

## Budget Equality Impact Assessments 2014-15 – Service-User identified impacts and actions

### Adult Services

Adult social care continues to see changes in the demographic profile of the city reflecting on specific services areas seeing an increasing demand for services.

In order to meet these demands and the changes from the government's proposals on integration through the integrated transformation fund and the implementation of the Care Bill which is due to receive Royal Assent in May 2014 we have had to consider how we manage going forward.

We therefore need to ensure we apply our eligibility criteria in a fair and consistent way and where we have identified assessed needs we need to provide services that offer a personalised, outcome based approach and represent good value for money.

EIA No.	EIA Proposal	
1	<p><b>Adult Social Care and Health</b>            Saving of £953,000 of net budget £12,693,000            Target all out of city placements with a purpose of bringing people back into supported living in the City in line with their needs and aspirations. This will not only generate significant savings but it will reduce the risk of local places being taken up by other authorities where there is a possibility that the cost of care could later be passed to Brighton &amp; Hove. Consider alternative models of care to include supported living.</p>	
Groups potentially impacted	Impacts identified	Mitigating Actions
	<ul style="list-style-type: none"> <li>Moving Older People with a Learning Disability could</li> </ul>	<ul style="list-style-type: none"> <li>We will continue to provide appropriate services and</li> </ul>

<b>Age (older) Disability (learning disability)</b>	<p>be seen as unsettling to them and their families as they will need to become settled in new surroundings and accommodation.</p> <ul style="list-style-type: none"> <li>• Carers may perceive this as a reduction in service and unsettling for residents.</li> </ul>	<p>support which will meet assessed need with no change to the eligibility criteria. Engage with individuals, families and carers to support them through the process to deliver personalised services.</p> <ul style="list-style-type: none"> <li>• We will ensure provision is appropriate to meet needs and promote maximum potential for independence through ongoing care management</li> <li>• Carers Assessment offered. Support to Carers throughout the process</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	
<p style="text-align: center;">2</p>	<p><b>Adult Social Care and Health</b> Saving of £730,000 from net budget of £8,579,000 Learning Disability Home Care and Direct payments. Drive forward the personalisation agenda and increased use of Direct Payments and support service users to seek cost effective solutions to meet eligible needs.</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>Disability (learning disability)</b>	<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. Some service users will be required to move to different providers of service. 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>	<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>• Increased choice and personalised services .</li> <li>• Staff support for change.</li> <li>• Ensuring that service provision is appropriate to the needs of all groups.</li> <li>• Carers Assessment will be offered where appropriate, full engagement with Carers and involvement in assessment process</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	

3	<b>Adult Social Care and Health</b> Saving of £1,150,000 from net budget of £10,254,000 <ul style="list-style-type: none"> <li>• Older People Residential/Nursing Care provided by the independent Sector.</li> <li>• Reduce number of residential care placements and the Cost of Out of Area Placements. Ensure all appropriate funding is available through targeting following a review. Continue to promote reablement and telecare to support people to stay in their own homes longer and to reduce the number of admissions into residential and nursing home care. Identify alternative housing solutions where possible.</li> </ul>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>Age (older)</b> <b>Disability</b> <b>Gender (women)</b>	<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>• More women are placed in residential and nursing home care as a result of the demographics of Brighton &amp; Hove.</li> <li>• Admission to residential and nursing home care and examining alternatives is often distressing time for carers.</li> <li>• Dependant on effective community services to keep people within their own homes. Some reduced choice if only focussing on services in the city.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure appropriate health and social care services available to support people in their own communities. 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.</li> <li>• Care Quality Commission and contract monitoring in place.</li> <li>• Ensuring carers are fully involved in Assessment process and supported through admission and ongoing review and by offering Carers' Assessments.</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	
4	<b>Adult Social Care and Health</b> Saving of £70,000 from net budget of £473,000 Adult Mental Health Home Care and Direct Payments. <ul style="list-style-type: none"> <li>• Meet assessed needs through a personalised approach, increase Direct Payments and support service users to identify more cost effective community based options.</li> </ul>	
<b>Groups</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>

<b>potentially impacted</b>		
<b>Disability</b>	<ul style="list-style-type: none"> <li>• Service changes are focussed on people with a mental health problem many of whom will have physical/health needs. Some services that are provided over and above those required to meet assessed needs will be withdrawn.</li> <li>• Change is often distressing to Carers and they require support.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective and focussed assessment with the purpose of meeting eligible needs. Increased choice and control for service users. 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. Carers support workers in place.</li> <li>• Effective and focussed assessment with the purpose of meeting eligible needs with no change in eligibility criteria.</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>5</b>	<p><b>Adult Social Care</b>  Saving of £1,000,000 across a total net budget of Adult Services of £74,745,000  Savings of £85,000 from a net budget of £2,239,000 for contracts  Savings of £20,000 from a net income budget of £1,872,000 for commissioning  Fees paid to independent and voluntary sector providers that supply care services on behalf of Brighton &amp; Hove City Council. Limited inflation increases on fees in view of the levels of increase in the last two years and ensure comparable with other authorities; increase targeted on specific areas in care sector</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>Disability</b>	<ul style="list-style-type: none"> <li>• All service users supported by Adult Social Care will have services that meet their assessed need.</li> <li>• The proposals outlined recommend an uplift in fees to those areas where it is most needed ie: care homes and care home with nursing for older people and most specifically registered care homes supporting people with dementia.</li> <li>• Older people: It is recommended that there is an interim uplift of 1.0 % for registered care homes for older</li> </ul>	<ul style="list-style-type: none"> <li>• Commissioners informing the recommendations work closely with 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. The recommendations in the Fee Level for Adult Social Care Services 2014-15 report target those areas where an increase in fees is most needed.</li> </ul>

	<p>people.</p> <ul style="list-style-type: none"> <li>• It is also recommended that there is an uplift of 2.0 % to care homes and care home with nursing for older people with mental health needs.</li> <li>• For a number of years there has been an issue about the costs of delivering decent quality care versus the prices which such care attracts; this is particularly true of care delivered in registered care homes. The debate has tended to be different in older people's care in relation to care provided for disabled younger people, particularly learning disabilities.</li> <li>• It has largely been providers of registered care homes for older people and older people with mental health needs, who have expressed concern that prices paid by councils do not reflect the cost of care.</li> <li>• Changes to Care Quality Commission registration have had an impact on how care for older people is provided. A few years ago before the relaxation of registration, once a person had a diagnosis of dementia they could no longer stay in a mainstream care home, but would have to move to a care home registered for dementia. Following this change many people with dementia stay in mainstream care homes, which on the whole is a positive outcome. A consequence though, is that those people who do go to care homes registered for dementia can be those with the most complex (and costly) needs. This is likely to have contributed to some undersupply across the South East region.</li> <li>• Disability: Some disabled people will have their care provided in services where the recommendation is for no uplift to fees.</li> <li>• Other groups: The Prospectus approach to supporting community and voluntary sector services includes a price for delivering services that is agreed for the length</li> </ul>	<ul style="list-style-type: none"> <li>• Fee uplifts that are targeted at care homes for older people and older people with mental health needs will ameliorate some of the issues identified.</li> <li>• For those registered care home places that are not covered by set rate arrangements, the owners will be advised to contact the council to discuss future fees if this is necessary eg if a resident's needs have changed and a reassessment is needed or if the provider is in financial difficulty.</li> <li>• Any provider experiencing financial difficulty is urged to contact the council. If the council cannot assist directly they will refer to business support partners.</li> <li>• Older people: Fee uplifts that are targeted at care homes for older people and older people with mental health needs will ameliorate some of the issues identified.</li> <li>• Disability: For those registered care home places that are not covered by set rate arrangements, the owners will be advised to contact the council to discuss future fees if this is necessary eg if a resident's needs have changed and a reassessment is needed or if the provider is in financial difficulty.</li> </ul>
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	<p>of the Funding Agreement.</p> <ul style="list-style-type: none"> <li>Both council and NHS commissioners are working with providers on an individual basis and discussions are being held regarding planned service activity.</li> </ul>	
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>6</b>	<p><b>Adult Social care Provider</b>  Saving of £300,000 from net budget of £3,707,000  Review Learning Disability Accommodation services- Phase two; including:</p> <ul style="list-style-type: none"> <li>Focus the service on providing homes for people with complex needs and supporting people to move on to more independent living.</li> <li>closure of some accommodation that does not meet the needs of these service users and</li> <li>commissioning alternative services to meet individual needs.</li> </ul>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<p><b>Disability (learning disability)</b>  <b>Gender (men)</b></p>	<ul style="list-style-type: none"> <li>There will be an impact on people with learning disabilities living in some of our group homes, some of whom may have to move to alternative homes, or whose service will no longer be provided by the council.</li> <li>Staff and families feel that the impact of change on complex service users could be negative and potentially result in regressive behaviour and anxiety.</li> <li>Age: People of all ages (over 18) are supported within in-house services. Some older service users may have lived in the same residence for many years and any proposed changes may have a greater impact on older service users. Some older people with a learning disability will also have dementia or physical health and mobility needs.</li> <li>Disability: All the people living within this accommodation have high needs associated with a learning disability. Some people will also have physical</li> </ul>	<ul style="list-style-type: none"> <li>An EIA was developed for the LD accommodation review phase one consultation process and this will need to be revised as part of phase two of the accommodation review. This EIA has been used to inform this Budget EIA.</li> <li>There will be a full consultation with service users and families before any changes are implemented to the accommodation services.</li> <li>Any changes to accommodation provision for service users will need to be following a full review of their needs in order that these can be met in any alternative accommodation. This will need to take account of the physical environment, the staffing and the compatibility of living with new people.</li> <li>The “moves for people” policy will be implemented and a transition plan developed for every affected service user. Staff, family members, carers and other</li> </ul>

	<p>health and mobility needs and mental health needs.</p> <ul style="list-style-type: none"> <li>• Change in service may result in some positive impacts as this may create more suitable placements for some people as there may be opportunity to match people to suitable environments, to locations near parks and transport, shops. It may also have some negative impacts as not all service users may have to move. Staff and families feel that the impact of change on complex service users could be negative and potentially result in regressive behaviour and anxiety. Continuity of care is seen as important as is compatibility between service users living in the same home. Service users benefit from stability and consistency and moving home may be de-stabilising and more expensive in the long run due to behaviour problems. Concerns that those people with less complex needs may have a reduction in the quality of their service.</li> <li>• Gender: More men than women are supported within in-house residential accommodation. This may make it more difficult to ensure the needs of women can be met where the majority of service users living in a house are men.</li> <li>• Carers: Carers will be concerned for the welfare of their family members and the impact of any changes to accommodation for their family member. This may increase their anxiety and that of their family members who are service users.</li> <li>• Carers may be impacted directly if for example they find it more difficult to travel to a different location if their family member moves, or they have to develop new relationships with different staff.</li> </ul>	<p>professionals will be involved in the assessment process.</p> <ul style="list-style-type: none"> <li>• The staffing strategy will take the needs of the service user into consideration to ensure consistency and continuity of care. All affected service users will have a full social care review and have a compatibility assessment. The behaviour support team will support staff.</li> <li>• We will continue to maximise service users' independence.</li> <li>• Age: A transition plan will be developed for every affected service user. For future planning we will consider the needs of older people having access to ground floor properties and adapted properties etc so that they will not need to move again as their age related needs increase. Additional support may be needed for older people with mental health needs who may need additional support to be able to move around a new home and get to know new staff.</li> <li>• Disability: There will be a full consultation with service users and families before any changes are implemented to the accommodation services.</li> <li>• Gender: Any changes to service provision will need to be made following a full consultation and individual review to ensure that needs can continue to be met as a result of any changes to accommodation provision for service users.</li> <li>• Carers: Consultation will be needed with carers and families prior to any changes to accommodation. Carers and staff will be involved in the assessment, review and transition planning processes and will be able to support their family members as appropriate during any transition process.</li> </ul>
<b>Cumulative</b>	There will be a disproportionate impact on people with a learning disability across ASC Provider services.	

