

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

<b>Directorate: Communities, Housing and Environment</b>	<b>Service area: Registrars</b>
<b>Lead person: Steve Coupe</b>	<b>Contact number: 0113 37 89595</b>
<b>Date of the equality, diversity, cohesion and integration impact assessment: 20 October 2024</b>	

<b>1. Title:</b>
Is this a:
<input type="checkbox"/> <b>Strategy / Policy</b> <input checked="" type="checkbox"/> <b>Service / Function</b> <input type="checkbox"/> <b>Other</b>
<b>If other, please specify</b>

**2. Members of the assessment team:**

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team For example, service user, manager of service, specialist</b>
Steve Coupe	LCC	Service manager

<b>3. Summary of strategy, policy, service or function that was assessed:</b>
Registrars ceremony fees for 2027

<b>4. Scope of the equality, diversity, cohesion and integration impact assessment</b> (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)
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<b>4a. Strategy, policy or plan</b> (please tick the appropriate box below)	
The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>
<b>Please provide detail:</b>	

<b>4b. Service, function, event</b> please tick the appropriate box below	
The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input checked="" type="checkbox"/>
Procuring of a service (by contract or grant)	<input type="checkbox"/>
<b>Please provide detail:</b> The Registrars service applies an annual increase to ceremony fees. This helps to cover service costs and contributes towards the council's overall income levels. Fees have previously been approved by delegated decision up to 31 December 2026. The report proposes revised fees for the period 1 January to 31 December 2027.	

**5. Fact finding – what do we already know**

Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.

(priority should be given to equality, diversity, cohesion and integration related information)

Existing fees  
Benchmarking fees against other local authorities  
Budget income targets / service costs  
Ceremony demand (volume)  
Customer feedback

**Are there any gaps in equality and diversity information  
Please provide detail:**

We do not hold any equality and diversity information relating to the impact of either existing ceremony fees or proposed ceremony fee increases.

**Action required:**

Consider collecting feedback as part of a customer survey in advance of next ceremony fee review.

**6. Wider involvement – have you involved groups of people who are most likely to be affected or interested**

Yes

No

**Please provide detail:**

**Action required:**

As above

**7. Who may be affected by this activity?**

please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

**Equality characteristics**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Age                  | <input type="checkbox"/> Carers             | <input type="checkbox"/> Disability         |
| <input type="checkbox"/> Gender reassignment  | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion or Belief |
| <input type="checkbox"/> Sex (male or female) | <input type="checkbox"/> Sexual orientation |   |
| <input type="checkbox"/> Other                |   |   |

(Other can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being)

**Please specify:**

**Stakeholders**

- |  |                                    |                                       |
|--|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Services users | <input type="checkbox"/> Employees | <input type="checkbox"/> Trade Unions |
| <input type="checkbox"/> Partners                  | <input type="checkbox"/> Members   | <input type="checkbox"/> Suppliers    |
| <input type="checkbox"/> Other please specify      |                                    |                                       |

**Potential barriers**

- |   |  |
|---|--|
| <input type="checkbox"/> Built environment              | <input type="checkbox"/> Location of premises and services |
| <input type="checkbox"/> Information and communication  | <input type="checkbox"/> Customer care                     |
| <input type="checkbox"/> Timing                         | <input type="checkbox"/> Stereotypes and assumptions       |
| <input checked="" type="checkbox"/> Cost                | <input type="checkbox"/> Consultation and involvement      |
| <input checked="" type="checkbox"/> Financial exclusion | <input type="checkbox"/> Employment and training           |



specific barriers to the strategy, policy, services or function

Please specify

Some customers may find it difficult to afford the annually increasing ceremony fees

**8. Positive and negative impact**

Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers

**8a. Positive impact:**

The £112.50 statutory Monday ceremony will not be affected by the fee increases, ensuring that a cheaper option remains available.

**Action required:**

**8b. Negative impact:**

The variable fees (according to day of the week) may mean that some customers find it difficult to afford the fee on higher fee days.

**Action required:**

Level of fee increases has been limited in 2027 although income/budget targets must be met.

**9. Will this activity promote strong and positive relationships between the groups/communities identified?**

Yes  No

**Please provide detail: Not applicable**

**Action required:**

**10. Does this activity bring groups/communities into increased contact with each other?** (for example, in schools, neighbourhood, workplace)

Yes  No

**Please provide detail: Not applicable**

**Action required:**

**11. Could this activity be perceived as benefiting one group at the expense of another?** (for example where your activity or decision is aimed at adults could it have an impact on children and young people)

Yes  No

**Please provide detail:** More affluent customers are likely to be less impacted than those on low incomes

**Action required:**

**12. Equality, diversity, cohesion and integration action plan**

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

<b>Action</b>	<b>Timescale</b>	<b>Measure</b>	<b>Lead person</b>
Consider use of customer survey (in advance of future fee reviews) to better inform customer reaction to fees and fee increases	31/03/2025	Customer survey	Steve Coupe

**13. Governance, ownership and approval**

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job title	Date
Steve Coupe	Superintendent Registrar	29 October 2024
<b>Date impact assessment completed</b>		

**14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)**

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board  
Please specify which board
- Other (please specify)

**15. Publishing**

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality impact assessment should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality impact assessments that are not to be published should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk) for record.

Complete the appropriate section below with the date the report and attached assessment was sent:

For Executive Board or Full Council – sent to <b>Governance Services</b>	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: