

**New Homes Bonus reserve**

balance b/f	1,014	1,352	670	31	0
In year income (net of GF support, £1.2m assuming 300 properties pa)	620	620	386	518	353
Sheerwater Access Road reserve repayment of loan funding	-400	-400	-400		
Grant to Brookwood Cemetery	-500	-802	-500	-424	-353
West Byfleet Play Area		-35			
Sheerwater Social Support		-25	-125	-125	
Developing a Favourable Conservation Status Licence		-40			
balance c/f	734	670	31	0	0

**Insurance reserve**

balance b/f	450	521	477	477	477
Sheltered Housing Alarms		-20			
Emergency Planning Vehicle		-24			
Corporate Insurance Procurement					
balance c/f	450	477	477	477	477

**Equipment reserve**

balance b/f	260	280	330	360	390
Contribution to reserve	50	50	50	50	50
Planned use of reserve	0	0	-20	-20	-24
balance c/f	310	330	360	390	416

**Business Rates Equalisation Reserve**

balance b/f	604	2,199	1,349	1,349	1,349
Grant timing adjustments					
Victoria Arch - Network Rail (fund from NDR pilot -moved to NDR reserve)		-650			
Contribution to reserve - pooling benefit		-200			
balance c/f	604	1,349	1,349	1,349	1,349

**Local Council Tax Support Scheme Hardship Fund**

balance b/f	48	48	48	48	48
Contribution to reserve	0	0	0	0	0
Planned use of reserve					
balance c/f	48	48	48	48	48

**Town Centre Management Account Reserve (TCMA)**

balance b/f	338	338	280	222	164
Contribution to reserve	208	92	92	92	92
Planned use of reserve	-150	-150	-150	-150	-150
balance c/f	396	280	222	164	106

**Medium Term Financial Strategy Reserve (MTFS)**

balance b/f	1586	2,700	2,056	1,747	1,747
Use of reserve to support Medium Term Financial Strategy	-644	-644	-309	0	0
Planned use of reserve					
balance c/f	942	2,056	1,747	1,747	1,747

**Victoria Square Reserve**

balance b/f	535	459	1,609	2,699	3,799
Contribution to reserve 1% arrangement fee from 1 January 2017	940	1,250	1,190	1,100	
#WeAreWoking		-100	-100		
balance c/f	1475	1,609	2,699	3,799	3,799

**DRAFT COUNCIL TAX RESOLUTION – 2018/19**

1. That the revenue estimates for 2018/19, as submitted, be approved.
2. That it be noted that the Chief Financial Officer, in accordance with the terms of his delegated authority, has calculated the following amount for the year 2018/19 in accordance with regulations made under Section 31B (3) of the Local Government Finance Act 1992 as amended (the Act) as:-
  - a) 41,030 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax base for the year;
3. The Council calculates that the Council Tax requirement for the Council's own purposes for 2018/19 is £9,578,864.
4. That the following amounts be now calculated by the Council for the year 2018/19 in accordance with Sections 31 to 36 of the Act:-
  - a) £129,159,344 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act;
  - b) £119,580,480 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act;
  - c) £9,578,864 being the amount by which the aggregate at 4 a) above exceeds the aggregate at 4 b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year;
  - d) £233.46 being the amount at 4 c) above divided by the amount at 2 a) above, calculated by the Council, in accordance with section 31 B of the Act, as the basic amount of its Council Tax for the year;
5. That it be noted for the year 2018/19 Surrey County Council and Surrey Police and Crime Commissioner have issued precepts to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings in the Council's area as shown in the table below.

## Council Tax 2018-19

6. That the Council, in accordance with Section 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amounts of council tax for the year 2018/19 for its area and for each of the categories of dwellings :-

Valuation Band	Surrey County Council Basic £	Adult Social Care £	Total Surrey County Council £	Surrey Police and Crime Commissioner £	Woking Borough Council £	Aggregate of Council Tax Requirements £
A	872.60	68.26	940.86	157.71	155.64	1,254.21
B	1,018.03	79.64	1,097.67	184.00	181.58	1,463.25
C	1,163.47	91.01	1,254.48	210.28	207.52	1,672.28
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F	1,890.63	147.90	2,038.53	341.71	337.22	2,717.46
G	2,181.50	170.65	2,352.15	394.28	389.10	3,135.53
H	2,617.80	204.78	2,822.58	473.14	466.92	3,762.64

7. That the Council's basic amount of Council Tax for 2018/19 is not excessive in accordance with the principles approved under Section 52 ZB of the Local Government Finance Act 1992 as amended.

### Equality Impact Assessment

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) <b>THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS</b>
		Eliminate discrimination	Advance equality	Good relations			
<b>Gender</b>	Men					X	
	Women					X	
<b>Gender Reassignment</b>						X	
<b>Race</b>	White					X	
	Mixed/Multiple ethnic groups					X	
	Asian/Asian British					X	
	Black/African/Caribbean/Black British					X	
	Gypsies / travellers					X	
	Other ethnic group					X	
<b>Disability</b>	Physical					X	
	Sensory					X	
	Learning Difficulties					X	

	Mental Health					X	
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X	
<b>Age</b>	Older people (50+)					X	
	Younger people (16 - 25)					X	
<b>Religion or Belief</b>	Faith Groups					X	
<b>Pregnancy &amp; maternity</b>						X	
<b>Marriage &amp; Civil Partnership</b>						X	
<b>Socio-economic Background</b>						X	
<b>Carers</b>						X	

The purpose of the Equality Impact Assessment is to improve the work of the Council by making sure it does not discriminate against any individual or group and that, where possible, it promotes equality. The assessment is quick and straightforward to undertake but it is an important step to make sure that individuals and teams think carefully about the likely impact of their work on people in Woking and take action to improve strategies, policies, services and projects, where appropriate. Further details and guidance on completing the form are [available](#).



## Sustainability Impact Assessment

Officers preparing a committee report are required to complete a Sustainability Impact Assessment. Sustainability is one of the Council's 'cross-cutting themes' and the Council has made a corporate commitment to address the social, economic and environmental effects of activities across Business Units. The purpose of this Impact Assessment is to record any positive or negative impacts this decision, project or programme is likely to have on each of the Council's Sustainability Themes. For assistance with completing the Impact Assessment, please refer to the instructions below. Further details and guidance on completing the form are [available](#).

<b>Theme (Potential impacts of the project)</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>No specific impact</b>	<b>What will the impact be? If the impact is negative, how can it be mitigated? (action)</b>
Use of energy, water, minerals and materials			X	
Waste generation / sustainable waste management			X	
Pollution to air, land and water			X	
Factors that contribute to Climate Change			X	
Protection of and access to the natural environment			X	
Travel choices that do not rely on the car			X	
A strong, diverse and sustainable local economy			X	
Meet local needs locally			X	
Opportunities for education and information			X	
Provision of appropriate and sustainable housing			X	
Personal safety and reduced fear of crime			X	
Equality in health and good health			X	
Access to cultural and leisure facilities			X	
Social inclusion / engage and consult communities			X	
Equal opportunities for the whole community			X	
Contribute to Woking's pride of place			X	