



**Brighton & Hove  
City Council**

**POLICY & RESOURCES COMMITTEE  
SUPPORTING PAPERS**

**4.00PM, THURSDAY, 4 DECEMBER 2014**

**COUNCIL CHAMBER, HOVE TOWN HALL**



# SUPPORTING PAPERS

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<b>90 BUDGET UPDATE AND SAVINGS 2015/16</b>	<b>1 - 104</b>
All Budget 2015-16 Equality Impact Assessments (EIA) (copy attached).	
<i>Contact Officer: Nigel Manvell</i> <i>Ward Affected: All Wards</i>	<i>Tel: 29-3104</i>



# All Budget 2015-16 Equality Impact Assessments (EIA) 26<sup>th</sup> November 2014

## Notes:

- This document contains all the EIAs completed on proposals which have a potential impact on service-users.
- They are listed in the order in which they appear in the savings proposals document, and numbered sequentially for ease of reference.
- The EIAs included are summaries of the full versions but all impacts and mitigating actions have been included.

A further short paper outlining the cumulative impacts and mitigating actions across all the EIAs accompanies this document: 'Budget 2015-16 Equality Impact Assessments (EIAs) for impacts on Service-Users: Process, Assessment and Planned Actions'.

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## List of all EIAs – Budget 2015-16

EIA no	Directorate	Service	Notes
1	<b>ASC – assessment</b>	Learning Disabilities (LD) residential: Community care services provided by the independent sector to meet needs.	
2		Learning disability (LD) – home care, day care and direct payments. Community care services provided by the independent sector to meet assessed needs.	
3		Older people residential/nursing (includes older people with mental health needs). Community care services provided by the independent sector to meet needs.	
4		Adults with mental health needs – residential. Community care services provided by the independent sector to meet needs.	
5		All community care, across all client groups. Fees for services provided by the independent sector.	
6	<b>ASC - provider</b>	Resource Centres for older people (residential care).	
8		Home care: 6 services, including Independence at Home	
11	<b>ASC – commissioning</b>	Commissioning and contracts staffing budget	
12	<b>ACE</b>	Sports development – activity that offers opportunities to participate and improve mental and physical health.	
13		Equality and cohesion	
14		BHCC community grants	In single EIA
15		Community development and third sector infrastructure	
16a		Overview and Scrutiny: Older People Council	
16b		Overview and Scrutiny enables the authority to meet statutory scrutiny requirements.	
17		Civic: Mayor’s office - support to the mayoralty	
18		Royal Pavilion and Museums: proposal to introduce admission charges	
19		Libraries: income generation – new charging framework.	

21	<b>CS: stronger families, youth and communities</b>	Youth service: integrated support service for children aged 13-19, plus youth participation and Youth Employability Services.	
22		Play service	
23	Single EIA	Early years (early help) children's centres: city-wide service	Single EIA
24		Early years (early help) children's centres: citywide costs for CCs	
25		Early years: council-run nurseries	
26		Early years: childcare (support for child-minders, out of school childcare and workforce training)	
27		Fostering and adoption	
28		Contact service: supervised contact for children and their families.	
29	<b>CS: education and inclusion</b>	Home to school transport	
30		School improvement: Remove the remaining council subsidy from community learning	
31		Music and arts study support	
32	<b>CS: disability and SEN</b>	Services for children with disabilities – including residential and respite	Dependent on review
33	<b>EDH: city infrastructure</b>	Public conveniences: including changes to opening times and frequency of cleansing.	
35	<b>EDH: planning and building control</b>	Development management: pre-application charges for planning applications	
36	<b>EDH: Transport</b>	Public transport: changes to supported transport network.	
37		Parking – on street: pay and display, pay-by-phone, permits, parking enforcement, penalty charges, and customer services.	
38	<b>EDH: housing general fund</b>	Housing options/statutory homelessness	
39		Private sector housing: Housing Sustainability Team	
40		Housing related ('Supporting people'): preventative services for vulnerable adults	

41	<b>EDH: HRA</b>	Car parks and garages: increasing charges.	
45	<b>F&amp;R and Law: property and design</b>	Project management of the workstyles modernisation programme	Single EIA
45	Single EIA	Corporate landlord budgets	
46	<b>F&amp;R and Law: city services (Revs and Bens)</b>	Change the Council Tax reduction scheme	
47		Housing benefits/CTR admin costs: remove the Class C discount and remove the Class D uninhabitable discount	
48		Reduction of outreach: support to vulnerable people	
49		Housing benefit/Council Tax reduction costs: reduce overall counter and/or phone hours.	
50		Technical delivery team: implement completely online claiming system.	
51		Business rates/National Non-Domestic Rates (NNDR) running expenses: tighten the criteria regarding the local business rate charitable and not for profit scheme.	
52	<b>Life Events</b>	Bereavement services – cemeteries maintenance contract.	
53		Customer service centres: reduce security officer presence at Bartholomew House Customer Service centre.	
54	<b>City services (Standards &amp; Complaints )</b>	Standards and complaints: reduction in staff so complaints, monitoring and learning are dealt with by services directly, not through corporate team.	
55	<b>PH: community safety</b>	Community safety: restructuring of posts, recommission domestic/sexual violence services, remove funding to Communities Against Drugs and Environment Improvement Team.	



# Adult Social Care

## EIA 1

<b>1. Service Area</b>	<b>Adult Social Care and Health</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Brian Doughty</b>	
<b>4. Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b></p> <hr/> <p>Learning Disabilities (LD) - Residential. Community Care Services provided by the Independent Sector to meet assessed needs:</p> <ul style="list-style-type: none"> <li>• Target all out of city placements with a purpose of bringing people back into supported living in the City.</li> <li>• Consider alternative models of care to include supported living.</li> <li>• Ensure appropriate funding streams are in place (eg specialist placements or CCG contribution).</li> <li>• Transitions-explore responsibility for funding over 18s and opportunities from joint commissioning.</li> <li>• Review high cost placements including Supported Living (VfM4). Also on 3rd party spend negotiate rates linked to better use of technology.(VfM4)</li> </ul>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Disability (learning disability)</b></p> <ul style="list-style-type: none"> <li>• Moving people from their current placements which could be disruptive to them and their families/carers.</li> <li>• Perception of loss of services.</li> <li>• Carers may perceive this as a reduction in service and unsettling for residents</li> <li>• This strategy is targeted at people with a Learning Disability many of whom have physical/health problems. Change can be difficult</li> <li>• Moving Older People with a Learning Disability could be seen as particularly disruptive as they will need to</li> </ul>	

	become settled in new surroundings and accommodation
<b>6. Key actions to reduce negative impacts</b>	<b>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</b>
	<ul style="list-style-type: none"> <li>• Effective assessment of needs, before changes. We will ensure provision is appropriate to meet their needs and promote maximum potential for independence through ongoing care management</li> <li>• We will continue to provide appropriate services and support which will meet assessed need with no change to the eligibility criteria.</li> <li>• Engage with individuals, families and carers to support them through the process</li> <li>• Carers Assessment offered. Support to Carers throughout the process</li> </ul>
<b>7. Cumulative impacts</b>	None identified

## EIA 2

1. Service Area	Adult Social Care and Health	2. Budget Proposal Ref. <i>(to be completed by Finance)</i>
3. Head of Service	Brian Doughty	
4. Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b></p> <hr/> <p>Learning Disabilities (LD) - Home Care, Day Care &amp; Direct Payments. Community Care Services provided by the Independent Sector to meet assessed needs.</p> <ul style="list-style-type: none"> <li>• Drive forward the personalisation agenda and increased use of Direct Payments and support service users to seek cost effective solutions to meet eligible needs.</li> <li>• Review high cost placements &amp; third party spend. Include within main Home Care contract review.</li> <li>• Use of Support Broker to deliver alternatives.</li> </ul>	
5. Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Disability (Learning Disability)</b></p> <ul style="list-style-type: none"> <li>• Service changes are focussed on people with a learning disability many of whom will have physical/health needs</li> <li>• Some services that are provided over and above required to meet assessed need will be withdrawn.</li> <li>• Some service users will be required to move to different providers of service</li> <li>• Increased choice for service users.</li> <li>• May be a perception of cut in service</li> <li>• Carers of people with a learning disability are often unsettled by change and may perceive this as a loss of service</li> </ul>	
6. Key actions to reduce negative	<p><b>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</b></p> <hr/>	

<b>impacts</b>	<ul style="list-style-type: none"> <li>• Effective and focussed assessment with the purpose of meeting eligible needs with no change in eligibility criteria.</li> <li>• Assessment process will ensure appropriate health care input is in place</li> <li>• Carers Assessment will be offered where appropriate, full engagement with Carers and involvement in assessment process</li> </ul>
<b>7. Cumulative impacts</b>	<b>None identified</b>

# EIA 3

<b>1. Service Area</b>	<b>Adult Social Care and Health</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Brian Doughty</b>	
<b>4. Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b></p> <hr/> <p>Older People- Residential/Nursing, includes Older People with Mental Health needs (OPMH). Community Care Services provided by the Independent Sector to meet assessed needs.</p> <ul style="list-style-type: none"> <li>• Ensure effective review to reflect any change in needs. Impact of task force in identifying all appropriate funding sources.</li> <li>• Review housing options. Identify links to Better Care (esp for OP Nursing) and potential sources of funding.</li> <li>• Impact of good results on delayed transfers of care: potential risk share agreement.</li> <li>• Integrated model of working.</li> <li>• Increased scrutiny of placements.</li> <li>• Ensure not paying above set rates and reduce number of cost waivers.</li> <li>• Consider moving people if weekly cost is too expensive compared to comparators.</li> </ul>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Age (older people), Disability</b></p> <ul style="list-style-type: none"> <li>• These proposals relate to older people: promoting independence and supporting more older people is a positive impact.</li> <li>• People requiring residential/nursing home care are likely to have physical health problems and some disability because of their ages</li> <li>• Carers, admission to residential and nursing home care and examining alternatives is often distressing time for carers</li> <li>• More women are place in residential and nursing home care as a result of the demographics of city</li> </ul>	

	<ul style="list-style-type: none"> <li>• Dependant on effective community services to keep people within their own homes.</li> <li>• Some reduced choice if only focussing on services in the city</li> </ul>
<b>6. Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</b></p>
	<ul style="list-style-type: none"> <li>• Ensure appropriate health and social care services available to support people in their own communities</li> <li>• Continuing to develop services which promote greater independence enabling people to live in their own homes and communities.</li> <li>• Engagement with families and carers to explain choice: ensuring carers are fully involved in assessment process and supported through admission and ongoing review and by offering Carers Assessments</li> </ul>
<b>7. Cumulative impacts</b>	None identified

# EIA 4

1. Service Area	Adult Social Care and Health	2. Budget Proposal Ref. <i>(to be completed by Finance)</i>
3. Head of Service	Brian Doughty	
4. Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b></p> <hr/> <p>Adults with Mental Health- Residential. Community Care Services provided by the Independent Sector to meet assessed needs:</p> <ul style="list-style-type: none"> <li>• Rigorous scrutiny of placements.</li> <li>• Impact of task force in identifying all appropriate funding sources &amp; learning from VfM4 review of high cost placements.</li> <li>• Assume 5% saving through implementing the Resource Allocation System (RAS).</li> </ul>	
5. Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Disability</b></p> <ul style="list-style-type: none"> <li>• Some services that are provided over and above that required to meet assessed needs will be withdrawn</li> <li>• Services for people with mental health needs who may have associated physical difficulties</li> <li>• Increased choice and control for service users.</li> <li>• Change is often difficult for carers and they require support.</li> </ul>	
6. Key actions to reduce negative impacts	<p><b>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>• Effective and focussed assessment with the purpose of meeting eligible needs.</li> <li>• Staff support for change through ongoing care management.</li> <li>• Carers Assessment will be offered where appropriate, full engagement with carers and involvement in assessment process, ensuring appropriate placements are made</li> <li>• Effective and focussed assessment with the purpose of meeting eligible needs with no change in eligibility criteria.</li> </ul>	
7. Cumulative impacts	None identified	

# EIA 5

<b>1. Service Area</b>	<b>Adult Social Care - Commissioning &amp; Contracts</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Anne Hagan</b>	
<b>4. Budget Proposal</b>	<p><b>What budget changes are proposed?</b></p> <hr style="border-top: 1px dashed black;"/> <p>All community care - across all client groups: Fees for services provided by the Independent Sector</p> <p>Fees paid to independent and voluntary sector providers that supply care services on behalf of Brighton and Hove City Council Adult Social Care and Brighton and Hove Clinical Commissioning Group. This includes care homes, home care services, shared lives &amp; Supported Living arrangements.</p> <p>Limit inflationary increases targeting key areas of undersupply. Will need to monitor this area in light of the Care Act and Better Care. Those assessed against eligibility criteria will still receive care. Location of services may vary. The impact of the Care Act on the market will be closely monitored as funding reform and impact of self-funder rates affects market.</p>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr style="border-top: 1px dashed black;"/> <p><b>Groups affected: Age (older people), Disability (physical, mental or learning disability)</b></p> <p>Proposals will be outlined to Health &amp; Wellbeing Board in Jan 2015 that recommend an uplift in fees to those areas where it is most needed:</p> <ul style="list-style-type: none"> <li>• There will be no impact on statutory provision</li> <li>• People using care services will include those people who are older, have a physical disability, a learning disability, or a mental health need</li> <li>• There are some areas of services where fee levels will not be uplifted. Where fees are not uplifted: people will have a review as appropriate to ensure their care needs are being met.</li> <li>• Carers may be concerned about the impact of any change to services on service users, and also what it may mean for them in terms of the support they receive as carers. Both council and NHS commissioners are working with providers on an individual basis and discussions are being held regarding planned service activity</li> </ul>	



<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <ul style="list-style-type: none"> <li>• Where fees are not uplifted: people will have a review as appropriate to ensure their care needs are being met. Their families would also be fully involved in this process where relevant</li> <li>• Providers will be asked to highlight if the needs of service users have changed, and if they require a review.</li> <li>• The proposed fees increase will be targeted at those groups where the need of greatest need</li> <li>• Commissioners informing the recommendations work closely with independent and voluntary sector providers that supply care services on behalf of Brighton &amp; Hove City Council Adult Social Care and Brighton &amp; Hove Clinical Commissioning Group. The recommendations in the 'Fee Level for Adult Social Care Services 2015-16 Report' targets those areas where an increase in fees is most needed.</li> <li>• The needs of individuals are fully taken into account, with a view to maximising their independence. Each person has a support plan that reflects their needs and the outcomes they want to achieve.</li> <li>• Ongoing contracts are being reviewed and discussions with providers taking place, including re-specifying contracts/contract sums to reduce possible impact where relevant.</li> <li>• Carers will be fully involved in the assessment and review processes for individuals. The needs of carers are fully considered in any assessment of an individual</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>All service users supported by Adult Social Care will have services that meet their assessed need.</p>

# EIA 6

<b>1. Service Area</b>	<b>ASC Provider services</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Karin Divall</b>	
<b>4. Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b></p> <hr/> <p>Resource Centres for Older People: Craven Vale, Knoll House, Ireland Lodge (Mental Health), Wayfield Avenue (Mental Health)</p> <p>The council's older people resource centres (Residential Care) are jointly commissioned and funded by Adult Social Care and Health and are part of the wider joint health and social care delivery. Two of the Resource Centres are focused on short term support to enable people to return home from hospital, or to avoid hospital admission. Two of the Resource Centres provide short and long term care for people with mental health needs. ASC receive some funding from the Clinical Commissioning Group (CCG) to support this work.</p> <p>Review criteria for the bed services and reduce numbers of beds funded through Social Care. Potential impact on joint service delivery and integration plans within the better care plan and short term services.</p>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Age, Disability (including Learning Disability), Ethnicity, Gender (women), Carers</b></p> <ul style="list-style-type: none"> <li>• If the service was reduced as a result of the financial savings and it was not possible to attract additional funding then the number of beds would be reduced and this might impact on older people who may have to wait longer in hospital for a service. This may impact on their ability to return to more independent living and may mean more people have to move into residential care.</li> <li>• The service is specifically for older people, disabled people, people with learning disabilities and people with mental health issues. These are the primary groups affected.</li> <li>• Carers for people receiving services may be affected by any change to service delivery. They may not receive the support they need to continue caring responsibilities</li> <li>• There will be an impact on women who comprise the majority of service users.</li> </ul>	

	<ul style="list-style-type: none"> <li>• These services are not generally provided to transient populations, and fewer services are delivered to people from black and minority ethnic communities.</li> </ul>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>• A full EIA will be required for any changes to the service.</li> <li>• Any changes to service capacity will need to be managed within the wider health and social care service provision which will need to carry out individual assessments to ensure that people’s needs can still be met.</li> <li>• Any delays in providing short term services may impact on the people’s ability to re-gain skills for independent living or mean that more people have to move into residential care.</li> <li>• Carers: Any changes to service provision or re-commissioning will need to be made following a carers assessment or review to ensure that the carers needs can continue to be met</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>If the proposals from across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that women, older people, older people with mental health needs and people with a learning disability who are the main recipient of services, may see a reduction in more than one service that they currently receive.</p> <p>The reduction in short term bed services may mean that people do not receive the rehabilitation and reablement that they need in order to live independently in the community, and alongside this other changes to day services and residential services may mean that there are not able to have the same opportunities as other residents of the City to live independently.</p>

