

Initial equality impact assessment screening form			
This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.			
Directorate	CYPS		
Service area	Adult Learning and Skills		
Proposal being screened	Fees and Charging Policy		
Officer(s) carrying out screening	Paul Cliff		
What are you proposing to do?	Publish new policy and increase fees by 4% for those eligible		
Why are you proposing this? What are the desired outcomes?	Contractual requirement with increase in line with wider council policy		
Does the proposal involve a significant commitment or removal of resources? Please give details.	No		
Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYCC's additional agreed characteristics			
As part of this assessment, please consider the following questions:			
<ul style="list-style-type: none"> To what extent is this service used by particular groups of people with protected characteristics? Does the proposal relate to functions that previous consultation has identified as important? Do different groups have different needs or experiences in the area the proposal relates to? 			
If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your Equality rep for advice if you are in any doubt.			
Protected characteristic	Potential for adverse impact		Don't know/No info available
	Yes	No	
Age		✓	
Disability		✓	
Sex		✓	
Race		✓	
Sexual orientation		✓	
Gender reassignment		✓	
Religion or belief		✓	
Pregnancy or maternity		✓	
Marriage or civil partnership		✓	
People in rural areas		✓	
People on a low income		✓	
Carer (unpaid family or friend)		✓	
Does the proposal relate to an area where there are known inequalities/probable impacts (e.g. disabled people's access to public transport)? Please give details.	Policy change is a contractual requirement based on national rule changes, fee charges only impact the small proportion of individuals who are eligible for fees		
Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	No Impact on how organisations operate as in line with national policy		

Decision (Please tick one option)	EIA not relevant or proportionate:	✓?	Continue to full EIA:	
Reason for decision	Changes have minimal impacts			
Signed (Assistant Director or equivalent)				
Date				