

Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>	Cultural Services Fees and Charges	
<i>Service Area:</i>	Leisure Culture and Community Wellbeing	
<i>Section:</i>	Cultural Services	
<i>Lead Officer:</i>	Anthony Radford	
<i>Date of assessment:</i>	01/24	
<i>Is the policy, project, service, function or strategy:</i>		
<i>Existing</i>	<input type="checkbox"/>	
<i>Changed</i>	<input checked="" type="checkbox"/>	
<i>New / Proposed</i>	<input type="checkbox"/>	

Section 1 – Clear aims and objectives

<p>1. What is the aim of the policy, project, service, function or strategy?</p> <p>To review the scale of charges for lettings at the Assembly Rooms in the Market Hall, Hasland Village Hall, the meeting rooms at the Town Hall and miscellaneous Museum services for 2024/25.</p> <p>Hire Fees –Assembly Rooms The Assembly Rooms has two main categories of hire fees; Community charges, which apply to social gatherings and non-profit making organisations, and commercial charges, which are levied on profit making events and organisations. There is no proposal to change the classification of hirers at the Assembly Rooms. It is proposed that the existing rates are increased from 1st April 2024.</p> <p>Hire Fees – Hasland Village Hall The Hasland Village Hall currently has three main categories of hire fees; Community charges, which apply to social gatherings and non-profit making organisations, community concessionary charges, which applies to children and</p>

senior citizen groups not receiving any other grant or concession and commercial charges, which are levied on profit making events and organisations. It is proposed that the classification of hirers is changed to two categories as from 1st April 2024: Community charges, which apply to social gatherings and non-profit making organisations and commercial charges, which are levied on profit making events and organisations. It is proposed that the existing rates are increased from 1 April 2024.

Hire Fees - Town Hall Committee Rooms

It is proposed to introduce charges for the use of Town Hall committee rooms to external parties as from 1st April 2024. This would not include a Town Hall building tenant or a staff member for Council business. The rooms would be available for hire Monday to Friday 9am to 5pm. The proposed rates have been based on the rates charged at other Council venues. It is proposed that there are two categories of hire fees; Community charges, which apply to social gatherings and non-profit making organisations and commercial charges, which are levied on profit making events and organisations.

It is proposed that the rates are implemented from 1 April 2024.

Miscellaneous Fees – Museum Services

Most museums, which hold archaeological archives, charge for the deposition and future care and archaeological units are supposed to include this cost in their charges to the landowner / developer. As much of Chesterfield's area of archaeological interest is already built upon and is unlikely to be excavated, we do not receive many archaeological archives and they are usually small in size (2-4 boxes). The archive received from the Holywell Car Park excavation was four small boxes. The largest archive we received in the last 20 years was from the Vicar Lane and Rykneld Square developments. We don't accept archives which don't have any finds and are purely document based. These are either deposited with Derbyshire Record Office or deposited digitally with the Archaeological Data Service.

It is proposed that the deposition charges for archives are increased from 1 April 2024.

2. Who is intended to benefit from the policy project, service, function or strategy and how?

The Council continues to face significant financial challenges. The sustained period of austerity since 2010, the ongoing risks and uncertainties over future funding arrangements, the budgetary impacts of the Covid-19

pandemic and a sustained period of exceptionally high inflation, have all impacted on the Council's financial position.

The Council's budget strategy is to deliver a balanced and sustainable budget. Given the forecast budget deficits it is important that all potential increases to income streams are implemented as soon as possible to help mitigate these pressures.

3. What outcomes do you want to achieve?

To apply a sensitive and realistic increase to cultural services fees and charges, with the variable increases on each tariff being proportionate to the pressures faced by the Council.

4. What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

Some groups who have lettings at these venues and may currently pay community concessionary charges and therefore may be adversely affected by the increase in fees and charges, work with some people with protected characteristics.

Support for these groups with identifying alternative venues will be provided if required. Support is also available from both the Health and Wellbeing Officer and Community Development Worker who can provide advice regarding community grants funding opportunities.

The following venues offer similar facilities for hire within the borough:

Facility available for hire
Chesterfield Town Hall
Winding Wheel
Donut Creative Arts Centre
West Street Studios
Chester Street Club
St. Andrews Church Hall

Boythorpe Community Centre
Derby Road Methodist Church
Loundsley Green Community Centre
St. Thomas Centre
Technique Stadium, Whittington Moor
Peter Webster Centre
The Eagle Club, Littlemoor
Newbold Working Men's Club
Birdholme Working Men's Club
Brimington Community Centre
Speedwell Rooms
Staveley Hall

5. Any other relevant background information

The new Fees and Charges Policy adopted at Cabinet on 12 December 2023 allows for fees and charges to be reviewed on an annual basis to ensure that the cost of providing the service is recovered. The Fees and Charges Policy was subject to a full Equalities Impact Assessment, whereby no negative impacts on those with protected characteristics was found.

The process being followed for the review of income to be realised includes an assessment of each fee to identify how it meets the Council's strategic purposes and the level of increase that is proposed as well as taking account of present economic conditions.

The proposed fees have been based on a robust estimate of the impact of cost increases and demand and the Council's overall financial position. This includes assessing the affordability of any of these increases to our residents and visitors. Cost pressures and changes in demand that have and continue to impact on the overall financial position of the authority include:

Increase in utility costs.

Significant inflationary pressures resulting in increases in supply costs and materials.

NJC Pay Claim which has resulted in a higher than budgeted for pay increase for staff.
Service specific issues around cost increases and service usage.