# EIA 8

<b>1. Service Area</b>	<b>ASC Provider services</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Karin Divall</b>	
<b>4. Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b></p> <hr/> <p>Home Care: 6 services including Independence at Home:</p> <ul style="list-style-type: none"> <li>• Review staffing structure.</li> <li>• Review criteria for services.</li> <li>• Potential to invest in the community rather than in beds.</li> <li>• Commission independent sector.</li> <li>• Change of culture and efficiencies through health and social care integration.</li> <li>• Reduce Service and agree funding with NHS.</li> </ul> <p>The council's directly provided homecare services have recently become part of a wider joint health and social care team focused on short term support to enable people to return home from hospital, or to avoid hospital admission. ASC receive some funding from the Clinical Commissioning Group (CCG) to support this work.</p> <p>Potential impact on joint service delivery and integration plans within the better care plan and short term services. Agree service specification and funding with NHS.</p>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Age (older), Disability (including Learning Disability), Ethnicity, Gender (women), Carers</b></p> <ul style="list-style-type: none"> <li>• If the service was reduced as a result of the financial savings and it was not possible to attract additional funding then the size of the service would be reduced and this might impact on older people who may have to wait longer in hospital for a service. This may impact on their ability to return to more independent living and</li> </ul>	

	<p>may mean more people have to move into residential care.</p> <ul style="list-style-type: none"> <li>• The service is specifically for older people, disabled people, people with learning disabilities and people with mental health issues. These are the primary groups affected.</li> <li>• There will be a disproportionate impact on women who comprise the majority of service users.</li> <li>• Carers for people receiving services may be affected by any change to service delivery. They may not receive the support they need to continue caring responsibilities</li> <li>• Homecare services are not generally provided to transient populations, and less services are delivered to people from black and minority ethnic communities.</li> </ul>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>• A full EIA will be required for any changes to the service.</li> <li>• Any changes to service capacity will need to be managed within the wider health and social care service provision which will need to carry out individual assessments to ensure that people's needs can still be met.</li> <li>• Any delays in providing short term services may impact on the people's ability to re-gain skills for independent living or mean that more people have to move into residential care.</li> <li>• Carers: Any changes to service provision or re-commissioning will need to be made following a carer's assessment or review to ensure that the carers' needs can continue to be met</li> <li>• More women are supported by the Homecare Team and may be affected by changes to services. If there are reductions in service then these service users are more likely to move into residential care, or be admitted to hospital, or stay in hospital for longer.</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>If the proposals from across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that women, older people, older people with mental health needs and people with a learning disability who are the main recipients of services, may see a reduction in more than one service that they currently receive.</p> <p>The reduction in homecare services may mean that people are not supported to live independently in the community, and alongside this other changes to day services and residential services may mean that they are not able to have the same opportunities as other residents of the City.</p>

# EIA 11

<b>1. Service Area</b>	<b>Adult Social Care - Commissioning &amp; Contracts</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Anne Hagan</b>	
<b>4. Budget Proposal</b>	<p><b>What budget changes are proposed?</b></p> <hr/> <p>Commissioning &amp; Contracts Staffing Budget:</p> <ul style="list-style-type: none"> <li>• Review contract management and commissioning function and scope for joint arrangements.</li> <li>• Opportunity for efficiencies through better alignment of functions.</li> <li>• Focus on statutory functions, review monitoring arrangements in light of Care Quality Commission role.</li> <li>• More efficient commissioning and contracting.</li> <li>• Clarity of roles between commissioning, contracts and procurement.</li> </ul>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Age (older), Disability (inc LD), Carers</b></p> <ul style="list-style-type: none"> <li>• A reduction in funding for some contracts where the needs of service users have changed and services need to be reviewed as a result. e.g. a person with a learning disability may have received a traditional day service but may be offered a more personalised service using a community resource</li> <li>• People using care services will include people with a learning disability and or a physical disability &amp; mental health needs; any proposed changes may have a greater impact on older service users some of whom may also have dementia and mobility needs.</li> <li>• People living in &amp; using commissioned social care services have high needs associated with a learning and or physical disability.</li> <li>• Carers may be concerned about the impact of any change to services on service users, and also what it may mean for them in terms of the support they receive as carers</li> <li>• Change in the way services are procured will enable individuals to have their needs met in a way that ensures that the outcomes they want to achieve.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Staff and families feel that the impact of change on some service users ( e.g some service users with a learning disability could be negative and potentially result in regressive behaviour and anxiety.</li> <li>• There will be no impact on statutory provision</li> </ul>
<b>6. Key actions to reduce negative impacts</b>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>• The needs of individuals are fully taken into account, with a view to maximising their independence. Each person has a support plan that reflects their needs and the outcomes they want to achieve – their families would also be fully involved in this process where relevant</li> <li>• Ongoing contracts are being reviewed and discussions with providers taking place, including re-specifying contracts/contract sums to reduce possible impact where relevant</li> <li>• The Adult Social Care Commissioning Prospectus supports the aim in Brighton and Hove to foster the development of services across local communities which promote and improve the health and well- being of people living in the City.</li> <li>• The Prospectus approach to funding will strengthen existing arrangements, introduce new opportunities for partnership &amp; innovation &amp; improve the capacity to meet emerging need.</li> <li>• Commissioners from Adult Social Care/ Public Health/Communities &amp; Equality/ Clinical Commissioning Group will be working together to commission services that meet outcomes &amp; achieve more efficient use of resources</li> <li>• Service users, carers (and where relevant – independent sector care providers &amp; Community Works) would be involved in decision making. Any changes to services would be fully communicated.</li> <li>• Any changes to commissioned services in the voluntary sector would involve a consultation with the people using the services &amp; the organisation concerned</li> <li>• Carers will be fully involved assessment &amp; review processes for individuals. The needs of carers are fully considered in any assessment of an individual.</li> </ul>
<b>7. Cumulative impacts</b>	<b>None identified</b>

# Assistant Chief Executive

## EIA 12

1. Service Area	Sports Development	2. Budget Proposal Ref. <i>(to be completed by Finance)</i>
3. Head of Service	Jan Sutherland, Sport and Physical Activity Manager	
4. Budget Proposal	<p><b>What budget changes are proposed?</b></p> <hr/> <p>Sports Development - activities that offer opportunities to participate and improve physical and mental health. Service outcomes include Active for Life programme, Healthwalks and provision of free swimming for young people for example. Streamlining and refocussing of sports development promotional events and integrating with Public Health. Reduces and refocuses promotion of sport and physical activity opportunities that encourage healthy lifestyles:</p> <ul style="list-style-type: none"> <li>• The services of the Sports Development Team are being reviewed and re-designed to merge the sport and physical activity programmes and budget with the physical activity function of Public Health. The delegated responsibilities will transfer from the Assistant Chief Executive Directorate to Public Health.</li> <li>• There will be a £200,000 budget saving in the Sports Development budget reducing sport and physical activity engagement opportunities.</li> <li>• A number of programme proposals have been reviewed with the intention to maintain focus targeted work with protected characteristic groups and priority neighbourhoods as identified in the Joint Strategic Needs Assessment (JSNA) for Physical Activity as needing the most support to take up sporting opportunities.</li> <li>• Public Health outcomes and objectives within the Sport and Physical Activity Strategy have been considered with priority sports being developed where possible.</li> </ul>	
5. Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Impacts are possible on all the protected groups</b></p>	



**1 - Active for life** – Reduce these accessible activity programmes and events for residents that are experiencing the highest levels of inequality, barriers to participation and living in the least active communities.

a) Reduction in printed publicity and marketing materials which may prevent targeted groups and residents being aware of opportunities available to them.

b) Community venue hire bookings will be reduced in priority neighbourhoods which could impact on the community groups who run them.

c) Weekly targeted sport and physical activity programmes will be reduced, providing fewer opportunities for service users to be active; many of whom face social, economic and cultural barriers.

d) The provision of activities and information at engagement events across the city including within priority neighbourhoods will be reduced impacting on service users and community groups.

e) Core staffing hours will be reduced and fewer experienced qualified coaches/instructors will be employed to deliver community based activities impacting on all service users.

**2 - Healthwalks –**

a) Same impacts as 1 a)

**3 - TAKEPART –**

a) Same impacts as 1a),

b) The events and activities delivered within the successful two week free sport and physical activity festival will be reduced providing fewer opportunities in various locations across the city. Service users from priority neighbourhoods and protected characteristics could be affected, since the programme offers inclusive and accessible 'taster' sessions.

**4 - Summer Fun Holiday Programme –**

a) End funding for the established Summer Fun Holiday programme, which provides 1000 places for children and young people to take part in sport and physical activity courses. This will impact on carers and parents who may rely on this provision for respite and childcare and who are unable to afford alternative sports provision.

b) Same impacts as 1b)

c) Children and young people will not have not the opportunity to be active (1 in 5 children attending the programme do less than the recommended level of physical activity) and try different activities (46%% had never tried that activity before).

d) Children and young people will also not have the opportunity to link with local club opportunities which will also impact on sustainable activity levels and community clubs. (65% were not already members of clubs)

**5 - Skateboarding Project –**

a) End the Skate Park Development Officer contract (15 hours). This officer co-ordinates the targeted skate programmes for excluded groups to gain confidence in using the facilities and free engagement events across the city. Service users, parents and carers in priority neighbourhoods will be affected, specifically girls and

	<p>women involved in weekly sessions through the nationally recognised 'She Shredders' Project.</p> <p>b) The development of volunteers through needs led training and support to enhance provision will not be available.</p> <p><b>6 - Active Brighton and Hove</b> – The community engagement activities and promotion varies depending on sport and external project funding but reductions in funding are likely to impact on protected groups.</p> <p>a) Same impacts as 1a above</p> <p>b) Same impacts as 1b above</p> <p>c) Delivery of free or low cost targeted programmes which support major city sporting events will be reduced.</p> <p>d) Training courses (e.g. safeguarding and equalities) to enable clubs and groups to sustain opportunities in the community will longer be available which will impact on all service users and protected groups.</p>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <p><b>Actions can be taken to reduce most of the impacts (described here) and defined priority groups can be protected from most impacts. However, there will be impacts on community groups who run venues, due to reduced venue hire; and there will be fewer sports/physical activity opportunities which are inclusive and accessible.</b></p> <p><b>1 - Active for Life</b> –</p> <p>a) Redesign and produce joint promotional and publicity materials using focus groups and maximise social media promotion.</p> <p>b) Sign post other activity providers to hire community venues in priority neighbourhoods.</p> <p>c) Communicate changes in provision to partners and residents as soon as possible and try to source external funding to develop, deliver and sustain low cost, local and inclusive opportunities.</p> <p>d) Provide support and advice to sports clubs, schools, leisure centres and community groups to further develop collaborative working to maximise resources and reduce impact to participants that face potential barriers to participation.</p> <p>e) Advise colleagues, coaches and community as soon as possible and recruit coaches from protected groups or with previous inclusion experience.</p> <p><b>2 - Healthwalks</b> –</p> <p>a) Same actions as 1a above</p> <p><b>3 - TAKEPART</b> –</p> <p>a) Same actions as 1a,b,c,d above</p>

	<p><b>4 - Summer Fun Holiday Programme –</b></p> <p>a) The impact of no longer delivering general mainstream activities needs to be communicated to service users and providers as early as possible and sign post to other activity providers. The programme is to be reviewed with Freedom Leisure with the possibility of enhancing their existing holiday programmes.</p> <p>b) Same actions as 1b</p> <p>c) Sport and physical activity programmes will focus on groups who need the most support (low income, target groups, priority neighbourhoods) and will be delivered in partnership with clubs through the Active For Life programme. Promote compass card activities as widely as possible and signpost service users to other opportunities.</p> <p>d) Same actions as 1d</p> <p><b>5 - Skateboarding Project –</b></p> <p>a) Same actions as v1c,</p> <p>b) Provide support and advice to the existing girls group to establish a constituted group which can try to source funding to ensure sustainability.</p> <p>c) Signpost volunteers to other training providers and support networks. d) Work with CityParks and Active for Life to source funding for skateboarding initiatives.</p> <p><b>6 - Active Brighton and Hove –</b></p> <p>a) Same actions as 1a and develop an online A-Z on sport and physical activities on the council’s website. Ensure quality assurance processes are in place and further developed. Sign-post clubs and volunteers to other training providers. Support clubs and groups to apply for funding for key safeguarding and inclusion courses and specific sessions that are inclusive for protected characteristic groups.</p>
<p><b>7. Cumulative impacts</b></p>	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b></p> <hr/> <p>Public Health Exercise Referral programme is being decommissioned. Physical activity support to patients in primary care will be delivered by health trainers as part of a one year pilot.</p>

<p><b>1. Service Area</b></p>	<p><b>Communities Equality &amp; Third Sector Team</b></p>	<p><b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i></p>
<p><b>3. Head of Service</b></p>	<p><b>Richard Butcher Tuset</b></p>	
<p><b>4. Budget Proposal</b></p>	<p><b>Briefly and simply explain what budget changes are proposed.</b></p> <hr style="border-top: 1px dashed black;"/> <p>Community &amp; Third Sector Commission supports community resilience with residents in our most deprived neighbourhoods, modernisation of the third sector &amp; improving the quality of engagement with key equality groups in the city specifically BME, disabled and LGBT residents. The Third Sector Prospectus went live on 1 July 2014, pooling money from the Communities Team, Public Health and the Clinical Commissioners' Group to fund Third Sector Infrastructure, Community Development and Community Engagement.</p> <p><b>Equalities:</b> Centralised team ensuring council meets legal duties including delivery of our Equality and Inclusion Policy &amp; Action Plan, Equality Impact Assessments (incl Budget), Stonewall Index &amp; diversity workers forums. Saving of £20,000 from a net budget of £243,000</p> <ul style="list-style-type: none"> <li>• Deletion of budget for direct delivery of equalities events and move to an enabling role supporting others to access other funding for activities/events. Mainstreaming of diversity mentoring scheme into council's learning and development programme.</li> </ul> <p><b>Grants:</b> Team delivering the annual and three year grant programmes supporting Community and Voluntary activity in the city. The team also provides a Grant Finder Service supporting Third Sector organisations in securing external funding. Saving of £150,000 from a net budget of £1,806,000</p> <ul style="list-style-type: none"> <li>• £150,000 Reduction in funds for discretionary grants.</li> <li>• Please note at the 2014 Budget Council a saving of £165,000 was taken from the discretionary grants programme but deferred until 2015/16. These two savings total £315,000 and will take effect from April 2015/16.</li> </ul> <p><b>Communities:</b> Saving of £100,000 from a net budget of £674,000.</p> <ul style="list-style-type: none"> <li>• £200k from Year 2 and 3 of the Communities and Third Sector Commissioning Prospectus (in partnership with the Clinical Commissioners Group and Public Health)</li> <li>• In Year 2 (2015/16) the full year savings will be reduced by using £100k of reprofiled commissioning funds</li> </ul>	

carried over from 2014/15. Full savings of 200k will come into effect in 2016/17 (Year 3). There is potential for recommissioning across a much wider service and funding area to mitigate the pressure through improved efficiencies

**Highlight the main / most significant potential impacts which will need to be mitigated or avoided**

**Groups Affected: All protected characteristic groups**

**Equalities projects:**

- Events now supported by the projects budget are now minimal, as alternative sources of support have been developed for most. This approach will continue (see Mitigating Actions) so impacts of this proposal are small for all groups
- Pride is a key feature of the city’s calendar for LGBT staff and straight allies. Our staff float is a high profile visible means of demonstrating our support for LGBT staff and communities with potential loss of this impacting on our reputation as an employer and city ambassador

**Discretionary Grants** tend to be particularly effective at supporting Third Sector (or CVS) organisations that work with and support communities with legally protected characteristics, and those who are marginalised and vulnerable, including those experiencing poverty/financial exclusion.

The proposed reduction of **Discretionary Grants** funding will potentially result in:

- decreased capacity to meet some corporate priorities with specific impacts on characteristics protected in law,
- reduced capacity for CVS groups which support community resilience and reduce reliance on statutory services,
- potential wider impact on ability to attract match funding.

**Communities:**

The Prospectus specifically commissioned work with and for BME, LGBT, parents and families, disabled people including carers, and economically excluded communities. As a result of the proposal these groups will have reduced support to engage with the council around their needs and develop solutions both with and independent to the council; increasing rather than diverting demand on public services. In addition infrastructure support to community and voluntary equalities groups in the city will be reduced specifically those working with the communities above causing a cumulative negative impact for these groups.

Reductions in the Commission will reduce investment in the Third Sector (support and investment in modernisation) and affect our work around community development, empowerment and engagement. The full

**5. Summary of impacts**

	<p>impact of the savings in 2015/16 will be mitigated through efficiencies in other funding streams. The establishment of a third sector commissioning prospectus will aim to minimise impacts.</p>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <p><b>Equalities projects:</b></p> <ul style="list-style-type: none"> <li>• Reduced projects budget: discussions have begun with affected groups to identify other options and support. Council support will continue to be offered, including to mark civic events.</li> <li>• Workers' forums funding: Pooling of resources for council initiatives and increasing the numbers of joint activities to maximise impact of funding. There are significant commitments to improvement for these staff groups in the council's workforce development action plan.</li> </ul> <p><b>Discretionary Grants:</b> The proposed reduction of funding will require:</p> <ul style="list-style-type: none"> <li>• Closer analysis of existing grant funded organisations and activities to ensure the greatest protection for groups with protected characteristics and other vulnerabilities. Any proposal will be subject to an EIA process and will be considered by the Lead Member for Communities &amp; Equalities. There will also be a role for the Members Advisory Group and Community Works in commenting on the options.</li> <li>• Ongoing communications to CVS groups about funding decisions, alternative sources of support (where these still exist) and potentially support to enable groups to close with minimum disruption and impact to service-users.</li> </ul> <p><b>Communities:</b></p> <ul style="list-style-type: none"> <li>• Reprofile 2014/15 commissioning budget to free up £100,000 and carry over to cover some of the 2015/16 budget reduction</li> <li>• Work is in progress with third sector organisations to look at combining a number of related funding streams into a single new commission from April 2016. This will enable us to take a strategic approach to third sector funding reductions based on the outcomes that the city wants to achieve which will minimise the impact of this reduction. An EIA will accompany the options analysis.</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>There are further budget proposals to tighten the criteria regarding the local business rate charitable and not for profit scheme. Therefore many of these organisations could be impacted by the combined effect and it is important that both of these proposals are considered together to appreciate the overall impact and plan for the most effective mitigation.</p>

## EIA 16a

<b>1. Service Area</b>	<b>Older People’s Council (OPC) - Overview &amp; Scrutiny</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Giles Rossington (acting)</b>	
<b>4. Budget Proposal</b>	<p><b>What budget changes are proposed? (Use the savings proposal wording and more detail if needed)</b></p> <hr/> <p>Proposal is to cease funding 4 yearly OPC elections – to include the election due to take place in July 15. This will save approx. £10,000 pa (£30-40,000 election costs). The £9,000 pa funding currently used to support OPC activities (admin support and expenses) will be reinvested to help develop an older people’s consultative forum.</p>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p>The OPC represents and lobbies on behalf of older people (over 60) and the planned savings could, without mitigation, result in a loss of representation.</p>	
<b>6. Key actions to reduce negative impacts</b>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <p>The replacement representative forum, through engagement and learning from elsewhere, should ensure any possible impacts of this saving are minimised. In addition representative/lobbying work could also be picked up by other bodies responsible for older people services. These could potentially include:</p> <ul style="list-style-type: none"> <li>• Age Friendly City Steering Group (commissioner/provider forum)</li> <li>• Age Friendly City Forum (this is the CCG’s ‘gateway’ group for engagement with older people across the city)</li> <li>• Older People’s Forums – in localities (potential to develop ongoing ASC work to develop role of locality service-user groups)</li> <li>• LATs – could be developed as consultative body</li> </ul>	
<b>7. Cumulative impacts</b>	None identified	

## EIA 16b

1. Service Area	Overview & Scrutiny (O&S)	2. Budget Proposal Ref. <i>(to be completed by Finance)</i>
3. Head of Service	Giles Rossington (acting)	
4. Budget Proposal	<p><b>What budget changes are proposed?</b></p> <hr/> <p>Overview &amp; Scrutiny enables the authority to meet statutory scrutiny requirements. As part of the council's decision making processes it a) checks &amp; reviews policy b) monitors performance c) holds the council, its partners &amp; external agencies to account. The service also supports the Older People's Council, Tenant Scrutiny &amp; the Health &amp; Wellbeing Board.</p> <p>Deletion of the service releasing a £213,000 saving and deliver a minimum function that meets statutory requirements. Development of a basic scrutiny function.</p>	
5. Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: potentially all protected groups</b></p> <ul style="list-style-type: none"> <li>• There are statutory responsibilities for the council in relation to scrutiny which must be maintained.</li> <li>• The focus of much past O&amp;S work has been on services for vulnerable/disadvantaged groups. Previous panels have focused on dementia, services for children/adults with Autism, Travellers, sexual violence, Trans communities, youth offending and homelessness. This level of work will not be able to be maintained by the authority. This potentially means missed opportunities for a co-ordinated, city-wide approach to improving services and accessible provision for these groups.</li> <li>• The ability of the authority to undertake a rolling overview process on key issues through cross party working (for example the Seafront) will be reduced.</li> </ul>	
6. Key actions to	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/>	



<p><b>reduce negative impacts</b></p>	<ul style="list-style-type: none"> <li>• Work will be undertaken between Policy and Communities and Legal and Democratic services to ensure the authority is able to meet its statutory responsibilities as they relate to scrutiny.</li> <li>• The Policy and Communities Team programme will need to focus even more keenly on working with council teams and other external partners to identify needs and gaps clearly, and to support improvement of services both in the council and across the city.</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>None identified</p>

<p><b>1. Service Area</b></p>	<p><b>Civic Mayor's Office</b></p>	<p><b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i></p>
<p><b>3. Head of Service</b></p>	<p><b>Richard Butcher Tuset</b></p>	
<p><b>4. Budget Proposal</b></p>	<p><b>What budget changes are proposed?</b></p> <hr style="border-top: 1px dashed black;"/> <p>Civic Mayor's Office: supports the delivery of the Mayoralty which includes over 700 civic engagements and community engagements each year. The Mayor promotes the presence and activity of all communities within the city, including minority and legally protected groups.</p> <p>The budget proposal is to reduce the role of Mayor to the statutory function as Chairperson of Council meetings and a small number of other civic duties (see below). This will include the deletion of a dedicated Civic Mayor's Office and associated chauffeurs, and associated staffing and supplies and services budget, with remaining, minimal diary support provided through the Leadership Support Service and Democratic Services (the latter around formal council business only). As there will no longer be a Mayor's Service any previous support to the Youth Mayor/Deputy Youth Mayor would have to be withdrawn.</p> <p>Remaining duties:</p> <ul style="list-style-type: none"> <li>• Full Council Meetings (Chair)</li> <li>• Annual Meeting of the Council (Mayor Making)</li> <li>• Remembrance Services</li> <li>• Armistice Day two minutes silence</li> <li>• The Chattri Service</li> <li>• Citizenship Ceremonies</li> <li>• Royal Visits to the City</li> </ul> <p>Though the Mayor will still have a presence at Remembrance the council will no longer be able to organise and coordinate the programme of events as it has done.</p>	
<p><b>5. Summary of impacts</b></p>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr style="border-top: 1px dashed black;"/> <p><b>Groups affected:</b> The large number of groups that meet with the Mayor every year will be affected by this proposal, but none specifically or disproportionately. However, the removal of the role of Youth Mayor has potential to impact on young's people involvement in democracy and engagement in civic activities.</p>	

	The Mayor provides a popular and high profile civic role which has provided an open and inclusive offer of recognition and support for all groups and communities in the city. The proposals mean that this offer is no longer available.
<b>6. Key actions to reduce negative impacts</b>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>• It is recommended that the role of promoting communities within the city is not restricted to the Mayor alone and therefore be acknowledged through the work of other Members and council officers and partner organisations.</li> <li>• It is proposed that the Mayor continue to have a presence at the civic events listed above.</li> </ul>
<b>7. Cumulative impacts</b>	None identified

# EIA 18

1. Service Area	Royal Pavilion & Museums	2. Budget Proposal Ref <i>(to be completed by Finance)</i>
3. Head of Service	Janita Bagshawe	
4. Budget Proposal	<p><b>What budget changes are proposed?</b></p> <p>Introduction of admission charges across Museum sites; Booth Museum of Natural Science, Hove Museum &amp; Art Gallery and Brighton Museum &amp; Art Gallery for non-residents of Brighton &amp; Hove. Charging at £5 per head for non-residents at Brighton Museum. A business plan to be developed to demonstrate that investment required to put this scheme in place is justified and will achieve a saving in the longer term. Assume in place from June 2015.</p>	
5. Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <p><b>Groups affected:</b> There are potential impacts on all visitors to the city, but no disproportionate or specific impacts on any legally protected groups. However:</p> <ul style="list-style-type: none"> <li>• People on low incomes and those from groups which traditionally do not access museums are likely to experience this as a greater barrier.</li> <li>• B&amp;H residents' perceptions that charges apply to them</li> <li>• Potential financial impact on non-residents across all protected characteristics.</li> <li>• Impact on visitor numbers of residents &amp; non-residents across all sites</li> </ul>	
6. Key actions to reduce negative impacts	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <ul style="list-style-type: none"> <li>• Advertising changes so B&amp;H residents (from all communities) know that they get in for free and that no-one is excluded from this offer. Use range of methods, including website, CVS, community newsletters, press, radio, etc.</li> <li>• Introduce sliding scales &amp; concessions based on model used at Pavilion, including for disabled people, older people, and those on low incomes. Consider free entry for under 16s and family rates.</li> <li>• Introduce "Friends of B&amp;H" rate if visiting with residents (proof required)</li> <li>• Free entry for those involved in time-limited projects with Royal Pavilion and Museums</li> <li>• Continue targeted work with specific community groups across the city through grant funded activity.</li> <li>• Complete full EIA</li> </ul>	
7. Cumulative impacts	None identified	

<b>1. Service Area</b>	<b>Libraries</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Sally McMahon</b>	
<b>4. Budget Proposal</b>	<p><b>What budget changes are proposed?</b></p> <hr style="border-top: 1px dashed black;"/> <p>Establish new libraries charging framework – introducing charges for services previously provided free of charge. These include: charging for events and activities for adults and children, and charging for computer use after one hour free.</p>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr style="border-top: 1px dashed black;"/> <p><b>Groups affected: Age (older and younger), Disability, Child Poverty</b></p> <ul style="list-style-type: none"> <li>• Impact of new charges on children and families with low incomes -</li> <li>• Activities and services for children and adults that used to be free will be charged for, so some people may find this a barrier.</li> </ul>	
<b>6. Key actions to reduce negative impacts</b>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>• Consultation process in place to identify public views on the new charges. Charges have been kept to a reasonable level, and in line with similar charges being proposed in other services e.g. Children’s centres.</li> <li>• Exemptions and concessions will apply for those on low income or in receipt of benefits. Every user will get one free hour of computer use a day, and those entitled to concessions and exemptions will get more free time.</li> <li>• Exemptions to charges are provided for children or adult with learning disabilities. Concessions (half price) are provided for people on low income or who are in receipt of benefits.</li> <li>• We also propose to offer some activities and services free to targeted groups in the community where it fits in with the Libraries Plan and Community Strategy.</li> <li>• We will ensure that we communicate widely on any changes which are agreed, explaining who is eligible for concessions and what proofs are needed.</li> </ul>	

**7. Cumulative impacts**

The potential impact on benefit claimants being able to carryout their claim online using public computers in libraries is mitigated by the fact that the proposals specifically allow longer sessions for people who are unemployed, and that libraries will be offering special job seeking help sessions which will be provided free.

# Children's Services

## EIA 21

<b>1. Service Area</b>	<b>Stronger Families Youth &amp; Communities / Youth</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Chris Parfitt</b>	
<b>4. Budget Proposal</b>	<p><b>What budget changes are proposed?</b></p> <hr/> <p>Youth Service - Integrated support service for children aged 13-19, plus Youth Participation and Youth Employability services</p> <ul style="list-style-type: none"> <li>• £70,000 saving will be achieved by overall reductions in staffing within the service.</li> <li>• Premises usage is under review with a view to diversification across Children's Services/Third Sector providers and to explore the use of Children's Centres for delivery of services.</li> <li>• Savings of £73,000 against the Youth Employability Service will be achieved by deleting 2.0 full time vacancies from the establishment and via ongoing efficiencies on non-staffing lines.</li> <li>• Ending the £400k commissioned contract for the delivery of universal Youth Work with community and voluntary sector youth work organisations. Provision is currently delivered by 8 organisations forming the Brighton &amp; Hove Youth Collective led by Impact Initiatives.</li> <li>• Targeting remaining resources on those most in need supports the children's service Early Help Strategy and the priorities of the Corporate Plan.</li> <li>• The Youth work team will have increased flexibility to adapt delivery and interventions to who, where and when it will be most effective.</li> <li>• Reduction in youth work capacity will reduce opportunities for children, young people and their families to participate in some community based activities currently free or low cost at the point of delivery.</li> <li>• Families can access other activities provided by the council, voluntary sector or commercial providers. Some of those activities may incur a charge which will put financial pressure on families on low incomes.</li> <li>• Impact of the changes to Youth Employability Service will be minimal.</li> <li>• Via increased use of social media platforms, a reconfiguration of delivery will be initiated to ensure that there is minimal disruption.</li> </ul>	

<p><b>5. Summary of impacts</b></p>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Age (younger), Gender, Child Poverty</b></p> <ul style="list-style-type: none"> <li>• BHCC Youth Service - there will be no universal youth-work provision delivered by BHCC as to make the saving the number of Youth support workers will be significantly reduced. Approximately 850 young people participating will be affected</li> <li>• CVS - there will be no funding of universal provision contracted via the Brighton and Hove Youth Collective access and participation to youth work opportunities will be reduced across the city. Approximately 1480 young people 13 – 19 participating will be affected</li> <li>• Youth Employability Service - The saving will be made in not filling current vacancies and efficiency savings</li> <li>• BHCC youth centres will not be used for open youth work and projects such as Youth Arts, will not be delivering universal youth work alternative uses for the centre will be explored, this could include leasing or selling the property reducing the opportunity for young people to participate in activities</li> <li>• Main carers in vulnerable communities or families with low income will have reduced options for their children to be involved in positive activities</li> </ul>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>• It is local authorities' duty to secure, so far as is reasonably practicable, equality of access for all young people to the positive, preventative and early help they need to improve their well-being.</li> <li>• Focusing the remaining BHCC Youth service on targeted youth work interventions, integrated in the Early Help strategy, to support the personal and social development of young people and thereby reducing teenage pregnancy, risky behaviours such as substance misuse, and involvement in crime and anti-social behaviour.</li> <li>• Working on a coordinated delivery of youth activities through Culture and Leisure, community and voluntary sector, uniformed and faith organisations, and sports activities an offer to young people to take part in a wide range of activities and be maintained through which they can develop and, socialise safely with their peers, enjoy social mixing, and develop relationships with adults they trust. This can connect young people with their communities, enabling them to belong and contribute to society, including through volunteering</li> <li>• The Youth Employability Service team will reconfigure delivery to ensure that there is minimal disruption to service delivery for example increased use of IT based access for young people and where it does not take the team away from core tasks there will be a strategy to income generate funding from sources outside of the authority</li> <li>• Explore youth centres having shared use by Children's Services, and other providers such as community and or school groups where and if possible.</li> <li>• Support to CVS to explore alternative funding strategies.</li> </ul>



	<ul style="list-style-type: none"> <li>• Improved information and links for young people friendly activities provided by other council departments and youth sectors such as uniformed and faith based groups</li> <li>• Once the decision is made on budget allocation, a full EIA will be completed</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>There are planned reductions to the overall youth: Youth Offending Team and Youth Employability Service. There will be other proposed reductions to services to families from other departments that may impact on families and therefore indirectly to young people in those families. The cumulative impact will not be clear until the saving plan is agreed but managers across services where possible are sharing plans.</p>

<p><b>1. Service Area</b></p>	<p><b>Stronger Families Youth and Communities / Youth / Play Service</b></p>	<p><b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i></p>
<p><b>3. Head of Service</b></p>	<p><b>Chris Parfitt</b></p>	
<p><b>4. Budget Proposal</b></p>	<p><b>What budget changes are proposed?</b></p> <hr/> <p>Removing £131,000 funding of the Play Service which will close the council's Play Service                  We are unable to sustain the current level of General Fund expenditure on the Play Service. We will explore whether a more targeted service could be provided on our council estates and for that to be funded by Housing Revenue Account resources if it is considered a priority. We will also explore the potential for Public Health to fund elements of the service. If this does not prove feasible or acceptable we will end the service as a reduced one is unlikely to make economic sense.</p>	
<p><b>5. Summary of impacts</b></p>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups Affected: Age (younger), Disability, Ethnicity, Gender, Child Poverty</b></p> <ul style="list-style-type: none"> <li>• There will be no universal inclusive play offer by the council.</li> <li>• There will be no council Play Service supporting families and children through offering supported inclusive play opportunities.</li> <li>• Play service support to special schools will stop</li> <li>• Contact with hard to reach families will be reduced for services across children's services who use the Play service as a method of reach out.</li> <li>• Play provision to travellers at the traveller site will not be delivered.</li> <li>• No opportunities for organised universal play during school holidays lowers the positive profile of council in communities across the city.</li> <li>• Approximately 5300 children and 3000 parents had contact with the play service July – August 2014</li> <li>• Main carers in vulnerable communities or families with low income will have reduced options for their children to be involved in universal organised play activities.</li> </ul>	

<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>• There has been investment in open play spaces across the city through the Play Build programme, regenerating play facilities and play grounds across the city.</li> <li>• There is strong evidence that positive health, mental, cognitive and social benefits can be attributed to good school based break time play interventions which are provided by most primary schools.</li> <li>• The Play Service vehicles DAF Lorry (this is the Play Bus specially converted to deliver play actives and we also have a transit van, used for movement of equipment and able to access geographical spaces the Lorry is unable to), both will need to be disposed of. This does give an opportunity of one-off income generation.</li> <li>• To coordinate remaining activity across council departments to maintain an offer of play activities, culture, leisure, libraries CVS and schools</li> <li>• Once the decision is made on budget allocation, a full EIA will be completed</li> <li>• To coordinate remaining activity across council departments to maintain an offer of play activities, culture, leisure, libraries CVS and schools</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>There will be other proposed reductions to services to children and families from other departments that may impact on families and therefore indirectly to young people in those families. The cumulative impact will not be clear until the saving plan is agreed but managers across services where possible are sharing plans.</p>

<p><b>1. Service Area</b></p>	<p><b>Early Years - Children’s Centres</b></p>	<p><b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i></p>
<p><b>3. Head of Service</b></p>	<p><b>Caroline Parker</b></p>	
<p><b>4. Budget Proposal</b></p>	<p><b>What budget changes are proposed?</b> (Use the savings proposal wording and more detail if needed)</p> <hr/> <p>Reduce funding for the children’s centre service by 30% (£779,000)</p> <ul style="list-style-type: none"> <li>• Redesign the Children’s Centre service taking into account a public consultation. The redesign will include the following elements.</li> <li>• Reduce the number of designated CCs from 12 to 8. The following children’s centres would no longer be designated as statutory: West Hove, Cornerstone, City View and Hollingbury and Patcham. These venues will continue to be used for health visiting and limited outreach from the main centres.</li> <li>• A revised core offer in the context of the early help strategy to focus council resources on those families in the greatest need of support and to use interventions which have the best evidence for improving outcomes</li> <li>• The Healthy Child Programme delivered by health visitors and free early education for low income 2 year olds and all 3 and 4 year olds will form the main universal service.</li> <li>• Reduce universal groups including Baby and Stay and Play activities and deliver time limited, evidenced based groups to support new parents and the development of children under 2 with reserved places for target families. The emphasis will be on the critical first two years when parents, especially new parents, need the most support.</li> <li>• Reduce home visiting and encourage targeted families to attend groups, where appropriate.</li> <li>• Reduce council staff to achieve savings and deliver the new offer</li> <li>• Reduce council funding for voluntary sector partners in line with the revised core offer (Early Childhood Project, Brighton Unemployed Centre) and reduce council funded groups provided in libraries and other community venues.</li> <li>• Reduce funding for respite childcare and encourage families to access relevant children’s centre groups.</li> <li>• Explore the option of income for accommodating health visitors and midwives.</li> <li>• Explore whether other children and family services including those provided by voluntary organisations can be delivered from children’s centres at no cost to the council.</li> <li>• To transfer funding for the Sensory Needs Service (£22k) to support deaf children under 2 to funding for</li> </ul>	

	<p>special needs and disabilities.</p> <ul style="list-style-type: none"> <li>• To no longer fund additional Speech and Language Therapy (£47k) in Children's Centres for children. This provision to be considered as part of the overall contract with SCT to provide speech and language support to children across the city.</li> <li>• Encourage community and family capacity by supporting volunteering, and sign posting families to services in their communities.</li> <li>• Improve pathways for families to access other children's and adult's council, health and voluntary sector services;</li> </ul>
<p><b>5. Summary of impacts</b></p>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Age, Ethnicity, Gender</b></p> <ul style="list-style-type: none"> <li>• The service supports children under five and the vast majority of adults who use the service are women. Any changes in the services may disproportionately impact on these groups.</li> <li>• Monitoring of services users shows that across the city some 35% of children and families using the services are BME. The largest group is White Other (13%) followed by Other Mixed (4%). There is a variation in attendance across the city with the Tarner children's centre having the largest attendance.</li> <li>• The integrated model with health visiting ensures that the need of all early years children and their families is assessed and the identified support is provided based on these needs taking into account protected characteristics.</li> <li>• Not funding the Sensory Need Service to support deaf children under 3 would have a significant impact if alternative funding is not agreed.</li> </ul>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>• A public consultation on changes to the children's centre service including all relevant stakeholder and representative groups</li> <li>• Completing a full EIA taking account of the consultation and considering the impact of the proposals on each Children's Centre area.</li> <li>• Council funded children's centres services will focus on evidence based interventions that improve outcomes for the most disadvantaged children.</li> <li>• Two year olds from families on out of work benefits and working families on low incomes are entitled to free part time early education places. Around a third of children (900) are eligible.</li> <li>• The increased number of health visitors working as part of the integrated children's centre service will</li> </ul>

	<p>increase the delivery of the universal elements of the Healthy Child Programme including the offer of universal reviews for children by age 1 and 2.5 to identify needs.</p> <ul style="list-style-type: none"> <li>• To ask the Special Educational Needs and Disabilities Review to identify alternative funding for the deaf children under 2 service.</li> <li>• Disabled children are a targeted group for children’s centre services and will continue to be supported.</li> <li>• Work with the Ethnic Minority Achievement Service to increase the take up of two year old places by BME groups.</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>Proposals to reduce support for childcare and review council run nursery provision will also impact on women and children under 5.</p>

<p><b>1. Service Area</b></p>	<p><b>Early Years - Council Nurseries</b></p>	<p><b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i></p>
<p><b>3. Head of Service</b></p>	<p><b>Caroline Parker</b></p>	
<p><b>4. Budget Proposal</b></p>	<p><b>What budget changes are proposed?</b> (Use the savings proposal wording and more detail if needed)</p> <hr/> <p>Review and consult on options to remove the subsidy for Council run nurseries and Turnerland Nursery School. This will include:</p> <ul style="list-style-type: none"> <li>• identifying in-house efficiencies where possible and in the longer term,</li> <li>• considering alternative providers including schools, staff mutuals and the private and voluntary sector,</li> <li>• no longer providing full day care and focussing on free early education for low income 2 year olds and 3and 4 year old,</li> <li>• reducing opening hours, increasing fees, changes to staffing and the potential for combining with other services.</li> </ul> <p>It is likely that different options will be developed for each nursery and that the implementation of changes across all of the nurseries may need to be staggered.</p>	
<p><b>5. Summary of impacts</b></p>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <ul style="list-style-type: none"> <li>• The impact will depend on the outcome of the review and the future shape of the nurseries. It is most likely that any changes will have the greatest impact on children under 5 and women.</li> <li>• The impact on disabled children will depend on the outcome of the review. The Jump Start and Roundabout nurseries have higher than average levels of children with special educational needs. There is no proposal to change the level of additional support for children with disabilities which is available to all nurseries. Children with disabilities are entitled to free part time childcare places for two year olds.</li> <li>• Monitoring shows that around 20% of all children attending council nurseries are from BME groups and the proportion varies between nurseries. The impact will depend on the outcome of the review which will consider the BME profile of each nursery. The Ethnic Minority Achievement Service work with BME groups at risk of poor outcomes to support children to take up nursery places.</li> <li>• Any change is likely to have a greater impact on women who tend to take responsibility for arranging childcare.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Two year olds from families on out of work benefits and working families on low incomes are entitled to free part time early education places. Around a third of children (900) are eligible. The Government has announced the introduction of a pupil premium for 3 and 4 year olds from families on out of work benefits in free early education places from April 2015. Working families on low incomes can claim the childcare element of the Working Tax Credit to support their childcare costs.</li> <li>• The Jump Start and Roundabout nurseries have high numbers of children on a child protection plan.</li> </ul>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <p><b>Groups affected: Age, Ethnicity, Gender, Religion &amp; Belief, Child Poverty, Child Protection</b></p> <ul style="list-style-type: none"> <li>• The review will consider how to continue to secure free childcare places for 2 year olds in low income families, the particular issues for each nursery and the supply of childcare in the rest of the city.</li> <li>• Complete a full EIA as part of the service review.</li> <li>• Ensure consultation with a wide range of stakeholders to include different perspectives.</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>The proposed changes to children’s centres to focus on the most disadvantaged children and families will reduce services for children under 5 and women who are not disadvantaged.</p>



<p><b>1. Service Area</b></p>	<p><b>Early Years – support for childcare</b></p>	<p><b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i></p>
<p><b>3. Head of Service</b></p>	<p><b>Caroline Parker</b></p>	
<p><b>4. Budget Proposal</b></p>	<p><b>What budget changes are proposed?</b></p> <hr/> <p>Early Years – Childcare: support for child-minders, out of school childcare, childcare workforce training, business support for childcare, inclusion funding for children under 2, management and administration of free entitlement for 3 and 4 year olds.</p> <p>Reduce support for out of school childcare:</p> <ul style="list-style-type: none"> <li>• reduce staff who provide advice and support to out of school childcare providers</li> <li>• no longer run the four week Moulsecoomb summer playscheme (attended by 53 children in 2014) and consult Moulsecoomb Primary School about whether they will take over running the scheme.</li> <li>• no longer fund any reduced price places for Free School Meals (FSM) children in holiday school age childcare and non-school based after school child care.</li> <li>• Reduce sustainability funding for voluntary sector out of school providers.</li> </ul> <p>Reduce funding for Childcare Workforce Development:</p> <ul style="list-style-type: none"> <li>• withdraw all funding for playwork qualifications..</li> <li>• reduction in early years qualification funding with priority for settings with funded 2 year olds and requires improvement judgements,</li> <li>• reduction in short course programme,</li> <li>• increase in income generated (achieved by increasing course costs and adverts in the Job Vacancy List),</li> <li>• reduced support for childminders and staffing restructure.</li> </ul> <p>Review and reduce support for childminders:</p> <ul style="list-style-type: none"> <li>• reduce the number of staff who provide advice and support to childminders</li> <li>• reduce the number of childminder drop-ins provided in children’s centres and focus support on childminders with a requires improvement Ofsted judgement</li> </ul>	
<p><b>5. Summary of</b></p>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p>	

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<b>impacts</b>	<p><b>Groups affected: Age, Disability, Ethnicity, Gender, Child Protection</b></p> <ul style="list-style-type: none"> <li>• Primary school age children from families on free school meals who may no longer be able to access reduced price places;</li> <li>• Primary school age children (4-11) attend out of school childcare. Changes in support to out of school childcare reflect changes in Ofsted requirements which reduce requirements for staff ratios and qualifications.</li> <li>• There are no proposals to change funding to support the inclusion of disabled children in out of school childcare. However 11% of children attending the Moulsecoomb holiday play-scheme in 2014 had special educational needs or disabilities so there will be an impact on these children if the scheme does not run. Monitoring information on a much larger number of FSM places last year showed 15% had SEN / disabilities. Monitoring information for places funded this year will be available in November.</li> <li>• 81% of children attending the Moulsecoomb play-scheme in the summer of 2014 were White British and 19% were BME. Monitoring information on a much larger number of FSM places last year showed 28% were used by BME families. Monitoring information for places funded this year will be available in November.</li> <li>• The majority of the childcare workforce are women (national figures are 98% in early years and 90% in out of school) so any reduction in support for training and qualifications will have a greater impact on women. Monitoring of the take up of childcare training shows that 94% of participants are women.</li> <li>• Impact on children on child protection places: 4% of the children attending the Moulsecoomb Play-scheme.</li> </ul>
<b>6. Key actions to reduce negative impacts</b>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>• Schools have pupil premium funding to support children on free school meals and are responsible for deciding the best way to spend this to close the gap in attainment for these children.</li> <li>• The Government has changed the requirements for the registration of out of school childcare (including relaxing rules about staff ratios and qualification requirements) with the aim of making it easier and cheaper for schools and others to provide childcare places.</li> <li>• Low income working parents can claim the childcare element of the Working Tax Credit for school run or registered out of school childcare.</li> <li>• Early Years and Childcare providers are encouraged to research other funding for qualifications before accessing the CEYC bursary fund. For workers under 24 year olds, the employer should consider apprenticeship funding, which is paid directly to the training provider. Students older than 24 should consider the 24+advanced learning loan (repayments start when the salary reaches £21k).</li> <li>• Continue to offer inclusion funding to enable disabled children to access out of school childcare</li> </ul>
<b>7. Cumulative impacts</b>	<p>Women who are also impacted by proposed changes to the children's centre service and council run nurseries.</p>

1. Service Area	Fostering & Adoption – Children’s Social Work	2. Budget Proposal Ref. <i>(to be completed by Finance)</i>
3. Head of Service	Andy Whippey, Support Through Care	
4. Budget Proposal	<p><b>What budget changes are proposed?</b></p> <hr/> <p>Fostering &amp; Adoption - Includes payments to carers for fostered and adopted children, staffing teams assessing and supporting foster carers and potential adopters.</p> <p>Reduce staffing within the Fostering and Adoption teams following the social work review. Deletion of posts in both teams. The staffing budget is a small element of the overall budget and more significant savings should be achievable following the review of the service that is now taking place. We are undertaking a comprehensive review of our fostering services and processes to establish challenge and options for future service provision/configuration. Through this process we aim to address our imbalance between our in house fostering provision and the independent foster agency (IFA) placements and provide a range of placements including those for complex needs. Once the review is completed additional financial savings should be achievable.</p>	
5. Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p>No disproportionate impacts are identified on any protected groups.</p> <p>The most significant impact will be on support for foster carers, which may impact on placement stability and foster care recruitment. The reduction in the Social Work posts will impact on the delivery of the holiday activity programme offered to foster carers and children in foster care. The impact re: reduction in managerial capacity will be most acute in the Adoption Service which will require a change in some managerial roles, functions and some additional managerial responsibilities.</p>	
6. Key actions to reduce negative impacts	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <p>An alternative model of delivering support to foster carers will be devised. Potential impacts will be considered as part of the development of this new model.</p>	
7. Cumulative	A potential cumulative impact on other service areas namely Children in Need, Support Through Care and MASH	

<b>impacts</b>	<p>/ Assessment would be if more placements broke down through lack of support. This would also have very significant detrimental long term impacts on children.</p> <p>There is a potential cumulative impact on the number of agency placements if the proposals affect recruitment/retention of in house carers. Both these potential impacts can be mitigated by alternative models of service delivery.</p>
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<p><b>1. Service Area</b></p>	<p><b>Contact Service – Children’s Social Work</b></p>	<p><b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i></p>
<p><b>3. Head of Service</b></p>	<p><b>Andy Whippey, Support Through Care</b></p>	
<p><b>4. Budget Proposal</b></p>	<p><b>What budget changes are proposed?</b></p> <hr/> <p>Restructure of Contact service. This service provides supervised contact for children and their families. The proposal is to reduce the number of buildings used from 3 to 2 and access other Council buildings. Reduce management structure and change job descriptions to cover management responsibilities more effectively.</p>	
<p><b>5. Summary of impacts</b></p>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p>Impact on service delivery will be minimal and no disproportionate impacts will be experienced by any specific groups. The major impact will be on managerial capacity with need for a change in some job descriptions.</p> <p>Ceasing the use of Hillview as a Contact Centre venue will mean alternative Council venues will need to be used at zero cost otherwise additional costs will be incurred.</p>	
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <p>The reduction in management capacity will require a review of management roles and responsibilities.</p> <p>Other venues will be needed (at zero cost) to mitigate against the loss of Hillview – these are likely to be found from among existing council premises. Whilst this will create additional venue space for contact, unless additional space can be found for any staff displaced from Hillview this will negatively impact upon space available for contact if we have to move staff into the other contact centres.</p> <p>If children in care numbers rise particularly young children which is the area of highest demand , this will have a</p>	

	negative impact on deliverability given the proposal to reduce management capacity and contact venue capacity
<b>7. Cumulative impacts</b>	<p>There will be a cumulative impact on other services i.e. Children in Need, Support Through Care and MASH and Assessment if there is a reduction in contact service functionality.</p> <p>There will also be an impact on children and families if there is a reduction in contact centre capacity. There is no proposal within the changes to reduce any capacity though there will be an impact on contact space and consequently cost if we are unable to resource other venues at zero cost.</p> <p>Capacity will be affected if some other council venues cannot be used to facilitate contact.</p>

<b>1. Service Area</b>	<b>Children's Services</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Jo Lyons</b>	
<b>4. Budget Proposal</b>	<p><b>What budget changes are proposed?</b></p> <hr/> <p>Home to School Transport - Transport between home and school for children who live beyond the statutory walking distance. The appropriate school is the nearest maintained school to the child's home that is suitable to their age, educational needs and has a place available.</p> <p>Saving of £500,000 from a budget of £2,351,000. Savings opportunities on this budget include:</p> <ul style="list-style-type: none"> <li>• Reducing the number of children with special educational needs (SEN) requiring taxi transport through the promotion of independent travel training</li> <li>• Increased scrutiny of need for transport assistance through the Education, Health and Care Plan (EHCP) assessment process</li> <li>• Retendering all transport contracts for home to school transport for new contracts commencing September 2015</li> <li>• Reviewing the levels of support in the Post 16 Education Transport Policy</li> <li>• Reviewing and reducing the number of children's services vehicles</li> </ul>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups Affected: Age (younger), Disability</b></p> <ul style="list-style-type: none"> <li>• The Council has a statutory duty to provide transport for children with special educational needs, disability or mobility problems which mean that they cannot reasonably be expected to walk to their school. The proposed assumption of independent travel applies to secondary age children attending Cedar Centre, Downs Park Patcham House, Homewood College and the Pupil Referral Unit (currently 113 children in total)</li> <li>• There could be a negative impact on disabled students and those who have a statement of special</li> </ul>	

	<p>educational needs if new contracts result in less favourable or less flexible arrangements</p> <ul style="list-style-type: none"> <li>• Children with SEND may not have the confidence to travel independently and attendance at school may be affected</li> <li>• Pre-school children with SEND may have less ready access to pre-school assessment facilities</li> <li>• Post-16 young people with SEND may have less ready access to alternative colleges outside the city</li> <li>• Secondary age students from poorer families may find it more difficult to get to school as a result of reduction in supported bus services</li> </ul>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <ul style="list-style-type: none"> <li>• All disabled pupils who have a statutory entitlement to transport on account of disability and distance will continue to receive support from the LA: individual assessments for each child through the Education, Health and Care Plan (EHCP) process and independent travel training provided by schools will ensure that the assumption that a child can travel to school in ways other than by taxi is reasonable and where this is not the case a taxi will continue to be provided, and this provision kept under review as independent travel skills improve</li> <li>• Consultation with schools, parents, students and stakeholder groups on revisions to the home to school transport policy will be held in November 2014</li> <li>• Schools will be assisted in providing independent travel training to their secondary age students</li> <li>• As part of the EHCP assessment process the opportunity to include home to school transport within personal budgets will be considered in consultation with families so that they may make their own transport arrangements</li> <li>• Parents of children with special educational needs have been consulted on the specification for new transport contracts and their responses have been taken into account in the preparation of tender documents to be issued at the end of October; more carefully specified contracts will assist in assuring the quality of service provided under the new contracts from 2015</li> <li>• Continue to develop earlier assessment of eligibility for transport to special schools as part of the EHCP assessment process and annual reviews, so that routes and vehicle occupancy can be planned well in advance in consultation with schools</li> <li>• Council wide development of an Integrated Transport Unit will assist in ensuring cost effective and efficient transport services which may also be part of the transport offer for children with SEND</li> <li>• Funding for transport for pre-school children with SEND to pre-school settings is being considered in consultation with the pre-school settings concerned</li> <li>• Children of families with low incomes are entitled to transport assistance (normally a bus pass) if they live more than 2 miles from school rather than more than 3 miles as for other children</li> </ul>



**7. Cumulative impacts**

There are other proposals from Transport around supported bus routes: Children's Services and Environment (Transport) teams will work together to mitigate any cumulative effects of proposals from the two Directorates

## EIA 30

<b>1. Service Area</b>	<b>Community Learning</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Jo Lyons</b>	
<b>4. Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b></p> <hr/> <p>School Improvement - Primary, secondary and special advisors, primary and secondary national strategies, school training &amp; development, governor support, family learning and schools data service.</p> <p>Remove the remaining Council subsidy from Community Learning, with the service becoming fully dependent upon grant funding (currently c 80%). The Council delivers its Adult and Community Learning in partnership with other providers. On top of the grant provided for this provision the Council provides a subsidy to support management of the programme. We are proposing that a provider takes on responsibility for managing the grant and ensuring provision continues so the subsidy would no longer be needed.</p> <p>Saving of £44,000 (£67,000 in a full year). Total funding for the service is £391,000 of which £324,000 is made up of grants from the Skills Funding Agency and the Education Funding Agency. £60,000 from these grants is allocated to three community hubs (Whitehawk Inn, The Bridge and Hangleton and Knoll Project) to provide Neighbourhood Learning in Deprived Communities programmes.</p>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups Affected: Poverty – adults and children</b></p> <ul style="list-style-type: none"> <li>• In 2013-14, the Community Learning (CL) Team ran 128 courses for 692 adult learners (977enrolments) and 473 children in 37 community settings, including 20 schools and seven Children’s Centres</li> <li>• Potential loss of learning opportunities and guidance for adults who are disadvantaged and with low levels of learning and skills</li> <li>• Potential loss of Family Learning opportunities (developing literacy, numeracy and parenting skills)</li> </ul>	

	<p>provided in primary schools and Children’s Centres in more disadvantaged parts of the city</p> <ul style="list-style-type: none"> <li>• Potential loss of guidance, learning and volunteering opportunities provided through three community hubs</li> </ul>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <p>Negotiate with Skills Funding Agency commitment to transfer grant funding to a partner provider in the city</p> <p>Negotiate with a partner provider to continue the programmes currently offered by the Community Learning Team and the community hubs</p> <p>Reach agreements with Children’s Centres and primary schools for the continuation of Family Learning programmes, working with the partner provider</p>
<p><b>7. Cumulative impacts</b></p>	<p>None identified.</p>

## EIA 31

<b>1. Service Area</b>	<b>Music &amp; Arts</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Peter Chivers</b>	
<b>4. Budget Proposal</b>	<p><b>What budget changes are proposed?</b></p> <hr/> <p>To reduce the LA grant to the Music &amp; Arts service by £66,000.</p> <p>The Music &amp; Arts Service presently receives a subsidy from the Local Authority approx. 15% of total service funding which is focused on providing a subsidy scheme to support access to learning for CYP for families on low incomes. Through the further development of the music hub the savings are to be met from a combination of:</p> <ul style="list-style-type: none"> <li>• accessing new sources of funding,</li> <li>• deletion of dance officer post,</li> <li>• remodelling and reduction of hours across administration and finance functions,</li> <li>• relocation of Saturday Music Centre,</li> <li>• new charging model for Music Centre activities,</li> <li>• increase in fees above inflation and remodelling of provision</li> <li>• reducing subsidies for CYP of parents on low incomes from 100% to 80%.</li> </ul>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Disability, Ethnicity, Child Poverty</b></p> <ul style="list-style-type: none"> <li>• Potential impact on the number of CYP from low income families to be able to develop their musical interest and potential. 19% of our present young musicians or approx. 500 young people learning instruments each week, increasing the cost to parents/carers from £0 to £55.98 per year per plus £22.44 if hiring an instrument. And 14 for other music activities from £0 to £43.26 per year</li> </ul>	

	<ul style="list-style-type: none"> <li>• Reduction in pupil numbers resulting in less teaching hours required which would impact on number of teacher hours required</li> <li>• Impact on the numbers of CYP accessing dance due to the deletion of a range of dance activities - 45 currently attend regular sessions – this would be reduced to zero</li> <li>• We do not have data on disability or ethnicity of our current users. Service users in challenging circumstances can be reliant on financial support to access activities. A reduction in funding may be a barrier to access.</li> <li>• Currently approximately 19% of children accessing the service receive financial support towards the cost of tuition. A reduction in funding may restrict access for these children.</li> </ul>
<b>6. Key actions to reduce negative impacts</b>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>• The level of 100% subsidy for Looked After Children would remain</li> <li>• Improved sign posting for service users to charities and grant giving bodies.</li> <li>• Collect and collate equality data over the coming year, to identify trends in uptake and impacts of these changes.</li> <li>• Exploring links with other agencies that provide dance activities</li> <li>• Explore with partners other funding streams such as Pupil Premium.</li> </ul>
<b>7. Cumulative impacts</b>	None identified

**EIA 32 – Services for Children with Disabilities: dependent on review findings**

# Environment, Development & Housing

## EIA 33

1. Service Area	Cityclean and City Parks	2. Budget Proposal Ref. <i>(to be completed by Finance)</i>
3. Head of Service	Richard Bradley	
4. Budget Proposal	<p><b>What budget changes are proposed?</b></p> <p>Public Conveniences - The service provides 42 traditional public toilets across the city. The contract for cleaning, attending and opening and closing the site is run by Wettons. The contract is due for renewal in March 2017. Many of the sites require investment and are currently being assessed by Property &amp; Design.</p> <p>Reduce opening times of some sites, reduce cleansing frequency and close sites which are in close proximity to alternative locations. Toilet provision would be focussed on areas with high visitor numbers such as the seafront and destination parks. Detail to be worked up.</p>	
5. Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <p><b>Groups affected: Age (older), Disability, Carers</b></p> <ul style="list-style-type: none"> <li>Reducing public toilet provision will have an impact on older people, young children and their parents and people with certain medical conditions or impairments who need to use the facilities more regularly, as well as their carers. Closing toilets can limit their ability to go about their daily lives.</li> <li>Qualitative evidence gathered as part of toilet scrutiny (July 2013) shows: Older people and people with young children may need to use toilet facilities more frequently and lack of facilities can limit their ability to go out. The latter will be particularly affected by any closures close to play areas</li> </ul>	
6. Key actions to reduce negative impacts	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <ul style="list-style-type: none"> <li>The full impacts of closures/reduced opening cannot be mitigated. Where possible toilet provision is already included in the leases of park cafes.</li> <li>Proposed closures will be targeted to sites where there is lower foot fall or where alternative facilities are relatively close or where people are likely to be closer to their homes.</li> <li>Signage is in place to advise people of the nearest alternative provision.</li> <li>Alternative forms of provision such as 'Use Our Loo' scheme being explored as part of Toilet Scrutiny</li> </ul>	

	Recommendations but opportunities are limited as there is limited interest from businesses to open their toilets to non-customers.
<b>7. Cumulative impacts</b>	<b>None identified</b>



## EIA 35

<b>1. Service Area</b>	<b>Planning and Building Control</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Martin Randall</b>	
<b>4. Budget Proposal</b>	<p><b>What budget changes are proposed?</b></p> <hr/> <p>Development Management - The service is statutory and is responsible for all decisions on planning applications in relation to the city and for managing the enforcement of breaches of planning where appropriate.</p> <p>Working closely with Planning Strategy &amp; Conservation, the Planning Projects team and departments across the council to ensure the strategic objectives in our adopted policies are delivered and to ensure a co-ordinated approach to securing the development the city needs on the sites where it matters most.</p> <p>A business plan to be prepared to support the implementation of pre-application charges to secure fee income as part of the corporate value for money programme. Building Control will pursue a business model aimed at achieving a 'break-even' position for 2015/16 as part of the corporate value for money programme.</p>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Disability, Child Poverty</b></p> <ul style="list-style-type: none"> <li>• The pre-application charges will need to be set fairly without prejudicing the involvement in planning of those people on low incomes by adding to the overall cost of development or restricting opportunities for homes to be adapted for disabled people.</li> <li>• Pre-application charging for all applications might mitigate against home adaptation work if fees were set prohibitively high</li> <li>• An additional charge for development could limit people on low incomes from pursuing home improvements</li> </ul>	
<b>6. Key actions to</b>	<b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b>	

<p><b>reduce negative impacts</b></p>	<ul style="list-style-type: none"> <li>• Fees for pre-application discussions will initially apply to major developments only where they can be more readily factored in as part of overall development costs.</li> <li>• Early communications with representatives of the Planning Agents' Forum have taken place. Planning professionals are familiar with the concept as many LAs in the region charge for this service.</li> <li>• Initially only major developments would attract charges. Pre-application discussion can assist in generating certainty and avoiding unnecessary expenditure and/or abortive applications.</li> <li>• A fair system of charging will be established. Initially, charges will only apply to major planning applications</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>None identified</p>

## EIA 36

1. Service Area	Transport	2. Budget Proposal Ref. <i>(to be completed by Finance)</i>
3. Head of Service	Mark Prior	
4. Budget Proposal	<p><b>What budget changes are proposed?</b></p> <hr/> <p>Public Transport - the team's primary function is to manage the council's supported bus network and general bus related measures which aim at increasing bus patronage in the city such as multi modal ticketing. They are also charged with managing the Quality Bus Partnership involving the 5 private bus operators. There is also a customer facing element, including bus promotion and dealing with customer enquiries.</p> <p>Reduction of expenditure by early termination of 7 Supported Bus Contracts. This proposal does not affect in any way the provision of School Bus Contracts. The specific reductions are weekend and weekday evening services 21, 38A, Sunday and Public Holiday services 38A, 21A, winter Sunday and PH evening services 21B, 81A and weekday limited service 84. This requires a 12 month notice to be served under the Contract in December 2014 to achieve partial savings from December 2015. The Council currently supports 26 bus contracts, including school buses to various parts of the city that are not commercially viable. The four year contract with three operators expires in September 2016.</p>	
5. Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Age (older people), Disability, Ethnicity, Religion and Belief</b></p> <p>Following service user survey carried out in 2011 it is clear that a number of groups will be affected by a reduction in bus service:</p> <ul style="list-style-type: none"> <li>• <b>Age (older people):</b> The city has a very active older population which makes use of late evening buses, eg: to access leisure and cultural activities and visit family and friends.</li> <li>• <b>Disability:</b> Disabled people are more reliant on buses than the general population. For those who are unable to drive public transport can be their only method of travel. Their ability to travel any significant distance to access a bus stop can also be limited so although a nearby alternative service may be available for the general population this will not necessarily be the case for mobility-impaired people. Many</li> </ul>	

	<p>disabled people work and some work shifts which means that they will also be impacted by the removal of evening buses and those at weekends.</p> <ul style="list-style-type: none"> <li>• <b>Ethnicity:</b> A higher percentage of people from minority ethnic groups are economically disadvantaged and bus passenger surveys indicate that a disproportionately high number of people from ethnic minorities use buses. A reduction in bus services, particularly those that serve areas with a large number of ethnic minority inhabitants, is likely to particularly affect ethnic minorities.</li> <li>• <b>Religion and Belief:</b> There are only a limited number of faith schools and religious buildings in the city and therefore it may be necessary for people to travel long distances to attend one of these. A reduction in bus services, particularly those that stop near faith schools or religious buildings, may have a disproportionate effect on faith groups.</li> </ul>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p>Due to the geography of the city and the outlying areas that are served by these service there would be very little that the council could do to off-set the negative impacts.</p>
<p><b>7. Cumulative Impacts</b></p>	<p>None identified</p>

## EIA 37

<b>1. Service Area</b>	<b>Transport Operations</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Austen Hunter</b>	
<b>4. Budget Proposal</b>	<p><b>What budget changes are proposed?</b></p> <hr style="border-top: 1px dashed black;"/> <p>Parking - On Street: On-street pay &amp; display, pay-by-phone, permits, enforcement, penalty charge notices, penalty processing and appeals, customer services</p> <ol style="list-style-type: none"> <li>1. Replace 50% of Pay &amp; Display Machines with Pay by Phone only: In 2017, a new £1 coin will be introduced, requiring recalibration of 1,300 existing Pay &amp; Display machines - cost over £600,000. In addition, majority of city's 1,300 machines will be life expired and need replacing at potentially much higher cost. An alternative is to phase out Pay &amp; Display and switch to combination of Pay by Phone, PayPoint (cash payments in convenience stores) and on-street card payments. As part of a two-year phased programme to remove all on-street cash accepting machines by 2017, 50% of machines could be removed in 2015/16.</li> <li>2. Introduction of new parking schemes in Lewes Road Triangle, Bakers Bottom, Wish Park / Bolsover Road to improve access for residents and those with greatest need.</li> <li>3. Improved management of PCN debt</li> <li>4. Reduce Blue Badge fraud (people using Blue Badges incorrectly) through enhanced investigation operations in partnership with East Sussex and Sussex Police.</li> <li>5. Increase Pay &amp; Display and permit parking tariffs by circa 4%. Re-balancing the levels of off-street and on-street parking tariffs creating a fair balance between the needs of pedestrians and cyclists, public transport users and motorists</li> </ol>	
<b>5. Summary of impacts</b>	<b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b>	

	<p><b>Groups affected: Age (older people), Disability and Ethnicity</b></p> <ol style="list-style-type: none"> <li>1. It will become less easy to pay using cash. Some areas, where there is no nearby PayPoint outlet, there may be no practical cash option.</li> <li>2. Parking controls may: <ul style="list-style-type: none"> <li>• Make it harder for car owners on low income and Travellers to park.</li> <li>• Limit the amount of time vehicles can remain in one place.</li> <li>• Make it harder for people who rely on carers</li> </ul> </li> <li>3. PCN debt: No disproportionate impacts identified</li> <li>4. Blue badge Fraud: Stress caused to people using Blue Badges who are challenged</li> <li>5. Pay &amp; Display Tariffs: <ul style="list-style-type: none"> <li>• Increasing the cost of parking will make it harder for people on low income to access the city by car.</li> <li>• Impacts on specific groups will be minimised due to discounted cost parking permits</li> </ul> </li> </ol>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ol style="list-style-type: none"> <li>1. Cash options will be available at nearby PayPoint outlets (cash payments in convenience stores). In addition, cash accepting Pay &amp; Display machines will be available (albeit the distance to walk to a machine may be longer in areas where machines are removed). Consideration will be needed to providing adequate communications for how the system will work. <ul style="list-style-type: none"> <li>• Removal of machines to be staggered across the city with reference to PayPoint options and retention of cash accepting machines at reasonable intervals.</li> <li>• Blue Badge holders will continue to benefit from concessions which allow them to park for free throughout Brighton and Hove in any Pay and Display or Shared use parking bay. As such they would not need to use this service provided that their badge is correctly displayed. For other disabled groups the pay by mobile framework agreement includes the ability to pay for parking by cash at retail locations in Brighton and Hove. Almost all of these are fully accessible to disabled drivers, whether or not they are blue badge holders. For hard of hearing and deaf groups, there is the option to register online or via text and carry out each subsequent transaction by text. The service provider is also</li> </ul> </li> </ol>

	<p>required to ensure that suitable customer service channels are available for this group</p> <ul style="list-style-type: none"> <li>• Sensitivity to potential language barriers as part of the communications plan. For service users whose first language is not English, the registration process can include an option to be transferred to a translator who will be able to help set up their registration for the service and explain how the service can be subsequently used by text, website (which can also be translated), smart phone applications etc.</li> <li>• Some customers could find the use of this technology daunting but traditional P&amp;D parking will remain available</li> </ul> <p>2. Parking schemes: Council's strategy is to increase alternatives to car use – e.g. buses, cycling, walking</p> <ul style="list-style-type: none"> <li>• Tariffs are adjusted according to area e.g. more residential areas have a lower tariff for paid-on street parking than the city centre</li> <li>• Carer badges are available</li> <li>• Work closely with Travellers' Liaison regarding unauthorised parking and information on authorised travellers' sites</li> </ul> <p>3. PCN debt: Not actions required</p> <p>4. Blue Badge Fraud: Ensure that enforcement staff are well trained and able to provide good information about the reasons for the initiative and the options available.</p> <p>5. Pay &amp; Display Tariffs: The increase in cost will be limited to an incremental change. Discounted cost parking permits are available for groups with the greatest need. The council continues to invest in alternative transport such as bus travel, walking and cycling</p>
<p><b>7. Cumulative impacts</b></p>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> <li>3. Any changes to debt collection operations for charges in other services (eg: Revenues and Benefits) could add pressure to people in financial difficulty.</li> <li>4. None</li> <li>5. A rise in Council Tax or other council charges could have a cumulative impact on people with a low income</li> </ol>

# EIA 38

1. Service Area	Housing	2. Budget Proposal Ref. <i>(to be completed by Finance)</i>
3. Head of Service	Angela Smithers	
4. Budget Proposal	<p><b>What budget changes are proposed?</b></p> <hr/> <p>Housing Options/Statutory Homelessness: Preventing homelessness by finding alternative housing for people who are about to become homeless and to whom the council would otherwise have a duty to provide accommodation. This includes some specialist options workers to understand the needs of specific client groups e.g. Learning Disabilities, Domestic Violence. In addition Options managers assist in finding accommodation for those people who present significant risk to the public if they aren't accommodated, and have a Prison Officer Accommodation Liaison Officer (POAL) who assists people leaving prison to find accommodation and hence reduce potential to re-offend. Assessing homeless applications from those households who do become homeless to determine what housing duty the Council has, and dealing with reviews of such decisions to minimise Court proceedings.</p> <p>Loss of staff member delivering housing advice to male inmates of Lewes prison immediately pre-release (this is not a statutory option): the work will be picked up by other teams in housing options, plus housing options officer post, work to be spread across remaining team.</p>	
5. Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Age, Disability, Gender (men)</b></p> <ul style="list-style-type: none"> <li>• Increase in male ex-offenders who will become street homeless. As rough sleeping is increasing we need to ensure we consult with probation and police and street services teams.</li> <li>• Men of all ages (over 18) are being released from prison who are in need of accommodation to prevent re-offending. Loss of this resource will have an impact on all ages.</li> <li>• Those who are older or disabled are at more risk if we cannot prevent homelessness as they will have to go</li> </ul>	



	<p>through the homelessness service and be in B&amp;B which is likely to have a more detrimental impact on their health and wellbeing.</p> <ul style="list-style-type: none"> <li>• People being released from prison often have multiple complex needs which include mental and physical health problems.</li> <li>• We have a disproportionate number of single vulnerable people coming through homelessness who have mental and/or physical disabilities and so the loss of an officer will have a disproportionate impact.</li> <li>• The Officer is based in Lewes Prison which is a male only prison and so loss of this post will only affect men leaving prison.</li> </ul>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>• There will be consultation with agencies who benefit from this service to see if effects can be mitigated.</li> <li>• We will also advise street services outreach teams of likely increase in rough sleepers who may need to be worked with.</li> <li>• Consultation with partner agencies whose work will be impacted by the withdrawing assistance from ex-offenders to see if this can be mitigated.</li> <li>• Realign the Housing Options service to mitigate the loss of an officer.</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>None identified</p>

## EIA 39

<b>1. Service Area</b>	<b>Private Sector Housing - Housing Sustainability Team</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Angela Smithers</b>	
<b>4. Budget Proposal</b>	<b>What budget changes are proposed?</b> <hr/> Loss of Housing Sustainability Team – (PHR 026 Energy Efficiency).	
<b>5. Summary of impacts</b>	<b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b> <hr/> <p><b>Groups affected: Age (older and younger people), Disability, Child Poverty</b></p> <p>Improving Housing Quality - Decent Warm Homes is an emerging priority in the City-wide Housing Strategy aligned to Home Energy Conservation Act statutory duties, including investing in home energy efficiency.</p> <p>The City has an ageing housing stock, an ageing population and a high proportion of households with a support need. 12% of households are in fuel poverty, higher than the South East average of 8.9%, (2012). The Joint Strategic Needs Assessment identifies the relationship between poor housing and poor health outcomes, in particular fuel poverty and poor thermal comfort commonly found in hard to treat homes that comprise a significant proportion of private sector housing in the City.</p> <p>Investment in home energy efficiency reduces costs elsewhere, in particular for Health &amp; Social Care. Chartered Institute of Environmental Health &amp; Building Research Establishment toolkit indicates the following cost of poor housing for Brighton &amp; Hove - more than 1,200 excess cold &amp; falls in the home incidents each year impact on quality of life and cost society £20m per annum (£8m NHS costs &amp; £12m in lost work &amp; the need for benefits &amp; support). The cost to adapt &amp; improve this housing is estimated at £2m.</p> <p>Fuel Poverty is defined as a household needing to spend more than 10% of its income to maintain an adequate level of warmth. With higher energy prices poorer more vulnerable households across all age groups are at more risk of being fuel poor and living in homes with poor thermal comfort.</p>	

	<p>Older people, very young children, disabled people and those with medical conditions who are living in fuel poverty are at greater risk of ill health. We have an aging population in the City with a particular increase in vulnerable households over the age of 85. Older fuel poor vulnerable households living in homes with poor thermal comfort are a particular concern of Public Health when measuring excess winter deaths.</p> <p>In 2012 it was estimated that 14,337 (11.8%) households living in the city were fuel poor. The lower layer super output area with the 2<sup>nd</sup> highest percentage of households in fuel poverty was found in the Moulsecoomb &amp; Bevendean ward with 21% fuel poor, a ward with a high percentage of families with dependent children.</p>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <p>Identifying investment opportunities for home energy efficiency measures, in particular in relation to private sector housing, is continuing to prove a significant challenge following:</p> <ul style="list-style-type: none"> <li>• The end of public sector capital investment in Private Sector Housing Renewal funding;</li> <li>• Impact of reduction in Feed In Tariffs (scheme whereby energy suppliers have to make regular payments to householders and communities who generate their own electricity from renewable or low carbon sources such as solar electricity panels (PV);</li> <li>• Slow take up of Green Deal;</li> <li>• Changes to availability of Energy Company Obligation.</li> </ul> <p>We will we continue to look to identify and review options to access alternative funding streams for home energy efficiency measures for private sector housing and council housing in the City.</p> <p>In particular, we propose to continue to work with Your Energy Sussex (YES) local authority partnership seeking Local Enterprise Partnership &amp; Energy Company Obligation (ECO) funding to improve home energy efficiency. YES aims to bring together all 14 local authorities in West Sussex, Brighton &amp; Hove and East Sussex to deliver a range of projects focussed on energy efficiency and renewable energy generation aiming to benefit all residents and businesses.</p>
<p><b>7. Cumulative impacts</b></p>	<p>None identified</p>

<b>1. Service Area</b>	<b>Housing Related Support Budget</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Narinder Sundar</b>	
<b>4. Budget Proposal</b>	<p><b>What budget changes are proposed?</b></p> <hr/> <p>Housing Related ('Supporting People') - services are preventative services for vulnerable adults to maximise independent living. These represent externally commissioned services delivered by organisations supporting people with a range of support needs to include services for: homeless people, people with substance misuse and mental health support needs; young people; and people experiencing domestic violence. Housing Commissioning are working with commissioning partners in the city to better meet the health and social care needs of vulnerable people through improved joint and integrated commissioning.</p> <p>The budget changes proposed to deliver savings include: decommissioning services; re-modelling services; consolidation and merging contracts; internal transfer of budget to lead commissioners in the organisation (ie, substance misuse to Public Health; domestic violence to Community Safety). Explore new service delivery models and explore further income growth. Our 2013 needs assessment analysis indicates high level of local needs/demands for housing-related support services.</p> <p>Note: There is an overall reduction in funding to housing-related support services as a whole that has been agreed as part of commissioning meetings in September 2014, however, the final savings proposals / reduction in funding to these services will be confirmed following a commissioning meeting on 3<sup>rd</sup> November 2014 chaired by Director of Adult Social Care.</p>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Age (older and younger people), Disability, Ethnicity, Gender (men), Child Poverty, homeless people and families in temporary accommodation</b></p> <p>Overall impacts:</p> <ul style="list-style-type: none"> <li>• A reduction in of housing-related support provision may lead to tenancy breakdown/failure;</li> <li>• Increase rough sleeping/homelessness, antisocial behaviour, emergency / A&amp;E hospital admissions,</li> <li>• Increased demand on residential care, increase in drug-related deaths associated with chronic</li> </ul>	

	<p>drug/alcohol use; increase in waiting list for existing residential rehabilitation services;</p> <ul style="list-style-type: none"> <li>Increases in adult safeguarding alerts.</li> </ul> <p>Age:</p> <ul style="list-style-type: none"> <li>Loss of bedspaces for young people; loss of floating support for young people;</li> <li>Any reduction in housing-related support service provision will negatively impact rough sleepers who are aged between 25-49 years.</li> <li>Band 2 &amp; 3 supported accommodation has higher levels of 18-25 year olds and higher levels of over 45's than rough sleeping population.</li> <li>Alarm Services for older people under review – any reduction in provision will negatively impact older people.</li> </ul> <p>Disability:</p> <ul style="list-style-type: none"> <li>Increase in complex, enduring health &amp; social care needs of aging homeless client group (ie, alcohol related dementia; korsakoff's syndrome and other physical disabilities / multiple, complex needs. (ie, mental health; substance misuse; offending).</li> </ul> <p>Ethnicity:</p> <ul style="list-style-type: none"> <li>2011 Census indicated Brighton &amp; Hove's BME population is 19.5%; this is reflected in band 2 &amp; 3 supported accommodation client profiles.</li> <li>Proposal to decommission sheltered housing for people of Jewish faith (18 unit) will have a negative impact on this ethnic/religious group.</li> </ul> <p>Gender:</p> <ul style="list-style-type: none"> <li>Of 723 rough sleeper clients in 2012, 91% were male and 9% female. This is similar for band 2 &amp; 3 supported accommodation</li> </ul> <p>Child poverty:</p> <ul style="list-style-type: none"> <li>Young people's floating support service supports families in temporary accommodation and some of these families may be considered to be living in poverty in line with welfare reform changes.</li> </ul> <p>Other groups:</p> <ul style="list-style-type: none"> <li>Homeless people are more likely to suffer a range of inequalities: access to health, education, training, employment, housing, building social networks to avoid isolation and therefore experience multiple deprivations.</li> <li>Young families in temporary accommodation – family nurses report increasingly that young families are being poorly accommodated</li> </ul>
<b>6. Key actions to</b>	<b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b>

<p><b>reduce negative impacts</b></p>	<ul style="list-style-type: none"> <li>• Overall actions: <ul style="list-style-type: none"> <li>○ 'Task &amp; Finish' Groups have been set up to focus on specific service areas/client groups (ie, floating support, older people) and changes to services will be carefully managed through these groups with consultation with service providers to minimise negative impacts of changes.</li> <li>○ A review of specific service areas will be undertaken (ie, Integrated Support Pathway services for single homeless people; residential rehab review for people with substance misuse issues; ASC review of older peoples services) to improve referral and access of housing-related support to clients.</li> <li>○ Work with commissioning and delivery partners (such us Clinical Commissioning Group, Public Health and third sector external service providers) will continue through various existing boards (ie, Homeless Integrated Care Board, Better Care) to minimise negative impacts by improving co-ordination of health and social care support to vulnerable homeless clients.</li> </ul> </li> <li>• Age: <ul style="list-style-type: none"> <li>○ Any new service specification for generic, wider floating support service to include a specialism for young people (including looked after children &amp; care leavers)</li> <li>○ Integrated Support Pathway EIA (services for single homeless) will be reviewed alongside review of service delivery model</li> </ul> </li> <li>• Ethnicity: <ul style="list-style-type: none"> <li>○ There will be a review of services, including the needs of older Jewish people.</li> </ul> </li> <li>• Child poverty, homelessness: <ul style="list-style-type: none"> <li>○ Any new service specification for generic, wider floating support service to include a specialism for young families, services for single homeless people, and the needs of people in temporary accommodation.</li> <li>○ New framework agreement for temporary accommodation will improve quality of temporary accommodation</li> </ul> </li> </ul>
<p><b>8. Cumulative impacts</b></p>	<p>Budget reductions across the organisation for services for vulnerable adults at a time of increased pressures on services (homelessness and rough sleeping in the city continue to rise), welfare reform changes and rising rents will lead to considerable negative cumulative impacts on vulnerable people in the city with housing and support needs.</p>

## EIA 41

1. Service Area	Housing – Car Parks and Garages	2. Budget Proposal Ref. <i>(to be completed by Finance)</i>
3. Head of Service	Angela Smithers	
4. Budget Proposal	<p><b>What budget changes are proposed?</b></p> <hr/> <p>To increase the charges to all car parks and garages on Housing Revenue Account (HRA) land by an average of 5%, where demand is high. This will bring in charges more in line with corporate charges elsewhere in the city and will increase revenue to the HRA by an estimated £45,000 in 2015/16.</p> <p>However this increase may not be applied to all pricing categories or all geographical areas. This could impact on the overall revenue prediction</p>	
5. Summary of impacts	<p><b>Highlight the main / most significant potential impacts to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Age (older)</b></p> <ul style="list-style-type: none"> <li>• Since 2010 only inflationary increases have been applied to charges. This raise will be above inflation which currently stands at 1.2% to increase the revenue stream from this department.</li> <li>• If the 5% charge is spread across all licence holders, the impacts will be spread among both council tenants and private sector residents who also have the right to rent car parking spaces and garages managed by Housing.</li> <li>• There is managed parking at a number of sheltered housing schemes especially in the central zone. These residents pay the highest charges for renting spaces.</li> <li>• 19% of residents renting car parking spaces or garages are blue badge holders, with the majority tenants and leaseholders. The small increases for this group are balanced by having alternative options available should they choose not to continue renting.</li> <li>• Carers may rent car parking spaces/garages to provide regular and ongoing support to residents and therefore may be negatively impacted by a larger increase</li> </ul>	

	<ul style="list-style-type: none"> <li>The increase in income will be used to improve services to council tenants and leaseholders.</li> </ul>
<b>6. Key actions to reduce negative impacts</b>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <ul style="list-style-type: none"> <li>Renting a car park or garage is a choice and other options are available: people over retirement age are entitled to a free bus pass and there are good public transport links throughout the city that cater for all groups. Also on street parking which cost significantly less for all age groups.</li> <li>There is alternative on-street parking and where this is enforced the cost of parking is significantly lower for all persons and only £5 a year for residents with a disabled parking permit (known as a 'blue badge'). In addition, blue badge holders are prioritised to ensure their needs are met as swiftly as possible.</li> <li>A blanket increase of 5% to all car parking spaces and garages will impact on council tenants and leaseholders who make up 76% of total renters.</li> <li>we have various levels of charges and discounts according to status. Council tenants and council leaseholders (resident in their accommodation) are eligible for lower charges to rent these facilities than private residents. Therefore, proportionally, the increase is higher for private sector tenants. For example, council tenants with a blue badge will face an increase of between 6p per week to 24p per week; whereas private sector renters will face larger increases from 23p per week to £1.08 per week. See appendix 1 for the full charges for each group in each area.</li> <li>People with carers badges have the right to park freely on street for up to an hour where there is enforcement of the charges – this is to enable them to carry out their duties to the person they are caring for.</li> <li>Good public transport links throughout the city cater for all groups. Disabled users can usually access transport as an alternative to using car parking spaces.</li> <li>Tenants above retirement age will be entitled to a free bus pass should they wish to claim it. For those tenants who require extra support, this can access via customer services or for those in sheltered services via their scheme managers.</li> <li>A decision could be made to apply the 5% increase to zones with high demand and to certain types of licence holder, for example private renters. With an inflationary increase for all other licence holders.</li> </ul>
<b>7. Cumulative impacts</b>	<p>This rise in charges can be seen in conjunction with other increases in charges to rent and service charges. However, as stated, renting a car park and/or garage is a choice. Moreover, private sector residents proportionally bear the largest charges and make up 24% of total renters. Council tenants who are affected do have alternatives to renting these facilities, albeit these might not be as convenient or desirable as their current arrangements.</p>



# Finance & Resources and Law

## EIA 45

<b>1. Service Area</b>	Property & Design	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	Angela Dymott	
<b>4. Budget Proposal</b>	<p><b>What budget changes are proposed?</b></p> <hr style="border-top: 1px dashed black;"/> <p>Combined Phases 2 &amp; 3 of the Workstyles programme to include release of leased buildings and property running costs. More efficient &amp; flexible working arrangements enabling a high performing workforce. Relocation of staff to Hove Town Hall &amp; disposal of Kings House.</p> <p>Property &amp; Design budget proposals include</p> <ul style="list-style-type: none"> <li>• 15/16 savings for Workstyles, agreed at Special Policy &amp; Resources Committee September 2013. The Workstyles Phase 3 programme commenced in 2013 and has achieved the re-location of relevant teams to refurbished Bartholomew House, Montague House, Portslade Town Hall and the temporary decanting of staff to enable the refurbishment of Hove Town Hall. The programme is enabling flexible working for staff with appropriate technology, improved customer experience and service delivery as part of the modernisation agenda.</li> <li>• Corporate Landlord continues to provide efficiencies and economies of scale through smarter procurement of corporate service (ie cleaning) and maintenance contracts.</li> <li>• The Planned maintenance budget is to be reduced by approx. 7.5% keeping the focus on priority buildings identified though the Asset Management Plan and Building Maintenance Strategy. 4) Additional income will be achieved from the commercial portfolio and property related consultancy fees.</li> </ul>	
<b>5. Summary of</b>	<b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b>	

<b>impacts</b>	<p><b>Groups affected: Disability, Religion &amp; Belief</b></p> <ul style="list-style-type: none"> <li>• The ability for staff to work more flexibly in improved working environments facilitated by the workstyles project will impact positively on business service reviews enabling improved productivity in the remaining services and staff in scope and improved customer interaction through better access arrangements for citizens.</li> <li>• The reduction in the planned maintenance budget will have little immediate impact on the 5 year programme but will add to the required maintenance backlog.</li> <li>• Specific access and support needs of disabled staff, visitors and customers will be assessed within the overarching Workstyles programme and the individual EIAs for services. The Workstyles approach encourages positive effect of increased and improved access for all customers and staff through appropriate technological and environmental solutions.</li> <li>• The current multi-faith space provision in Hove Town Hall will be temporarily re-located under Workstyles Phase 3 to Kings House. A new space has been identified for this function in the refurbishment of HTH.</li> </ul>
<b>6. Key actions to reduce negative impacts</b>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>• Workstyles 3 will improve customer and services access through all channels of communication, will improve access and will support service delivery changes for staff and councillors in scope.</li> <li>• The reduction in the planned maintenance budget will be monitored through the asset management process assessing the condition, suitability and capacity of the strategic priority buildings to support service delivery. The impact on the public should be negligible as priority areas will be allocated appropriate maintenance resources.</li> <li>• An EIA has been completed for each phase of the Workstyles programme. These are being reviewed and updated for phase 3 with learning from previous phases being incorporated. All services in scope of Phase 3 will be carrying out their own service EIAs which will be monitored through the Workstyles Phase 3 programme board.</li> </ul>
<b>7. Cumulative impacts</b>	<p>Reduction of City Clean's public toilet provision at HTH</p> <p>Reduction of service delivery could impact on increased vacant and surplus to requirement buildings. Alternative service delivery models could impact of building transfers and re-locations.</p>

## EIA 46

<b>1. Service Area</b>	<b>Revenues and Benefits</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Graham Bourne</b>	
<b>4. Budget Proposal</b>	<p><b>What budget changes are proposed?</b></p> <hr/> <p>To change the Council Tax Reduction (CTR) scheme for working age people due to a reduction in the funding from government. Changes to second adult rebate level of savings and non-dependency deductions. As per report to Policy &amp; Resources Committee on 4 December 2014.</p> <p>The proposed changes would mean most working age people in receipt of CTR would have to pay more council tax next year.</p> <p>The specific proposals are to:</p> <ul style="list-style-type: none"> <li>• increase the minimum amount people on CTR have to pay from 8.5% to 25%; For a person on Job Seekers Allowance in a band A property this would mean a person currently pays £1.67 per week and they would have to pay £4.91 per week. For current claimants any increase in the amount to pay will be limited to £5 per week</li> <li>• reduce the amount of savings a person can claim and be entitled to CTR from £16,000 to £6000;</li> <li>• To count Child Benefit as an income in the assessment of CTR;</li> <li>• To remove Second Adult Rebate</li> <li>• To double the amount non-dependants are expected to contribute towards Council Tax before CTR is paid</li> <li>• To increase the earnings disregard ( the amount of weekly earnings ignored as income when calculating a CTR entitlement ) for some disabled people and some carers</li> </ul>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Age (working age, especially under 25s), Gender (women)</b></p>	

The key impact of the first four measures would be that claimants of Council Tax Reduction would have to pay a higher amount of Council Tax than they have in previous years. A full and detailed equality impact assessment is being carried out alongside the work required to make these changes. A report which sets out the changes, and that will consider the full equality impacts will go to the Policy and Resources committee and to Council in December. Areas where disproportionate impact may occur are identified below

The key impact of the final measure (increasing the earning disregard) is that for those affected the scheme would be more generous than it would have been otherwise. Although due to the first four changes the overall impact is still likely to be that they have to pay a net higher amount than they would have done in previous years.