<b>Impacts</b>		
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>8</b>	<p><b>Adult Social Care Provider Services</b>  Saving of £300,000 from a net budget of £1,782,000  Reduce investment in day services for people with a learning disability and older people including older people with mental health needs and deliver services to meet individual needs. Focus council provided day services for those people with the highest needs.</p> <p>Stop provision of some day services including reducing staffing, reducing days on which the services are available and closing buildings, in order to continue to meet eligible needs then alternative services including direct payments or voluntary sector provision may be provided.</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>Age (older)</b> <b>Disability</b> <b>Gender (women)</b>	<ul style="list-style-type: none"> <li>• There will be an impact on disabled people and older people including older people with mental health needs, and on carers of people who currently use day services. Service users may not receive the service they currently do, may receive the service on different days, or from different providers.</li> <li>• More women tend to use older people's day services</li> <li>• More men tend to use learning disability day services.</li> <li>• Carers will be affected by any changes to day services provided for their family members. Carers themselves may be older and female.</li> </ul>	<ul style="list-style-type: none"> <li>• Individual reviews will need to be carried out to ensure people's statutory needs can still be met.</li> <li>• Individual reviews will need to take account of carers and family views to ensure carers' assessed needs are met in any alternative provision for their family members.</li> <li>• The Day Service EIA will need to be reviewed and updated in light of these proposals</li> <li>• Consultations will be carried out with affected service users, carers and their families before the decision is made to stop provision of any services.</li> <li>• Services may need to be re-commissioned in the voluntary sector in order to mitigate impacts on older and vulnerable people, and their carers.</li> </ul>
<b>Cumulative Impact</b>	There will be a cumulative negative impact on older people, older people mental health and people with learning disabilities across the ASC Provider services.	
<b>EIA No.</b>	<b>EIA Proposal</b>	



9	<p><b>ASC Provider Services</b>  Saving of £100,000 from a net budget of £223,000  Reduce investment in the supported employment team which will include loss of staff and loss of service to the service users currently using the Team’s services. Investigate other opportunities in the private and voluntary sector that will support vulnerable people to obtain and retain employment.</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>Disability (learning disability)</b>	<ul style="list-style-type: none"> <li>• There will be an impact on the people who use the service as the support provided will change, and may be reduced or cease. These people all have a disability and have been assessed as being eligible for ASC services.</li> <li>• The service supports people of working age. These people will not receive support to find and maintain jobs and are more likely to continue to be unemployed. Private sector organisations may not be able to provide specialist support at the level required. People with learning disabilities do not have the same skills and ability to seek work and need on the job support and training to retain jobs.</li> </ul>	<ul style="list-style-type: none"> <li>• Work will be undertaken to look at opportunities for continuing to provide specialist elements of the service and parts of the service that are otherwise not normally available in the private sector, in order to provide on-going support to people with learning disabilities to enable them to obtain and retain employment.</li> <li>• Work will also be carried out to identify whether there might be different ways of delivering some of the service more cost effectively by working in different ways, by attracting external grant funding to continue some of the specialist work, or by working in partnership with other providers of supported employment in the voluntary sector.</li> <li>• A full EIA will need to be developed to support service re-design or re-provision.</li> </ul>
<b>Cumulative Impacts</b>	There will be a cumulative negative impact on people with a learning disability across the savings proposed within ASC Provider Services.	
<b>EIA No.</b>	<b>EIA Proposal</b>	
10	<p><b>Increase in charges to service users for non-residential care services</b>  Saving of £20,000 from a net budget of £319,000  Councils are empowered by legislation to make charges to service users for Adult Social Care services and this charging policy is compliant with the law and the Department of Health’s “Fairer Charging” Guidance.</p>	

	<p>A package of non-residential care can include home care, day care, community support, telecare, adaptations and direct payment services. Everybody who is eligible for any of these services, due to their care needs, has one financial assessment to cover all services and the amount a person must pay for care will depend upon their income, savings and expenditure, (except for some fixed charges). People who have savings over £23,250 (£46,500 for a couple) are required to pay the full cost of services, subject to some maximum charges.</p> <p>These are the recommendations for next year's charging policy.</p> <table border="0" data-bbox="443 470 1377 798"> <thead> <tr> <th><b>Maximum charges</b></th> <th><b>2013-14</b></th> <th><b>2014-15</b></th> </tr> </thead> <tbody> <tr> <td><b>Means tested charges</b></td> <td></td> <td></td> </tr> <tr> <td>In-house Home Care</td> <td>£20 per hour</td> <td>£20 per hour</td> </tr> <tr> <td>Day Care</td> <td>£25 per day</td> <td>£30 per day</td> </tr> <tr> <td>Max Weekly Charge</td> <td>£900 per week</td> <td>£900 per week</td> </tr> <tr> <td><b>Fixed Rate Charges</b></td> <td></td> <td></td> </tr> <tr> <td>Transport Charge</td> <td>£2.50 return</td> <td>£3.00 return</td> </tr> <tr> <td>Meals at Day Centre</td> <td>£3.50 per meal</td> <td>£3.90 per meal</td> </tr> </tbody> </table> <p>Freeze <b>CareLink</b> charges for 2014/15 at: £14.50 month – with 2 key holders, £18.50 month – with 1 key holder £21.50 month – no key holders but with a key safe. Continue to review these charges annually.</p>		<b>Maximum charges</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Means tested charges</b>			In-house Home Care	£20 per hour	£20 per hour	Day Care	£25 per day	£30 per day	Max Weekly Charge	£900 per week	£900 per week	<b>Fixed Rate Charges</b>			Transport Charge	£2.50 return	£3.00 return	Meals at Day Centre	£3.50 per meal	£3.90 per meal
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<p><b>Age</b> <b>Disability</b> <b>Gender</b> <b>Carers</b></p>	<ul style="list-style-type: none"> <li>• Very few people will be affected by the increase in charging rates.</li> <li>• Charges for most services are means tested aside from several fixed rate charges which are kept at very low affordable fixed rates. The charging policy is fully inclusive and applies to all social care service users. Around 42% of service users pay nothing for home care because their income is too low. They will not be affected. Another 48% of service users are assessed</li> </ul>	<ul style="list-style-type: none"> <li>• The policy takes account of statutory guidance from the Department of Health and the financial assessment is only applied to people who have been through the council's needs assessment and have been found eligible for social care services.</li> <li>• These increases in charges will apply from April 2014 and will coincide with the annual uprating of all welfare benefits. The extra costs will be partly mitigated by the increased income.</li> </ul>																								

to make a contribution towards the care costs between £3 to £80 per week. Therefore, the people most affected will be those with savings over £23,250 and some people with a high income.

- These increases in charges affect everybody currently paying towards these services and will therefore impact on all protected groups. It is possible that the increased charges may lead to some service users cancelling the service.
- Age: Service users are charged in accordance with their savings and income and will only pay what they can reasonably afford for services. There is potential for all service users aged 18 and over to be affected by the policy change.
- However, it is less common for people under pension age to pay for means tested services because their income from benefits is below the allowances provided in the financial assessment.
- Disability: People with social care services are likely to be vulnerable and these increases may cause people to cancel the services they need if they feel they are too expensive.
- Gender: There are slightly more males attending day centres under age 64 and twice as many females over pension age.
- A breakdown for Community Based services by gender/age group is as follows:
 

18-64 Female	47%
18-64 Male	53%
65+ Female	68%
65+ Male	32%
- Carers: Where people may cancel services due to the increase in charges, this could have an adverse affect on carers.

- Financial assessments will be reviewed for all those affected and service users will be advised of their revised charges in advance of April 2014.
- The financial assessment team can offer a financial reassessment to ensure people are still liable for the increased charges. This may lead to claiming additional welfare benefits or could lead to a reduction in charges.
- The financial assessment team can provide advice and guidance over the telephone and will also provide a home visiting service where needed
- The financial assessment team will deal with any appeals and reconsider charges in exceptional circumstances.
- If carers are affected due to the service user cancelling their service, they can be referred to the carer's service for help and advice and other non means-tested carer services.
- The financial assessment includes an additional Disability Related Expenditure assessment ensuring that extra costs are taken into account when calculating their ability to pay for their care.
- The provision of comprehensive benefits advice to all service users at the time of a financial assessment can ensure that people who need support have access to adequate finance. This is of help to disabled people and their families as well as contributing to the local economy.
- Where a service users' income is very low, they will not have to pay for means tested services but will be required to contribute towards the costs of meals and transport where those services are funded by the council.
- Age: The policy takes account of statutory guidance

		<p>from the Department of Health and the financial assessment is only applied to people who have been through the council's needs assessment and have been found eligible for social care services.</p> <ul style="list-style-type: none"><li>• Financial assessments will be reviewed for all those affected and service users will be advised of their revised charges in advance of April 2014. Financial Assessment officers will help and advise individuals who contact the department and will also offer a home visiting service to those who request one.</li><li>• Disability: The financial assessment includes an additional Disability Related Expenditure assessment ensuring that extra costs are taken into account when calculating their ability to pay for their care.</li><li>• The provision of comprehensive benefits advice to all service users at the time of a financial assessment can ensure that people who need support have access to adequate finance. This is of help to disabled people and their families as well as contributing to the local economy.</li><li>• Where a service users' income is very low, they will not have to pay for means tested services but will be required to contribute towards the costs of meals and transport where those services are funded by the council.</li><li>• Carers: Financial assessments for couples will be reviewed including the Disability Related Expenditure Assessment and a benefits check. This may lead to a decrease in the charge or an increase in additional benefits.</li><li>• Other carer's services under funded through the Carers Grant are not means tested and the carer can be referred for additional advice and support.</li></ul>
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## Public Health

EIA No.	EIA Proposal	
11	<p><b>Community Safety</b> Total savings of £110,000 from a net budget of £1,254,000</p> <ol style="list-style-type: none"> <li>1. Reduced infrastructure costs &amp; shared performance and analytical capacity between Community Safety &amp; Public Health</li> <li>2. Income generation from good practice guidance on dealing with Anti-Social Behaviour (ASB) &amp; hate crime to Registered Social Landlords</li> <li>3. New commissioning arrangements for Independent Sexual Violence Advisor (ISVA) and Independent Domestic Violence Advisor (IDVA) Services</li> <li>4. Joint commissioning &amp; integrated delivery with Housing Management &amp; Supporting People on outreach services to the street population and dealing with ASB and hate crime</li> <li>5. Explore integrated community engagement services with Communities and Equality Team</li> </ol>	
Groups potentially impacted	Impacts identified	Mitigating Actions
All groups	<p>1 and 2: These are efficiency savings and generating income where none previously existed therefore there are no impacts identified which need to be mitigated.</p> <p>3. New (national) commissioning arrangements for ISVA's and IDVA's: need to avoid loss of income which currently part funds our commissioned services and aim for increased levels of external funding</p> <p>4. While there are efficiency savings to be achieved through joint commissioning of street outreach and casework services, need to avoid loss of service capacity</p>	<ul style="list-style-type: none"> <li>• Pan-Sussex working and with Police and Crime Commissioner to jointly prioritise allocation of funds to ISVA and IDVA services and to increase those levels of funding and the capacity of those services</li> <li>• Agreed models of intervention delivered by a single provider with resulting economies of scale</li> <li>• Targeted investment towards the most 'at risk' individuals and communities</li> <li>• Joint work with the Communities, Equality and Third Sector Team through the Third Sector Commissioning Policy and Prospectus.</li> <li>• Age: While seeking to increase income to fund IDVA &amp;</li> </ul>

	<p>and any reduction in targeted interventions</p> <p>5. Need to avoid loss of targeted community engagement activities that could come from integrated services with the more generic interventions of the Communities, Equality and Third Sector Team</p> <ul style="list-style-type: none"> <li>• Age: Any reduction in IDVA/ISVA services will result in levels of risk not identified, inadequate protective measures, reductions in offenders convicted and increased vulnerability of victims.</li> <li>• Any reduction in casework or street outreach services will place people at risk.</li> <li>• Loss of targeted engagement services, which aim to reduce violent extremism and build trust and confidence of communities, could result in an increase of those drawn into extremist activity with the resulting increased risk to the city.</li> <li>• Disability: disabled people are vulnerable and at particular risk of experiencing domestic/sexual violence and hate crimes. The impact upon them, including of the street homeless population is of significant concern.</li> <li>• Ethnicity: The BME population are at particular risk of experiencing domestic &amp; sexual violence, FGM, trafficking and so called 'honour based' crimes. They are also at particular risk from hate crimes &amp; incidents. The impact upon them from any reduction in services is of significant concern.</li> <li>• Community engagement is most effectively targeted towards the BME and faith populations in order to increase community cohesion and trust and confidence and reduce their vulnerability to be drawn into extremist views and violent extremism. Any reduction in services will increase the sense of victimhood and the</li> </ul>	<p>ISVA services, sustain at least the current levels of service capacity through partnership working to jointly prioritise allocation of funds.</p> <ul style="list-style-type: none"> <li>• While seeking savings from increased integration of street outreach, casework and community engagement services, sustain at least the current level of service capacity through targeting services at identified groups.</li> <li>• Disability: As above as well as continuing to mainstream good practice approaches to risk assess and to target interventions which reduce those risks. Sustain and build on strong links with Adult Safeguarding practices.</li> <li>• Ethnicity: Sustain at least the current level of service capacity while seeking to increase the levels of external funding for IDVA &amp; ISVA services through partnership working and joint prioritisation of funding allocation.</li> <li>• Sustain at least the current level of service capacity while seeking to achieve savings overall from integrated services which deal with anti-social behaviour and hate crimes.</li> <li>• Gender: Seek to sustain at least the current level of service while seeking to achieve savings from integrated services through targeting services at identified groups.</li> <li>• Religion and belief: Continue to target work with our most at risk individuals, vulnerable households and communities</li> <li>• Sexual orientation: Continue to increase the dialogue and support to LGBT communities and individuals, targeting those who are most at risk.</li> </ul>
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associated risks.

