

EXECUTIVE - 23 NOVEMBER 2017

## REVIEW OF FEES AND CHARGES 2018-19

### Executive Summary

It is the Council's policy to review its discretionary fees and charges at least once a year.

Schedules of proposed charges for 2018/19 are attached at Appendix 1 (People), Appendix 2 (Place), Appendix 3 (Us) and Appendix 4 (Rhoda McGaw Theatre).

### Reasons for Decision

The regular review of discretionary charges ensures that the Council maintains its income base and generates additional resources for the provision of services.

### Recommendations

The Executive is requested to:

#### **RECOMMEND to Council That**

- (i) the discretionary fees and charges, as set out in Appendices 1 – 4 of the report, be approved;**
- (ii) delegated authority be given to the Strategic Director, in consultation with the relevant Portfolio Holder, to agree county-wide partnership pricing structure for Telecare Sensors and 6 week discharge / distraction burglary service offer;**
- (iii) delegated authority be given to the Strategic Director, in consultation with the relevant Portfolio Holder, to agree fees and charges for the Homesafe Service should it become necessary to do so; and**
- (iv) delegated authority be given to the Strategic Director, in consultation with the relevant Portfolio Holder, for making minor amendments to fees and charges for Hoe Valley Leisure Facilities.**

**This item will need to be dealt with by way of a recommendation to Council.**

### Background Papers:

None.

Sustainability Impact Assessment  
Equalities Impact Assessment

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### 1.0 Introduction

- 1.1 In accordance with Council policy, fees and charges which are at the discretion of the Council are reviewed at least annually.
- 1.2 The fees and charges for 2017/18 were approved by the Council on 8 December 2016 and the forecast yields were incorporated in the budget approved by the Council on 9 February 2017.
- 1.3 As was the case when the 2017/18 fees and charges were agreed, business areas have been asked to look at ways of increasing yield through increased activity, revised charging or new charging opportunities.
- 1.4 Schedules of proposed charges for 2018/19 are attached at Appendix 1 (People), Appendix 2 (Place), Appendix 3 (Us) and Appendix 4 (Rhoda McGaw Theatre).
- 1.5 The Council's "Strategy for Applying and Setting Fees and Charges for Services" sets out a broad and transparent approach to setting fees and charges. All charges are reviewed against this strategy and charges will be set in line with the framework outlined.
- 1.6 A commentary on any specific service issues arising from the review follows. The name of the relevant Officer contact has also been provided.

### 2.0 People

#### Community Transport (Sue Barham) (Appendix 1: Page 2)

- 2.1 Woking Community Transport (WCT) is due to consider at their December Board meeting the charges that are to apply to their service from 1 June 2018. Current proposals allow for an increase of 10p on a single journey / 20p on a return journey. The Council's strategic positioning on charges for Centre Transport is that it endeavours to at least match the same increases applied to Dial-A-Ride charges (albeit that Centre Charges are at a lower base charge). After due consideration the proposal is to increase the return journey cost for Centres Transport by 20p (£5.00 to £5.20 return) and to tie such increase in with the implementation date that WCT adopt - i.e. 1 June 2018 as opposed to 1 April 2018.

#### Centres for the Community (Stephen Petford) (Appendix 1: Pages 22-33 & 40-42)

- 2.2 The simplified pricing structure that was introduced 3 years ago is still received by hirers and staff alike in a positive manner and therefore remains unchanged going forward. Appropriate benchmarking of hire charges for like type venues has been undertaken this year with proposed fees and charges only being uplifted where it is considered that the market can bear the increase without adversely affecting levels of activity.
- 2.3 During the year Lakeview Community Centre opened and after discussion with Lakeview Community Action Group (LCAG), the Council was invited to oversee the management and operation of the Centre. Whilst the building is currently being used by a number of regular hirers as well as one-off hirers, there is still much to be done to maximise the use of the centre for the benefit of the local community. It is therefore proposed that the existing charges (approved under delegated authority to allow the facility to be operational from 15 April 2017) not be increased at this time.

