



East
Northamptonshire
Council

Policy and Resources Committee – 29 September 2011

Building Control Fee Changes

Purpose of report

This report updates Members on the effects of the Building (Local Authority Charges) Regulations 2010 and charges arising from them since they were implemented on 1 October 2010.

Attachment(s)

- Appendix A - Charges document for 1 October 2011
- B - Current Charges document
- C - Equality Impact assessment

1.0 Background

- 1.1 The Building (Local Authority Charges) Regulations 2010 came into force on 1st April 2010 and were implemented on 1st October 2010. They came about following a broader consultation exercise with LA Building Control Services in England and Wales (LABC) in 2007 and the publication of the 2008 CLG document: Future of Building Control – Implementation Plan. They only apply to the Chargeable Activities of Building Control.

2.0 Monitoring of charges

- 2.1 It is a requirement of the Charges Regulations that the council continually monitors the break-even position of its building control charges. Local authorities are required to demonstrate that “taking one financial year with another” that the income from the charges they have levied for carrying out their building regulations chargeable service “as nearly as possible equates to the costs incurred”. Local authorities are also required to review their charges at the end of each financial year for the purpose of achieving this overall objective.
- 2.2 It is now almost twelve months since the new charges were introduced and an appraisal of the current charges has revealed that income is in line with the earlier prediction i.e. £207,300 for 2010/11 as opposed to the 2009/10 figure of £203,700. The charge for each type or category of building work is required to be calculated on the basis of the time taken to process and inspect the works multiplied by the officers’ productive hourly rate.
- 2.3 The appraisal of time spent across the whole range of building activities and applications types, has identified that the following charges require a recalculation as follows -
1. A reduction should be made in respect of the charges relating to load-bearing wall removal, chimney removal and re-roofing works.
 2. An increase should be made in respect of the charge relating to Barn Conversions to Dwellings.
 3. An increase in the added percentage levied for a regularisation application to 35% of the Full Plans charge. The increased charge will reflect the additional officer time spent on applications of this type and will correct an anomaly

whereby the regularisation charges currently levied are slightly less than the Building Notice charge. This situation arose in January 2011 following the increase in the rate of VAT.

2.4 It is estimated that these proposals will have a neutral effect on overall income. Otherwise the Building Control Charges scheme approved on 13 September 2010 (Policy and Resources Committee Minute no 142) is unchanged.

3.0 Equality and Diversity Implications

3.1 An Equality Impact Assessment has been made (Appendix C) and there are no equality or diversity implications.

4.0 Legal Implications

4.1 The Charges regulations fall under Statutory Instrument 2010:No 404.

5.0 Risk Management

5.1 The relevant risk no. 240 on the risk register relates to failure to meet financial targets for building control. It is considered that the new proposals will have a neutral effect on the risk levels.

6.0 Financial Implications

6.1 One of the stated aims of the regulations is to achieve full cost recovery which these changes will continue to achieve. The decision will not give rise to expenditure at a later date.

7.0 Corporate Outcomes


7.1 Good Value for Money will be achieved by the introduction of the revised charges in respect of the building works described.

7.2 High Quality Service Delivery will be maintained.

8.0 Recommendation

8.1 The Committee is recommended to approve the adoption of the revised Building Control Charges document as established under The Building (Local Authority Charges 2010) Regulations effective from 1 October 2011, and set out in Appendix B.

(Reason – To accord with the Charges Regulations and be cost effective).

Legal	Power: Building (Local Authority Charges) Regulations 2010				
	Other considerations:				
Background Papers: Current charging regime					
Person Originating Report: Malcolm Shepherd, Building Control Manager 01832 742122					
Date: 22 July 2011					
CFO 15/9		MO		CX	

(Committee Report Normal Rev. 22)



East
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Building Control Services
Cedar Drive Thrapston Northamptonshire NN14 4LZ
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APPENDIX A

Building Regulation Charges From 1 October 2011



Guidance Notes

Building control charges fall into different categories - plan charges, inspection charges, building notice charges and regularisation charges. **With the exception of regularisation, the charges are subject to VAT at the appropriate rate.** The four charge tables are shown overleaf.