- Gender: 80% of domestic and sexual violence offences are experienced by women therefore any reduction in services will increase the risks that they and their families face.
- Men also experience DV and SV in same sex & heterosexual relationships and they would also be at risk from any service reduction.
- The highest proportion of reports of hate crimes are from men therefore the risks to them would increase if casework services were reduced.
- Gender reassignment: The effect of a reduction in anti-social behaviour and hate crime service to those undertaking gender reassignment is of particular concern as they present as with complex circumstances which need resolution in order that the risks to them are reduced and that their quality of life can be improved. Levels of reporting of by those in the transgender community are increasing indicating increased trust and confidence.
- Religion/belief: Prejudice against those of particular religions or belief systems is the basis of religiously motivated crimes and incidents. Any reduction in casework services to deal with anti-social behaviour and hate crimes will therefore reduce our ability to deal with Islamophobia, and anti-Semitism in particular and adversely affect our migrant and long established and growing BME communities as well as the whole society of Brighton & Hove. Risk will also increase to preventing violent extremism.
- Sexual orientation: Homophobia and transphobia is the basis of hate crimes against the LGBT population and any reduction in anti-social behaviour and hate crime

	<p>services will place them at particular risk. Currently there is increased reporting of these crimes and incidents which indicates improving trust and confidence after many years of partnership working which seeks to achieve that improvement.</p> <ul style="list-style-type: none"> <li>• Other groups: Casework services include street outreach workers who are targeted towards delivering interventions to engage with the street population a high proportion of which are homeless. They are a particularly vulnerable and at risk group and experience a high level of crime including physical assaults. Any reduction in service will therefore disproportionately effect the street population which will increase the risks they experience.</li> </ul>	
<p><b>Cumulative Impact</b></p>	<p>Any reduction of support or capacity, particularly in Children’s and Young People’s and health care services could certainly have the unintended consequence of increasing risks from crime, disorder and inadequate safeguarding for particularly vulnerable households and groups. For example, retaining the capacity of social work staff to identify and respond appropriately (by referral to specialist, independent support services) to domestic and sexual violence (and FGM, forced marriage and so called honour based crimes) will increase the risks that women and children face. The consequences could be significant with increased children on the child protection register, poor mental and physical health and so on.</p> <p>Mitigating actions:</p> <ul style="list-style-type: none"> <li>• The structure of working facilitates strategic and operational oversight by all services in partnership of the Violence Against Women and Girls crime types and range of interventions. Similar arrangements are in place for other types of offending.</li> <li>• Maintaining analysis of underlying causes of trends in reporting and referral.</li> </ul>	



## Children's Services

The budget strategy for Children's Services seeks to balance the statutory requirements that the council has to discharge in relation to children and to schools and our priority that children who are in vulnerable circumstances are kept safe and supported to achieve positive outcomes, with the need to make financial savings and deliver an effective and efficient service.

The proposals for 2014/15 include the continuation of the successful Value for Money programme which includes investment in some areas in order to seek savings elsewhere and a continuing focus on the cost of placements for individual young people. Over the next year the directorate will be seeking to ensure that there is a more coherent 'Early Help' offer which means that fewer children and families will require interventions from our statutory social work services.

Other budget proposals seek to ensure that savings are delivered in such a way that children from a range of targeted groups continue to receive appropriate support from both the council and our partners.

EIA No.	EIA Proposal
12	<p><b>Stronger Families Youth &amp; Community</b>            Savings of £2,241,000 from a net budget of £13,793,000            The Value for Money (VfM) saving programme seeks to reduce the number of children being placed in more expensive placements together with an overall reduction in the number of placements required.</p> <p>The VfM programme has 2 workstreams: Prevention &amp; Process.</p> <p>§ The Prevention Workstream objective is to deliver evidence based preventative services which reduce the number of referrals to social work and other Level 3 services leading to a reduction in the number of specialist interventions, including statutory interventions which require and enable the council to become the corporate parent for children who cannot remain with their birth parents, extended family or friends.</p>

	<p>§ The Process Workstream objective is to improve systems so that care plans for individual children can be delivered by lower cost interventions and placements and/or by reducing the time children require statutory children in need or child protection plans or are looked after by the local authority. Specific actions include:</p> <p>An investment model of prevention is being developed to support vulnerable parents when their child is taken into care with an outcome of avoiding future pregnancies or improving parenting capacity to avoid subsequent children coming into care.</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
None	<ul style="list-style-type: none"> <li>The VfM programme ensures cost-efficient use of resources so that the needs of children and young people within the social work pathway are individually assessed and met in a timely and effective way using evidence based/promising interventions.</li> <li>The actual decision making and subsequent placement commissioning/procurement activity is on a case by case basis and uses established/statutory assessment frameworks and our own provider framework. So, for example, disabled children will each have a comprehensive assessment that takes full account of all their needs.</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable. The Local Authority has a duty to ensure assessment and response to the needs of children and young people within the social work pathway is compliant with national safeguarding, quality and procurement standards.</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	
13	<p><b>Youth</b>  Total savings of £64,000 from a net budget of £1,736,000  The Proposal is to make an overall saving of £64,000 and to achieve this is to utilize the asset of the building resource.</p> <ul style="list-style-type: none"> <li>To do this means transferring the management of Portslade Village Centre to another CVS/ other sector Youth provider saving £57,000 by creating £30,000 revenue and saving running costs of £27,000. This does not include any transfer / TUPE of staff.</li> <li>To vacate Carden Youth Office which has poor toilet facilities and limited disabled access saving £7,000. Staff</li> </ul>	

	will be located in facilities with better amenities and access.	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>None</b>	<ul style="list-style-type: none"> <li>• The plan offers the best option for making a saving but minimising impact to services. The plan will maximise the potential of the Village Centre and in the case of the Carden Youth Office option improve conditions for staff. However failure to find a partner for the Village Centre willing to undertake the responsibility of the building assets and or to be able to create the revenue specified will close this option.</li> <li>• At this moment in time the £7,000 option for the reduction in the collective is, on current information, going to have no impact on delivery. However reduction in funds to B&amp;HYC could if circumstances change destabilise the Youth Collective.</li> <li>• Child Poverty: The Child Poverty Action Group and the Institute of Fiscal Studies both agree that the government move towards the universal credit would initially reduce the number of children living in poverty if taken in isolation, but this reduction is more than offset by the poverty increasing impact of other government changes to personal and state benefits. Child Poverty Action and the Institute of Fiscal Studies suggest that the most important of these changes to child poverty is potentially the local housing allowance, which will be index linked in line with CPI rather than RPL.</li> <li>• Other groups: Child Poverty Action Group and the Fawcett Society research indicates that lone parents are on average more affected than other groups in receipt of state benefit by the government's changes in</li> </ul>	<ul style="list-style-type: none"> <li>• There will need to be cross department support in the development of the building plan. At the moment work has been undertaken to assess possibilities and potential. We have identified a CVS organisation that is interested in the proposal. This cross departmental work will be a time framed project plan with Property and Design. Initial scoping has been undertaken regarding relocation of staff and the Play Service vehicles</li> <li>• The Saving to the contact to the B&amp;HYC is an identified contingency. Removal of this will leave no contingency for responding to unplanned variations in the new contract arrangements. The B&amp;HYC will need to absorb this.</li> </ul>

	taxation and benefits.	
<b>Cumulative Impact</b>	<p>There are planned reductions to the overall youth budget: 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.</p> <p>Mitigating actions: senior managers will review after budget decisions are made and continue to monitor service data to identify mitigating actions needed.</p>	
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>14</b>	<p><b>YOS/ru-ok</b>  Saving of £50,000 from a net budget of £900,000.  Reduction in Practice Manager post.</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>None</b>	<ul style="list-style-type: none"> <li>The YOS restructure undertaken under the last 18 months included a reduction in a management post, the saving is from this. The impact should therefore be minimal.</li> </ul>	<ul style="list-style-type: none"> <li>The YOS restructure has been undertake over the last 18 months and is now in its final stage. The reduction in costs has been made through the reduction of management post. This reduction will take effect in the new financial year however the new structure of the team is now in place and beginning to move forward and this reduction should have little impact.</li> </ul>
<b>Cumulative Impact</b>	<p>The YOS is 1/3 funded via grants from probation, police, Police and Crime Commissioner and the Youth Justice Board. It is likely there will be a reduction in funding from these external agencies. It is not yet known what reduction in funding will come from these areas but any cuts in these grants in addition to the £50,000 may have an impact on the function and service delivery of the YOS.</p>	
<b>EIA No.</b>	<b>EIA Proposal</b>	

<b>15</b>	<b>Youth Service</b> Income generation - £15,000 Charging to Secondary Schools for youth service group work provision to young people and workshops which takes place in school time supporting vulnerable pupils	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>Age</b>	<ol style="list-style-type: none"> <li>1. The impact of this could be schools refusing to pay for the interventions which will mean vulnerable young people missing out on support and information which helps them to make informed choices in the lives.</li> <li>2. It could mean that there will be inconsistency in the offer as some schools choose whether or not they buy in.</li> <li>3. And further impact could be that schools go elsewhere for the offer resulting in a patchwork of inconstant delivery of interventions</li> </ol> <ul style="list-style-type: none"> <li>• Age: Services are specifically for young people. Vulnerable young people could miss out on support and information which helps them to make informed choices in the lives.</li> <li>• Child Poverty: Vulnerable young people and young people living in area of deprivation who do not receive support early in school could have diminished social capital and poor outcomes in adult life and increased likelihood of living in poverty</li> </ul>	<ol style="list-style-type: none"> <li>1. Ensure that the impact of the interventions clearly contribute to improvements in the resilience of the young people that can be seen by the school</li> <li>2. Negotiate a fee scale that reflects good value for money and reflects the market rate</li> <li>3. There will be a menu of what will be offered based on the evidence of needs and a process for agreeing the content and cost with the schools to create and offer which is excellent value for money and provides the outcomes required.</li> </ol>
<b>Cumulative Impact</b>	If school budgets were to reduce, the freedom for the school to spend on support to vulnerable pupils for activities other than curriculum based would be limited.	
<b>EIA No.</b>	<b>EIA Proposal</b>	

<b>16</b>	<p><b>Children in Care</b>  Saving of £433,000 from a net budget of £13,790,000  £63,000 savings are predicated on the Early Help Strategy leading to less social work activity so therefore allowing a reduction in staffing reflecting the reduction in activity. The service will move to the Munro social work model, maintaining a safe service and gradually creating a better balance between systems of accountability and professional autonomy, with the ultimate goal of providing higher levels of support, supervision and clear leadership throughout the social work service.  £200,000 savings are predicated on the Early Help Strategy leading to less social work activity so therefore allowing a reduction in staffing reflecting the reduction in activity.  £170,000 savings through no increase in the cost of allowances plus activity and caseload analysis suggests that capacity could be reduced without significant adverse impact on the service.</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>None</b>	<ul style="list-style-type: none"> <li>Nationally the Children's Commissioner identifies Children in Care as a vulnerable group. Their individual identity and characteristics may increase that vulnerability, however there are no disproportionate impacts identified in this proposal that arise from a legally protected characteristic.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that where there are vacant posts on the establishment recruitment is swift and there is no need to use agency staff.</li> <li>Look at increased multi agency involvement as a means of reducing pressure on social work allocation.</li> <li>There is an agreed allocation workload scheme which protects the quality of service delivered to children and young people.</li> </ul>
<b>Cumulative Impact</b>	The cumulative impact on this diverse group of children would only occur if service demand did not reduce because of the lack of impact of the Early Help Strategy	
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>17</b>	<p><b>Advice, Contact &amp; Assessment Service (ACAS)</b>  Saving of £126,000 from a net budget of £4,490,000  Proposed savings for 2014-15 to be achieved by deleting 3 x social worker posts when vacant.</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>

impacted		
	<ul style="list-style-type: none"> <li>• Reduction of staff in the short term will reduce flexibility to cover unexpected sick leave, annual leave and vacancies. This could potentially lead to increased workloads that remove workers ability to allocate appropriate levels of time to completing quality, focused assessments. This is particularly significant in duty (ACAS) as this service works to extremely tight timescales and there is little flexibility to re arrange visits/undertake additional visits, provide cover.</li> <li>• Timeliness of Assessments and quality of practice may be reduced without positive action being taken to address this.</li> <li>• There is potential that a proportionate group of children may not have as much allocated time with a social worker. ACAS works to extremely tight timescales and therefore there is little flexibility to re arrange visits. This flexibility will potentially be reduced with staff reductions should case loads remain static or increase.</li> </ul>	<ul style="list-style-type: none"> <li>• Managers to continue to monitor overall number of children open to ACAS, and develop Early Help to reduce the number of contacts into the team.</li> <li>• Continue to monitor the new team structure and look at ways of making continuous improvement to enhance the service we provide in line with VFM.</li> <li>• Continue overall development of social workers and managers and development of specialism to enable improvement across the whole service within the VFM and QA framework. This in turn should improve timeliness and outcomes for children and their families leading to reduced re referral rates and caseloads.</li> <li>• Through the development of a Multi Agency Safeguarding Hub (MASH) with other agencies, and particularly with the police streamline the process of signposting effectively and ensuring the most appropriate service is identified to meet the need.</li> <li>• Continued workforce development. Progressing professional development within the team and supporting individual development of specialist practices which is then fed into overall team practice and development. Purpose to have a confident, workforce enabled to produce focused assessments with outcome focused plans. This should reduce the amount of time that workers need to be involved in families and prevent work from progressing through the system with overall better outcomes.</li> <li>• Improve the information we provide, including to families with English as a second language. Progress making links within the community. Purpose to reach families at an earlier stage who could be linked to preventative services to reduce the need for intervention of social workers.</li> </ul>

		<ul style="list-style-type: none"> <li>Continue to develop our reports to ensure managers have the tools to track and monitor work efficiently to avoid any drift and delay. To take immediate action to address this as required.</li> </ul>
<b>Cumulative Impact</b>	As noted, in order to ensure more effective and earlier interventions the Early Help agenda and MASH must be progressed in line with the preventative strategy and Value For Money.	
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>18</b>	<p><b>Integrated Child Development &amp; Disability Service</b>  Saving of £109,000 from a net budget of £3,444,000  This will be broken down as follows: £68,000 from in house shortbreak services and £41,000 from transferring the funding arrangements for an extended day service (youth club) in to the DSG high needs block</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>Age (younger) Disability</b>	<ul style="list-style-type: none"> <li>Disabled children are more likely to live in poverty and there is a higher rate of single parents caring for a disabled child.</li> <li>The most significant impact could be a reduction in existing agreed care packages for families. All services will work to minimise this and will prioritise maintaining agreed packages of care.</li> <li>Age: Approx 160 young people use the B&amp;H service and impacts are identified above. There is a waiting list for these services and demand in general is increasing. Reductions in these services could mean both an</li> </ul>	<ul style="list-style-type: none"> <li>Efficiency savings will be sought rather than reductions in the delivery of services to children. Following a scrutiny of the budget the level of reductions to services contracted to the CVS have reduced.</li> <li>Staff will work with parents and carers to explain any changes at as early a stage as possible to support transition. They will also link with relevant CVS organisations to communicate information on the changes and any other possible sources of support.</li> <li>Care packages in place currently have been assessed based on need, so we will prioritise not reducing these.</li> <li>Work with providers to minimise impact through</li> </ul>