Community Meals Service (Stephen Petford) (Appendix 1: Page 37)

Meals on Wheels

- 2.4 The approach from last year to alter the price such that irrespective of what day of the week one accessed the service you would pay the same rate, has been well received by Service Users and referrers alike. With increased marketing and promotion of the service the service continues to grow, and with proposed charging levels remaining at the same level for next year (taking into account benchmarking comparisons), it is anticipated that yield will increase by year end by 9%. Other opportunities to expand the service offer will be considered throughout the year.

Tea Time Meals

Following a benchmarking exercise with other Surrey District and Boroughs it is clear that take-up of this type of service is very price sensitive. Whilst demand for our service continues to grow, it is considered that we are at an optimum price-point currently and therefore no change to the charges are proposed.

Community Centre Meals

- 2.5 The take-up of Centre Meals has decreased recently due to a number of reasons, not least due to lack of referrals from partners. It is also recognised however that in some of the Community Centres the Meal Offer is not necessarily what the customer now expects. It is therefore proposed to keep the prices at the same level whilst a review of the offer is undertaken to reflect customer expectation.

Home Independence (Julie Meme) (Appendix 1: Pages 35-36)

Homelink

- 2.6 In April 2017 Astral Advisory Service produced a draft "Foundations Report" commissioned by all Surrey District and Borough Councils, with input from District and Borough councils (D&B's), Surrey County Council (SCC) and Clinical Commissioning Groups (CCGs), to examine current practices within the eleven D&Bs Home Improvement Agencies (HIAs). At Woking the HIA is called Homelink. The Report examined the county strategic approach, and explored ways to ease the burden on capital and revenue expenditure. The report made 20 recommendations to D&Bs and was presented to Chief Executives alongside an action plan in July 2017.
- 2.7 One of the recommendations was to identify HIA hubs to ensure consistency in service within CCG areas and potentially create economies in scale. Woking, Spelthorne and Runnymede Borough Councils have formed the North West Surrey HIA Hub. Woking is taking the lead in this Hub.
- 2.8 The report also recommended the introduction of a countywide fee income structure. To start working towards this, it is recommended that all members of the NW Surrey HIA Hub have the same management fee. Currently Woking charge 14% which has not been increased for the past 10 years. Both Spelthorne and Runnymede currently charge 15%. It is therefore recommended that from April 2018 Woking increases its management fee to 15%. This could generate an increase of £7,000 which could contribute to the cost of running the service.
- 2.9 The Handyperson service is in great demand but there is a threat that the £21,000 revenue contribution from SCC may be reduced or even removed. In light of this, and in

order to increase revenue income it is recommended that all hourly charges are increased whilst retaining the distinction between those on means tested benefits and those that are not. The chargeable DIY work is only undertaken when there are no jobs required to keep residents safe and secure or to assist with hospital discharge which are the priorities for the service. As a result, in the last 6 months there has only been 73 DIY chargeable jobs completed (average 12 per month). The hourly charge increase also recognises the importance of considering our position within the DIY provision within the local business market.

