

| TITLE: Fees Policy | REF: FIN001 | VERSION: 1 |
|--|-------------------------------|-----------------------|
| APPROVAL BODY: FEGP/GET | DATE: 30.04.16 | REVIEW DATE: 30.04.17 |
| LEAD PERSON: Group Director of Finance | | |
| VERSION | REVIEWER/APPROVAL | REVIEW NOTES |
| 2. 26.11.15 | Group Director of Finance | Full Review |
| 3. April 2016 | Group Director of Finance/GET | Full Review |

FEES POLICY 2016-17

Background

- 1.1 This policy sets out the requirements for the charging of fees and the rationale behind the fee structure as well as the arrangements for making refunds.
- 1.2 The fees policy is designed to provide a clear set of criteria for course charges and to avoid ambiguity and inconsistency.
- 1.3 Fees in some cases are subject to government guidelines, via the FE funding bodies and the Higher Education Funding Council for England (HEFCE), which provide the framework in which the fees are decided.

Scope

- 2.1 The fees policy encompasses all fees and charges associated with courses offered by Activate Learning including those for:
 - EFA funded 16-18 year olds
 - SFA funded 19+ year olds
 - Non-government funded students
 - Higher education students
 - 14-16 year-old students
 - Advanced Learner Loans (19+ year olds)
- 2.2 Apprenticeship and consulting fees are not within the scope of this policy and are subject to a separate set of procedures.
- 2.3 International fees are not within the scope of this policy and are subject to a separate set of procedures as set out on the [Activate Learning website](#).
- 2.4 The fees policy will be overseen by the fees working party. The membership of the group will normally be:
 - Group Director of Finance
 - Group Director of Institutional Effectiveness
 - Group Data Manager
 - Group Director of Marketing and Customer Experience
 - Deputy Group Director of Sales and Marketing
 - Group Financial Accountant
 - Group Advice and Admissions Manager.

Intent / purpose

- 3.1 The intent of the fees policy is to ensure that the method of calculation of all fees charged to students and employers is fair and transparent.
- 3.2 The policy sets out the principles for fee collection, fee refunds and appeals against refund decisions.
- 3.3 All students are expected to pay their fees in full at or before enrolment.
- 3.4 In certain circumstances Activate Learning will allow payment by instalment

Payment of Fees and Payment by Instalment

- 4.1.1 A number of payment methods are accepted, including:
 - Cash
 - Cheques
 - Some major credit or debit cards
 - Bank transfer
 - Advanced Learner loan
 - Direct debit as part of an instalment plan
 - Online payment via a payment provider.
- 4.1.2 UK/EU students may request to pay course fees in instalments subject to the following conditions:
 - The course must be delivered over 10 weeks or more
 - The course fee must be over £150
 - 40% of the course fee is paid at enrolment
 - The student agrees to pay the balance of the fees by direct debit in seven instalments for programmes over seven months and in two instalments for programmes less than seven months
 - A £10 instalment administration fee is payable at enrolment
 - If a student withdraws from the course, they will remain liable for any outstanding balance subject to fee refund procedures (see section 4.11).

The schedule of monthly instalments for 2016-17 are attached at Annex 1 to this policy.

Non-payment of Fees

- 4.2.1 Some students will be entitled to full fee remission: 16-18 learners and 19+ learners who meet the criteria for remission. Other students must pay fees.
- 4.2.2 Where fees are payable, Activate Learning has a policy: **no payment, no enrolment**.
- 4.2.3 Students can be enrolled only if they:
 - Pay their fees in full; or
 - Provide a completed and signed sponsor letter for settlement of their fees; or
 - Sign an instalment plan; or
 - Have an Advanced Learner Loan approved or pending (4 weeks grace to have loan approved).
 - Any genuine cases of hardship should be referred to Advice and Admissions for financial support information.

- 4.2.4 A student will not be enrolled if they have any unpaid amounts remaining from previous academic years or from a previous course.
- 4.2.5 In the event of non-payment Activate Learning reserves the right to exclude the student from Activate Learning and to refuse to enter students for examinations or register them with Awarding Bodies as appropriate. The student will be referred to the Credit Controller who will initiate debt recovery actions. In the event of non-payment the student is likely to be withdrawn from the programme. If appropriate, debtors may be referred to solicitors who may seek payment of fees and recovery of costs through the courts.
- 4.2.6 If a direct debit is cancelled by a student a £20 administration fee will be levied, and the outstanding amount will become payable immediately in full.
- 4.2.7 If a direct debit is bounced due to a lack of funds, a £20 administration fee will be payable to cover the extra administration involved. In these cases a student will be provided a 7 day grace period to settle the instalment and continue with the instalment plan, failing which the outstanding amount will become payable immediately. If a direct debit payment is refused more than twice, then the option for the student to pay via an instalment plan will be withdrawn and any outstanding amount will become payable immediately in full.

Skills Funding Agency (SFA) and Education Funding Agency (EFA) Funded students

- 4.3.1 Students funded by the Skills Funding Agency (SFA) and Education Funding Agency (EFA) will be charged according to the Funding Guidelines given in the current specifications for further education colleges.
- 4.3.2 A fee will be charged to the sponsoring employers of students who enrol on Work Based Learning programmes, including Apprenticeships.
- 4.3.3 The total fee charged to a student will comprise some or all of the following components; tuition fees, materials, examination costs, visits/residential costs.

| Student type | Charges for | No charges for |
|--|--|--|
| 16-18 and those aged 19-24 with learning difficulties/disabilities | <ul style="list-style-type: none"> • Visits and residentials • Optional materials and equipment that can be retained | <ul style="list-style-type: none"> • Tuition fees • First sitting of examinations • Consumables and the use of equipment |
| 19+ on fee remission | <ul style="list-style-type: none"> • Optional materials and equipment that can be retained | <ul style="list-style-type: none"> • Tuition fees • First sitting of examinations • Consumables and the use of equipment • Visits and residentials |
| 19+ Advanced Learner Loans | <ul style="list-style-type: none"> • Tuition fees | <ul style="list-style-type: none"> • First sitting of examinations • Materials • Visits and residentials |

- 4.3.4 16-18 year olds and fully funded 19+ learners will not be charged for exams and materials fees. In these cases the curriculum areas are expected to provide sufficient equipment to loan to these students. If these students wish to purchase the materials to keep then they can be charged. The detailed guidance relating to material fee rules are attached an Annex 3.
- 4.3.5 Fees may be reviewed according to the circumstances of individual students.
- 4.3.6 Activate Learning will require documentary evidence of age, identity and residency status and previous qualifications, where relevant, to assess whether they are eligible for fee remission. It is the responsibility of the student to provide the correct information for fee assessment purposes before enrolment. If at a later date correct information comes to light that renders a student liable for fees, they will be charged.
- 4.3.7 All fees are charged on an annual basis and reviewed annually, with the exception of Advanced Learner Loans which apply to the duration of the course.
- 4.3.8 If students are required to register directly with professional awarding bodies, the registration is not paid at enrolment but is paid directly to the professional awarding body by the student. The courses that are subject to these conditions are mainly professional courses, such as AAT, IPD and CIM.
- 4.3.9 When examination and registration costs are payable direct to the examining body, it will be made clear in the Activate Learning prospectuses and/or course fact sheets.

Examinations and Re-sits

- 4.4.1 External applicants who are not enrolled at Activate Learning will not be entered for examinations at Activate Learning.
- 4.4.2 Other than in exceptional circumstances, if a current student is entered for a re-sit examination at Activate Learning they will have to pay all the examination fees regardless of age.
- 4.4.3 A Faculty Director will decide whether the re-sit charge should be waived and the cost assumed by the faculty.

Discounts and fee remissions

- 4.5.1 Periodically discount schemes may be introduced where a percentage discount is applied in the case of multiple and sequential enrolments.

Amendment to fees

- 4.6.1 Activate Learning reserves the right to alter the fees for specific courses from those published. Details will be incorporated in publicity material as soon as practicable.

Bursaries

- 4.6.2 Students may be eligible for grants to contribute towards certain costs of study through Activate Learning bursary scheme. The Advice and Admissions team can advise on eligibility.

Higher Education Fees

- 4.7.1 Higher Education students will be charged tuition fees set by Activate Learning or a University partner depending upon the qualification and mode of study according to guidance from the Higher Education Funding Council and the Student Loans Company in relation to maximum fee levels.

Further details relating to Higher Education fees are attached at Annex 2 to this policy.

Students Sponsored by Employers

- 4.8.1 Before being enrolled students who are sponsored by their employers must bring a letter confirming that their employer will accept liability for full payment for the course.