	<p>impact on current users and potential users of this service.</p> <ul style="list-style-type: none"> <li>• Disability: Short break services are disability specific and budget changes could therefore have a specific impact on this population. Access reduced to short breaks (statutorily provided) and preventive support.</li> <li>• Ethnicity: There would not be a higher impact on service users from BME as they are slightly underrepresented in the service albeit this in itself requires further activity to understand why this is the case. 15% of children on the Compass (disability register) are from Black, Asian or Minority Ethnic backgrounds, and approx 14.5% of existing children's disability social care service users are from BME backgrounds which is low compared to the city population of BME children.</li> <li>• Gender: Potential negative impact on disabled boys: there are significantly more boys who are disabled and users of these services than girls so they will be disproportionately affected: Boys are twice as likely as girls to have a disability or complex health need. Locally 72% of disabled children and those with special needs are male compared with 28% of females.</li> <li>• Child poverty: There is considerable evidence both nationally and locally to show that disabled children are at greater risk of living in families with low incomes. Reducing short breaks will place pressure on families and could increase the risk of family breakdown.</li> <li>• Other groups: 255 Parent carers recently responded to a survey undertaken by Amaze and of these 82% of parent carers say that if their respite was reduced it would have a devastating impact on their family.</li> <li>• Lone Parents – Child Poverty Action Group and the</li> </ul>	<p>discussions as to how they can make internal efficiencies to reduce impact on activity (may minimise but not relieve impact)</p> <ul style="list-style-type: none"> <li>• Look at service reshaping and access criteria</li> <li>• Ethnicity: Build and work on existing partnerships and community groups to identify and support BME disabled children and their families and ensure access to services.</li> <li>• Child poverty: DLA Project which is commissioned by Brighton and Hove to Amaze seeks to reduce the impact of poverty by maximising the number of families in receipt of this benefit.</li> </ul>
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	<p>Fawcett Society research indicates that lone parents are on average more affected than other groups in receipt of state benefit by the government's changes in taxation and benefits. In Brighton and Hove 27% of families are lone parent households. There are proportionally more – 36% of families with disabled children who are lone parent carers.</p> <ul style="list-style-type: none"> <li>• 20% of non-disabled siblings share the care for their disabled sibling.</li> </ul>	
<b>Cumulative Impact</b>	The range of savings identified have the potential, if not managed well, to have an impact on a small number of families who are already vulnerable to social exclusion.	
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>19</b>	<p><b>Children in Need (CIN) Team</b>          Saving of £126,000 from a net budget of £4,406,000          Proposed savings for 2014-15 to be achieved by deleting 3 vacant social worker posts.</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>None</b>	<ul style="list-style-type: none"> <li>• Concern that demand in the CIN Team may not be static or necessarily fall.</li> <li>• Concern that if caseloads increase above a certain point then quality and safety of the work can be more stretched/under challenge, with particular impacts possible on vulnerable groups with specific needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Managers to continue to monitor overall number of children open to CIN Team and to consider more activity around safe step down of some child in need work to move out of social work to targeted support.</li> <li>• Early help and redirection to Common Assessment Framework (CAF) support to be re-enforced as a process at intake stage by launch of new early help strategy and also establishment of the Multi Agency Safeguarding Hub (MASH).</li> <li>• Managers to continue to measure average caseloads and also to look at any major variations above and</li> </ul>

		below expected caseloads. <ul style="list-style-type: none"> <li>Managers to monitor any unanticipated service pressures on groups with protected characteristics</li> </ul>
<b>Cumulative Impact</b>	Cumulative slight reductions in subsequent years in capacity of social work teams could result in increased caseloads for social workers, but only if the numbers of children requiring support doesn't reduce.	
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>20</b>	<p><b>Early Years and Children's Centres</b>  Total savings of £513,000 from a total budget of £4,939,000  The budget proposals are for an overall 10% reduction in Council funding for the Early Years and Children's Centres budget, although the levels of reductions vary across different budget areas. Where possible alternative funding is being used to maintain services. The main changes which involve budget reductions rather than changes are:</p> <ul style="list-style-type: none"> <li>Reduction in funding for bursaries for childcare qualifications and training;</li> <li>Cease to run a free toy library for early years providers at Hove Town Hall</li> <li>Reduce sustainability funding for voluntary pre-schools and no longer fund the Pre-School Learning Alliance to support the committees of voluntary run pre-schools</li> <li>Running costs savings by the Family Information Service</li> <li>No longer centrally fund private and voluntary school and holiday clubs in school buildings. Funding for extended services was incorporated into schools budgets in 2011, but some clubs continue to be funded centrally.</li> <li>No longer offering a universal book delivery service to all childcare providers</li> <li>Consult on introducing charging for some Children's Centre activities for universal parents from September 2014</li> <li>Consult on changing the status of South Portslade Children's Centre to a linked site to North Portslade Children's Centre to bring the catchment area into line with other Children's Centres in the city. Opening times and services will continue with reduced reception time.</li> <li>A review of the role of Early Years Visitors to ensure that CC staff can deliver the Early Help Strategy including an overall reduction in staffing.</li> <li>Increasing the occupancy of Council nurseries.</li> </ul>	
<b>Groups potentially</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>

impacted		
<p><b>Age</b> <b>Gender (women)</b></p>	<ul style="list-style-type: none"> <li>• The overall budget reduction after changes in funding is 5%. The reduction to Children’s Centres is 3% so the overall impact is minimal.</li> <li>• The greatest impact will be on children under 5 and women because they are the largest users of the service. Overall the intention is to continue to focus resources on those children and families who need them most. The large majority of childcare workers are women.</li> <li>• Disability: Children’s Centres target their services on groups with specific needs including disabled children</li> <li>• Funding to include disabled children in after school care will continue from the Dedicated Schools Grant.</li> <li>• Child poverty: The current funding for voluntary and private childcare providers in schools includes subsidies for children on Free School Meals. There could be a change to this subsidy depending on the decision of the school and childcare provider.</li> </ul>	<ul style="list-style-type: none"> <li>• The budget proposals have been designed to minimise the impact on front line services and disadvantaged children and families in particular.</li> <li>• The increase in free childcare places for two year olds on low incomes will have a strong positive impact for young children and their families and will support the sustainability of early years childcare providers.</li> <li>• The following EIAs have been completed for Early Years and Children’s Centres: Childcare for Two Year Olds (2012), Early Years and Childcare (2013) and Children’s Centres (July 2013). All include action plans to improve services for protected groups. None of the planned actions are affected by the budget proposals.</li> <li>• EIAs will be completed as part of the consultation on introducing charging and reviewing the Children’s Centre workforce.</li> <li>• Encouraging more parent-run groups.</li> <li>• From September 2014 the national eligibility criteria for free childcare for two year olds is being extended to two year olds who have a current statement of SEN or an Education , Health and Care Plan or who attract Disability Living Allowance.</li> <li>• The consultations on charging and review of CC staffing will include EIAs.</li> <li>• Universal access to free loan of pre-school book loans through libraries will continue</li> <li>• Pre-school settings with particular needs or access issues will continue to get outreach collections delivered</li> <li>• Child poverty: Schools have access to the Pupil Premium to support children on Free School Meals. This is increasing from £900 per pupil this year to £1200 for 2014/15. The Government is also consulting</li> </ul>

		on proposals to make it easier for schools to provide childcare on their premises.
<b>Cumulative Impact</b>	The range of savings identified have the potential, if not managed well, to have an impact on a number of families who are already vulnerable to social exclusion.	
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>21</b>	<b>Music and Arts</b> Saving of £86,000 from a net budget of £224,000 Introduce new criteria for subsidised tuition which would retain 100% based primarily on free school meals criteria and reduce and delete other present categories.	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>Possibly: Disability Ethnicity</b>	<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.</li> <li>• Reduction in pupil numbers resulting in less teaching hours required which would impact on number of teacher hours required.</li> <li>• Service users in challenging circumstances (including those related to their protected characteristics) can be reliant on financial support to access activities. Currently approximately 18% of children accessing the service receive financial support towards the cost of tuition. A reduction in funding may be a barrier to access.</li> </ul>	<ul style="list-style-type: none"> <li>• The level of 100% subsidy for specific groups would continue (to Looked after children and families primarily in receipt of free school meals - includes income support, income based job seekers allowance, income based employment support allowance, etc).</li> <li>• £25,000 will be made available through the SEN Strategy and will be met by the High Needs Block of the DSC as it relates to provision for pupils with special educational needs</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.</li> <li>• Consideration of changing subsidy thresholds may reduce the impact for some families. Explore the use of other funding streams such as Pupil Premium.</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	

22	<b>Commissioning: SEN and disability</b> Saving of £16,000 from a net budget of £940,000 1. reduction in contracted services for disabled children 2. reallocating funding of extended day disability services to the Dedicated Schools Grant (DSG)	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>Age (younger)</b> <b>Disability</b> <b>Ethnicity</b> <b>Gender (men)</b>	<ul style="list-style-type: none"> <li>• Reduction in short breaks could place families of disabled children under greater pressure and potentially lead to greater demand for more expensive services, ie families may be unable to cope and their child require an expensive package of care. Providers have indicated that they would need to reduce front line services to achieve savings</li> <li>• Ethnicity: Research indicates that some Black Minority Ethnic (BME) groups are disproportionately represented for disabled children and those with complex health needs, although this also links in with the combination of other factors of disadvantage through poverty and social disadvantage. Research indicates that young people from BME groups may be more vulnerable to mental health issues.</li> <li>• Gender: Higher percentage of disabled children are boys. Therefore greater representation in short breaks services.</li> <li>• Child poverty: Disabled children are at greater risk of living in families with low incomes. Reducing short breaks will place pressure on families and increase the risk of family breakdown.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with contracted short break providers to reduce unit costs and internally reshape to reduce impact.</li> <li>• Child poverty: Working with Amaze to maximise take up of Disability Living Allowance. Families provided with effective advice re: benefits</li> </ul>
<b>Cumulative Impact</b>	The range of savings identified have the potential, if not managed well, to have an impact on a number of families who are already vulnerable to social exclusion. Savings within in-house disability budgets are inextricably linked with reduction on contracted provision. The sum becomes greater than the parts as all aspects of short breaks provision	

	work collaboratively to best support families with children with complex needs .	
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>20A</b>	<b>Home to School Transport</b> Saving of £263,000 from a budget of £2,666,000. Absorb existing under spend and achieve efficiencies in current transport arrangements, including increased focus on independent travel training, review of contracts and devolving funding for transport to parents where appropriate. There will be further savings from the roll out of the removal of discretionary denominational transport.	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating actions</b>
<b>Disability</b>	<ul style="list-style-type: none"> <li>• There would be a negative impact on disabled students and who have a Statement of special educational needs if revisions to transport contracts resulted in less favourable arrangements, or if independent travel arrangements were introduced before the students were sufficiently confident.</li> <li>• The opportunity may be lost to integrate transport arrangements for these children more closely with their educational and life skills programmes.</li> <li>• There may be some reduction in flexibility in the arrangements with taxi firms for transport for children with SEN statements.</li> <li>• The Council has already made the decision (April 2012) no longer to provide free transport to denominational schools other than to children who would otherwise be eligible under the transport policy for all schools. There is no additional impact for children attending these schools.</li> </ul>	<ul style="list-style-type: none"> <li>• There is an opportunity for positive impacts for these students and their families through better planned transport arrangements and enhanced life skills. Mitigating actions designed to secure these positive impacts include:</li> <li>• Work with special schools and mainstream providers to encourage pupil independence and provide bus passes rather than taxis when children are ready to travel independently</li> <li>• Continuation of SE7 project offering parents funding to transport their own children to school</li> <li>• Develop more timely processes for assessing eligibility for transport to special schools, linked to the SEN assessment process and annual reviews, so that routes and vehicle occupancy can be planned well in advance in consultation with schools</li> <li>• Steps are already being taken to integrate assessment of transport eligibility with the SEN assessment and</li> </ul>

		annual review processes. <ul style="list-style-type: none"><li>• £172,000 of these identified savings have already been achieved during the current financial year</li></ul>
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## Environment, Development and Housing

Environment, Development & Housing provide a wide range of universal services pertaining to the physical environment such as parks and open spaces, footways and highways as well as existing buildings and new construction sites. In managing, regulating and maintaining these areas, the service has regard to national legislation and guidance as well local equalities policies. This helps to ensure that whatever our expenditure, we continue to have regard to the needs of our diverse communities and in particular the safety and accessibility of the many public and private public places and spaces that comprise the city.

We also provide specific services and capital investment with respect to housing accommodation which address the needs of low income households, forms of accommodation to meet the needs of older people and people with mental health and mobility impairments. Where we have identified budget reductions, we aim to mitigate the impact on disadvantaged groups and where possible to provide services in a different and more efficient way. We also continue to explore options, often in collaboration with care services, to invest in buildings and services which will reduce burgeoning cost pressures arising from our communities. In particular, this includes the health and well being of a growing elderly population as well as vulnerable adults and children.

The service has a particular focus on promoting the economy of the city and this also includes measures and initiatives to reduce economic inequality by promoting living wages, working with others to increase access to employment and training and enable sustainable prosperity for future generations.