### Careline

- 2.10 The higher rate Careline charge has not increased for 4 years to enable us to compete with commercial companies. Having undertaken a review of the market and competitors for 2017/18 our charges remain competitive and in line with other District & Borough alarm providers. Careline continues to have a unique visiting service which enables all the Living Well Services to be promoted in one holistic approach.
- 2.11 However, we are beginning to see a rise in the number of residents who do not have landlines but who require the emergency alarm. On these occasions specialist alarm equipment has been installed but at an additional cost to the service. There is scope to increase the higher rate without adversely affecting the service and it is recommended that the charge increases by 10p per week to £4.20.
- 2.12 Woking is the only Surrey authority that offers a lower rate for residents on means tested benefits – a position which is well received by our clients. It is recommended that this lower level is retained but that the charge increases by 16p per week to £2.66 (equating to just 38p per day).
- 2.13 Surrey Adult Social Care withdrew funding for Telecare sensors in April 2017. Whilst District & Borough alarm providers are continuing to provide the equipment for a small monthly charge a partnership approach to having a consistent pricing structure for this service element is currently under discussion. (Indication to date from such discussions is that such rates will not vary significantly from those currently charged). It is therefore proposed that the Strategic Director (People) in consultation with the relevant Portfolio Holder be given delegated authority to agree such rates.
- 2.14 Surrey Adult Social Care also withdrew funding in April 2017 for the free 12 week trial of the Careline alarm to assist people who have been discharged from hospital or who had been victims of distraction burglary. Following consultation Surrey District & Boroughs agreed to continue to fund the offer but reduce the time scale to 6 weeks. Discussion is also in progress for agreeing a consistent county wide pricing structure for this service offer albeit that such discussions have not yet concluded. (It is worth noting that the majority of people who have the alarm for the trial, decide to continue with the service once it becomes chargeable). To enable wider partnership working, it is proposed that the Strategic Director (People) in consultation with the relevant Portfolio Holder be delegated authority to agree such rates.
- 2.15 In partnership with Elmbridge, Runnymede and Spelthorne the 'Homesafe' service (a free service offering Council Support Services in a box to take home on hospital discharge at week-ends or out of hours) seeks to facilitate emergency discharges from hospital wards, community hospitals, A&E and the Acute Hub. The service enables discharging patients to immediate access to any elements of the following services for up to an initial 48 hour period (Community alarm / pendant; temporary key safe to facilitate other home support care, Community Meals and a daily wellbeing call).

- 2.16 Initial funding for the project was received from the System Resilience Group for one year up to 31 March 2017 and Surrey County Council Adult Social Care have extended funding for a further year. Longer-term it is hoped that this service will be funded by North West Surrey Clinical Commissioning Group (NWS CCG) from savings arising from reduction in bed-blocking at the hospitals although this is unknown currently. Should funding not be forthcoming and it becomes necessary to consider the introduction of charges then delegated authority should be given to the relevant Strategic Director in consultation with the relevant Portfolio Holder to set an appropriate pricing structure and fees and charges.

Open Spaces / Outdoor Sports (Sue Barham) (Appendix 2: Pages 49-53)

- 2.17 Freedom Leisure (FL) has been consulted on those outdoor activities managed by them under the Leisure Management Contract. Following their representation as well as local benchmarking, it is proposed that fees increase on average by just under 2.0%.
- 2.18 Since the Bandstand was relocated to Woking Park the Council has increased its 'Summer Sounds' programme to allow local bands to play on Saturday afternoons throughout the Summer. As the use of the Bandstand has been growing in popularity, a few requests have been received from a variety of potential users to hire the space. As there is currently no fee structure for hiring out the Bandstand, it is proposed that the following rates will apply from next April, subject to all potential hirers adhering to the Terms and Conditions of hire for use of the space, which will include amongst other issues: the days and times of use and restrictions related to use of amplification.

Basic hire fee (per occasion)	£30.00
Electricity fees and lights:	£10.00
PRS:	£10.00
Access to Chairs / Key deposit (refundable):	£100.00

The Key Deposit is set at a higher rate than might be expected, such that the Hirer is more likely to appropriately use the Council's assets and ensure their safe return after use.

Fishing Permits (Sue Barham)

- 2.19 The Goldsworth Park Angling Club continues to provide management services at both Goldsworth Park Lake and Brookwood Ponds with positive feedback from users. In consultation with the Angling Club it is proposed that there is no increase in charges for 2018/19 as arrangements are working well currently. It should be noted however that in last year's schedules the price for Disabled Fishing Permits was incorrect in that it should have been at the same rate as the Concession/OAP season ticket at £26.00 for the season as opposed to £13.00. The schedule has been updated to reflect this previous error.