The following notes are for guidance only and are not a substitute for the Statutory Instrument 1998 No.3129, which contains a full statement of the law.

These charges are set at levels, which are anticipated to cover the appropriate service costs

- **Full Plans** – The plan charges **must be paid** on the deposit of the plans with the Council.
- **Building Notice Charge** – This is the sum of the plan charge and the inspection charge. However in certain categories of work there is a surcharge involving 110% of the total of the plan charge and the inspection charge. (Refer to Tables) **Please note that you must send this amount with the application.**
- **Inspection Charges** – These will be payable following the first inspection of the works.
- **Regularisation Charge** - this is 135% of the total of the plan charge and inspection charge. **Please send this amount with your application. VAT does not apply to this type of application.**
- **Estimated cost** - in Table D means a reasonable estimate as would be provided by a professional builder to carry out the project but excluding professional fees and VAT
- **Exemption** - there is no charge where the application is solely for the benefit of someone with a disability. Please telephone for further information.
- **Multiple Works**- Where plans show more than one type of work (i.e. two separate extensions) the charges payable are aggregated accordingly.
- **Payments/Instalments**- Please make cheques payable to East Northamptonshire Council. It may be possible to pay by instalments. Please telephone if you need further information.
- **Electrical Works** – There is no additional charge for electrical installations carried out in conjunction with other building regulations works. The charge in Table C applies to unrelated electrical installations/alterations undertaken by electricians who are not members of a Competent Persons Scheme. (A separate guidance leaflet 'Electrical Safety in the Home' is available from Building Control).
- **Exempt Buildings** - A fee of £25 (including VAT) should accompany an application for registration of an exempt building.

If you have any doubt or difficulty please call the **Building Control Helpline** on **01832 742139** or email building.control@east-northamptonshire.gov.uk

We hope these notes are helpful. If you feel they are not or you require further assistance call the Building Control Manager on 01832 742122.

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables, that they are undertaking. If not, the work may incur supplementary charges.

**TABLE A
STANDARD CHARGES FOR THE CREATION OF NEW HOUSING**

Number of dwellings	Full Plans Charge						Building Notice Charge			Regularisation Charge
	Plan Charge			Inspection Charge			NET	VAT	TOTAL	
	NET	VAT	TOTAL	NET	VAT	TOTAL				
1	133.25	26.65	159.90	399.75	79.95	479.70	586.30	117.26	703.56	719.55
2	183.22	36.64	219.86	549.66	109.93	659.59	806.16	161.23	967.39	989.39
3	233.19	46.64	279.83	699.56	139.91	839.47	1026.03	205.21	1231.24	1259.21
4	279.83	55.97	335.80	839.48	167.90	1007.38	1231.23	246.25	1477.48	1511.07
5	329.79	65.96	395.75	989.38	197.88	1187.26	1451.09	290.22	1741.31	1780.88
6 to 10	379.76	75.95	455.71	1139.29	227.86	1367.15	1670.96	334.19	2005.15	2050.72
11 to 15	479.70	95.94	575.64	1439.10	287.82	1726.92	2110.68	422.14	2532.82	2590.38
16 to 20	589.63	117.93	707.56	1768.89	353.78	2122.67	2594.38	518.88	3113.26	3184.00

For applications for more than 20 dwellings, please contact the Building Control Manager on 01832 742122.

Note:- For six or more dwellings or if the floor area of the dwellings exceeds 300m² the charge is individually determined.

Footnotes:

1. Building Notice Charge

The increased amount reflects additional Building Control time spent.

2. Regularisation Charge

This is for retrospective approval of work which has already started/completed. (Note: In the event the work cannot be regularised, the fee is non refundable).