EIA No.	EIA Proposal
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23	<b>Transport Operations</b> Savings of £205,000 from a net income budget of £10,762,000 A range of efficiencies including removal of traffic signals from some minor crossings and introduction of Pay by Phone options for parking	
Groups potentially impacted	Impacts identified	Mitigating Actions
	<ul style="list-style-type: none"> <li>• Traffic signals removal may impact certain groups: Less help for blind people crossing the road.</li> <li>• Pay by Phone may create access issues for disabled people and those with language issues.</li> </ul>	<p>Proposal 1:</p> <ul style="list-style-type: none"> <li>• Locations will be assessed and local factors taken into account before specific signals or controlled crossings equipment will be removed. Specifically, site observations for pedestrian numbers and desire lines; traffic flows and speeds; accident statistics and a safety audit.</li> <li>• Key lessons from Seven Dials (where signals were removed) to overcome the risks to blind or partially sighted pedestrians are covered by a robust criteria for identifying sites is required. Consultation with the rehabilitation team that helps blind people identify safe routes would be needed. In particular, where there is no traffic light provision blind people use sound to determine if it is safe to cross. Sites with a lot of background noise can therefore prove difficult and should be avoided.</li> <li>• Also consideration to alternative crossing provision i.e. is there another signal crossing nearby that could be used if a particular one was taken out?</li> <li>• Correctly located tactile paving is key at any facility that might remain after the signals have been removed. If there is to be no crossing then it's essential the old tactile is removed so as not to create a 'false crossing'.</li> </ul> <p>Proposal 2:</p>

		<ul style="list-style-type: none"> <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.</li> <li>• For other disabled groups the pay by mobile framework agreement includes the ability to pay for parking by cash at retail locations in the city. Almost all of these are fully accessible to disabled drivers.</li> <li>• For hearing impaired 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 required to ensure that suitable customer service channels are available for this group.</li> <li>• For speakers of other languages, the registration process can include an option to be transferred to a translator who will be able to help set up their registration and explain how it can be subsequently used by text, website(which can also be translated), smart phone applications etc.</li> <li>• Traditional Pay &amp; Display parking will remain available.</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>24</b>	<b>Trading Standards</b> Saving of £32,000 from a net budget of £503,000 Notional saving resulting in staff reduction	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>Age Disability Ethnicity</b>	<ul style="list-style-type: none"> <li>• Reducing capacity by 1 post would mean that the service would resort to delivering core statutory enforcement functions such as food enforcement and weights and measures work only. Business support</li> </ul>	<ul style="list-style-type: none"> <li>• Better use of intelligence to target problem premises selling age restricted products to under age people.</li> <li>• Roll out of training material for carers to provide them with skills to assist elderly and vulnerable consumers to</li> </ul>

	<p>visits and advice would be reduced.</p> <ul style="list-style-type: none"> <li>• Consumer education would be stopped</li> <li>• Support for businesses on legal obligations and liabilities would be reduced, the impact of which could increase the exposure of vulnerable consumers to 'scams and cons.'</li> <li>• Legal advice sourced elsewhere may increase costs for local businesses</li> <li>• The team's work to minimise underage sales of alcohol, cigarettes and other age restricted products will be reduced.</li> </ul>	<p>say no to doorstep callers.</p> <ul style="list-style-type: none"> <li>• Provision of educational material to schools so that in house staff can deliver consumer education to school children including those attending SEN schools</li> <li>• Use of existing newsletters to provide business advice to local businesses</li> </ul>
<b>Cumulative Impact</b>	Cumulative impacts from proposals across Regulatory Services may impact the ability of the service as a whole to support legitimate business and positive health outcomes.	
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>25</b>	<p><b>Housing (Strategic General Fund Functions)</b></p> <p>Total savings of £1,598,000 from a net budget of £13,905,000</p> <ol style="list-style-type: none"> <li><b>1. Head of Housing</b> – £16,000 efficiency savings</li> <li><b>2. Homemove</b> – £132,000 by recharging relevant costs to Housing Revenue Account</li> <li><b>3. Housing Options / Homelessness</b> – £16,000 efficiency savings</li> <li><b>4. Housing Related Support</b> – £881,000. <b>(A)</b> £541,000 planned savings from Year 4 of existing commissioning strategy (impacts already mitigated with 4 year programme approved at Housing Cabinet in Jan 2011). <b>(B)</b> £340,000 by realigning eligible charges to HRA.</li> <li><b>5. Private Sector Housing</b> – £250,000 additional income from extending the Houses in Multiple Occupation (HMO) licensing scheme across in additional wards (this would be subject to evidence of need for scheme, formal consultation and member agreement).</li> </ol>	

	<p><b>6. Supported Accommodation</b> – £80,000 contract review / more efficient procurement / efficiency savings.</p> <p><b>7. Temporary Accommodation</b> – £223,000 <b>(A)</b> improved rent collection from working households in emergency accommodation not entitled to full Housing Benefit. <b>(B)</b> Releasing more expensive accommodation and replacing with more competitively priced homes</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<p><b>Ethnicity</b> <b>Gender (men)</b></p>	<p><b>1. Head of Housing</b> – no direct impact  <b>2. Homemove</b> – no direct impact  <b>3. Housing Options / Homelessness</b> – no direct impact</p> <p><b>4. Housing Related Support</b> – <b>(A)</b> No direct impact. <b>(B)</b> No direct impact</p> <p><b>5. Private Sector Housing</b> – whilst the proposals aim to improve the quality of private rented homes and their management there is a risk that additional costs for landlords (from license fees or being required to carry out repairs and improvements) may increase rents. There is no evidence from our current licensing schemes that rents have been affected but a wealth of evidence on how the quality of these homes has been improved. BME households and those affected by poverty are more likely to live in private rented homes so would disproportionately benefit from improvements in quality but also be disproportionately affected if rent increased</p> <p><b>6. Supported Accommodation</b> – savings could increase</p>	<p><b>5. Private Sector Housing</b> – In some HMOs the standards of management and living conditions can be poor. Licensing allows local authorities to proactively engage with landlords, particularly those less responsible, to improve the quality of these homes. Following the introduction of the national HMO licensing scheme we have no evidence to suggest that HMO licensing in itself results in any increase in rents or a reduction in supply of HMO accommodation. The Census 2011 has shown a large growth in the private rented sector and HMOs in the City. We have been very careful to consult widely on the quality standards we require for HMOs to avoid unnecessary improvement works being required to bring homes up to standards which in turn minimises the potential impact on rents. Any further HMO Licensing will require an accompanying EIA</p> <p><b>6. Supported Accommodation</b> – The Integrated Support</p>

	<p>hostel void turn around times delaying clients ability to access service. Service users often chaotic, vulnerable, mentally ill or subject to substance misuse and are predominantly male so will be disproportionately affected. The suggested savings for the floating support service will reduce the service's ability to respond to any further changes in Welfare reform (legislation and roll-out remain un-finalised) - and any resulting increase in risks/needs/vulnerabilities of households referred</p> <p><b>7. Temporary Accommodation – (A)</b> Improved rent collection could lead to arrears and evictions with vulnerable households being picked up by other statutory services (such as mental health services, children's social care, adult social care). <b>(B)</b> No direct impact</p>	<p>Pathway that helps homeless households move to independence is under review. Opportunities for integrated multi-service delivery of support and interventions are also under review. A new Homeless Strategy is in development which will be accompanied by its own EIA and action plan</p> <p><b>7. Temporary Accommodation – (A)</b> New Homeless Strategy in development accompanied by its own EIA and action plan. We will work in partnership with other services to encourage households to pay their contribution towards their rent and avoid being evicted. Where evictions cannot be avoided it will be a clear path that the local authority has no further duty</p>
<p><b>Cumulative Impact</b></p>	<p>We have not been advised of any impacts arising from proposals from other departments or services areas.</p> <p>The proposals in this EIA could impact on:  Adult social care, children's social care, mental health and the HRA: could face increased pressures resulting from homelessness if households are not able to access appropriate levels of support or are evicted for not paying their contribution towards rent.  Mitigating actions: the work within the Financial Inclusion Strategy will be relevant to this proposal. Significant one off and recurrent resources are available in support of this council strategy, including various discretionary funds detailed elsewhere, and its action plan continues to be implemented to improve advice and support, and reduce financial exclusion.</p>	
<p><b>EIA No.</b></p>	<p><b>EIA Proposal</b></p>	
<p><b>25A</b></p>	<p><b>Cityclean</b>  Saving of £18,000 from a budget of £968,000  Reduction in cleansing frequency of certain public toilets</p>	
<p><b>Groups</b></p>	<p><b>Impacts identified</b></p>	<p><b>Mitigating Actions</b></p>

<b>potentially impacted</b>		
<b>Age Disability</b>	<ul style="list-style-type: none"> <li>• Some older people and people with certain impairments in particular rely more on public toilets if they are out and about.</li> <li>• There may be a reduced standard of cleanliness and a possible increase in antisocial behaviour which could impact on the quality of service. There is also a higher risk of consumables running out.</li> </ul>	<ul style="list-style-type: none"> <li>• All toilets are visited and cleaned at least daily with busier sites more frequently and some sites being attended full time.</li> <li>• The toilets where cleansing frequency is proposed to be reduced are ones in areas of lower footfall where any impact is likely to be less.</li> <li>• The number of facilities and their opening times are not being reduced.</li> </ul>

## Assistant Chief Executive

As set out in the council's proposed Third Sector Policy, there is a firm commitment to supporting work in the Third Sector. Across the council as a whole there is very significant investment in the Third Sector of around £23million.

The budget strategy supports a clearer commissioning relationship to the Third Sector and exploration of alternative sources such as the Housing Revenue Account and Public Health.

Guided by the Corporate Plan the directorate has used an evidence-based approach to avoid disproportionately and negatively affecting people because of their legally protected characteristics. Proposals have been targeted where minimum impact will be felt. This is supported by recent work such as the Third Sector Policy and Prospectus that included Taking Account 3 and an EIA. Specifically, the outcomes defined in commissioning strategy will protect support to vulnerable groups.

Any reductions in funding proposed must be seen in that context of very significant overall spend and the move towards more integrated and joint commissioning of services.

EIA No.	EIA Proposal	
26	<p><b>Sports Development, Sport and Leisure</b> Saving of £20,000 from a net budget of £481,000</p> <p>1- To remove the annual <b>Sport and Physical Activity Grants Scheme</b> (currently £10,000) available for individuals, clubs and groups to deliver and develop sport and physical activity opportunities in the city, up to £250.</p> <p>2- To withdraw council funding for the annual <b>City Sport and Physical Activity Awards</b> (currently £10,000) which recognises and celebrates the most hardworking coaches, volunteers, officials and sports people.</p>	
<b>Groups</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>



<b>potentially impacted</b>		
<b>All groups</b>	<p>There will be some impact from this removal of funding of these grants, however, this must be seen in the context of a much broader, ongoing programme of work. There will be opportunities for sports groups to apply for alternative funding.</p> <ul style="list-style-type: none"> <li>• 63% of the grant funding last year was received by the protected groups and individuals.</li> <li>• The awards raise the profile of sport and physical activity, especially among vulnerable and excluded groups. Awards celebrate and encourage participation by these groups, many of whom are under-represented in sporting activities, which increases their health and well-being.</li> </ul>	<ul style="list-style-type: none"> <li>• Sport and Physical Activity Grants - To ensure that groups and individuals are aware of alternative council and external funding opportunities and the Sports Development Team continue to provide support in completing applications.</li> <li>• City Sport and Physical Activity Awards – To continue to seek further external funding (eg: through Grant Finder) to sustain the current awards programme and to reduce the scale of the awards to the level of the external funding.</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>27</b>	<p><b>Communities, Equality and Third Sector Team</b>  Saving of £23,000 from a net budget of £191,000  Reduce funding for council's role in a range of civic and community events and reduced level of support for council staff equality issues.</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>Age</b> <b>Disability</b> <b>Ethnicity</b> <b>Gender</b> <b>Sexual orientation</b> <b>Gender</b> <b>Reassignment</b>	<ul style="list-style-type: none"> <li>• Some council support for civic events has particular impact on groups because of their protected characteristics. There is a risk that some of these events may be scaled back and have a reduced impact.</li> <li>• Council initiatives are targeted at BME, Disabled, LGBT and Women staff, so there is potential for impact in relation to reduced council support.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with community groups to build capacity and look for alternative funding.</li> <li>• Pooling resources and joint activities to maximise impact of funding for benefit of Disabled, BME, LGBT and Women staff. There are significant commitments relating to these groups made in the workforce equality action plan.</li> </ul>

EIA No.	EIA Proposal	
28	<p><b>Communities, Equality and Third Sector Team</b>            Saving of £310,000 from a net budget of £1,685,000            BHCC Community Grants: delivering the annual and three grant programmes supporting community and volunteering activity in the city. The team also provides a Grant Finder Service supporting Third Sector organisations in securing external funding. Proposal is a saving from the discretionary grant budget through:</p> <ol style="list-style-type: none"> <li>1. Replacement funding from HRA to support granted activities that directly benefit council tenants (£145,000)</li> <li>2. A reduction in funding of the overall discretionary grants budget (£165,000)</li> </ol>	
Groups potentially impacted	Impacts identified	Mitigating Actions
All groups	<p>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.</p> <ol style="list-style-type: none"> <li>1. The replacement of current funding for Discretionary Grants with funding from the Housing Revenue Account: No equalities impacts are identified. In addition no specific activities are being removed from the HRA. This funding is coming from additional rental income that if unallocated would have provided additional funding to the capital improvements programme.</li> <li>2. The proposed reduction of Discretionary Grants funding will potentially result in:               <ul style="list-style-type: none"> <li>• decreased capacity to meet some corporate priorities with specific impacts on characteristics</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. The proposal requires no actions. It has been identified that a number of existing grant funded projects already focus primarily or significantly on supporting council tenants / leaseholders / estates so it would be appropriate for the HRA to fund these activities. In future we will ask all grant applicants to identify the percentage of their work which is focussed on council tenants / leaseholders / estates.</li> <li>2. The proposed reduction of Discretionary Grants funding will require:               <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 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> </ul> </li> </ol>

	<p>protected in law,</p> <ul style="list-style-type: none"> <li>• reduced capacity for CVS groups which support community resilience and reduce reliance on statutory services,</li> <li>• potential wider impact on ability to attract match funding.</li> </ul>	<ul style="list-style-type: none"> <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> <li>• Maximising the benefits of the new Third Sector commissioning prospectus to better coordinate investment in Third Sector activities. For example the authority is already working with the Sussex Community Foundation and other strategic funders to improve investment support for the Third Sector in the city.</li> </ul>
<b>Cumulative Impact</b>	See context for Directorate.	
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>29</b>	<p><b>Communities, Equality and Third Sector Team</b>  Saving of £55,000 from a net budget of £775,000. £30,000 reduction in revenue for staff revenue and £25,000 from the Commissioning resource.  Minor service redesign in community engagement service plus some reduction in community commissioning fund for community development activity across neighbourhoods and infrastructural organisations.</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
	<ul style="list-style-type: none"> <li>• No specific impacts are identified on groups because of their protected characteristics.</li> </ul>	<ul style="list-style-type: none"> <li>• Outcomes defined in commissioning strategy will protect support to vulnerable groups.</li> </ul>

## Finance and Resources

The Budget Strategy for Finance & Resources balances the need to demonstrate Value for Money, provide effective centralised support services and promoting change and modernisation across the council. The Workstyles and Improving the Customer Experience programmes are led within the Directorate enabling flexible working, improved service delivery and ensuring excellent customer service through all access channels as well as promoting digital inclusion.

