

Lettings Policy and Procedures

SLT Member responsible for policy	Vice Principal Finance & Resources
Date of policy	March 2020
Date approved by SLT	March 2020
Date of next review	March 2022
Date Equality & Diversity Impact Assessment completed	March 2020

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1. Introduction

The purpose of this Policy and Procedure is to provide a framework within which the College's facility and equipment lettings will be planned and delivered, providing an additional income stream without detriment to the main purposes and activities of the College.

The facilities and equipment available for hire are classrooms, residential rooms, sports facilities, ICT and multi-media equipment. At all times considerations for safety, health and safeguarding will be addressed.

2. Policy Objectives

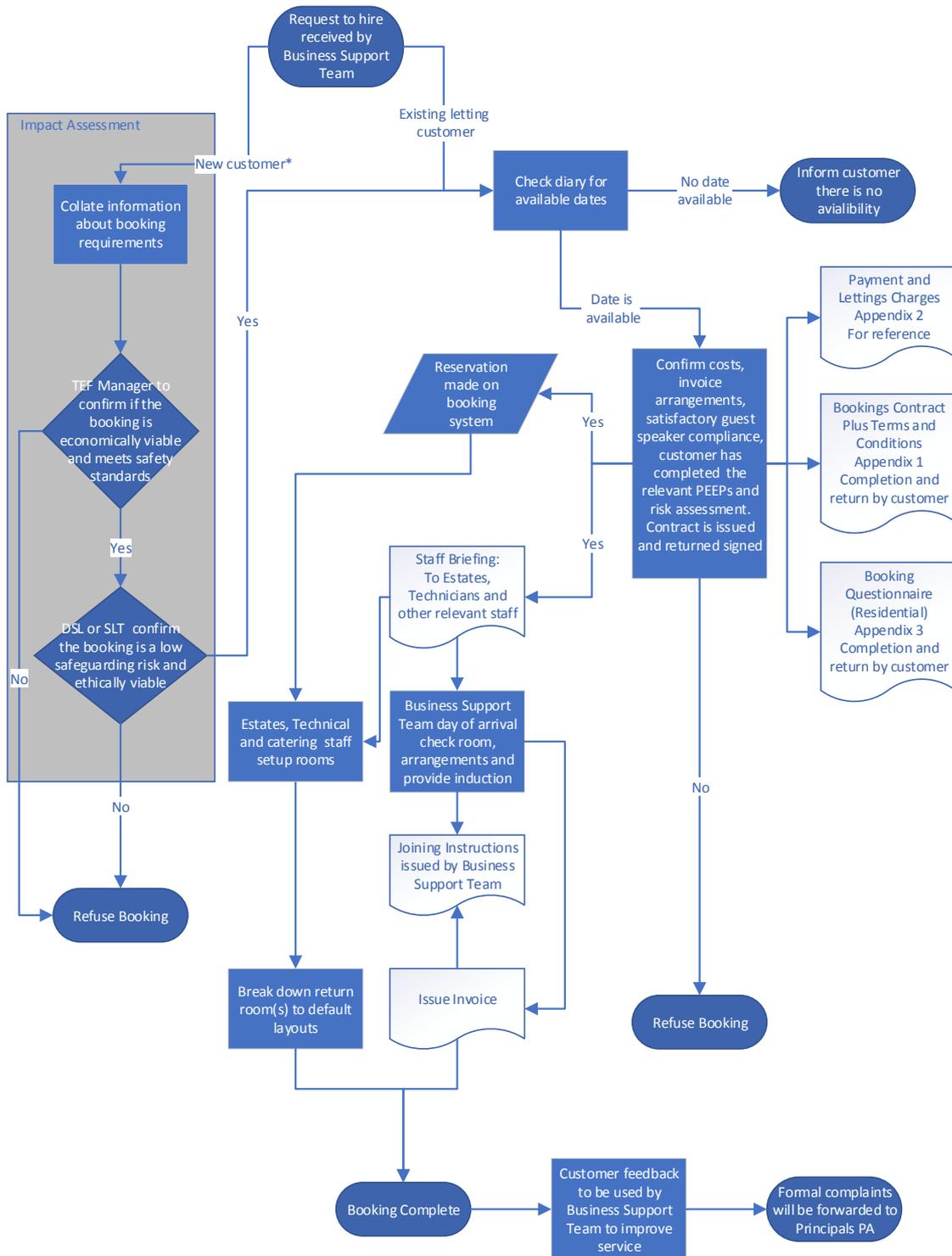
This Policy seeks to ensure that:

- The welfare of our learners, staff and all site users is maintained by ensuring the implementation and practise of safeguarding (including the Prevent Duty), the vetting of external speakers and health and safety measures. Hirers must state the purpose of the hire including naming any guest speakers
- The Business Support team will submit an incident report if they suspect that the letting or gathering has been used for political purposes not previously authorised by the Designated Safeguarding Lead (DSL) and/or SLT or the dissemination of inappropriate material for other purposes which could be reportable under the statutory Prevent duties or which contravene current legislation in any way
- A letting impact assessment is conducted which accounts for impact on other College activities and business, the compatibility of the letting with the ethos of the College, the economic viability of the arrangement and any significant safeguarding risks posed by the letting
- Any surplus generated by lettings will be used solely to benefit the education of those students attending the College in line with the published governing document, mission and strategic priorities
- All lettings are made in line with the Terms and Conditions set out in Appendix 1 and cancellations and refunds as Appendix 2
- Only organised groups with a recognised lead body, sporting federation and/or accountable directors will be considered for a letting. The Business Services Support team will seek to obtain certificated correspondence of affiliation, membership or registration to a company, organisation or league. They will also conduct internet search and seek email confirmation from the most senior person within the organisation that due care and diligence is practised within their team/organisation.
- Inductions given to group or lettings organisers/leaders will include fire evacuation, emergency evacuation and lockdown.
- Lettings charges are reviewed against budget targets and current market rates

3. Related Policies

- Emergency Evacuation and Lockdown Policy and Procedures
- Fire Policy and Procedure
- Young People and Adults at Risk Safeguarding Policy
- Data Protection Policy
- Health and Safety Policy
- Vetting of External Guest Speakers Policy

4. Procedures



* A new customer or an existing customer where there is a significant change to their usual booking or want to hold an ad hoc event

BOOKING CONTRACT

Reference

Terms and Conditions

Please sign and return a copy of the Booking Contract to confirm that it is a correct understanding of the booking details to date. Please ensure that you have read and understood our terms and conditions before signing this form, this booking will be confirmed upon receipt by Hereward College and for the avoidance of doubt our terms and conditions shall apply and prevail.

Signed by or on behalf of:

For and on behalf of:

Signature			
Print			
Position			
Date			

Please indicate below where invoice for hire should be directed too:

Name	
Email	
Phone	
Address	
Postcode:	

*** PLEASE RETURN THIS PAGE ONLY**

Quote Details

Item	Guests	Requirements	Price £
			£00.00
		Total per week	£00.00

(VAT applied, please provide an exemption certificate if applicable)

Additional Information

- Self-catering basis
- No bed linen change required
- Towels provided, tea towels, basic kitchen equipment and cutlery
- Hirer to provide own washing up liquid, sponges, cloths
- Wi-Fi -Included in price
- Specialist equipment, mobile hoist, shower chairs, food processor, call-bell switches etc. available on request free of charge

Terms and Conditions Apply

Terms & Conditions

When you make a booking with us or through us, it is important that you and we know clearly who is responsible for what. This contract sets this out.

The following are the terms and conditions of the contract between you, the "hirer" and Hereward College or any subsidiary of the College.

1. Who is this contract between?

The contract is between Hereward College and the hirer, not any other person or organisation for whom you book facilities, meals, equipment or services. The hirer accepts responsibility for paying all the charges, including any additional charges arising under this contract.

The contract is personal to the hirer and is non-transferable.

2. Provisional bookings

Hereward College may agree to a hirer making a provisional booking which is not subject to any cancellation penalty. If the hirer does not confirm a provisional booking the College reserves the right to cancel it but will endeavour to give 48 hours notice of such action.

3. Confirming Your Booking

Your booking becomes confirmed, on the basis of these terms and conditions, upon receipt by Hereward College of an unaltered Booking Contract signed by you. The Booking Contract will state the accommodation, services, facilities and equipment which you have booked, and it will include a clear statement of any other arrangements which have been agreed between the hirer and the College. The booking is for the accommodation and facilities stated on the contract only, the hirer has no rights to occupy any other areas. It should be noted that some areas of the site such as staff rooms and offices have no access at any time to hirers. It should be noted that all additional equipment and services should be booked and paid for, including photocopying and any stationary requirements.

If the hirer verbally requests a booking confirmation, a signed booking contract must be received by the College within 5 days of the request, or the College may at its sole discretion cancel the booking.

When a hirer confirms a booking it represents agreement that it will pay all the charges set out on the contract for accommodation, equipment, facilities, services and other charges set out on the Booking Contract, unless these are changed or cancelled under the terms set out in clauses 6, 7, 8 or 10 below. In that case the charges must be paid in accordance with the relevant clause.

4. Making a booking more than a year ahead

If a hirer books more than a year ahead Hereward College may need to increase its charges. When the hirer makes the booking it is agreeing to pay the changes for accommodation, facilities, equipment and services set out on the Booking Contract, plus VAT (if this applies), at the rate applicable at the time of the event. Hereward College reserves the right to increase its charges from the figures quoted to the hirer when the booking is made. However, Hereward College will not increase its charges in the 12 months before the event.

Following the confirmation of a booking Hereward College will notify the hirer of any changes to its charges. If the changes would increase the price of the event to the extent that it becomes unviable for the hirer, the booking can be cancelled without financial penalty, provided notice of cancellation is given in writing within 2 weeks of the increased charges notification. If this cancellation notice is not given, the hirer agrees to pay the increased charges.

5. Paying your invoice

Following payment of any agreed deposit the hirer will be invoiced for the balance. The balance must be paid within 30 days of the invoice date.

6. Credit checks

Hereward College reserves the right to undertake a credit check at any time to make sure that charges can be met when they fall due. If the College is not reasonably satisfied at any time that the hirer will be able to meet the charges, Hereward College may at its sole discretion, cancel the booking unless payment is made immediately in full.

7. Overseas customers and guarantees

If a hirer is from outside the UK, Hereward College reserves the right to ask for a guarantee of payment from a UK Clearing Bank and to cancel the booking if the guarantee is not provided within 30 days of the request by the college. The hirer will have the right to withdraw its booking, by notification in writing, without charge within 7 days of Hereward College requesting such requirements.

8. Altering a booking

If, by written agreement with Hereward College a booking is altered, the College will send the hirer a new booking form for signature and return within 14 days. Each new Booking Contract issued by Hereward College will, when signed by the hirer, replace any previous Booking Contract.

9. Extra requirements

If the hirer requests any additional facility space, equipment, or services Hereward College will use all reasonable endeavours to provide them. It is not possible to guarantee that all requests will be met and the college has no liability should requests not be met. If guests use equipment which is already in situ e.g. a shower chair, mobile hoist they do so at their own risk, Hereward College is not responsible for assessing the suitability of the equipment for the task or any individual risk assessment.

10. Cancellations

Cancellations are subject to the following charges:

Type of Hire	Time Frame of Notice	Chargeable Rate
Accommodation overnight stay – single occupancy	Less than 48 hours	Full charge payable
Accommodation overnight stay – single occupancy	Over 48 hours	Full Refund
Accommodation overnight stay – Group booking of 6 or more guests	Less than one weeks’ notice	Full charge payable
Accommodation overnight stay – Group booking of 6 or more guests	More than one weeks’ notice	Full Refund
Ad hoc/one off / regular/long term booking facilities & equipment	Less than 28 days’ notice	Full charge payable
Ad hoc/one off regular/long term booking facilities & equipment	Over 28 days’ notice	Full refund

11. Provision of final details

Final details must be confirmed in writing 14 days prior to the start of the event. If the hirer does not provide final details, Hereward College may decide what it should supply and charge accordingly.

12. Changes or cancellations by the College because of events beyond our control

The College retains the right to cancel or change bookings due to events beyond our control. If this happens the College will use all reasonable efforts to offer an alternative booking. The college accepts not liability or responsibility if it is unable to provide accommodation, facilities, services or equipment due to any cause which is beyond its control.

13. Changes to room allocations

In order to meet the needs of as many customers as possible Hereward College may alter the allocation of a hirer. There will be no extra charge and no reduction in charge to the hirer if the College alters any allocated space.

14. Arrival and departure times for accommodation

Respite Bedrooms will be available from 3pm on the day of arrival and must be vacated by 10am on the day of departure, unless other arrangements are agreed with the College in writing. Please ensure that all members of the party are aware of this, to avoid an excess charge being applied. Facility space is available at the times shown on the Booking Contract only. Extensions are only possible with the agreement of the College and are subject to the current charging rates.

15. Animals and pets

The only animals permitted on site are assistance dogs by prior arrangement.

16. Behaviour on the College site

The hirer is responsible for the appropriate behaviour for all members of the booking party, and should ensure that they do not cause a nuisance or unreasonable disruption to the College, or its staff, or any other visitors.

The hirer agrees to pay Hereward College for any loss or liability that occurs due to the inappropriate behaviour of a member of the party. The hirer is responsible for holding proper insurances against all such losses and liabilities.

The College requires the hirer to provide a copy of its insurance certificate/s and reserves the right to cancel a booking if sufficient insurance is not in place.

All hirers must state the purpose of the hire including naming any guest speakers. If there are reasonable grounds to suspect the dissemination of inappropriate material or other purposes which could be reportable under the statutory Prevent duties or which contravene current legislation in any way then the appropriate authorities will be contacted immediately and the hire arrangement terminated.

If the hirer has any concerns which need to be raised in regards to the safety and welfare of their group, Hereward

staff or Learners then they need to contact the security guard or member of Estates staff who in turn will report to the on-call duty manager.

17. Hirer responsibilities for under 18s & vulnerable adults

It is the responsibility of the hirer to state the purpose of the hire including any guest speakers and to ensure that all necessary safeguarding arrangements for any proposed activity are in place, and this included but is not limited to: i) undertaking and providing a copy to the College of the organisations risk assessments; ii) ensuring that staff are properly qualified, trained (a copy of qualifications may be requested by the College), and briefed to conduct planned activities; iii) seeking and obtaining appropriate levels of DBS checks (and providing a copy of these on request to the College); iv) ensure that the purpose of the hire does not promote any radicalisation, politics or purpose not disclosed at the point of hire. v). ensuring that appropriate insurance arrangements are in place. vi). All hirers of group bookings should complete and appraise a fire evacuation plan utilising college fire marshal and route plans. For specific group members who would be unable to independently escape the premises then a personal emergency and evacuation plan (PEEP) needs to be completed.

18. Services provided by an external provider

If the hirer requests that the College arranges for a service to be provided by any third party, the College will only act as an agent. Any resulting contract is between the hirer and the third party providing the services, and the hirer shall be entirely responsible for the payment of the third party's fees, costs and expenses. The College reserves the right to charge an administration charge in this event of up to 15% of the total invoiced value of goods and services. The College will treat the third party as a person visiting the hirer in accordance with clause 16.

19. Eligible body status

Certain bodies can claim eligible status, and thereby Hereward College may at its discretion, and on receipt from the hirer of a declaration of eligibility, exempt the supply with regard to the value added tax (VAT), provided the hirer is contracting with Hereward College rather than any trading arm of the College. Hereward College reserves the right to recover any VAT that should have been charged to customers who have incorrectly declared themselves to be eligible for exemption.

20. Use of the College's Name without Permission

The hirer may not use:

- The name and / or logo of Hereward College or any department or subsidiary without written permission
- Any photographs or videos of any part of the College or students without written permission

21. Damage or loss of property

All information is given and all statements are made by the College in good faith and reasonable endeavours are used to check all information given to the hirer. The College and any subsidiary part of it shall not be liable for any damage or loss to property, valuables or money resulting from information provided by the college or any agent or employee acting for the College, save where such loss or damage is caused by a wilful and negligent act of such person.

While the College uses all reasonable endeavours to ensure the safety of all persons and their property on the College premises, no liability is accepted by the College, or their agents or representatives for the care of property of any description, including money, valuables, luggage, clothing, or motor vehicles belonging to the hirer, members of the booking party, visitors and / or guests, save for where such loss or damage is caused by a wilful or negligent act of such person. The hirer is responsible for ensuring that all rooms relating to the party are locked when not in use and that all members of the group take their money and valuables with them. The College will endeavour to return any items left behind by the hirer. If the hirer cannot identify who the lost item belongs to, the item will be kept for 1 month before being disposed of.

22. Liability

The College shall not be liable to the hirer in contract tort (including without limitation negligence) and / or breach of statutory duty for any loss or damage which the hirer may suffer by reason of any act, omission, neglect or default (including negligence) in the performance of this contract by Hereward College, its servants or agents. Hereward College shall not be liable to the hirer in contract tort (including without limitation negligence) and / or breach of statutory duty for any loss of profits and / or any indirect or consequential (including economic) loss of any kind which the hirer may suffer by reason of any act, omission, neglect or default (including negligence) in the performance of this contract by the college, its servants or agents.

Provided that nothing in these terms and conditions shall operate as:

- To exclude the College non-excludable liability in respect of death or personal injury caused by the negligence of the College, its servants or agents;
- To affect the statutory rights of the hirer where they are dealing as a consumer within the meaning of the Unfair Contract Terms Act; or
- To exclude the application of section 12 of the Sale of Goods Act 1979; or
- To exclude liability for fraudulent misrepresentation.

23. General

The provisions of these terms and conditions are severable and distinct from one another, and, if at any time any provision is or becomes invalid, illegal or unenforceable, the validity, legality or enforceability of the other provisions shall not in any way be affected or impaired.

The rights and remedies of the College in respect of this contract shall not be diminished, waived or extinguished by the granting of any indulgence, forbearance or extension of time by the College to the hirer nor by any failure of or delay by the College in ascertaining or exercising any such rights or remedies.

Any release, waiver or compromise or any other arrangement of any kind (a release) by the College shall not affect its rights and remedies as regards any other party nor its rights and remedies against the hirer in so far as it is granted or made except to the extent of the express terms of the release and no such release shall have effect unless granted or made in writing.

The rights and remedies in this contract are cumulative and not exclusive of any rights and / or remedies provided by law.

These terms and conditions and the contract shall not constitute and shall not be deemed to constitute any relationship of partnership or agency between the College and the hirer and shall not in any way create a lease of the College premises.

The hirer shall not impede in any way the College (or its agents and servants) in the exercise of the College's right of possession and control of each and every part of the College premises.

All notices under this contract shall be in writing and may be served by post or email addressed to the other party at the address given in the contract or at such other address as a party shall from time to time by notice in writing give to the other party for the purpose of service of notices under this contract and every such notice shall be deemed to have been served. If served by post at the expiration of 3 days after dispatch of the same or if served by email on the next normal business day of the recipient following despatch and in proving service it shall be sufficient to show in the case of a letter that the same was duly addressed and posted in the manner provided and in the case of an email report that it was transmitted to the correct recipient. Saturdays, Sundays and Bank Holidays shall not in any event be treated as days when service is effected, and service shall be deemed to take place on the next normal business day of the recipient.

For the avoidance of doubt nothing in these Conditions shall confer on any third party any benefit or the right to enforce any provision of these Conditions.

Last reviewed 3rd March 2020

Appendix 1 - Continued

Privacy Notice – (Sports and Site Bookings)

The categories of information that we collect, hold and share include:

- Name and address
- Email address
- Telephone number
- DBS Certification number and verification date
- Emergency Contact details
- Description of Personal Care needs if applicable
- Evidence of Public Liability Insurance if applicable

Why we collect and use this information

We use data:

- To offer appropriate provision and enter into a contract for services
- To verify your identity for security purposes
- To comply with good Safeguarding practice in accordance with Hereward Safeguarding policies
- To invoice individuals or organisations

The lawful basis on which we use this information

We collect and use information from individuals or organisations booking site facilities under Article 6 (performance of contract) and Article 9 (legitimate use) of the General Data Protection Regulations 2018.

Collecting information

The majority of information you provide to us is provided on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing data

We hold data relating to site bookings for the academic year in which the booking was made.

Who do we share information with?

We routinely share information with:

- Hereward Safeguarding Team
- Named security guards on site at the time of the Booking (Octaga)
- Cleaning Staff (Accuro)
- Hereward IT team
- Hereward Finance Department

Why we share information

We do not share information about individuals or organisations booking our site facilities with anyone without consent unless the law and our policies allow us to do so.

We share information internally, so we can contact relevant parties quickly, in case of Emergency.

Requesting access to your personal data

Under data protection legislation, everyone has the right to request access to information about them that we hold. To make a request for your personal information contact Data Protection Officer, Hereward College, Bramston Crescent, Coventry CV4 9SW (dataprotection.officer@hereward.ac.uk).

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer at Hereward College (dataprotection.officer@hereward.ac.uk).

Appendix 2 – Payment and Lettings Charges

Payment Terms: Contracts and relevant risk assessments/care plans are received in advance of hire and an invoice is raised (payable within 30 days).

Charges for standard hire and bookings will follow the Recommended Lettings Charges (Appendix2).

Bespoke Bookings: that require a bespoke range and mix of facilities and equipment may be negotiated with the Booking Officer and will reflect at all times the requirement of the College to operate in a commercial manner to cover overheads, cleaning, set-up, staffing, and a requirement to generate a surplus.

Payment for such bookings is due upon receipt of invoice.

Cancellation and Refund Policy:

Type of Hire	Time Frame of Notice	Chargeable Rate
Accommodation overnight stay – single occupancy	Less than 48 hours	Full charge payable
Accommodation overnight stay – single occupancy	Over 48 hours	Full Refund
Accommodation overnight stay – Group booking of 6 or more guests	Less than one weeks' notice	Full charge payable
Accommodation overnight stay – Group booking of 6 or more guests	More than one weeks' notice	Full Refund
Ad hoc /one off / regular / long term booking facilities & equipment	Less than 28 days' notice	Full charge payable
Ad hoc /one off / regular / long term booking facilities & equipment	Over 28 days' notice	Full refund

The College retains the right to cancel or change bookings due to events beyond our control. If this happens the College will use all reasonable efforts to offer an alternative booking. The college accepts no liability or responsibility if it is unable to provide accommodation, facilities, services or equipment due to any cause which is beyond its control.

Recommended Lettings Charges for 2020-21

Area – Residential Rooms	Charge £ (ex VAT)
Exclusive Lodge rental per night	900.00
Lodge Conference Room per hour	26.50
Area – All Classrooms	Charge £ per hour (ex VAT)
Classrooms – with 10 + PCs & Interactive Touch Screen	24.00
Classrooms – with Interactive Touch Screen	16.00
Area – Learning Resource Centre	Charge £ per hour (ex VAT)
Board Room LRC	26.50
Large Meeting or training room (LRC)	26.50
Area – Main Building	Charge £ per hour (ex VAT)
Conference Room	26.50
Meeting room (8 person)	16.00
Pool Studio	21.00
Refectory	21.00
Performing Arts Centre	21.00
Area – Sports Centre	Charge £ per hour (ex VAT)
Sports Hall	31.50
Multi Use Games Area (MUGA)	31.50

Appendix 3 – Booking Questionnaire (Residential)