The changes will not affect claims made by people of pensionable age but all people of working age will have to pay a higher amount of Council Tax.

This change will not affect people in receipt of income based benefits like Income Support. This means those with the least income will not be affected by this measure.

- Single people under 25 face losing a higher % of their overall income because they receive less benefits overall than others.
- The specific measure to increase the earnings disregard for disabled people in receipt of a disability premium is a positive change because it will increase the amount of CTR a person would get compared with what they would get otherwise.
- Changes to the way child benefit is counted will impact on 1255 families where the parents are in an opposite-sex relationship; 6 where the parents are in a same-sex relationship (in all cases lesbian couples). The change would affect 1961 single parents of which 1846 are women and 98 are men.
- The measure to include child benefit in the assessment of CTR will specifically mean some families with children will have to pay a greater amount of Council Tax than they would otherwise. This will affect 3171 families in all. These will tend to be families who are in work and receive partial amounts of CTR.
- The specific measure to increase the earnings disregard for people in receipt of a carer's premium will increase the amount of CTR a person would get compared with what they would get otherwise.

## 6. Key actions to

**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?**

<p><b>reduce negative impacts</b></p>	<p>Informal consultation has been undertaken in July and August 2014 with the community and voluntary sector to help shape the proposals and to disseminate information about the possible changes.</p> <p>Further to this the service will;</p> <ul style="list-style-type: none"> <li>• Undertake specific consultation from Sept – Oct 2014 about the changes including distributing information about the consultation to all working age CTR recipients;</li> <li>• Complete a full EIA as a part of the specific decision making process around CTR;</li> <li>• Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics;</li> <li>• Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances according to the criteria determined by Council in December 2012 (reviewed and confirmed in December 2013). The discretionary scheme will be reviewed again in December 2014;</li> <li>• Ensure there is availability of money advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work. Scope and funding to be determined; This links strongly with the work of the financial inclusion commission but a separate analysis is still required to see if CTR recipients will require specific provision next year. This decision will be taken before the scheme is made.</li> <li>• Provision was made in the first year of the scheme to increase the earnings disregard for single people. This was designed to incentivise work and to help single people (including people under 25) to mitigate this impact.</li> <li>• Specific information to be made available to agencies that support female single parents.</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>The government's welfare reform programme has been ongoing since 2010 the impact of which has been that many people who receive state benefits have seen the level of those benefits reduce or increase at rates less than inflation. The impact of these changes cannot be seen in isolation from broader issues affecting financial wellbeing including living costs relating to essential utilities and goods, and the state of the economy and its impact on the availability of employment.</p> <p>These elements create an extremely complex picture about which it is very difficult to generalise given individuals and families varying levels of capability, resilience and capacity to work. Advice services report pressure on the services they provide.</p>

## EIA 47

1. Service Area	Revenues & Benefits	2. Budget Proposal Ref. <i>(to be completed by Finance)</i>
3. Head of Service	Graham Bourne	
4. Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b></p> <hr/> <p><b>The removal of certain council tax discounts namely:</b>  <u>Remove the Class C discount</u>            Currently this discount costs £315,000 a year. The proposed saving takes into account a level of non collection. Extra resource and a discretionary fund for exceptional circumstances are being proposed in relation to Class C 'empty and unfurnished' discounts. Both the additional post and the discretionary fund are applicable to this proposal as well.</p> <p>Currently a Council Tax discount is available while a property is unfurnished and unoccupied. This discount lasts for up to four weeks, or until the property is furnished or occupied whichever date is earlier. The proposal is to not make any awards from 1 April 2015 and in respect of April 2015 onwards. (There are currently approximately 18,000 awards per annum ranging between one and 28 days )</p> <p><u>Remove the class D uninhabitable discount</u>            Currently this discount costs £1m a year. The proposed saving takes into account a level of non-collection, a £25,000 cost for an additional post to maximise collection and a residual amount of £25,000 for a discretionary fund for exceptional circumstances. Both the additional post and the discretionary fund are relevant to the separate budget saving proposal regarding Class D 'uninhabitable' discounts.</p> <p>Currently a council tax discount is available on uninhabitable properties for up to 12 months, or six months after work is complete, if the property is still empty after remedial works (the definition of uninhabitable is lengthy but is in relation to 'major' repairs re roofs, external walls, foundations, floors and some internal supporting wall repairs). The proposal is to not make any awards from 1 April 2015 and in respect of April 2015 onwards. (There are currently 1,000 awards per annum ranging between 1 day and 12 months )</p>	
5. Summary of	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/>	

<p><b>impacts</b></p>	<p><b>Groups affected: Possible impact on Age and Disability</b></p> <ul style="list-style-type: none"> <li>• Possible increased effect on elderly (but only as more likely to own property and for that property to be in a high band)</li> <li>• Potential occupancy issues may be related to the property not being suitably adapted.</li> <li>• For the change to be successful the service will need to retain a discretion to provide support in exceptional circumstances that would warrant sympathetic consideration. (see section 6)</li> <li>• There is a range of exemptions that apply to unoccupied properties that will remain in place and cover sensitive issues such as probate and moving to permanent residential care. (see section 6)</li> <li>• There will be a financial impact on those liable for council tax where their property is unoccupied and unfurnished or uninhabitable. Mainly this change will affect <ul style="list-style-type: none"> <li>• landlords of properties that are empty between lets - sometimes being refurbished.</li> <li>• owners/landlords of properties that are being substantially refurbished.</li> <li>• the Local Authority where properties cannot be let immediately due to damage/eviction/abandonment by tenant .</li> </ul> </li> </ul>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <p>It is proposed to keep a residual discretionary fund that may be used to award a maximum discount of four weeks in exceptional circumstances that may include:</p> <ul style="list-style-type: none"> <li>• situations where an element of unforeseen complexity, such as localised flooding</li> <li>• exceptional personal circumstances that leave an individual unable to deal with their affairs and without anyone else able to help Exceptional circumstances do <b>not</b> include situations that are standard or common between lets or ownership. For example: <ul style="list-style-type: none"> <li>• refurbishment and cleaning between lets</li> <li>• the process of finding a new tenant or buyer, even if that becomes an extended process.</li> <li>• awaiting planning permission, or another official process, before proceeding with work</li> </ul> </li> </ul> <p>Existing exemptions already exist that cover specific unoccupied property situations. These will remain unaltered.</p> <p>Impacts on specific groups (eg: older people) will be mitigated by officer knowledge of advice and support specific for elderly such as adult social care, age concern, pension service etc.</p> <p>Where a house is being specially adapted because of disability the customer will be considered for a Council Tax</p>

	<p>band reduction. Referrals are made to Private Sector housing for disabled facility grant</p> <p>Referrals may also be The Empty Properties Team and the Acquisitions team to ensure properties are subsequently brought back to the market.</p>
<p><b>7. Cumulative impacts</b></p>	<p>There have been no cumulative impacts identified from the changes introduced in April 2013 (Class C reduction from six months maximum to six weeks, with discretion for a further six weeks) and April 2014 (Class C reduction from six weeks to four weeks).</p>



## EIA 48

1. Service Area	Revenues & Benefits	2. Budget Proposal Ref. <i>(to be completed by Finance)</i>
3. Head of Service	Graham Bourne	
4. Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b></p> <hr/> <p>Reduction of Outreach Work - The saving relates to reducing administration costs in the service but may impact elsewhere. The proposal would cease the activity of one officer who dedicates their time to supporting extremely vulnerable customers, assessing their benefit entitlements, assisting in effectively claiming them and organising applications for and signposting other service provision that in terms of health and care. The saving would also minimise the contribution of other officers' work with housing officers to deal with vulnerability issues, prevention of re-offending, limiting rough sleeping in respect of those being placed in temporary accommodation.</p>	
5. Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Age (older and younger), Disability, Gender (men)</b>  <b>Others: Rough sleepers, Homeless, Victims of Domestic abuse, Substance abusers, Offenders, Care Leavers</b></p> <ul style="list-style-type: none"> <li>• The work of the individual officer primarily focusses on older people and/or very vulnerable, particularly those who have difficulty engaging with service providers.</li> <li>• The outreach work from the team tends to be mostly around the single young people under 25, homelessness and rough sleepers with the associated vulnerabilities; some of the customers who are beneficiaries will be elderly and vulnerable.</li> <li>• There is a high proportion of mental health related disability in the groups concerned.</li> <li>• The under 25, homeless and rough sleeper groups tend to be predominantly men.</li> </ul>	
6. Key actions to	<b>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</b>	

<p><b>reduce negative impacts</b></p>	<ul style="list-style-type: none"> <li>• While the work of skilled benefit experts cannot be completely replicated there is mitigation that could ensure a lesser but still valuable contribution.</li> <li>• The increasing use of on-line claiming systems incorporating self-help guidance, should make assisted claiming easier for non-benefit experts. (In terms of the individual officer role the availability of DWP systems to ASC officers who enable more direct identification of service users requiring additional support and this could be signposted to appropriate agencies. However it is not certain at this stage that this facility will be made available).</li> <li>• The Council funds a number of community and voluntary sector organisations with the remit of financial inclusion which includes helping with benefit take-up.</li> <li>• The team changes would mean changes in relationships with the services involved and involvement with individual cases by exception. There would be a need to change some internal processes and again it is expected that on-line claiming will emerge as a feature. Its use internally can be promoted by training. For the external agencies it may involve more visits to the customer service centre as well as a familiarisation with supporting and assisting online claiming.</li> <li>• As with any change in the benefits service there has been careful consideration in the proposals to the impact on service capacity. The changes have to have an associated drop in workload for the proposed reduction in two posts in the service Not only are there customer implications in under resourcing the service or not having resilience to deal with increases in demand, but significant financial repercussions that could be counterproductive to the saving intent and impact on other council services.</li> <li>• The service has a continual programme that focuses on the rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost. This work encompasses the intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</li> <li>• There is an unknown factor in terms of the potential impact on customer demand of future welfare reform proposals. This position is being monitored and any emerging pressures will be reported.</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>Depending on the mitigation there may be an impact, both in terms of financial cost and service cost on other Council Services. This may be further adversely impacted by proposed budget reductions in these related services. Therefore the position may need looking at as a whole, particularly across ASC and private sector housing to be certain of the effectiveness of the combined saving proposals and future service plans.</p>

## EIA 49

<b>1. Service Area</b>	<b>Revenues &amp; Benefits</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Graham Bourne</b>	
<b>4. Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b></p> <hr/> <p>Housing Benefits / CTR administration costs: Housing Benefit administration is a statutory function. Involves the award of benefits to approximately 20% of the households in the city. Naturally this tends to include a large percentage of elderly and vulnerable customers.</p> <p>Reduce the Benefit administrative budget by reducing overall counter and/or phone hours (by approx. 20-25% of current opening). Condensed customer demand could more effectively be dealt with reduced resources. A service redesign could fast-track high impact work and re-direct low impact work to online self-service. While overall opening hours would be reduced there is an opportunity to make the service more accessible for working customers. However, it would also mean inconsistent opening hours between services in the customer service centre.</p>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: No specific or disproportionate impacts are identified on any particular group</b></p> <p>Any reduction in Benefit Administration capacity has the potential to impact on the speed and quality of the service and therefore must be delivered with improved efficiency in place. The Benefit customer base naturally encompasses those on low incomes and a high proportion of vulnerable customers. This specific change may reduce the overall availability of the service but not to the relative disadvantage of any group or characteristic in comparison to another.</p>	
<b>6. Key actions to</b>	<b>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</b>	

<p><b>reduce negative impacts</b></p>	<p>The redesign/review has only just commenced and the final model is yet to be established. However the principles are established in that the redesign / review;</p> <ul style="list-style-type: none"> <li>• Would maximise the use of staff as a resource i.e. reduce the amount of unproductive officer time spent waiting for a call or customer.</li> <li>• Allow for resources to concentrate on doing value work quickly so customers do not need to chase</li> <li>• Direct low value enquiries to web pages so customers can self help.</li> <li>• Filter phone calls so urgent work is prioritised</li> <li>• Review letters and telephone messages so customers are 'nudged' to the most effective channel of communication</li> <li>• Use newly accumulated customer contact data to better predict peaks in demand and plan to manage resources around these peaks accordingly</li> </ul> <p>As with any change in the benefits service there has been careful consideration in the proposals to the impact on service capacity. Not only are there customer implications in under resourcing the service or not having resilience to deal with increases in demand, but significant financial repercussions that could be counter productive to the saving intent and impact on other council services.</p> <p>The service has a continual programme that focuses on the rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost. This work encompasses the intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p> <p>There is an unknown factor in terms of the potential impact on customer demand of future welfare reform proposals. This position is being monitored and any emerging pressures will be reported.</p>
<p><b>7. Cumulative impacts</b></p>	<p>The delay to the introduction of Universal Credit means that the service has had to delay its preparatory plans which has made resource management difficult. The proposed changes to the Council's CTR scheme may increase demand on the service at the same time as these proposals are being introduced. A similar peak in demand may occur when Universal does pick up pace (probably April 2016 onwards). The transfer to Universal Credit will provide an opportunity to move customers onto a new model that would be more effective in supporting customers to access and sustain work to improve their income and social inclusion. The delay in introducing the operational structure around Universal Credit and any further welfare reform changes may place additional administrative burden on the Council in the interim. This may manifest in extra demand on the Council's discretionary funds, a significant proportion of which are administered by the Revenues and Benefits Service. It is against this backdrop that the service will make the budget savings.</p>

## EIA 50

1. Service Area	Revenues & Benefits	2. Budget Proposal Ref. <i>(to be completed by Finance)</i>
3. Head of Service	Graham Bourne	
4. Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b></p> <hr/> <p>Implementation of completely online claiming system: saving relates to paper and stationery costs. The change enforces a behavioural change to customers (similar to that anticipated for Universal Credit). The service will have the significant challenge of reorganising to ensure the assisted digital facilities are provided and supported so vulnerable and older customers can access the service.</p> <p>DiCE Project (Revenues) - Part of corporate programme to Digitally Improve the Customer Experience. From April 15 customers will have increased ability to deal with the revenue office on-line with further facilities, such as text messaging reminders, to follow shortly thereafter. Corporate saving as part of VFM programme. It is anticipated that the channel shift will reduce customer demand elsewhere and this, combined with the self-serve element, will result in the need for less administrative resource.</p>	
5. Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Age (older), Disability, Child Poverty</b></p> <p>A 100% commitment to on-line claiming means that those with limited or no access to the internet or with limited or no computer literacy skills may have difficulty claiming. This may disproportionately affect older people, those on lower incomes and disabled people.</p> <p>Other authorities have already made this leap into digital inclusion and the lessons they have learnt will be incorporated into its introduction here. Particular regard needs to be paid to ensure the process is still fully inclusive. The local discretionary social fund is already 100% on-line. We already provide assisted digital support for on-line claiming but this would have to be extended within the customer service centres and be provided at community libraries. The service model would be similar to the approach the DWP is taking.</p>	