3. Extra charges

These may be made, and an invoice sent to the owner, where the Builder or Building owner:

- a) Causes additional inspections to be carried out through needing closer supervision.
- b) Causes additional inspections by suspending progress of work and failing to notify us.

Unless agreed otherwise schemes exceeding one years duration may be subject to additional charge.

**TABLE B
ERECTION OF DOMESTIC EXTENSIONS AND CERTAIN SMALL BUILDINGS**

TYPE OF WORK	Full Plans Charge						Building Notice Charge			Regularisation Charge
	Plan Charge			Inspection Charge			NET	VAT	TOTAL	
	NET	VAT	TOTAL	NET	VAT	TOTAL				
Domestic extensions (Based on floor area)										
Up to 10m2	79.95	15.99	95.94	239.85	47.97	287.82	351.78	70.36	422.14	431.73
10m2 to 40m2	89.94	17.99	107.93	269.83	53.97	323.80	395.75	79.15	474.90	485.69
40m2 to 100m2	133.25	26.65	159.90	399.75	79.95	479.70	586.3	117.26	703.56	719.55
Detached/Attached domestic buildings and garage/carpports										
Detached habitable buildings	93.28	18.66	111.94	279.83	55.97	335.80	410.41	82.08	492.49	503.70
Detached non-habitable buildings	66.63	13.33	79.96	199.88	39.98	239.86	293.15	58.63	351.78	359.79
Detached/Attached Garage	186.55	37.31	223.86	0.00	0.00	0.00	205.21	41.04	246.25	251.84
Detached/Attached Carport	159.90	31.98	191.88	0.00	0.00	0.00	175.89	35.18	211.07	215.87

Footnotes:

1. Building Notice Charge

The increased amount reflects additional Building Control time spent.

2. Regularisation Charge

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3. Extra charges

These may be made, and an invoice sent to the owner, where the Builder or Building owner:

- a) Causes additional inspections to be carried out through needing closer supervision.
- b) Causes additional inspections by suspending progress of work and failing to notify us.

For electrical work not covered under Competent Persons Scheme refer to Table C (account will be given with regard to repetitive work and a discount may be applied) and:

An hourly rate may be used for all other work not covered by a Competent Persons Scheme

Unless agreed otherwise schemes which will be exceeding one year's duration may be subject to additional charge.

**TABLE C
DOMESTIC ALTERATIONS TO A SINGLE DWELLING**

TYPE OF WORK	Full Plans Charge						Building Notice Charge			Regularisation Charge
	Plan Charge			Inspection Charge			NET	VAT	TOTAL	
	NET	VAT	TOTAL	NET	VAT	TOTAL				
Loft conversion	103.27	20.65	123.92	309.81	61.96	371.77	454.38	90.88	545.26	557.66
Garage conversion	66.63	13.33	79.96	199.88	39.98	239.86	293.15	58.63	351.78	359.79
Conservatory conversion	66.63	13.33	79.96	199.88	39.98	239.86	293.15	58.63	351.78	359.79
Barn conversion to dwelling	113.26	22.65	135.91	339.79	67.96	407.75	498.36	99.67	598.03	611.62
Chimney removal	36.64	7.33	43.97	109.93	21.99	131.92	161.23	32.25	193.48	197.87
Load bearing wall removal	36.64	7.33	43.97	109.93	21.99	131.92	161.23	32.25	193.48	197.87
Underpinning	96.61	19.32	115.93	289.82	57.96	347.78	425.07	85.01	510.08	521.68
Re-roofing	29.98	6.00	35.98	89.94	17.99	107.93	119.93	23.99	143.92	161.91
Install bathroom or WC	49.97	9.99	59.96	149.91	29.98	179.89	219.86	43.97	263.83	269.84
Install roof light(s)	36.64	7.33	43.97	109.93	21.99	131.92	146.58	29.32	175.90	197.87
Replacement windows	29.98	6.00	35.98	89.94	17.99	107.93	119.93	23.99	143.92	161.91
Install solar panels	43.31	8.66	51.97	129.92	25.98	155.90	173.23	34.65	207.88	233.86
Install wind turbine	43.31	8.66	51.97	129.92	25.98	155.90	173.23	34.65	207.88	233.86
Thermal upgrade of walls/roof	43.31	8.66	51.97	129.92	25.98	155.90	173.23	34.65	207.88	233.86
Electrical installation work (not undertaken under a competent person scheme)	39.98	8.00	47.98	119.93	23.99	143.92	175.89	35.18	211.07	215.88

Footnotes:

1. Building Notice Charge

The increased amount reflects additional Building Control time spent.