The Directorate takes a lead role on cross council and cross city collaboration to mitigate the impacts of welfare reform and the budget proposals retain funding to continue this work.

EIA No.	EIA Proposal	
30	<p><b>Property &amp; Design</b>            Saving of £60,000 from a net income budget of £189,000            2014/15 savings for Workstyles phase 2 completion and the medium/longer term savings that will be achieved under Workstyles phase 3 over the next 3 years. The Workstyles Phase 3 programme has started with staff engagement and the planning of the programme over the next 3 year.</p>	
Groups potentially impacted	Impacts identified	Mitigating Actions
None	<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>Specific access and support needs of disabled staff,</li> </ul>	<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.</li> <li>An EIA has been completed for each phase of the Workstyles programme. These will be reviewed again and updated for phase 3 and learning from previous phases incorporated.</li> <li>All services in scope of Phase 3 will be carrying out their</li> </ul>

	<p>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.</p> <ul style="list-style-type: none"> <li>The current multi-faith space provision in Hove Town Hall will be re-located under Workstyles Phase 3 and the standard of provision and access will remain the same</li> </ul>	<p>own service EIAs which will be monitored through the Workstyles Phase 3 programme board.</p>
<b>Cumulative Impact</b>	<p>Positive cumulative impacts will occur through Workstyles enabling flexible working, improved working environments and better access for customers. Workstyles will align with and enable services to undertake business improvements through service reviews.</p>	
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>31</b>	<p><b>Library and Information Services</b>  Saving of £45,000 from a net budget of £45,000  Homework Clubs: There are currently 11 clubs for 9-16 yr olds and 2 clubs for 13-19 yr olds. Clubs operate one session a week in term time across 11 libraries.</p> <p>Government funding for these additional services has now ended and the proposal is to approach schools through the cluster groups to see what provision schools can offer themselves or may want to commission from the Library Service in future.</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>Age (younger)</b>	<ul style="list-style-type: none"> <li>In 2012-13 Libraries ran 442 study support sessions with 3116 attendances by children from over 50 schools and colleges.</li> <li>The impact will depend on facilities provided by schools and/or whether they will wish to commission additional services.</li> </ul>	<ul style="list-style-type: none"> <li>Approaching schools through the cluster groups to find out whether and in what way they would like libraries to be involved in after school study support, and what they might be prepared to pay for.</li> <li>Offering schools space and access to wider range of resources to supplement their own after school offer (if they</li> </ul>

	<ul style="list-style-type: none"> <li>• If Library Homework Clubs are not required by schools, subject to other available provision there could be a reduction in support to children and young people aged 8-19 studying after school.</li> <li>• This could also impact on those children who do not have study space/environment at home and who don't have access to or don't want to attend homework clubs at school.</li> <li>• There may be a reduced opportunity to mix with children from other schools, ages, and abilities.</li> <li>• Whilst Libraries has worked closely with Amaze to develop more inclusive services, and they have signposted children and young people with special needs and impairments to study support sessions, there are no specific sessions set up for disabled children.</li> <li>• Child poverty: The study support sessions are particularly useful for those children who do not have facilities or the environment for supported study at home, which can often be those in poor families.</li> </ul>	<ul style="list-style-type: none"> <li>• have one) across the week.</li> <li>• If no alternative funding found, libraries will continue to offer space to study and limited help from library staff, like that provided on the days that the current Homework clubs are not operating.</li> <li>• Libraries will continue to work with Amaze and other agencies to provide inclusive core services for children and young people so that those with impairments and special needs will be able to come to a library at any time to study and receive limited help.</li> <li>• Child poverty: The full EIA will try to identify the potential numbers from families with low incomes. The overall numbers of children using the clubs is low, so the impact would be slight. There would still be space and facilities for children from low income families to study independently in libraries after school across the week.</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	
32	<p><b>Revenues and Benefits</b>  Saving of £90,000 from a net budget of £1,619,000. The remaining £257,000 from Class C exemption is additional council tax income.</p> <p>A reduction in the amount and value of awards for certain council tax discounts and exemptions namely:</p> <p><u>Reduce current period of Class C exemption from six weeks to a shorter period (provisionally four weeks)</u>  Currently a Council Tax discount is available while a property is unfurnished and unoccupied. This discount lasts for up to six weeks, or until the property is furnished or occupied whichever date is earlier. The proposals are to reduce this period to four weeks.</p>	

	<p><u>Remove current discretion to apply a 10% discount to a property that is furnished and unoccupied for a period of up to six months</u></p> <p>The four week empty property discount discussed in the previous section only applies to <i>unfurnished</i> properties. This is set down in legislation. However, there is a separate 10% discount that is awarded in respect of properties that are empty and <i>furnished</i>, and that are to be re-let. The discount is similar to the Second Home Discount that council abolished from 1 April 2013. The 10% lasts for as long as we believe that the property is intended to be re-let. In practice, if this period lasts longer than six months, we assume that the property is not being re-let and we reclassify it as a second home, which no longer qualifies for a discount. We propose to remove the furnished let discount from 1 April 2014.</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<p><b>Age</b> <b>Disability</b> <b>Ethnicity</b> <b>Gender (women)</b></p>	<p>For the change to be successfully implemented there needs to be fairness to its application that provides support where there are exceptional circumstance that would warrant sympathetic consideration.</p> <p>There will be a financial impact in relation to the Class C change (comparative to the current scheme) on anybody paying council tax where their property is unoccupied and unfurnished for a period of longer than 28 days. Most affected parties are detailed below. However these <b>will not affect any member of protected groups more than any other resident</b> and where they do specific exemptions apply (e.g.: older people going into care).</p> <ul style="list-style-type: none"> <li>• owners of properties that are for sale but not occupied (for example: elderly resident gone into nursing home)</li> <li>• landlords of properties that are empty between lets - sometimes being refurbished</li> <li>• owners / landlords of properties that are being</li> </ul>	<p>An existing discretionary fund is available to deal with Class C applications in exceptional circumstances. Currently this discretion can mean a Class C award can run in total for up to 12 weeks. In the context of the policy, “exceptional” is intended to be just that, focussing on situations that by their nature do not happen in standard gaps between tenancies or ownership. Requests for an extension will be considered on an individual basis and so there is potential to consider vulnerable situations, including whether there would be any adverse impact or specific needs linked to protected groups.</p> <p>Exceptional circumstances may include:</p> <ul style="list-style-type: none"> <li>• situations where an element of unforeseen complexity and crisis causes delay, such as fire or flood</li> <li>• where an unexpected incident has severely disrupted refurbishment plans and the incident cannot reasonably be resolved in the time remaining</li> <li>• exceptional personal circumstances that leave an individual unable to deal with their affairs and without anyone else able to help</li> </ul>

	<p>substantially refurbished, but do not qualify for the class A exemption. (for example: after destructive tenants or very long term lets or after purchase)</p> <ul style="list-style-type: none"> <li>• tenants that have signed a tenancy but do not take up residence (very rare cases, for example during a trial separation)</li> <li>• the Local Authority and other Registered Social Landlords where properties cannot be let immediately due to damage / eviction / abandonment by tenant (some mitigation identified in improving communications between services/organisations to get more accurate and timely information which could reduce additional financial pressure created by reducing the period of exemption)</li> <li>• persons who have inherited property, but are unable to sell during the time frames (mitigation - referral to allocations, property could be let short term whilst for sale with rent guaranteed by the LA)</li> <li>• persons whose property is due to be repossessed and sold but is still in that process, but no longer resident (mitigation – the work of our debt prevention team is increasing and they could potentially look at these situations, also we will be building closer working relationships with local debt advice services as part of our response to welfare reform)</li> </ul> <p>Disability: Potential occupancy issues may be related to the property not being suitably adapted.</p>	<p>Exceptional circumstances do <b>not</b> include situations that are standard or common between lets or ownership. For example:</p> <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 that takes longer than six weeks</li> <li>• awaiting planning permission, or another official process, before proceeding with work</li> </ul> <p>Some further impacts have been mitigated by changes to the eligibility rules from April 2013. There will be lessened financial impact for example on those taking over a property, where the old owner/tenant had already used up the class C for the full period. Under pre-April 2013, they would get no further exemption, but under the revised rules, they currently have entitlement to a fresh six week discount (proposed to reduce to four) if the property is still unoccupied when they take over.</p> <p>Disability: Consider referral to Private Sector housing for disabled facility grant. Discuss with customer options for helping rent out, e.g. talk to acquisitions team</p>
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<b>Cumulative Impact</b>	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). The situation continues to be monitored so informed decisions can be made if future revisions are considered.	
<b>EIA No.</b>	<b>EIA Proposal</b>	
33	<b>Revenues and Benefits</b> Saving of £194,000 from a net budget of £3,705,000 Reduce the Benefit administrative budget.	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
None	<ul style="list-style-type: none"> <li>Any reduction in Benefit Administration capacity has the potential to impact on the speed and quality of the service. The Benefit customer base naturally encompasses those on low incomes and a high proportion of vulnerable customers.</li> <li>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, but significant financial repercussions that could be counter-productive to the saving intent and impact on other council services that provide support to customers with housing needs and with vulnerability.</li> <li>The current welfare reforms and the impending introduction of Universal Credit have also had to be considered when assessing the services future operational needs.</li> </ul>	<p>The proposed saving has two components;</p> <ul style="list-style-type: none"> <li>From 2013, the DWP provided additional year-on-year 'New Burden Funding' in recognition of the additional administration associated with the introduction of the welfare reforms. The service has managed to take on the additional burden of the work without resorting to this additional budget and therefore can offer the full amount as a saving with assurance that speed and quality of future service should not be impacted.</li> <li>One additional post has been identified to be deleted. This post was under consideration during the VSS round for 2013/14 savings and the logistics for operating the service without it still seem valid.</li> <li>It is believed that because of the pre-planning and consideration around this saving that any equalities impacts are mitigated.</li> <li>The Welfare Reform Programme Board is monitoring the impact of the reforms, including the local Council Tax Support scheme, across all the council services. Comprehensive EIAs for the specific welfare reforms, the local Council Tax Support scheme and the Local</li> </ul>

		<p>Discretionary Social Fund to local government control were produced in the second half of 2012/13. The programme board is monitoring equalities impact and will be updating these documents accordingly.</p> <ul style="list-style-type: none"> <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> </ul>
<b>Cumulative Impact</b>	<p>The delay to the introduction of Universal Credit means that the service has to adapt to a different set of circumstances for 2014/15. It is relatively early after their introduction for the full effect of welfare reforms and the local Council Tax Support scheme to be assessed. It is assumed that the cumulative impact may be heightened in 2014/15 as customers' short term coping measures cannot be sustained. 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 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>	
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>34</b>	<p><b>Revenues and Benefits</b>  Saving of £100,000 from the current discretionary funds budget. Currently there is a £200,000 2014/15 budget for Discretionary Council Tax Reduction (DCTR).</p> <p>The projected annual DCTR expenditure for 2014/15 and beyond is less than £100,000. Therefore it is proposed to reduce the DCTR budget to £100,000.</p> <p>There is also an expected £630,000 2014/15 fund (directly grant funded by the DWP) for Local Discretionary Social Fund Awards (LDSF). The projected annual LDSF commitment is less than £530,000. There are restrictions to what the fund can be used for but it can legitimately used for discretionary purpose and in effect DCTR expenditure. Therefore it is</p>	