Advanced Learner Loans

- 4.9.1 Fees for courses subject to Advanced Learner Loans will be charged at the maximum loans value as advised by the SFA. If a student chooses to take out an Advanced Learner Loan they will be subject to the terms and conditions laid down by the Students Loan Company.
- 4.9.2 If a student applies for an Advanced Learner Loan and it is rejected or refused, the student will become liable for settlement of the fee in full in accordance with the requirement of the fees policy.

Non-Government funded students

- 4.9.3 Non-government funded courses are commercial programmes of non- accredited, non-work-focussed courses for adults (19+ years). Please see published fee material for details of approved fees structure for these courses.
- 4.9.4 Fees for non-government funded courses are based on actual costs and market conditions. Non-government funded courses are expected to generate an appropriate contribution to overheads.

14 – 16 Year-olds and students from schools

- 4.10.1 For students who are under 16 and studying at school, a fee is negotiated and agreed with the school.
- 4.10.2 For individual students who are not on a school roll, an agreement is made with the local Education Authority or other statutorily funded body about the acceptance of the student and a transfer fee is agreed.
- 4.10.3 The fees for new arrivals into the country are agreed with the local authority.

Fee Refunds

- 4.11.1 A full refund will be made automatically if Activate Learning cancels a course.
- 4.11.2 A student could request a refund where they withdraw for a serious medical reason or in exceptional circumstances. A doctor's certificate must be submitted with the application for a refund on medical grounds. The refund will be calculated, pro rata, according to the number of weeks attended.

4.11.3 Refunds will be made otherwise for the following reasons:

- i. The student has never attended the course or withdraws within two weeks (for courses longer than ten weeks) – a full refund will be processed.
- ii. If the student withdraws after more than two weeks, there is no entitlement to a refund unless there are extenuating circumstances. Extenuating circumstances are at the discretion of the Group Director of Finance. In order to assess whether you have extenuating circumstances, you must write to the Group Director of Finance providing evidence before your circumstances can be considered. If there are no special circumstances and you have withdrawn from the course, then the full fees will remain payable.
- iii. Examination and registration fees will be refunded only where Activate Learning is able to recover them from the relevant Board.

4.11.4 Refunds will be given in the method by which they were paid, with the exception of cash in which case the fee will be refunded by cheque.

4.11.5 If the student wishes to appeal against any decision made they should write to the Chief Financial Officer stating the reasons for their appeal. If the student feels that her/his application for refund was not handled appropriately she/he may seek redress through the Activate Learning's Complaints Procedure.

Annex 1 – Fee Instalment Plans 2016-17

Instalments commence from the month of enrolment not the course start date

All payments (except initial payment) will be taken on the first working day on or after the 1st of each month

No payments to be taken during January

| | 2016 | | | | 2017 | | | | | | | | | | | | | | | | Wks to pay |
|------------|------|-----|-----|-----|------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|
| | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | |
| Sept Long | 40% | 10% | 10% | 10% | | 10% | 10% | 10% | | | | | | | | | | | | | 32 |
| Sept Short | 40% | 30% | 30% | | | | | | | | | | | | | | | | | | 12 |
| Oct Long | | 40% | 10% | 10% | | 10% | 10% | 10% | 10% | | | | | | | | | | | | 32 |
| Oct Short | | 40% | 30% | 30% | | | | | | | | | | | | | | | | | 12 |
| Nov Long | | | 40% | 10% | | 10% | 10% | 10% | 10% | 10% | | | | | | | | | | | 32 |
| Nov Short | | | 40% | 30% | | 30% | | | | | | | | | | | | | | | 16 |
| Dec Long | | | | 40% | | 10% | 10% | 10% | 10% | 10% | 10% | | | | | | | | | | 32 |
| Dec Short | | | | 40% | | 30% | 30% | | | | | | | | | | | | | | 16 |
| Jan Long | | | | | 40% | 10% | 10% | 10% | 10% | 10% | 10% | | | | | | | | | | 28 |
| Jan Short | | | | | 40% | 30% | 30% | | | | | | | | | | | | | | 12 |
| Feb Long | | | | | | 40% | 10% | 10% | 10% | 10% | 10% | 10% | | | | | | | | | 28 |
| Feb Short | | | | | | 40% | 30% | 30% | | | | | | | | | | | | | 12 |
| Mar Long | | | | | | | 40% | 10% | 10% | 10% | 10% | 10% | 10% | | | | | | | | 28 |
| Mar Short | | | | | | | 40% | 30% | 30% | | | | | | | | | | | | 12 |
| Apr Long | | | | | | | | 40% | 10% | 10% | 10% | 10% | 10% | 10% | | | | | | | 28 |
| Apr Short | | | | | | | | 40% | 30% | 30% | | | | | | | | | | | 12 |
| May Long | | | | | | | | | 40% | 10% | 10% | 10% | 10% | 10% | 10% | | | | | | 28 |
| May Short | | | | | | | | | 40% | 30% | 30% | | | | | | | | | | 12 |
| June Long | | | | | | | | | | 40% | 10% | 10% | 10% | 10% | 10% | 10% | | | | | 28 |
| June Short | | | | | | | | | | 40% | 30% | 30% | | | | | | | | | 12 |
| July Long | | | | | | | | | | | 40% | 10% | 10% | 10% | 10% | 10% | | 10% | | | 32 |
| July Short | | | | | | | | | | | 40% | 30% | 30% | | | | | | | | 12 |
| Aug Long | | | | | | | | | | | | 40% | 10% | 10% | 10% | 10% | | 10% | 10% | | 32 |
| Aug Short | | | | | | | | | | | | 40% | 30% | 30% | | | | | | | 12 |