2. Regularisation Charge

This is for retrospective approval of work which has already started/completed. (Note: In the event the work cannot be regularised, the fee is non refundable).

3. Extra charges

These may be made, and an invoice sent to the owner, where the Builder or Building owner:

a) Causes additional inspections to be carried out through needing closer supervision.

b) Causes additional inspections by suspending progress of work and failing to notify us.

Unless agreed otherwise schemes exceeding one years duration may be subject to additional charge.

**TABLE D
ALL OTHER WORK**

Estimated cost of work (excl) VAT £	Full Plans Charge						Building Notice Charge			Regularisation Charge
	Plan Charge			Inspection Charge			NET	VAT	TOTAL	
	NET	VAT	TOTAL	NET	VAT	TOTAL				
0 to 1,000	26.65	5.33	31.98	79.95	15.99	95.94	117.26	23.45	140.71	143.91
1,000 - 5,000	49.97	9.99	59.96	149.91	29.98	179.89	219.86	43.97	263.83	269.84
5,001 - 10,000	56.63	11.33	67.96	169.89	33.98	203.87	249.18	49.84	299.02	305.80
10,001 - 20,000	76.62	15.32	91.94	229.86	45.97	275.83	337.12	67.42	404.54	413.75
20,001 - 35,000	93.28	18.66	111.94	279.83	55.97	335.80	410.41	82.08	492.49	503.70
35,001 - 50,000	106.60	21.32	127.92	319.80	63.96	383.76	469.04	93.81	562.85	575.64
50,001 - 75,000	119.93	23.99	143.92	359.78	71.96	431.74	527.67	105.53	633.20	647.61
75,001 - 100,000	169.89	33.98	203.87	509.68	101.94	611.62	747.53	149.51	897.04	917.42

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Note: - For schemes exceeding £100,000 estimated contract price the charge is individually determined.

For window replacement schemes to commercial buildings the charge is individually determined.

Unless agreed otherwise schemes exceeding one years duration may be subject to additional charge.



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APPENDIX B

Building Regulation Charges From 4 January 2011



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2	183.22	36.64	219.86	549.66	109.93	659.59	806.16	161.23	967.39	952.74
3	233.19	46.64	279.83	699.56	139.91	839.47	1026.03	205.21	1231.24	1212.58
4	279.83	55.97	335.80	839.48	167.90	1007.38	1231.23	246.25	1477.48	1455.09
5	329.79	65.96	395.75	989.38	197.88	1187.26	1451.09	290.22	1741.31	1714.93
6 to 10	379.76	75.95	455.71	1139.29	227.86	1367.15	1670.96	334.19	2005.15	1974.77
11 to 15	479.70	95.94	575.64	1439.10	287.82	1726.92	2110.68	422.14	2532.82	2494.44
16 to 20	589.63	117.93	707.56	1768.89	353.78	2122.67	2594.38	518.88	3113.26	3066.08

For applications for more than 20 dwellings, please contact the Building Control Manager on 01832 742122.

Note:- For six or more dwellings or if the floor area of the dwellings exceeds 300m² the charge is individually determined.

Footnotes:

1. Building Notice Charge

The increased amount reflects additional Building Control time spent.

2. Regularisation Charge

This is for retrospective approval of work which has already started/completed. (Note: In the event the work cannot be regularised, the fee is non refundable).