	<p>proposed to fund the DCTR expenditure of £100,000 from the LDSF grant, for one year only.</p> <p>The overall saving is £200,000.</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Mitigating Actions</b>
<b>None</b>	<ul style="list-style-type: none"> <li>• The impact of recent welfare reforms and legislative changes is yet to be fully realised and this presents difficulties in predicting future demand on discretionary funds. The risk of having insufficient provision, a situation that would have significant impact on customers welfare and potentially significant impact Council finances if demands on housing provision or social care were to increase as a consequence, needs to be mitigate.</li> <li>• Age: Because this is a new fund we don't currently have data on the take-up of these funds by equality group, but DWP data, our previous EIAs and the Financial Inclusion EIA highlight that those aged under 40 are more likely to apply for LDSF assistance but those over 40 are more likely to be successful in their applications. In terms of DCTR the profile shows that there is a larger proportion, in relation to percentages of the city's population, of people living on a low income between the ages of 35 and 64.</li> <li>• Disability: Because this is a new fund we don't currently have data on the take-up of these funds by equality group, but there is future concern that impact of new Employment Support Allowance rules for those with disability/mental health issues might create increased administration for their HB and CTR claims, requiring more support to keep benefits in payment. This support is most likely to</li> </ul>	<p>A contingency fund was set aside to account for financial pressures emerging as a result of the Welfare Reforms. The Council has the capacity to roll this fund forward to 2014/15 to act as contingency against an unforeseen increase in demand for discretionary support.</p> <ul style="list-style-type: none"> <li>• Continue to monitor applications to these funds.</li> <li>• Continue to ensure that discretionary funds are targeted to where they are needed.</li> <li>• Monitor demand and impact and ensure planned funding and associated contingency are sufficient.</li> <li>• Monitor take up by equality group through the welfare reform programme board working with the community and voluntary sector; CVS, food banks etc.</li> </ul>

	<p>fall on the LDSF service. Additionally, the introduction of Personal Independence Payments from June this year, may result in changes in eligibility to HB/CTR claims for disabled customers. This may in turn affect their ability to meet shortfalls in rent and council tax leading to an increase in discretionary applications.</p> <ul style="list-style-type: none"><li>• Ethnicity: Because this is a new fund we don't currently have data on the take-up of these funds by equality group, but previous DWP data did highlight that Chinese ethnic groups did have a slightly higher representation of successful applications for Community Care Grants. Bangladeshi, Pakistani and Chinese ethnicity groups did experience a slightly lower rate of success than other ethnic groups for Crisis Loans.</li><li>• Gender: Because this is a new fund we don't currently have data on the take-up of these funds by equality group, but previous DWP data did highlight that there was a stronger representation of male applicants to Crisis Loans, whilst women were more commonly reflected in the applications for Community Care Grants. This increased requirement under Community Care Grants could stem from the higher percentage of applications for this fund received by lone parents. (94% of lone parents in Brighton and Hove are women).</li><li>• Child poverty: Because this is a new fund we don't currently have data on the take-up of these funds by equality group, but DWP data, our previous EIAs and the Financial Inclusion EIA highlight that of the approximately 10,555 children living in poverty in Brighton and Hove 72.8% live in lone parent households and 77.5% live in out of work families.</li></ul>	
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	<p>Families with a child or parent with a disability, families with larger numbers of siblings, and some BME families have a higher risk of living in poverty.</p> <ul style="list-style-type: none"> <li>• Other groups: Because this is a new fund we don't currently have data on the take-up of these funds by equality group, but DWP data, our previous EIAs and the Financial Inclusion EIA highlight these groups for specific consideration; <ul style="list-style-type: none"> <li>○ Those with learning disabilities</li> <li>○ Refugees &amp; Asylum seekers</li> <li>○ Those with difficulty accessing services</li> <li>○ Those who struggle with understanding complex information</li> <li>○ Those with exceptional vulnerability or exceptional financial hardship.</li> <li>○ Homeless people</li> <li>○ People employed on a part-time, temporary or casual basis</li> <li>○ Self employed benefit customers</li> <li>○ Unemployed people</li> <li>○ Lone Parents</li> <li>○ People with caring responsibilities</li> <li>○ People with mental health needs</li> <li>○ People with substance misuse issues</li> <li>○ People with HIV</li> <li>○ Ex-offenders and people with unrelated convictions</li> <li>○ People experiencing domestic violence</li> </ul> </li> <li>• Of these groups the first five categories would most likely to have recourse for discretionary funding.</li> </ul>	
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<b>Cumulative Impact</b>	The delay to the introduction of Universal Credit means that the service is having to adapt to a different set of circumstances for 2014/15. It is relatively early after their introduction for the full effect of welfare reforms and the local Council tax Support scheme to be assessed. It is assumed that the cumulative impact may be heightened in 2014/15 as customers' short term coping measures cannot be sustained. 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 may place additional administrative burden on the Council in the interim. This may manifest in extra demand on the Council's discretionary funds.
<b>EIA No.</b>	<b>EIA Proposal</b>
35	<p><b>Cumulative Fees &amp; Charges EIA</b></p> <p>There are a wide range of changes to fees &amp; charges proposed across many council services in accordance with the Corporate Fees &amp; Charges Policy. These range from zero increases on Parking Charges to significant increases in some non-statutory areas where 'benchmarking' with other private and public sector providers has shown that Brighton &amp; Hove City Council charges are significantly out of step and/or are not recovering the cost of providing the service. Details of individual proposals for changes to fees &amp; charges, including associated concession policies, are provided to the relevant service committees throughout December and January for consideration and approval. The resulting financial impacts are included in the budget proposals to Policy &amp; Resources Committee and Full Council. Details of the service committee reports are as follows:</p> <ul style="list-style-type: none"> <li>• Fees &amp; Charges 2014/15 – Assistant Chief Executive Directorate, 23 January 2014, Economic Development &amp; Culture Committee;</li> <li>• Adult Social Care Charging Policy, 20 January 2014, Adult Care &amp; Health Committee;</li> <li>• Children's Services Fees and Charges 2014/15, 13 January 2014, Children &amp; Young People Committee;</li> <li>• Environment, Transport &amp; Sustainability Fees and Charges 2014/15, 14 January 2014, Environment, Transport &amp; Sustainability Committee;</li> <li>• Life Events Fees and Charges, 16 January 2014, Policy &amp; Resources Committee</li> </ul>

Fees and charges area	Groups and Impacts identified	Mitigating Actions
Adult Care Charges	Age, Disability, Gender, Carers, Low income groups	<ul style="list-style-type: none"> <li>• Charges for most services are means tested e.g. around 45% of service users pay nothing for home care;</li> <li>• The people most affected will be those with savings over £23,250 and some people with high incomes;</li> <li>• Preventive services charges have been frozen – for example, Carelink, to avoid negative impact on take-up of this beneficial service;</li> <li>• A separate EIA has been completed and contains further actions, including: <ul style="list-style-type: none"> <li>○ Financial assessments will be reviewed for all those affected including an additional Disability Related Expenditure assessment ensuring that extra costs are taken into account;</li> <li>○ Provision of comprehensive benefits advice to all service users at the time of a financial assessment to ensure that people who need support have access to adequate finance.</li> </ul> </li> </ul>
Children's Centre and Nursery Care Charges, School Meals Charges	Children, young people and vulnerable families	<ul style="list-style-type: none"> <li>• A separate EIA has been completed in relation to proposed Children's Centre fees &amp; charges. The EIA highlights that a consultation process will be undertaken as part of the implementation of a charging policy.</li> <li>• More generally, all 3 and 4 year olds in the city are already entitled to 15 hours a week, 38 weeks a year of free childcare funded from the Dedicated Schools Grant;</li> <li>• From September 2013 two year olds from families on out of work benefits have been entitled to a free part time place (around 20% of two year olds);</li> <li>• From September 2014 this entitlement will be extended to 40% of two year olds including those from low income working families.</li> <li>• Free School Meals are provided to families on low</li> </ul>

		incomes.
Royal Pavilion & Museums	No specific impact groups have been identified	<ul style="list-style-type: none"> <li>Charges are set according to cost of delivery, demand for services and comparison (benchmarking) with similar services available elsewhere to ensure they are reasonable;</li> </ul>
Parks and Sports facilities fees & charges including: Golf Courses, Parks, Sports Pavilions, Bowls, Portslade Sports Centre, etc	Low income groups, children and young people, age, disability	<ul style="list-style-type: none"> <li>Fees &amp; charges increases have been kept in line with inflation unless high demands or benchmarking have demonstrated charges are too low (e.g. the revamped pavilion at the Level and the cycling velodrome at Preston Park);</li> <li>Demand and take-up of services is monitored closely and fees &amp; charges are kept under review accordingly, subject to covering the cost of services;</li> <li>Some concessions are available to encourage inclusion of certain groups – concession areas are kept under annual review. For example, some Junior Rates for golf are frozen to encourage young people to play. Also, at Portslade, concessions are offered for Senior Citizens and in some cases for the over 50's. In addition, 16-19 yr olds with special needs who have a Compass Card receive free use of the gym;</li> <li>Providers of services, including contracted services, operate within Public Health and wider Corporate Plan and partnership strategies and guidelines to promote health and well-being.</li> </ul>
Music Charges	Low income families, children and young people	<ul style="list-style-type: none"> <li>100% subsidy is provided if families are receiving: <ul style="list-style-type: none"> <li>Income Support</li> <li>Pension Credit</li> <li>Income Based Employment Support Allowance</li> <li>Income Based Job Seekers Allowance</li> </ul> </li> <li>80% subsidy is available if families are receiving: <ul style="list-style-type: none"> <li>Child Tax Credit with eligibility for free school lunches;</li> <li>Working Tax Credit with entitlement to the</li> </ul> </li> </ul>



		<p>maximum available.</p> <ul style="list-style-type: none"> <li>• Demand and take-up will be monitored and charging, concession policy kept under periodic review.</li> </ul>
Registration Service fees & charges	Low income groups	<ul style="list-style-type: none"> <li>• Fees and charges have been benchmarked with other local providers and neighbouring authorities and take account of the attractiveness of and demand for services in Brighton. Proposed charges still compare favourably.</li> <li>• Provision is still provided for a low cost option for a Register Office ceremony, charged at £49.00 which is a statutory fee, set by government.</li> <li>• Demand and impact is monitored and built into mid-year and annual reviews of fees and charges policy.</li> <li>• A separate EIA for Life Events fees &amp; charges has been undertaken and is available.</li> </ul>
Bereavement Services	Low income groups	<ul style="list-style-type: none"> <li>• Fees and charges have been benchmarked with other local providers and neighbouring authorities and take account of the attractiveness of and demand for services in Brighton. Proposed charges still compare favourably.</li> <li>• Consultation on these services identified that: <ul style="list-style-type: none"> <li>○ Low cost options can and should be maintained and customers will have a choice of services that continue to be charged at very competitive rates;</li> <li>○ Improved and updated facilities need to be factored into charges, so that the service can continue to modernise and meet the changing demands;</li> <li>○ Further consideration is given to developing “packages” for customers around different ranges of services.</li> </ul> </li> <li>• Dialogue will be maintained with a variety of stakeholders following introduction of any new fees and charges to ensure the service continues to meet customers’ needs. There will be a mid term review of these proposals to monitor impact on service users.</li> </ul>

<p>Allotments, Environmental Health service charges (e.g. Pest Control)</p>	<p>No specific impact groups have been identified</p>	<ul style="list-style-type: none"> <li>• Minimum increases in line with inflation have been proposed to maintain affordability;</li> <li>• Demand and take-up is monitored closely and kept under review. Negative impacts on demand also impact on financial viability of services.</li> </ul>
<p>Parking</p>	<p>No specific impact groups have been identified</p>	<ul style="list-style-type: none"> <li>• Parking charges have been frozen for 2014/15;</li> <li>• The Blue Badge scheme is available for certain disability groups;</li> <li>• Concessionary fares are available to older people, providing a free alternative form of transport;</li> <li>• Home to school transport and client transport (at low fees) is provided to eligible service users and children;</li> <li>• Other modes of transport (Buses/Trains) are available with the Bus Partnership in Brighton and Hove having successfully increased bus journeys and availability of services;</li> <li>• Investment in sustainable transport supports and encourages other modes of low cost transport such as cycling and walking e.g. cycle paths, safety schemes, pedestrian-way improvements.</li> </ul>
<p><b>Cumulative impacts</b></p>	<p>There are potential cumulative impacts on groups identified above where they make use of multiple services to which fees &amp; charges apply. However, there is a high degree of mutual exclusivity in the services and associated fees &amp; charges and there is insufficient evidence available to demonstrate any correlated impacts on equality and/or other groups. Clearly, there is however a potential impact on low income groups if they were to make use of a range of services where increased fees &amp; charges are proposed. Generally, there are a wide range of policies and mitigations aimed at ensuring that access to important or beneficial services is not unduly impacted, including:</p> <ul style="list-style-type: none"> <li>• Advice and signposting to ensure people can maximise their welfare benefits, especially where financial assessment and means testing for charges applies;</li> <li>• The council's Financial Inclusion Strategy and associated action plans to promote inclusion through closer working with banks, advice agencies and council income collection and recovery services;</li> <li>• The use of concession policies where appropriate to avoid exclusion of identified equality or other groups that may be impacted;</li> </ul>	

	<ul style="list-style-type: none"><li>• Benchmarking of fees &amp; charges, particularly in non-statutory services, to ensure continued value for money, reasonableness and affordability;</li><li>• Maintenance of low cost service package options where possible or where need is identified;</li><li>• Monitoring and review of demands for services, particularly preventative or health &amp; well-being services, to ensure fees &amp; charges policies are not having negative or counter-productive impacts.</li><li>• Completion of specific Equality Impact Assessments for areas where fees &amp; charges may impact on identified equality groups.</li></ul>
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## Budget Equality Impact Assessments 2014-15 – Staffing identified impacts and actions

### Overview

Individual equality impact assessments have been completed at this stage with the known data for all proposals that include a direct staffing impact and potential reduction in posts. The equality duty (in the Equality Act 2010) is an ongoing duty, therefore assessment of equality needs and impacts will continue through the consultation processes and in the implementation of any changes.