Annex 2 – Higher Education Fees

This annex encompasses all fees and charges associated with Higher Education courses provided by Activate Learning including:

- Foundation degrees
- Honours degrees
- Higher Nationals
- PGCE

Tuition fees for a specific higher education programme are set and administered by either Activate Learning or a University partner, depending on the qualification, mode of study and/or the contractual arrangement between the two organisations.

The Higher Education Funding Council for England (HEFCE), provide the national framework in which maximum fees levels are decided.

Payment of Higher Education fees by Instalment

UK/EU students studying on Higher National programmes may request to pay course fees in instalments subject to the following conditions:

- The course must be delivered over 10 weeks or more
- Fees may be paid in three instalments in line with SFE payments; one third on enrolment, one third in January and the final third in April.
- In line with Government guidelines, no administrative fee will be charged for students paying by instalments.

Fee remission

Higher education students are not entitled to any fee remission.

Examinations and Re-sits

Other than in exceptional circumstances, if a student is re-sitting or re-taking assessments at Activate Learning then a fee will be payable. (See HE Fees schedule)

Additional Fees Rules 2016-17

Other than in exceptional circumstances, agreed by the fees working party, higher education students will not be charged any additional fees for materials.

The cost of any materials, equipment or clothing will be published to the student prior to enrolment.

Where extra activities such as museum, gallery or factory visits take place outside of the programme requirements, then the indicative costs will be published to students in advance of enrolment.

Higher Education tuition fee schedule for September 2016

| Qualification | Level | Awarding Body | Full / Part-time | Duration of Study | Fee for New Entrants* | Fee for Continuing Students | Fee for module retakes |
|-----------------------------|-------|---------------------------|------------------|-------------------|-----------------------|-----------------------------|---|
| BA (Hons) Top-up | 6 | Oxford Brookes University | Full-time | 1 Yr | £7,000 | N/A | Students who register to retake modules will be charged £440 for a 15 credit module if within expected end date and £750 if end date is extended. |
| BA (Hons) Top-up | 6 | Oxford Brookes University | Part-time | 2 Yrs | £3,500 | £3,500 | |
| PGCE | 6 | Oxford Brookes University | Part-time | 2 Yrs | £3,060 | £3,060 | |
| Foundation Degree | 5 | Oxford Brookes University | Full-time | 2 Yrs | £7,000 | £6,000 | |
| Foundation Degree | 5 | Oxford Brookes University | Part-time | 3 Yrs | £4,700 | £4,000 | |
| Higher National Diploma | 5 | Pearson (Edexcel) | Full-time | 2 Yrs | £6,000 | £5,000 | Students who register to retake modules will be charged £300 per 15 credits if within registration period. |
| Higher National Certificate | 4 | Pearson (Edexcel) | Part-time | 2 Yrs | £3,000 | £2,500 | |
| HNC to HND Top-up | 5 | Pearson (Edexcel) | Full-time | 1 Yr | TBC | N/A | |
| HNC to HND Top-up | 5 | Pearson (Edexcel) | Part-time | 2 Yrs | TBC | TBC | |

*Note: The tuition fees for new entrants in September 2016 increased since the previous year.

Annex 3 – Materials Fee Rules 2016-17

Students aged 16-18, those with learning difficulties or disabilities aged 19 to 24, and 19+ students who are receiving full funding (see annex 1) must not be charged compulsory fees, including material fees.

These students are to be offered the chance to purchase these items if they wish to retain them but must also be provided with the option to borrow them. Optional extras (e.g. gym use) may be charged for.

The exception to compulsory charges is for field trips which can be charged to all students other than those aged 19+ who are receiving full funding.

Below are the relevant sections from the funding rules:

Adult education budget funding rules

Fees and charging

E65. You must not make compulsory charges relating to the direct costs of delivering a learning aim to learners we fully fund, including those with a statutory entitlement to be fully funded for their learning. Direct costs include any essential activities or materials without which the learner could not complete and achieve their learning.

Funding guidance for young people 2015 to 2016

Funding conditions in respect of charges to students

16. The EFA attaches conditions to its grant funding in accordance with the following guidance by the Secretary of State.

a. Tuition fees cannot be charged to students aged 16 to 18 in full time or part-time education. For the purposes of the funding agreement, '18', means 'under 19 on 31 August in the teaching year when the student commences a study programme'.

b. It is intended that such students should continue to receive free tuition in any consecutive subsequent year of study on the same study programme as recorded in their learning agreement.

c. No compulsory enrolment, registration or examination fees can be charged to students aged 16 to 18 in full time or part-time education, other than in the following circumstances.

i. institutions can apply reasonable conditions of attendance in order to qualify for free examination entry.

ii. institutions can charge for examinations and re-sits as follows.

- where the required attendance or completion of work has not been achieved.
- where the student fails without good reason to sit the examination for which the institution has paid.
- where a student re-sits an examination resulting from an initial examination failure.
- where a student re-sits an exam with the aim of achieving marginal improvements in grades.

iii. institutions must ensure that requirements for attendance and coursework are applied reasonably. Absences or non-completion of coursework because of illness or other acceptable reasons should not be grounds for charging.

d. Institutions are, however, able to set conditions for, and seek voluntary contributions from, students or their sponsors. Requests for voluntary contributions must make it clear that there is no obligation to contribute, and that students would not be treated differently according to whether they or their sponsors have made any contribution in response to the request.

e. No fee should be charged to students aged 16 to 18 for instrumental tuition which is part of the syllabus for a prescribed public examination, which includes music qualifications on the Section 96 list.

f. No tuition fees can be charged for provision funded by the EFA for students with learning difficulties or disabilities aged 19 to 24

g. Institutions may choose to charge students aged 16 to 18 in full time or part-time education for other elements of their study programme as set out here. There is no requirement to charge for optional extras. The institution funding the activity is free to determine whether any charge should be made for it and, if so, how much should be charged and to whom.

i. where clothing or equipment is necessary for the student's health or safety, a charge may be made for clothing and equipment that the student retains, but only if the student also has the option of borrowing the clothing or equipment free of charge.

ii. for the sale of learning materials in bookshops, or similar facilities in institutions, that enables students to secure discounts on books, stationery or similar materials.

iii. fines for the late return of library books or other disciplinary fines (provided such penalties have been made known in advance); and deposits on lockers, ID cards, keys, library cards or smartcards and equipment that are fully refundable except in cases of damage or theft. Fines and deposits are not fees.

iv. photocopying and printing, including computer printouts, are not fees as long as they are not course-specific, are optional and there are alternative sources for these services.

v. the recreational use of leisure and other non-academic facilities where the activity taking place is not a requirement of a course syllabus or not part of a student union membership free entitlement.

vi. travel, board and lodging and other additional costs, including any tuition costs, associated with field trips and similar activities that may form part of or be outside the requirement of the course syllabus or agreed study programme.

vii. optional extra activities where the activity is taking place outside a required part of an agreed study programme, and charging is at the discretion of the institution that would otherwise meet the cost of provision. Examples of optional extra activities include theatre, cinema or museum visits or other day or residential visits that are not a requirement of course syllabuses.

19+ (excluding those with learning difficulties or disabilities aged 19 to 24) full funding criteria