Section 2 – Collecting your information

6. What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

In 2022/23 the income from hire fees for the Assembly Rooms in the Market Hall was £7,026. The original budget for 2023/4 was £6,820, and it is currently forecast that income will be approximately £12,000 for the year. With the proposed increase in fees and charges it is estimated that the income for April to June 2024 will be £3,000.

In 2022/23 the income from hire fees for Hasland Village Hall was £34,136. The original budget for 2023/24 was £38,280 and current forecasts estimate that income will be approximately £50,000 for the year. With the proposed increase in fees and charges it is estimated that the income for 2024/25 will be £48,260.

7. Have you identified any gaps in the information/evidence that you have regarding the policy, project, service, function or strategy, which may be needed in order to give proper consideration?
It is not sufficient to say “we do not have the evidence”, you should identify gaps in the evidence and fill them in a proportionate and balanced manner.

Yes, gaps have been identified

If gaps have been identified, please explain what action has been taken to fill them in a proportionate and balanced manner.

No, there are no gaps

Detailed analysis of current usage and income has been conducted. In addition, feedback has been received via the Venues survey and the Budget Conversation enabling full consideration to be given to the proposal.

Section 3 – Additional engagement activities

8. Please list any additional engagement activities undertaken when developing the proposal and completing this EIA. Have those who are anticipated to be affected by the policy been consulted with?		
Date	Activity	Main findings
17th Nov – 15th Dec 2023	Budget Conversation	Respondents were asked to take part in a short survey and answer a series of broad questions about where and how they think CBC budgets should be spent. Information gathered during the budget conversation including comments and individual submissions are being used to inform proposals and key decision considerations.
19th December 2023 to 5th January 2024	Venue Hire Survey Report	As part of the development process of these proposals, officers have contacted the regular hirers of Hasland Village Hall, the Assembly Rooms and invited them to complete a short survey regarding their views on how they think any price or operational changes would affect them and their group.

Section 4 – What is the impact?

9. Summary of anticipated impacts. <i>Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories e.g. older people, younger people, people with hearing impairment etc.</i>			
	Positive impact	Negative impact	No disproportionate impact

Age	<input type="checkbox"/>	X	<input type="checkbox"/>
Disability and long term conditions	<input type="checkbox"/>	X	<input type="checkbox"/>
Gender and gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women and people on parental leave	<input type="checkbox"/>	X	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion and belief	<input type="checkbox"/>	X	<input type="checkbox"/>

10. Details of anticipated <u>positive</u> impacts.								
a)	<i>Please provide details of any positive impacts identified in the summary table above and tick the group/s the impact applies to. Delete or add rows below as required.</i>							
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
b)								
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
c)								
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

11. Details of anticipated <u>negative</u> impacts.		
a)	<i>Negative impact:</i>	Some groups who hire the venues and therefore may be adversely affected, work with some people with protected characteristics: age; disability; pregnancy and maternity; religion or belief.

	<i>Mitigating action:</i>	Support will be provided to groups to identify new venues if required. Support is also available from the Council's Health and Wellbeing Officer and Community Development Worker who can provide advice regarding community grants funding and other external funding opportunities, community development, and support capacity building.							
		<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input checked="" type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input checked="" type="checkbox"/> Religion
b)	<i>Negative impact:</i>								
	<i>Mitigating action:</i>								
		<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
c)	<i>Negative impact:</i>								
	<i>Mitigating action:</i>								
		<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

12. Have all negative impacts identified in the table above been mitigated against with appropriate action?	
X Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<i>If no, please explain why: If negative impacts remain, would the decision constitute conduct prohibited by the act? E.g. discrimination, harassment, victimisation, failure to make reasonable adjustments and any other conduct that is prohibited by or under the act.</i>

13. Have you assessed the equality impact on the people who may have to implement your decision, such as staff or suppliers?	
Staff	X Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <i>If no, please explain why</i>

Specific users	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>If no, please explain why</i>
Wider community	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>If no, please explain why</i>

Section 5 – Recommendations and monitoring

14. How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

In accordance with the Council's Medium-Term Financial Strategy, fees and charges are required to be reviewed on an annual basis to ensure that the cost of providing the service is recovered appropriately. The EIA will be updated accordingly at this time.

15. Summary of the Equality Impact Assessment

Please provide a summary of the assessment, with key findings and a brief description of how the proposal has been developed to take into consideration protected groups, outcomes of consultation etc.

The EIA process has given due regard to any potential negative impacts of the Cultural Services Fees and Charges Review. Some groups who hire the venues and therefore may be adversely affected, work with some people with protected characteristics. Support will be given to those groups who currently hire the venues with finding alternative locations for hire and advice regarding community grants funding opportunities will be provided.

Has due regard been given to the Public Sector Equality Duty statutory guidance or was there a good reason why the duty, or particular parts of it, did not apply to that decision?

The general duty requires public authorities, to have due regard to the need to:

- *Eliminate unlawful discrimination, harassment, victimisation and any other unlawful conduct prohibited by the act*
- *Advance equality of opportunity between people who share and people who do not share a relevant protected characteristic*
- *Foster good relations between people who share and people who do not share a relevant protected characteristic*

X Yes No N/A

Please provide further details if necessary

Section 6

– Knowledge management and publication

Please note the draft EIA should be reviewed by the appropriate Service Manager and the Policy Service **before** WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager	Name:	Anthony Radford
	Date:	25/01/2024
Reviewed by Policy Service	Name:	Allison Potter
	Date:	23/01/2024
Final version of the EIA sent to Policy Service	<input type="checkbox"/>	
Decision information sent to Policy Service	<input type="checkbox"/>	