

## Integrated Impact Assessment (IIA)

Please refer to the Integrated Impact Assessment (IIA) Guidance when completing this form.

### Basic Details

1. Title of proposal (include budget reference if applicable)

Fees and Charges Annual Review 2025/26

2. Service(s)

All

3. Lead officer (name, job title and date of IIA training)

Saty Kaur, Chief Officer Corporate Solutions

4. Other officers/partners involved (name, job title and date of IIA training)

N/A

5. Date IIA completed

09/02/2025

6. Nature of proposal

Review of an existing strategy or policy

Other (please specify)

7. Brief description of proposal

What are its main aims and objectives? What, if anything, will change as a result of this proposal?

Annual review of the Council's Fees and Charges register which includes uplift of charges and introduction of new policies and/or services

## Equality and Rights

8. Could the proposal have an impact on any of the following groups with protected characteristics under the Equality Act 2010? (select all that apply)

Protected characteristics	
<b>Age</b> (older people, young people and children)	<input checked="" type="checkbox"/>
<b>Disability</b> (people with disabilities)	<input checked="" type="checkbox"/>
<b>Gender reassignment</b> (trans people, anyone whose gender identity differs from their sex assigned at birth)	<input checked="" type="checkbox"/>
<b>Marriage and civil partnership</b> (people who are married or in a civil partnership)	<input checked="" type="checkbox"/>
<b>Pregnancy and maternity</b> (women who are pregnant and/or on maternity leave)	<input checked="" type="checkbox"/>
<b>Race</b> (people defined by their colour, ethnicity or nationality – e.g. Asian and black people)	<input checked="" type="checkbox"/>
<b>Religion and belief</b> (people with different religions and beliefs, including no belief)	<input type="checkbox"/>
<b>Sex</b> (men or women)	<input checked="" type="checkbox"/>
<b>Sexual orientation</b> (lesbian, gay, bisexual, heterosexual/straight)	<input checked="" type="checkbox"/>

9. Could the proposal have an impact on children and young people under the age of 18?

Yes

10. Could the proposal have an impact on **human rights**?

See pages 14-15 of the IIA Guidance.

No

11. Is the proposal a 'strategic decision' under the **Fairer Scotland Duty** to actively consider how to reduce socio-economic disadvantage (i.e. poverty)?

Please select from the list below. The proposal is strategic if it falls under any of the headings.

Development/implementation of Charging Policies

Yes

No

Don't know

If you answered yes to any of questions 8-11, you must also answer questions 12-15.

If you were unsure about any of questions 8-11, it is advised that you answer questions 12-15.

If you answered no to all of questions 8-11, please advance to **question 16 (Environment)**.

## Equality and Rights

12. What kind of impact could the proposal have on groups with protected characteristics under the Equality Act? (please explain your answers)

Protected characteristic	Potential impact	Explanation
Age	Unknown	The Council's Fees and Charges register includes all fees and charges. As they affect all users depending on the service then it is unknown what the impact will be on each group. Specific changes to charges that may affect young people are increases to school meal costs, noting that Primary 1-5 are all entitled to free school meals. Other service changes that will directly affect people is the 5% inflationary uplift in Sport and Leisure fees. It is presumed that Sport and Leisure facilities are accessed by people of all protected characteristics, therefore it is not possible to know the impact of this change. Other changes that will affected people of different protected characteristics is the increase in charges for care related services. It should be noted that some benefits have increased annually whilst care related charges have not; and it is anticipated that increased benefits could be used to offset some of the care charge changes.
Disability	Unknown	As above
Gender reassignment	Unknown	As above
Marriage and civil partnership	Unknown	As above
Pregnancy and maternity	Unknown	As above
Race	Unknown	As above

Protected characteristic	Potential impact	Explanation
Religion or belief	Unknown	As above
Sex	Unknown	As above
Sexual orientation	Unknown	As above

## Equality and Rights

13. What kind of impact could the proposal have on children and young people in terms of the requirements of the [UNCRC \(Scotland\) \(Incorporation\) Act 2023?](#)

A full list of the UNCRC Articles can be found on pages 12-13 of the IIA Guidance.

UNCRC Article	Particular groups of children affected	Potential impact	Explanation
Article 3 ( <a href="#">best interests of the child</a> )	None	Choose an item.	
Article 6 ( <a href="#">life, survival and development</a> )	None	Choose an item.	
Article 12 ( <a href="#">respect for the views of the child</a> )	None	Choose an item.	
Article 19 ( <a href="#">protection from violence, abuse and neglect</a> )	None	Choose an item.	
Article 23 ( <a href="#">children with a disability</a> )	All	Unknown	Similar to Section 12 it is not known what services may be accessed by children with disabilities.

Article 27 ( <a href="#">adequate standard of living</a> )	None	Choose an item.	
Article 29 ( <a href="#">goals of education</a> )	None	Choose an item.	
Article 31 ( <a href="#">leisure, play and culture</a> )	All	Unknown	As above – the changes to Sport and Leisure charges may impact children.
Other (please specify)		Choose an item.	

## Equality and Rights

14. What kind of impact could the proposal have in terms of the Articles of the European Convention on Human Rights (ECHR)?