Woking Leisure Centre/Pool in the Park & Holiday Camps (Sue Barham) (Appendix 1: Pages 3-8; 12-20)

- 2.20 Under the Leisure Management Contract arrangement with Freedom Leisure (FL), provision has been made for what is termed 'core' and 'non-core' charges.
- 2.21 Core charges are those fees and charges for sports and leisure activities which the Council has reserved the right to continue to set and include such activities as: badminton, squash, health referral, facility hire, casual gym use, public swimming, swim tuition, outdoor pitches, pavilions and memberships. Non-core charges are all other fees and charges which the Leisure Operator has the right to set having given due regard to:

- the Council's corporate and strategic objectives for the Service as notified to the Leisure Operator as part of the Annual Service Planning Process and otherwise from time to time;
- the Hard to Reach Groups set out in the Service Specification and as otherwise notified to the Leisure Operator by the Council as part of the Annual Service Planning Process;
- the needs of the local community;
- the requirement to develop a balanced programme;
- the prevailing market conditions; and
- where appropriate, any specific pricing requirements of third parties in relation to special events to be held at the Facilities.

2.22 'Core Charge' proposals contained in the attached Appendices accommodate an increase in charge on average of 1.96% where it is considered that the market rate can bear an increase and where it is considered that as a result of the increase in charge participation levels will not be adversely affected. In reviewing the charges Freedom Leisure have taken into consideration local bench-marking of like type activity and facilities as well as referencing to the South East Leisure Contractors Organisation. With the requested increases and the continual plan to grow the usage and range of activities across the contract, Freedom Leisure believe that next year the facility income will continue to grow and that a Surplus will be generated whilst still being able to suitably resource the facilities.

2.23 The proposed charges were considered by the Leisure Partnership Board at their meeting on 11 October 2017, and whilst there were some minor amendments and suggestions, which have been addressed subsequently, the Leisure Partnership Board was supportive of the proposals before them.

2.24 It is however worth noting, that Freedom Leisure raised with the Leisure Partnership Board that the pricing structure currently in place of: Standard / Status / Concession would benefit from review since it has been in place for a number of years and may not necessarily reflect current market approach to pricing. It was acknowledged that such review would also address the current eligibility criteria for each category i.e. potentially removing concessions based solely on age. (i.e. Over 60). The Leisure Partnership Board agreed to consider a scope of any potential Review at their next meeting for implementation at the earliest from April 2019.

#### Hoe Valley Leisure Facilities (Sue Barham) (Appendix 1: Pages 3-11)

2.25 The new Hoe Valley School and Leisure Facilities which are currently under construction are due to be operational for the Academy's Use for the autumn term, with the wider leisure facilities being made available for community use from 1 September 2018.

2.26 Whilst negotiations are currently taking place with the Council's current Leisure Operator to manage the new facilities, the pricing structure will mirror the same arrangements that currently exist within the Leisure Management Contract (Standard / Status / Concession). Members and Key Card holders will be able to use one card across all sites, with the existing Key Fitness Membership being extended to allow access to the Athletics Track for any public casual sessions.

2.27 Hoe Valley School itself, in accordance with the existing signed Management Agreement in place between the Council and the Academy, will be able to use the leisure facilities according to an agreed schedule at prescribed times. The hire rates to be levied for the Academy's use will depend on the time of day and actual facility area.

- 2.28 Where the activity is the same as in the Leisure Management Contract the same principle has been applied in terms of 'Core' and 'Non-Core' charges and therefore the previous Leisure Centre and Pool in the Park schedules have been amended where appropriate to incorporate the Hoe Valley Leisure Facilities. For any new charges such as Athletics Track and Hoe Valley School use, new schedules have been included.
- 2.29 It is worth noting that public rates for use of the new facilities will run from April each year, so that the Leisure Operator can have a consistent approach to fees and charges across all sites. However in respect of the Academy's Use, the rates set in April each year, will not apply until the start of the following Academic Year – i.e. September, and will then run for a full 12 month period.
- 2.30 The School has originally been consulted on the proposed Fees and Charges applicable to their use, and the Leisure Partnership Board considered the proposals at their meeting on 11 October 2017, where there were no significant issues raised.
- 2.31 As this is a new facility however, it is considered prudent to delegate authority to the Strategic Director in consultation with the relevant Portfolio Holder to make minor amendments to the pricing schedules should it become necessary to ensure the successful opening of the new facilities.

### Arts Development (Sue Barham) (Appendix 4: Page 89)

- 2.32 Under the existing partnership agreement with the Ambassadors Theatre Group (ATG), they currently manage and operate the Rhoda McGaw Theatre on the Council's behalf, with all operating costs being met by them, and respective income generated from hires of the Theatre remaining with ATG. The current agreement does however provide for the Council to retain the control over the setting of hire rates for the Rhoda McGaw Theatre in consultation with the ATG and Woking Drama Association (WDA).
- 2.33 Due to bookings for the Theatre being taken up to two years in advance, hire rates for the period up to and including 31 August 2020 are attached at Appendix 4 for approval. Consultation has been undertaken with both ATG and the WDA on these proposed rates, with neither party raising any issues of concern.

### Regulation – Housing Standards (Neil Coles) (Appendix 1: Page 34)

- 2.34 This year the fees and charges relating to the Housing Standards service have been detailed separately having previously formed part of the wider licensing fees and charges. This is to reflect that not all fees and charges relate to a licensing task and to support robust recovery where debts are passed to legal services.
- 2.35 It is proposed that the charge for undertaking certain enforcement action under the Housing Act 2004 increase to £460 from £450 to reflect changes in officer costs and the associated process.
- 2.36 It is proposed that the Mandatory HMO Licence application fee remains set at £610 and the Mandatory Licence renewal fee remains at £440. These charges have also been reviewed to reflect changes in officer costs and the associated processes.
- 2.37 It is proposed to retain the current reduced charges proposed for Mandatory HMO Licensing applications (£200) and renewals (£200) for landlords who are accredited landlords within the Woking Private Landlord Accreditation Scheme launched in September 2016. These reduced charges aim to encourage private landlords to join the Council's Private Landlord Accreditation Scheme.



- 2.38 There are new fees proposed that relate to the introduction of a new so-called Selective Licensing scheme to be implemented in part of Canalside Ward from April 2018/19. The scheme includes a zero fee for applications received prior to its commencement with a fee of £560 where applications are received after the commencement of the scheme. It is proposed that a licence renewal fee of £420 apply. These charges have been set by considering the costs associated with processing the individual applications and formed part of the public consultation for the scheme.

### 3.0 Place

Environmental Services (Geoff McManus)

Waste and Recycling (Appendix 2: Page 54)

- 3.1 The new joint waste collection contract with Amey is now operating in Elmbridge and Woking and will roll out to Surrey Heath and Mole Valley in 2018. No changes to fees and charges are proposed at this stage. The additional charge to book an appointment for bulky waste collection will be removed, due to the improved ICT solution incorporating am or pm bookings as standard.

Garden Waste (Appendix 2: Page 54)

- 3.2 No changes are proposed. The subscription numbers have continued to increase steadily from 14,200 to 14,600 over the previous year.

Containers (Appendix 2: Page 54)

- 3.3 No changes are proposed. The 140 litre food bins and 1,100 litre communal waste and recycling bins are now fitted with lockable lids, removing the need for separate food housing units and lockdown units for communal bins.

Car Parks (Geoff McManus) (Appendix 2: Page 65 - 73)

- 3.4 Increases for daily car parking became effective from Monday 2<sup>nd</sup> October 2017 and Parking Services will monitor the impact of these changes for the remainder of the 2017/2018 financial year.

The increasing trend at this time is for season ticket parking which is reflected through Green Book reporting and although no specific season ticket increases are proposed at this time this situation will continue to be monitored.