3. Extra charges

These may be made, and an invoice sent to the owner, where the Builder or Building owner:

- a) Causes additional inspections to be carried out through needing closer supervision.
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Unless agreed otherwise schemes exceeding one years duration may be subject to additional charge.

**TABLE B
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Up to 10m2	79.95	15.99	95.94	239.85	47.97	287.82	351.78	70.36	422.14	415.74
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40m2 to 100m2	133.25	26.65	159.90	399.75	79.95	479.70	586.3	117.26	703.56	692.90
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Detached habitable buildings	93.28	18.66	111.94	279.83	55.97	335.80	410.41	82.08	492.49	485.03
Detached non-habitable buildings	66.63	13.33	79.96	199.88	39.98	239.86	293.15	58.63	351.78	346.45
Detached/Attached Garage	186.55	37.31	223.86	0.00	0.00	0.00	205.21	41.04	246.25	242.52
Detached/Attached Carport	159.90	31.98	191.88	0.00	0.00	0.00	175.89	35.18	211.07	207.87

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**TABLE C
DOMESTIC ALTERATIONS TO A SINGLE DWELLING**

TYPE OF WORK	Full Plans Charge						Building Notice Charge			Regularisation Charge
	Plan Charge			Inspection Charge			NET	VAT	TOTAL	
	NET	VAT	TOTAL	NET	VAT	TOTAL				
Loft conversion	103.27	20.65	123.92	309.81	61.96	371.77	454.38	90.88	545.26	537.00
Garage conversion	66.63	13.33	79.96	199.88	39.98	239.86	293.15	58.63	351.78	346.45
Conservatory conversion	66.63	13.33	79.96	199.88	39.98	239.86	293.15	58.63	351.78	346.45
Barn conversion to dwelling	103.27	20.65	123.92	309.81	61.96	371.77	454.38	90.88	545.26	537.00
Chimney removal	43.31	8.66	51.97	129.92	25.98	155.90	190.55	38.11	228.66	225.19
Load bearing wall removal	43.31	8.66	51.97	129.92	25.98	155.90	190.55	38.11	228.66	225.19
Underpinning	96.61	19.32	115.93	289.82	57.96	347.78	425.07	85.01	510.08	502.35
Re-roofing	36.64	7.33	43.97	109.93	21.99	131.92	146.58	29.32	175.90	190.55
Install bathroom or WC	49.97	9.99	59.96	149.91	29.98	179.89	219.86	43.97	263.83	259.84
Install roof light(s)	36.64	7.33	43.97	109.93	21.99	131.92	146.58	29.32	175.90	190.55
Replacement windows	29.98	6.00	35.98	89.94	17.99	107.93	119.93	23.99	143.92	155.90
Install solar panels	43.31	8.66	51.97	129.92	25.98	155.90	173.23	34.65	207.88	225.19
Install wind turbine	43.31	8.66	51.97	129.92	25.98	155.90	173.23	34.65	207.88	225.19
Thermal upgrade of walls/roof	43.31	8.66	51.97	129.92	25.98	155.90	173.23	34.65	207.88	225.19
Electrical installation work (not undertaken under a competent person scheme)	39.98	8.00	47.98	119.93	23.99	143.92	175.89	35.18	211.07	207.87

Footnotes:

1. Building Notice Charge

The increased amount reflects additional Building Control time spent.

2. Regularisation Charge

This is for retrospective approval of work which has already started/completed. (Note: In the event the work cannot be regularised, the fee is non refundable).

3. Extra charges

These may be made, and an invoice sent to the owner, where the Builder or Building owner:

a) Causes additional inspections to be carried out through needing closer supervision.

b) Causes additional inspections by suspending progress of work and failing to notify us.

Unless agreed otherwise schemes exceeding one years duration may be subject to additional charge.