See pages 14-15 of the IIA Guidance.

Article of ECHR	Particular groups of people affected	Potential impact	Explanation
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	

15. What kind of impact could the proposal have on people experiencing or vulnerable to socio-economic disadvantage (i.e. poverty)?

An explanation of the different features of socio-economic disadvantage and information on vulnerable population groups can be found on page 18 of the IIA Guidance.

Socio-economic disadvantage	Potential impact	Explanation
Low income	Negative	Fees and charges are being increased in a number of areas as a result of the review. Some fees that are being increased are inflationary and some are more. Some fees are for services that may be used by people with socio-economic disadvantage i.e. Sport and Leisure facilities, school meals, cafes, pest control, garden waste etc. In those cases there would be a potential negative impact on fee uplifts. The scale of the impact is unknown as it is not possible to disaggregate service users by socio-economic disadvantage.
Low and/or no wealth	Negative	As above
Material deprivation	Negative	As above
Area deprivation	Unknown	As above
Socio-economic background	Negative	As above
Other	Choose an item.	

## Environment

### 16. What impact could the proposal have on the environment?

Considerations relating to the environment, climate change and sustainability are described on pages 19-20 of the IIA Guidance.

Potential impact	Affected populations	Explanation
Choose an item.		

If the proposal is likely to have a significant impact on the environment (positive or negative), it is advised that you undertake a Strategic Environmental Assessment (SEA). Further information on when an SEA is required can be found on page 19 of the IIA Guidance and on the [Scottish Government website](#).

If you have identified any impact (positive, negative or neutral) on protected characteristic groups, children and young people, human rights, socio-economic disadvantage or the environment, you must complete all of the remaining sections.

If you have not identified any potential impact on protected characteristic groups, children and young people, human rights, socio-economic disadvantage or the environment, please advance directly to **question 29 (Recommendation)**.

## Evidence

### 17. What data, research and other evidence informed the proposal?

Evidence can include, for instance, surveys, databases, census and population figures, focus groups, in-depth interviews, pilot projects, reviews of complaints, user feedback, academic publication and consulting reports.

Evidence source	Explanation (what does the evidence tell us about nature and scale of the potential impact?)
Data on populations in need	Recent Census information published in 2023. Describes the continued growth in Midlothian across all age groups with particular significant growth in younger and older age groups.
Data on service uptake/access	Taken from current and previous use across all services.
Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation.  Evidence of unmet need  Data on equality outcomes	Taken from the data sets that inform the Single Midlothian Plan and recent work carried out on behalf of the Cost-of-Living Task Force.  Areas of concern in terms of household pressures, in particular for those in low-income households and experiencing higher levels of poverty and inequality.
Good practice guidelines	Research into legislative and statutory requirements alongside benchmarking from neighbouring Local Authorities and the Local Government Benchmarking Framework family group.  Gives comparator charging to measure where Midlothian sits within these i.e. are the proposed charges higher/lower/same as these other Local Authorities.

## Consultation and Engagement

18. How has the proposal been informed by consultation and engagement?

Please explain who was consulted/engaged during the development of the proposal, the extent of their involvement, what their views were and how these have been taken into account.

None

## Mitigating Actions

19. Could the proposal, in its current form, discriminate against people in a protected characteristic group? Don't know

20. Could the proposal, in its current form, violate the rights of children and young people under the UNCRC Act? No

21. Could the proposal, in its current form, violate human rights under the European Convention on Human Rights (ECHR)? No

22. Could the proposal, in its current form, entrench or increase inequality of outcome due to poverty? Don't know

23. If applicable, please describe any actions which could be taken to remove or mitigate the potential negative impact of the proposal.

Please provide estimates of the resource implications of adopting these actions.

None



24. If you have identified any potential negative impact which cannot be removed or mitigated, please clearly state your justification for continuing with the proposal.

The Council is required to set fees and charges that ensure full cost recovery and where possible, income generation on discretionary charges.

**NOTE:** If the proposal could be deemed discriminatory under the Equality Act, UNCRC or ECHR, you must revise the proposal to ensure that the Council acts lawfully.

### Monitoring and Review

25. How will the implementation and impact of the proposal be monitored? How frequently and by whom?

Ongoing – services will monitor uptake of their services

26. How will the results of this monitoring be used to develop future proposals?

Ongoing review

27. When will the proposal be reviewed?

Annual review

28. If the proposal is to be delivered wholly or partly by contractors, what arrangements are in place to ensure equality, human rights and environmental issues are properly considered?

Not applicable

## Recommendation

29. What is your recommendation for the proposal?

Adopt proposal with no amendments

Adopt proposal with mitigating actions (outlined above)

Reject proposal due to disproportionately negative impact on equality, human rights or the environment

30. Please give the reasoning behind your recommendation

- Include reference to any potential impact you have identified during the IIA process.
- **If you have not conducted a full impact assessment by completing all sections of this form, please explain why.**

The Council is required to set fees and charges that ensure full cost recovery and where possible, income generation on discretionary charges.

## Authorisation by Director/Chief Officer/Head of Service

Name and job title

Kevin Anderson, Executive Director Place

Date

12/02/2025

Signature