The level of government contribution we will fund is as follows

| Provision | 19-23 year-olds | 24+ Unemployed | 24+ Other |
|--|--------------------------------|-----------------------|------------------|
| English and Maths up to and including Level 2 | Fully funded* | Fully funded* | Fully funded* |
| Level 2 | Fully-funded* (first and full) | Fully funded | Co-funded |
| Learning to progress to Level 2 | Fully funded | Fully funded | Co-funded |
| Level 3 | Fully funded* (first and full) | Loan-funded | Loan-funded |
| Loan-funded** (previously achieved Level 3 or above) | | | |

| Provision | 19-23 year-olds | 24+ Unemployed | 24+ Other |
|---|--|-----------------------|------------------|
| Traineeship# | Fully funded (<i>including 24 year-olds</i>) | N/A | N/A |
| English for Speakers of Other Languages (ESOL) learning up to and including Level 2 | Co-funded | Fully funded | Co-funded |
| Fully funded - unemployed | | | |
| Learning aims up to and including Level 2, where the learner has already achieved at Level 2 or above | Co-funded | Fully funded | Co-funded |
| Fully funded - unemployed | | | |
| *Must be delivered as one of the qualifications required for the legal entitlement.# Excludes flexible element where funding depends on age and level | | | |
| ** Availability of loans at Level 3 does not replace a 19- to 23-year-old's legal entitlement to full funding for a first full Level 3. | | | |

Equality Impact Assessment

We believe that people from a range of backgrounds and experiences can enhance the life and development of the institution and that all individuals should be treated on the basis of individual merit and without prejudice. Activate Learning will, therefore aim to provide an education service which actively promotes equality of opportunity and freedom from discrimination on grounds of protected characteristics, namely age, disability, sex, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion and beliefs, sexual orientation and socio economic status in both education and employment. Activate Learning expects all employees, students, and associated partner organisations to adopt this policy.

Activate learning is committed to carrying out Equality Impact Assessments (EIA) on its policies and procedures in order that some measurement is made of the contribution that the policy/procedure makes towards equality and diversity objectives.

| | |
|--|--|
| Name and role of person(s) carrying out EIA | Martin Drew Group Director of Finance |
| Name of policy, procedure, practice, plan or process | Fees Policy |
| What is the main aim or purpose of the policy, procedure, practice, plan or process? | The Fees Policy is designed to provide a clear set of criteria for course charges and to avoid ambiguity and inconsistency |
| Is this a new (N) or existing (E) policy, practice, plan or process? | Existing policy, revised for 2016-17 |
| Person responsible for policy, practice, plan or process | Martin Drew, Group Director of Finance Miriam Braham, Group Director of Marketing and Customer Experience |
| Date of equality impact assessment | April 2016 |

Evidence

| | |
|---|--|
| What information has been gathered to inform the EIA? Consider, for example, people's views from focus groups and surveys, and statistical information or other relevant evidence. Consider both quantitative and qualitative information | Previous policies, feedback and concerns |
| What has this information revealed? | Previous fees policy issues have not given rise to concerns regarding equality |
| Is further information required? If so, how will this information be gathered and used? | No further information deemed necessary |

Impact

| | | |
|---|--|--|
| <p>Has the equality impact assessment identified potential or actual areas of concern, negative impact, or areas of inequality? If so, please tick the relevant boxes.</p> | <input type="checkbox"/> Race <input type="checkbox"/> Disability <input type="checkbox"/> Gender (including Gender reassignment) <input type="checkbox"/> Pregnancy / maternity <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Age <input type="checkbox"/> Religion and belief <input type="checkbox"/> Marriage / civil partnership <input type="checkbox"/> Socio-economic <input type="checkbox"/> Other area of equality (please state) |
| <p>Has the equality impact assessment identified areas that would further advance equality if changes were made, for example fostering good relations between different groups, meeting needs or encouraging participation?</p> <p>If so, please tick the relevant boxes.</p> | <input type="checkbox"/> Race <input type="checkbox"/> Disability <input type="checkbox"/> Gender (including Gender reassignment) <input type="checkbox"/> Pregnancy / maternity <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Age <input type="checkbox"/> Religion and belief <input type="checkbox"/> Marriage / civil partnership <input type="checkbox"/> Socio-economic <input type="checkbox"/> Other area of equality (please state) |
| <p>Please provide a brief summary of the outcomes of the EIA including</p> <ul style="list-style-type: none"> • Issues identified in the EIA • Areas of potential inequality • Opportunities to further advance equality • Opportunities to foster good relations | <p>No concerns noted regarding areas of potential inequality</p> | |

Action - Equality Action Plan

| Issue | Planned Actions for Improvement | Expected Outcomes and Targets with Milestones & Target Dates | Person Responsible for Completion |
|--|---------------------------------|--|-----------------------------------|
| N/a | | | |
| <p>If the action proposed will not fully eliminate potential or actual negative impact, Please state:</p> <ul style="list-style-type: none"> • Why is this and how can it be justified? <p>Please discuss this issue with your senior manager</p> | | | |