**TABLE D
ALL OTHER WORK**

Estimated cost of work (excl) VAT £	Full Plans Charge						Building Notice Charge			Regularisation Charge
	Plan Charge			Inspection Charge			NET	VAT	TOTAL	
	NET	VAT	TOTAL	NET	VAT	TOTAL				
0 to 1,000	26.65	5.33	31.98	79.95	15.99	95.94	117.26	23.45	140.71	138.58
1,000 - 5,000	49.97	9.99	59.96	149.91	29.98	179.89	219.86	43.97	263.83	259.84
5,001 - 10,000	56.63	11.33	67.96	169.89	33.98	203.87	249.18	49.84	299.02	294.48
10,001 - 20,000	76.62	15.32	91.94	229.86	45.97	275.83	337.12	67.42	404.54	398.42
20,001 - 35,000	93.28	18.66	111.94	279.83	55.97	335.80	410.41	82.08	492.49	485.03
35,001 - 50,000	106.60	21.32	127.92	319.80	63.96	383.76	469.04	93.81	562.85	554.32
50,001 - 75,000	119.93	23.99	143.92	359.78	71.96	431.74	527.67	105.53	633.20	623.61
75,001 - 100,000	169.89	33.98	203.87	509.68	101.94	611.62	747.53	149.51	897.04	883.45

Footnotes:

1. Building Notice Charge

The increased amount reflects additional Building Control time spent.

2. Regularisation Charge

This is for retrospective approval of work which has already started/completed. (Note: In the event the work cannot be regularised, the fee is non refundable).

3. Extra charges

These may be made, and an invoice sent to the owner, where the Builder or Building owner:

- a) Causes additional inspections to be carried out through needing closer supervision.
- b) Causes additional inspections by suspending progress of work and failing to notify us.

Note: - For schemes exceeding £100,000 estimated contract price the charge is individually determined.

For window replacement schemes to commercial buildings the charge is individually determined.

Unless agreed otherwise schemes exceeding one years duration may be subject to additional charge.



APPENDIX C

EIA Initial Screening Form – service or function

1. Name of Service or Function:	Building Control Service
2. Name and Job title / role of person completing Initial Screening:	Malcolm Shepherd Building Control Manager
3. What is the main purpose of the Service or Function?	For the purpose of securing the health and safety of persons in or about buildings and of others who may be affected by buildings or matters connected with buildings. Furthering the conservation of fuel and power and preventing waste and undue consumption, misuse and contamination of water.
4. List the main activities of the Service or Function:	Checking applications submitted under the building regulations, inspecting sites during construction and ensuring that the building regulations have been adhered to. Dealing with dangerous structures and demolition notices under the Building Act.
5. Who are the main beneficiaries of the Service or Function?	The public generally
6. How is the success of the Service or Function measured?	By ensuring compliance with legislation throughout the construction process there should be a minimal number of enforcement cases. Customer satisfaction questionnaires are issued with each completion certificate issued.
7. Are equality monitoring systems in place?	No

8. Use the following table to indicate using a ✓:

- a) Where you think that the Service or Function could have a positive impact on any of the groups or contribute to promoting equality of opportunity or improving relations within equality groups.
- b) Where you think that the Service or Function could have a negative impact on any of the equality groups i.e. it could disadvantage them.
- c) Where you think that the Service or Function could have a neutral impact on any of the equality group i.e. no impact

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Gender:				
Women/Girls			✓	
Men/Boys			✓	
Transgender people			✓	
Sexual Orientation:				
Lesbians, gay men and bisexuals			✓	
Race/Ethnicity:				
White British people			✓	
White non-British people (including Irish people)			✓	
Asian or Asian British people			✓	
Black or Black British people			✓	
People of mixed heritage			✓	
Chinese people			✓	
Travellers (Gypsy/Roma/Irish heritage)			✓	
People from other ethnic groups			✓	
People who do not have English as their first language			✓	

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Disability:				
Physical impairment, e.g mobility issues which mean using a wheelchair or crutches.			✓	
Sensory impairment, e.g blind/having a serious visual impairment, deaf/having a serious hearing impairment.			✓	
Mental health condition, e.g depression or schizophrenia			✓	
Learning disability/difficulty, e.g. Down's syndrome or dyslexia, or cognitive impairment such as autistic spectrum disorder			✓	
Long-standing illness or health condition, e.g. cancer, HIV. Diabetes, chronic heart disease or epilepsy			✓	
Other health problems or impairments (<i>please specify if appropriate</i>)				
Age:				
Older People (60+)			✓	
Children and Young People (see guidance for definition)			✓	
Religion/Belief:				
Christian			✓	
Buddhist			✓	
Hindu			✓	
Jewish			✓	
Muslim			✓	
Sikh			✓	
Other religion (including holding no belief)			✓	

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Other Potentially Affected Groups				
Rural Isolation - People who live in rural areas e.g isolated geographically, lack of internet access			✓	
Socio-economic Exclusion – e.g. people who are on benefits, have low educational attainment, single parents, people living in poor quality housing, people who have poor access to services, the unemployed or any combination of these and the other protected strands			✓	
Any other potentially affected groups (<i>please specify</i>)				
9. If you have indicated that there is a negative impact on any group:				
a) Is that impact against legislation?	Yes	No		
b) What is the level of impact?	High	Low		
10. Could you minimise or remove any negative impact that is of low significance?	How?			
11. Could you improve a positive impact of the Service or Function?	How?			
12. If there is no evidence that the Service or Function promotes equality of opportunity or improved relations, could it be adapted so that it does?	How?			
Head of Service signature				
Date of Initial Screening:	21/7/2011			



NOTE

If a negative impact has been highlighted and requires more consultation or research to address it, or if it cannot be justified (e.g. if it is against legislation or places that Council in a position that leaves it open to challenge) you must complete a Full EIA.

If not, you should still consider if completing a Full EIA would be helpful in making a thorough assessment.

Full EIA Assessment Form

<p>14. Looking back at the Initial Screening Form, in what area(s) are there concerns that the Service or Function could have a negative impact?</p> <p style="text-align: right;">(✓ all that apply)</p>	
Gender:	
Sexual orientation:	
Race/Ethnicity	
Disability:	
Age	
Religion/Belief	
Rural isolation	
Socio-economic exclusion	
Any other affected groups:	
15. Summarise the likely negative impacts:	
16. What consultation on this Service or Function has already taken place with groups/individuals from equality target groups?	

17. What does it indicate about the negative impact of this Service or Function?	
18. What consultation will be conducted/is planned on this Service or Function with equality target groups?	
19. Once this consultation activity has taken place, indicate the outcomes:	
20. What consultation on this Service or Function has already taken place with staff - including those that have, or will have direct experience of implementing the Service or Function?	
21. What does it indicate about the negative impact of this Service or Function?	
22. What consultation will be conducted/is planned on this Service or Function with staff?	
23. Once this consultation activity has taken place, indicate the outcomes:	
24. What relevant research/data/reports concerning the equality target groups have been used in the planning of this Service or Function and what does it tell us about the negative impact?	
25. What research concerning the equality target groups needs to be conducted in relation to this Service or Function?	
26. Once this has been carried out, what does it tell us about the negative impact?	
27. If there are any research gaps, are there any experts/relevant groups that can be contacted to obtain views and evidence on the issues?	

28. Once they have been contacted, what information have we found out?	
29. Is it important that we conduct/commission specific research on this issue? Explain the research required:	
30. If we need to conduct /commission research what are the likely timescales and resource implications / costs involved?	
31. If you require further information, what will you do in the interim to address the negative impact?	
32. List the changes that have been identified which will ensure that the negative impact is addressed:	
33. Have you introduced changes you planned, with any necessary training?	Give details :
34. Does everyone involved in the Service or Function know and understand what you have done?	
Now complete the action planning form which will detail the changes that need to be made to this Service or Function.	

Equality Impact Assessment Action Plan

Action identified	Key activity	How will we know this has been achieved? (measures, milestones and dates)	Officer responsible	Quarterly progress update

Planned date for next EIA exercise | _____