Questions:	Answer:
Date & duration of the Residential (e.g. Friday 1 st October – 2 nights)	
Will you want to hire other rooms on the college campus? If so which rooms and for how long?	
The title and a brief description of why the residential is being held:	
How many participants will be under 18?	
How many of the participants have their own PA's/carers	
Will you be having any guest speakers, if so, please give their contact details, name of organisation and what subject areas will be covered in their speech?	
How many people are in the group...what is the staff/volunteer numbers, and what is the actual participant numbers?	
Who will be the Lead contact for the group on the Residential weekend and can we please have written confirmation that we are able to distribute the Leads mobile number in the event that Hereward staff should need to speak to the lead urgently?	
Will you need WIFI, if so how many WIFI access sheets do you require?	
If you need IT whilst on site using our WIFI what programs, software or sites would you need to access?	
If any of the participants are trying to access inappropriate web content, whom should this be reported too?	

Will you be having a food delivery if so what time and which supermarket will be delivering?	
Will you be going off site during your stay, if so approximately how long for? Will all participants go off site with the group or will some remain on the Lodge?	
Could the most senior person of the department confirm via email that all members have had appropriate training and good practise (in terms of Care).	
<p>Will any of the attendees including staff and participants need assistance in the event of a Fire Alarm? If so please could you provide Personal Emergency Evacuation Plan (PEEP) for each individual who is unable to independently escape.</p> <p>We need to be reassured that evacuation plans are in place and that staff are aware that internal doors and bedroom doors close if the fire alarm goes off so they would need to assist guests who have requirements as specified on their PEEP's.</p> <p>See example of PEEP below</p>	

Example PEEP (you do not have to use this format this is just for demonstration):

Student Name, Flat & Bedroom Number	Independently Mobile	Assisted Mobility	Albac Mat	Ski Sheet	Comments / Additional / Other Arrangements
Ash					
Name, Room 101	No	Yes	N/A	N/A	Nn is to keep his manual chair in his room, position wheelchair as directed by Nn and supervise transfer to wheelchair. Assist by pushing chair out of room and through sets of fire doors away from potential source of fire or out of external exit as appropriate and in line with training.
Name, Room 104	No	Yes	N/A	N/A	Nn may become anxious or behave erratically due to Autistic Spectrum Disorder and ADHD, therefore support will be needed to direct Nn out of the building away from potential source of fire or out of external exit as appropriate and in line with training. A member of staff will need to stay close to Nn at the fire assembly point to continue to reassure and prevent wandering.

Initial Equality Impact Assessment Screening

Name of policy or service	Lettings Policy and Procedures
Author of impact assessment (name and job title)	Simon Shackleton Technical, Estates and Facilities Manager
Date impact assessment completed	
Is this a new or reviewed policy or service?	New policy/service <input type="checkbox"/> Date of policy/service Reviewed policy/service <input checked="" type="checkbox"/> Date of review March 2020

Briefly describe the aims and purpose of the policy	The purpose of these procedures is to provide a framework within which Hereward College's facility and equipment lettings and hiring will be devised and operated
Who is intended to benefit from this policy and in what way?	Staff, students, visitors and hirers.
What could contribute or detract from achieving the aims and purpose of the policy?	Lack of compliance with procedures and legalisation.
What evidence or data has been collected and used to determine the impact on equality groups. Have any data gaps been identified.	None. But this policy applies to all regardless of equality grouping.

		Comments / Evidence
Has consultation on this policy indicated any possible concerns or issues in relation to equality, diversity and inclusion?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Is there an opportunity to promote equality of opportunity by this policy?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Potential impact on grounds of:

Race	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Disability	Positive <input checked="" type="checkbox"/> Negative <input type="checkbox"/> No impact <input type="checkbox"/>	Consideration of the safety and welfare needs of vulnerable adults and children.
Gender	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	

		Comments / Evidence
Gender reassignment/identity	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Age	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Sexual orientation	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Religion or belief	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Marriage and civil partnerships	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Pregnancy and maternity	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	

If any potential negative impacts of this policy or service have been identified, then a full equality impact assessment form should be completed.