	<p>While many DWP benefits are moving to predominantly on-line it is recognised that a significant minority of customers will, initially at least, need assistance. The current on-line claiming facility for Housing Benefit has been running for over 3 years and we are projecting to receive 4500 on line claims in 14/15, just over 25% of claim forms completed.</p> <p>The voluntary sector and support workers are already familiar with on-line claiming for DWP benefits and the current system, however initially this group may need additional support with on-line being used for every claim. We will liaise with the CVS and Advice Services Network through regular channels to ensure they are prepared for the change and take any of their concerns on board.</p> <p>The Council's on-line claiming system is design to streamline the claiming process by guiding customers to complete their applications more accurately and in providing the correct supporting documents with the application. However it is not available in any other language than English, which may disadvantage speakers of other languages.</p> <p>There is a significant minority in the city who struggle with dealing independently with the current benefit claiming arrangements because of their literacy skills. This group will have similar difficulties with the on-line system.</p>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <p>The change will need to be advertised and promoted, including through the CVS.</p> <p>Arrangements will need to be made to ensure there is sufficient resources to provided assisted claiming; face to face or over the phone.</p> <p>Staff are experienced in dealing with customers where English is not their first language and current arrangements can be adapted</p> <p>Prior to the cut off point work will need to be done with the voluntary sector, housing associations and relevant officers in housing and social care to ensure full familiarity with the on-line claiming system.</p> <p>The on-line claiming system is designed to be easy to use and navigate. The system will be reviewed to see whether it would benefit from further tweaks or enhancements if it is going to be the dominant claiming channel.</p> <p>The DWP are moving to an on-line claiming model and this proposal is in keeping with the future direction of</p>

	<p>benefit administration. We will consult with the DWP to try and promote a unified approach to the transition.</p> <p>Other authorities have already made the transition to on-line only. We will consult with them to understand the best approach. Similarly other organisations are operating in this way and we will try and glean any lessons we can from their experience.</p> <p>We will change benefit related letters to ‘nudge’ customers towards on-line self help in advance of the full change.</p> <p>As with any change in the benefits service there has been careful consideration in the proposals to the impact on service capacity. Not only are there customer implications in under resourcing the service or not having resilience to deal with increases in demand, but significant financial repercussions that could be counter productive to the saving intent and impact on other council services.</p> <p>The service has a continual programme that focuses on the rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost. This work encompasses the intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p> <p>There is an unknown factor in terms of the potential impact on customer demand of future welfare reform proposals. This position is being monitored and any emerging pressures will be reported.</p>
<p><b>7. Cumulative impacts</b></p>	<p>Benefit claims are completed or accepted in areas of Adult Social Care and Housing. The introduction of on-line claiming would have to be co-ordinated with these services in the context of any budget savings that may have impact on resources in these areas.</p>

## EIA 51

<b>1. Service Area</b>	<b>Revenues &amp; Benefits</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Graham Bourne</b>	
<b>4. Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b></p> <hr/> <p>Business Rates National Non Domestic Rating (NNDR) Running Expenses: Administration costs in relation to the collection of NNDR (does not include NNDR tax income which is a corporate budget).</p> <p><b>Tighten the criteria regarding the local business rate charitable and not for profit scheme:</b></p> <ul style="list-style-type: none"> <li>• The Council is legislatively obliged to run a scheme to consider, on application, the awarding of ‘topping up’ charitable rate relief from the statutory 80% up to 100%. It can also consider applying up to 100% relief for not for profit organisations.</li> <li>• Currently the criteria applied to applications are mostly based on financial capacity of the applying organisations and as such tends to exclude the larger national based charities. The proposal is to introduce tougher criteria which would only apply in the most exceptional of circumstances.</li> <li>• Currently there are 55 organisations receiving charitable rate relief top up at an average award of £1502.</li> <li>• A further 9 non for profit organisations receive relief at an average award of £5393.</li> <li>• The vast majority of these would no longer receive assistance if the full saving proposal was adopted.</li> <li>• Awards tend to made for two year periods so there will be a delay until the full savings are realised</li> </ul>	
<b>5. Summary of</b>	<b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b>	



<p><b>impacts</b></p>	<p><b>Groups affected: It is possible that all protected characteristics groups may be affected</b></p> <ul style="list-style-type: none"> <li>• The proposal in itself does not have any direct impact. Effectively the organisations concerned are being asked to absorb more of their operational costs because the Council is no longer in a position to supplement them. The potential equality impact relates to what the organisations may do as a consequence. It could be argued that for any such organisation additional costs mean that less funds end with the groups the organisation aims to support. More directly, particularly, for some of the smaller organisations, although the amounts are relatively small it could be the difference between operating or not operating at all. If the latter was the case a more identifiable group could be directly impacted.</li> <li>• Some of the existing organisations receiving support are charities for the elderly or organisations providing activities for children ( such as scout groups) or youths ( in community buildings), disability groups, ethnicity groups, those supporting or representing women, religious groups, organisations that provide advice relating to low income or provide community facilities and support for children in communities where child poverty is an issue and low income families are beneficiaries of their service, and a range of organisation/community groups and facilities, sports clubs, advice and support, as well as more specific organisations that focus on domestic violence and rough sleepers.</li> <li>• There are further budget proposals to significantly reduce the overall grant programme and significantly alter the longer term package of third sector funding. Therefore many of these organisations could be impacted by the combined effect and it is important that both of these proposals are considered together to appreciate the overall impact and plan for the most effective mitigation.</li> </ul>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>• The impact of these proposals is dependent on what capacity individual organisations have to deal with the additional cost, and any other financial factors that may come into play. If the costs can be absorbed then the impact might be minimal. If there are closures or reduced service as a result then some groups could be significantly impacted. In terms of this proposal there is little the council can do in mitigation other than advise on any other disregards or grants that can be applied for (and that should be happening anyway). It is a direct financial saving and the overall supportive relationship between the Council, the voluntary sector, community groups etc is part of a bigger debate in the context of the Council's financial pressures.</li> <li>• Communication will be key to mitigating the impact on organisations. Current recipients should be individually mailshotted to involve them in the consultation, thus raising early awareness as well as flushing out any significant issues. We can then use that information to further inform the EIA and adapt the policy as necessary.</li> </ul>

	<ul style="list-style-type: none"> <li>• Should the proposal be implemented, we should then write to the recipients as early as possible, stating as clearly as possible what they will have to pay and when. This could be complicated by the fact that all Business Rates are about to undergo a revaluation by the Valuation Office Agency.</li> <li>• A small number of not for profit organisations will already be receiving Small Business Rate Relief, which is currently up to 100%, and not discretionary. Also, the charitable organisations receive a mandatory 80% reduction on their bill, as noted above. However, depending on the size of the property, and the available resources of the organisation, some ratepayers may struggle more to pay 20% of a large bill, than others who have to pay 100% of a small bill.</li> <li>• Ultimately qualification depends on the criteria set which depends on what saving needs to be achieved. Legally the council must have some provision and even if for exceptional circumstances this must be defined. The amount of projected saving will be dependent on how this criteria is set.</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>This document does not recognise the importance or relevance of the organisations impacted by this proposal in the context of strategic community work and the complementary value of the services they provide to the provision of Council Services. The impact of the proposal overall does depend on the capacity for individual organisations to take on additional cost in the face of reduced assistance from the local authority. In this respect this proposal may only be part of that equation.</p> <p>There are further budget proposals to significantly reduce the overall grant programme and significantly alter the longer term package of third sector funding. Therefore many of these organisations could be impacted by the combined effect and it is important that both of these proposals are considered together to appreciate the overall impact and plan for the most effective mitigation</p>

## EIA 52

<b>1. Service Area</b>	<b>Life Events – Reduction of cemetery maintenance contract between Bereavement Services and City Parks</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Paul Holloway</b>	
<b>4. Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b></p> <hr/> <p>A new realistic City Parks maintenance contract is being proposed, prioritising cemetery areas where citizens regularly visit graves, and reducing levels of maintenance in less used cemetery areas where there is no new burial space, and it is known there are less customer visits. This reduction in City Parks' service will relieve a £130,000 pressure.</p>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: Age, Disability</b></p> <p>A reduced service contract may potentially have a very high impact. This is a reduction in service, and will be a visible decrease in standards of "upkeep" in the cemeteries. Older cemetery areas will visually appear less accessible, causing potential issues for elderly customers and visitors, and those with mobility problems. Full H&amp;S risk assessments will however be carried out regularly</p>	
<b>6. Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>• There are eight cemeteries across Brighton &amp; Hove. Five of the cemeteries are full to capacity, with some space still available in certain areas that has already been pre-booked. (No new burial plots are available in these cemeteries.)</li> <li>• A priority schedule is to be drawn up, allocating more grounds maintenance resourcing in the cemeteries where we have most regular visits to graves. These areas will receive a higher level of maintenance. The priority areas will therefore be kept to a high standard, and there will be no visual impact, or other impacts to</li> </ul>	

	<p>existing customers and visitors.</p> <ul style="list-style-type: none"> <li>• The older cemetery areas, where the graves are less frequently visited, will have less maintenance / upkeep resources allocated. In these areas, grass cutting will be kept to a minimum, with concentration more on borders and pathways, to ensure access is still possible. Grass in the centre of grave areas will be cut less frequently, with a likely “meadow effect” created, with pathways being maintained, so still ensuring access to individual plots and groups of graves.</li> <li>• Full Health and Safety risk assessments will be carried out to ensure safe access is maintained where possible. Some cemetery areas are very old and do have access limitations already. New proposals will seek to ensure current access levels are maintained.</li> <li>• The areas less frequently maintained will be visually apparent. They will though favour wildlife and nature preservation.</li> <li>• All cemetery areas across the city will continue to have regular inspection regimes, and react to works as considered necessary, with special attention paid where there are risks to Health and Safety of customers and visitors to our cemetery grounds.</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>These budget savings proposals are made in conjunction with City Parks, and a review carried out jointly to agree the reduction in maintenance of our cemeteries, with ongoing reviews and reaction to any major issues, especially around H&amp;S. Some cemetery areas will visually appear to be better maintained than others, and access may be easier in different areas of our cemeteries.</p>

## EIA 53

<b>1. Service Area</b>	<b>Life Events – proposal to reduce the security officer presence at Bartholomew House Customer Service Centre</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Paul Holloway</b>	
<b>4. Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b></p> <hr/> <p>This proposal reduces the presence of security officers at Bartholomew House Customer Service Centre, from 2 officers to 1 officer during the hours that services are open to customers. Services affected would be Housing Strategy, Revenues and Benefits, Adult Social Care, Environmental Health and Licensing, and Concessionary Travel. All services would continue to provide customer interface arrangements in the same way.</p>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: None specifically</b></p> <p>Customers would be minimally impacted by a visual reduction in security officer presence (from 2 to 1) at the Customer Service Centre. A reduction in security officer presence will also have minimal impact on staff providing front-line services, including “Reception” and “meeter greeter” services. Management of the customer interface would continue to be provided in the same way. Consistency of service, along with speed and quality of service provision should not be affected</p>	
<b>6. Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>The new arrangement will be carefully monitored to ensure any adverse and negative impacts on customer service, including customer and staff safety, are quickly addressed.</li> </ul>	

<b>7. Cumulative impacts</b>	<p>Welfare Benefit changes, and the introduction of Universal Credit (the date for Universal Credit introduction in Brighton &amp; Hove is not yet known.) may see an increase in the numbers of customers who attend the Customer Service Centre. This would obviously result in an increase in demand for Benefits services and some Housing services, potentially.</p> <p>Increases in customer attendance will be carefully monitored, and security provision changed, if necessary.</p>
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## EIA 54

<b>1. Service Area</b>	<b>Standards and Complaints</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Valerie Pearce</b>	
<b>4. Budget Proposal</b>	<p><b>What budget changes are proposed?</b></p> <hr/> <p>This proposal removes two advisor posts from the team. There would need to be a service redesign to ensure that Stage 1 complaints are dealt with effectively within services, this will be informed by a recent business process improvement review. The responsibility for receiving complaints, dealing with enquiries, requests for assistance and report production will fall to services themselves. Report production will have to be supplied by staff within service delivery teams. Independent Complaints advice which is valued by customers and managers will no longer be available in most cases</p>	
<b>5. Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p><b>Groups affected: All protected characteristic groups and including Carers and Looked After Children</b></p> <ul style="list-style-type: none"> <li>• If there are no front-line corporate complaint staff people who are disaffected with their service provider are likely to escalate their complaint immediately to MPs, Cllrs, CEO, and Directors. Failure to address dissatisfaction at early stages is likely to cause reputational damage to the local authority.</li> <li>• Older people who use Adult Social Care would lose the opportunity to raise their dissatisfaction with a person who is independent of the service - similarly for children and young people.</li> <li>• A significant number of people who have mental health problems, learning difficulties and complex needs make frequent use of the complaints service. The knowledge and skills of the team members have enabled them to build open trusting relationships which enable them to problem solve and de-escalate potential complaints.</li> <li>• There is a particular strength within the team of taking a non-judgemental and listening approach which can empathise with and support people who feel marginalised from a range of protected groups.</li> </ul>	

<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <ul style="list-style-type: none"> <li>• Without a front line corporate complaints team their specific skills, including working with vulnerable people, would need to be developed across all service teams.</li> <li>• There would have to be a roll out of complaints software to each team and relevant training so that data can be compared and amalgamated. We would set up complaints support group and decide how to ensure there is consistency of recording and compliance.</li> <li>• Another option may be to have designated complaints staff within each service area. This would give members of the public a point of contact when they are dissatisfied with services. These staff would need specific training, as above, to ensure they deal with complaints fairly, appropriately and consistently including understanding of the cultural differences that exist between people of differing ethnicity and understanding of challenges and difficulties facing young people</li> <li>• Develop similar skills among staff appointed to handle complaints in specific services. Within each service develop the knowledge of other service areas so that complex cross service issues can be resolved.</li> <li>• Where a person feels they would like to have support to navigate their way through services and the barriers that can be presented they could be helped by having a person within the authority assigned to assist them.</li> </ul>
<p><b>7. Cumulative impacts</b></p>	<p>Reduction in benefits to vulnerable people, the shrinking of council services in general will inevitably mean that dissatisfaction among customers is likely to increase. Articulate and well connected people will address their concerns to MPs Councillors and the most senior officers, vulnerable people will put increased pressure on statutory services.</p> <p>Skilled complaints handlers are able to mitigate the impact of either group and can skilfully address the concerns of the groups listed above.</p>



# Public Health

## EIA 55

<b>1. Service Area</b>	<b>Community Safety</b>	<b>2. Budget Proposal Ref.</b> <i>(to be completed by Finance)</i>
<b>3. Head of Service</b>	<b>Linda Beanlands</b>	
<b>4. Budget Proposal</b>	<p><b>What budget changes are proposed?</b></p> <hr style="border-top: 1px dashed black;"/> <p>Community Safety: Commissioning, co-ordination and delivery of core community safety and crime reduction services, including: domestic violence, Violence Against Women and Girls (VAWG), Anti-Social Behaviour (ASB) and hate incidents, preventing radicalisation, youth justice, physical crime prevention, community resilience to drugs, co-ordinating multi agency work, and public engagement relating to community safety.</p> <ul style="list-style-type: none"> <li>• Restructuring of 2 existing posts (Policy Officer Migrants and CS Manager, Community Cohesion) and release of vacant post (of Prevent engagement officer working with those individuals most at risk and vulnerable to being drawn into radicalisation).</li> <li>• Restructure and service redesign of Community Safety services overall; the approach will:             <ul style="list-style-type: none"> <li>i) achieve value for money savings through re-commissioning domestic/sexual violence services, including with East Sussex (funding contribution of at least £10,000) and re-aligning remaining communities against drugs work with re-commissioned substance misuse services.</li> <li>ii) reduce service capacity overall, but prioritising retention of front line and casework capacity</li> </ul> </li> </ul> <p>Communities against Drugs and Environment Improvement Team (this service reduces the harm caused by the misuse of drugs in local communities and families):</p> <ul style="list-style-type: none"> <li>• Remove match funding of £68,000. The end of Interreg funding for the Communities Against Drugs Team requires consideration of possible alignment with public health. Total funding required to sustain this service is £136,000 were alignment not possible. Reduced capacity of Environment Improvement Team may also be sought.</li> </ul>	

<p><b>5. Summary of impact</b></p>	<p><b>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</b></p> <hr/> <p>A reduction in Prevent engagement could particularly affect those individuals, families and communities most at risk and vulnerable to being drawn into radicalisation: most commonly young men. There is also a potential impact on community cohesion.</p> <p>The value for money savings to be achieved through re-commissioning domestic/sexual violence services will have a positive impact on vulnerable victims through more effective and co-ordinated services at point of delivery: No impacts identified.</p> <p>The wider restructure and service redesign of community safety services could have an impact on vulnerable victims, including the characteristics of religion, belief, race , disability, sexual orientation, gender and gender re-assignment.</p> <p>The end of the CAFTA post and the subsequent re-aligning of Communities Against Drugs work is occurring within the wider re-commissioning of substance misuse services and so will not have any significant impact on vulnerable communities: No impacts identified.</p>
<p><b>6. Key actions to reduce negative impacts</b></p>	<p><b>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</b></p> <hr/> <p>The functions of two posts, the manager for Community Cohesion and the Policy Officer for Migrants are being reviewed to incorporate prioritised functions within wider role of the Prevent engagement officer, thereby largely mitigating the effect of the loss of that post.</p> <p>The restructuring and service redesign of community safety services overall, will firstly focus on changes to management capacity and responsibilities, thus reducing the effect on front line services which are delivered to vulnerable victims. Any restructuring of casework services will continue to prioritise those victims who are considered to be at highest risk and with the highest level of vulnerability.</p>

<b>7. Cumulative impacts</b>	<p>Restructuring community safety services overall will result in decreased capacity at a time of increased demand and emerging new priorities, such as increased risks from radicalisation, child sexual exploitation and modern slavery.</p> <p>Anticipated reductions in police services, particularly neighbourhood policing, will increase demand on community safety.</p>
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