Food Hygiene Rating Scheme (Geoff McManus) (Appendix 2: Page 61)

- 3.5 It is proposed that a charge is introduced for requests for food hygiene re-inspections. Once a programmed food hygiene inspection has been carried out and a food hygiene rating given, the food business operator may request a revisit in order to gain a new food hygiene rating score where they believe they have improved compliance. A fee of £150 will be charged to cover officer time, travel and administration which is in line with other Surrey Local Authorities. The fee will not be charged where a revisit is required under our statutory duty to carry out official controls to check identified non-compliances with food hygiene legislation in order to protect public health.

Assisted Funeral Arrangement Fee (Geoff McManus) (Appendix 2: Page 62)

3.6 Councils have a duty under the Public Health (Control of Disease) Act 1984 to bury or cremate deceased persons who have died in their area if no other suitable arrangements are being made. These were referred to as pauper funerals as they often involved a person who had no living relatives, dying without sufficient funds to provide a decent funeral. Where a funeral is arranged under this Act, and funds are held in the estate of the deceased person, the Council are entitled to recover the expenses incurred in carrying out this duty. In the past, no charge has been made for officer time as typically, no money was available. There is, however, an increasing number of referrals to Environmental Health for a public health funeral where relatives of the deceased are known but who, for a variety of personal reasons, do not want to or are unable to take responsibility for the funeral, and there are sufficient funds available in the deceased's estate to cover the cost. A person is not legally responsible to act unless there is a valid will and they are a named executor. Therefore, the Council has to step in and make the necessary arrangements. In doing so, the Council is able to use the services of a local Funeral Director at favourable rates, as a result of a tendering process, to keep the burden on tax payers to a minimum. However, where funds are available, any relatives benefit from the surplus left in the estate after the funeral costs have been met and so unfairly benefit from the lower than market rates in addition to having the funeral arranged for them. In cases where there is a surplus of funds but no next of kin, the matter is referred to the Government Legal Department (Bona Vacantia) who will accept an administration charge of £350 from the local authority. In line with this, it is recommended that a charge of £350 is introduced where there are known relatives and sufficient funds held in the estate to further reduce the burden on taxpayers and increase the amount recovered by the Council.

**4.0 Us**

Local Land Charges (David Ripley) (Appendix 3: Page 79)

4.1 It is proposed to increase charges as shown in Appendix 3 (Us) in accordance with the increase in fees levied by Surrey County Council.

**5.0 Implications**

Financial

5.1 The changes in fees and charges considered in this report are summarised in the following table:

	Budget 2017/18 £'000	Estimated Yield 2018/19 £'000	Change in Yield	
			£'000	%
People	£754,117	£899,182	£145,065	19.2%
Place	£9,687,312	£9,931,378	£244,066	2.5%
Us	£490,602	£498,102	£7,500	1.5%
<b>Total</b>	<b>£10,932,031</b>	<b>£11,328,662</b>	<b>£396,631</b>	<b>3.6%</b>

5.2 Not all of the fees and charges income in the table above will directly affect the overall position in the Council's General Fund budget also on this agenda.

Human Resource/Training and Development

- 5.3 This review forms part of the annual work plan of staff in the Council's Business Areas. No specific training and development issues have arisen as a result of the review.

Community Safety

- 5.4 There are no Community Safety implications as a result of this report.

Risk Management

- 5.5 Where there is a risk that the levels of income proposed by this review will not be achieved, this will be identified in the 2018/19 budget reports and monitored during the year in the Green Book.

Sustainability

- 5.6 There are no sustainability implications in the report.

Equalities

- 5.7 There are no equalities implications in the report.

**6.0 Consultations**

- 6.1 Consultation has been undertaken with Woking Community Transport on the proposed rates and implementation date.
- 6.2 The Goldsworth Park Angling Club has been consulted on the proposed charges for Fishing.
- 6.3 Consultation has been undertaken with Freedom Leisure and the Leisure Partnership Board on the 'core' and 'non-core' charges for the Leisure Management Contract.
- 6.4 Consultation has taken place with the Woking Drama Association and Ambassadors Theatre Group in respect of the proposed charges for the Rhoda McGaw Theatre.

REPORT ENDS

EXE17-059

**APPENDICES**

## 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	

		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>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	

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	