For any group over 20 staff affected an analysis of equalities data has taken place. This document identifies where the profile of the potentially affected staff varies from the Directorate and/or council profile. This has informed consideration of mitigating actions to address impacts.

Where there are fewer than 20 staff affected data has not been produced to protect the confidential sensitive equalities information provided by staff. EIAs have been completed in these instances with regard to known information about the staff group and proposals made. This data will also be shared with relevant managers to guide the consultation process and to inform implementation of changes.

Overall the groups affected by budget proposals are relatively representative of the make up of the workforce, although there is a slightly higher proportion of staff affected who are 'white other' and disabled. There are differences between individual areas in relation to other protected groups that balance out when the overall data is analysed, but these individual variances have been considered in the EIAs for each change proposal.

In addition to the specific mitigations identified in each service area the Council has guidance, procedures and approaches for managing change that are designed to ensure change is managed fairly and groups with protected characteristics are not negatively impacted:

- When developing any further detailed proposals take account of the staffing equalities data to inform decision making and/or continue assessing staff equality impacts.
- Ensure the council's relevant policies and procedures are equitably and appropriately applied (management of change protocol, redeployment, development of new post details, job evaluation processes etc) to ensure that no adverse impact is created for employees related to their protected characteristics.
- Review vacant posts, use of agency employees etc to minimise the impact on current substantive post holders.
- Where proposals may result in a reduction of posts consider the offer of voluntary redundancy to mitigate the impact of potential compulsory redundancy processes.
- Where a reduction in posts will mean compulsory redundancy ensure that selection processes are clear and free from bias, and that processes take into account any individual needs.
- Ensure processes and criteria related to selection for voluntary redundancy are clear and transparent and use the compensation panel appropriately.
- Ensure managers involved in selection have completed corporate recruitment and selection training and are signposted to the Equality &

<p>Diversity e-learning module.</p> <ul style="list-style-type: none"> <li>• Ensure that managers delivering service changes are appropriately supported and advised by HR in relation to all employee equalities issues.</li> <li>• Ensure all employees are offered one to one meetings to discuss their circumstances and any concerns they may have.</li> <li>• Attach the summary EIA to each consultation document, and continue to assess equality impacts through the consultation process.</li> </ul>		
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>S36</b>	<p><b>Adult Provider Services – Older People Services</b> – Make best use of in-house capacity through minimising voids. Ensure full recovery of health costs – proposals affecting staff would only emerge if the full cost recovery of health costs is not achieved. There are approximately 175 employees currently employed in this service area.</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Specific Mitigating Actions (in addition to the generic actions identified above)</b>
<p>The service employs proportionately higher number of older employees (55 and over) disabled employees and LGBT employees. In addition 78% of employees in the service area are female. BME and white other groups are underrepresented in the service area</p>	<p>The proposals could have a disproportionate effect on identified groups. Older workers may need additional support through redeployment processes (eg: supporting skills development and interview training). Disabled employees may potentially experience barriers to accessing information and getting their views heard. These staff may need specific adjustments or additional support through the process. BME underrepresentation could be further eroded.</p>	<ul style="list-style-type: none"> <li>• Offer employees more detailed job application and interview support;</li> <li>• Consider the need for appropriate support and training to re-skill in new working methods;</li> <li>• Positive action to include training on interview skills, coaching and signposting to relevant forums;</li> <li>• Review communications approach (plain English etc) and monitor understanding;</li> <li>• Use of 121 meetings to consider individual situations related to caring responsibilities and other specific needs.</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	

<b>S37</b>	<b>Adult Assessment Services S75 SPFT Assessment and Review staffing</b> – Service redesign and review to increase effectiveness of interventions to meet statutory functions while delivering savings to the community care budget. The deletion of 1 or 2 management posts is anticipated.	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Specific Mitigating Actions (in addition to the generic actions identified above)</b>
A disproportionate number of disabled employees and male employees are potentially impacted.	The proposals could impact disproportionately on disabled employees. These staff may need specific adjustments or additional support through the process.	<ul style="list-style-type: none"> <li>• Reasonable adjustments to be considered and made (where appropriate) in the application of all Council policies and procedures;</li> <li>• Occupational Health Service advice to be sought as necessary;</li> <li>• Positive action including skills interview training and internal coaching as well as signposting to disability workers forum.</li> <li>• Ensure managers involved in selection have completed corporate recruitment and selection training.</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>S38</b>	<p><b>Adult Provider Services – Learning Disability Services – Able and Willing (Supported Business)</b> – Plan to reduce subsidy invested by the council in Able and Willing by generating additional new business. If new business is not generated to balance the budget then review of the service will be undertaken to identify alternative options to provide a sustainable service going forward.</p> <p>Approx 25 employees are employed in this service area (23 employed on Sc6 or below and 2 employed on SO1/2 and above)</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Specific Mitigating Actions (in addition to the generic actions identified above)</b>

<p>A significant number of staff in Able and Willing are disabled. The service also has a comparatively higher representation of older and BME workers.</p> <p>The service is a Supported Business for disabled employees so will always employ a high proportion of disabled employees in comparison to the Adult Directorate and Council.</p>	<p>There is potential for these proposals to have a disproportionate impact on disabled staff, and on BME representation in Adults Services.</p> <p>Disabled staff in the service may experience particular barriers in accessing information and getting their views heard. There may also be significant barriers in finding alternative employment if there is a reduction in posts.</p>	<p>In addition to the generic actions described above:</p> <ul style="list-style-type: none"> <li>• Ensure individual reasonable adjustments through processes are made as necessary;</li> <li>• Utilise the support of the Council's Supported Employment team and appropriate non council agencies to support employees;</li> <li>• Positive action including skills interview training and internal coaching as well as signposting to Disability Workers Forum and mentoring schemes.</li> <li>• Review communications approach options and monitor understanding;</li> <li>• Ensure appropriate support at 121 meetings.</li> <li>• Positive action to include training and signposting for BME employees.</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>S39</b>	<p><b>Adult Provider Services – Day Services (Learning Disability and Older People)</b> – Delivering services that focus on individual needs and aspirations. Providing services for those people with the highest needs in-house and working with individuals to provide personalised services in the community. This may include closing some provision and commissioning alternative services to meet statutory assessed needs. Service users will receive a service during the day which meets their individual needs and the assessed needs of their carers. The service may be different from the existing service, may be provided in another venue or through another provider within the voluntary sector.</p> <p>Approx 87 employees are currently employed in this service area (76 employed on Sc6 or below and 11 employed on SO1/2 and above)</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Specific Mitigating Actions (in addition to the generic actions identified above)</b>
<p>The service has a comparatively older workforce, and has more disabled staff, all of whom are employed in lower graded posts. The service also employs above average</p>	<p>There is a potential for the proposals to have a disproportionate impact on older workers, disabled staff or BME employees. Particular issues could be caused by a change of location for some services,</p>	<ul style="list-style-type: none"> <li>• Offer employees more detailed job application and interview support;</li> <li>• Consider the need for appropriate support and training to re-skill in new working methods;</li> <li>• Ensure appropriate reasonable adjustments are</li> </ul>

number of BME employees.	potentially impacting on disabled staff, parents and those with a caring responsibility.	<p>made for disabled employees;</p> <ul style="list-style-type: none"> <li>• Consider positive action including skills interview training and internal coaching as well as signposting to relevant staff forums.</li> <li>• Review communication approach options (plain English etc) and monitor understanding;</li> <li>• Consider and take account of any disability, parenting or caring issues in relation to the re-location of employees.</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>S40</b>	<p><b>Adult Provider Services – Learning Disability Accommodation Services</b> – Commence Phase 2 of the LDAS accommodation plan. Focus the service on providing homes for people with complex needs, and supporting people to move on to more independent living. This may include closure of some BHCC LDAS service houses that do not meet the needs of these service users, and commissioning alternative service to meet individual needs. People will continue to receive appropriate accommodation and support to meet their needs.</p> <p>Approximately 134 employees are currently employed in this service area (123 employed on sc6 or below and 11 employed on SO1/2 and above).</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Specific Mitigating Actions (in addition to the generic actions identified above)</b>
There is a comparatively low representation of disabled workers in the service. The service employs an above average number of employees in all BME groups. The service employs a significantly above average proportion of LGBT employees.	The proposals could adversely impact the representation of employees from BME groups, and in particular from 'White Other' groups where there is particularly high representation in the service. There could also be a disproportionate impact on representation of LGBT people in Adults Services.	<ul style="list-style-type: none"> <li>• Given the proportion of 'White Other' employees in lower graded posts attention will need to be given to the decision on which posts will be affected and the impact this has;</li> <li>• Positive action to include training on interview skills, coaching and signposting to relevant staff forums (BME and LGBT in particular);</li> <li>• Review communications and monitor understanding;</li> </ul>



		<ul style="list-style-type: none"> <li>• Signposting to Council mentoring scheme.</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>S41</b>	<p><b>Adult Provider Services – Admin and Admin Management</b> – Review management and administration across the service and across localities. Administration resource currently located in Denmark Villas and managed by Provider Services will co-locate with administrative resource in Bartholomew House mid-2014 and accompanying efficiencies are anticipated.</p> <p>Approximately 22 employees are employed in relevant posts all in lower graded posts.</p>	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Specific Mitigating Actions (in addition to the generic actions identified above)</b>
<p>The service has a comparatively older workforce than the Council, and employs a comparatively higher number of disabled staff. There are above average numbers of BME representation in the service area. The proportion of staff with a religion are above Council and Directorate averages.</p>	<p>Potential disproportionate impacts on older workers, BME workers and disabled staff. Particular impacts may be caused by changes to venue and co-location of teams with regard to disability/impairment and caring responsibilities.</p>	<ul style="list-style-type: none"> <li>• Offer all employees job application and interview support;</li> <li>• Consider the need for appropriate support and training to re-skill employees in new working methods – particularly in relation to the move to a work styles environment;</li> <li>• Ensure all appropriate reasonable adjustments are made for disabled employees and specifically consider needs in relation to the co-location of teams;</li> <li>• Consider any needs related to quiet space in work styles environment;</li> <li>• Positive action including skills interview training and internal coaching as well as signposting to Disabled and BME Workers Forums and mentoring schemes;</li> <li>• Review communication approach options and monitor understanding;</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	

<b>S42</b>	<b>Adult Provider Services – Learning Disability Services – Supported employment team</b> – Plan to reduce investment in the service by investigating other opportunities in private and voluntary sector that will support vulnerable people to obtain and retain employment.	
	8 employees are currently employed in this service area (6 employed on Sc6 or below and 2 employed on SO1/2 and above)	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Specific Mitigating Actions (in addition to the generic actions identified above)</b>
Group under 20 therefore no data is provided in this document in order to protect individuals' confidentiality. Service employs 75% female workers	None identified	<ul style="list-style-type: none"> <li>Equality impacts and needs will continue to be explored with the line manager and staff, through consultation.</li> <li>See generic actions</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>S43</b>	<b>Education and Inclusion Music Service</b> – The reduction of a BHCC subsidy is to be achieved from a combination of accessing other sources of funding externally, and increase in fees, staffing changes and a remodelling of provision. A subsidy will continue for those children whose families might find additional music lessons unaffordable (as measured through FSM eligibility) and specific groups such as children in care.	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Specific Mitigating Actions (in addition to the generic actions identified above)</b>
Group under 20 therefore no data is provided in this document in order to protect individuals' confidentiality. Part-time posts deleted affecting 2 women	Potential adverse impact on part-time employees who are female. Part-time posts have a higher representation of women	<ul style="list-style-type: none"> <li>Equality impacts and needs will continue to be explored with the line manager and staff, through consultation.</li> <li>Generic actions plus potential signposting to training support, Women Workers Forum.</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	

<b>S44</b>	<b>Children's Services Stronger Families Youth and Communities</b> – Restructure staffing with the Youth Service, which replaces 2 senior management posts with one post.	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Specific Mitigating Actions (in addition to the generic actions identified above)</b>
Group under 20 therefore no data is provided in this document in order to protect individuals' confidentiality. Both employees affected are male	Potential adverse impact on male employees	<ul style="list-style-type: none"> <li>• Equality impacts and needs will continue to be explored with the line manager and staff, through consultation.</li> <li>• Generic actions plus support through ring fenced interview process</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>S45</b>	<b>City Clean</b> – City Clean has a budget saving of £115,000 which will result in a reduction in the number of Street Cleansing Operatives. Street Cleansing employs approximately 106 employees and it is hoped the reductions can be made through normal turn-over of staff.	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Specific Mitigating Actions (in addition to the generic actions identified above)</b>
The service employs a proportionately higher number of disabled employees above the Council target. The service employs an above average number of 'White Other' staff. Women are underrepresented in this service area. The service employs above average number of employees with a religion.	Potential disproportionate impact on disabled employees and employees in the white other group and those with a religion. Below target representation of BME and female employees could be further eroded. Potentially higher levels of need related to literacy.	<ul style="list-style-type: none"> <li>• Further assessment of equality impact to continue through the consultation process.</li> <li>• Reasonable adjustments to be made for 121 meetings and as required for selection processes;</li> <li>• Consultation processes will ensure that disabled staff are able to offer their perspectives fairly;</li> <li>• Positive action including skills interview training and internal coaching as well as signposting to Disabled Workers Forum, BME Workers Forum and Women Workers Forum;</li> <li>• Ensure managers involved in selection have completed corporate recruitment and selection training;</li> </ul>

<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>S46</b>	<b>Planning</b> – Budget savings of £148,000 has instigated a customer led service redesign. No detailed proposals have been made at the time of writing. The new structure will be drafted and consulted on in March 2014. Approximately 70 staff are currently employed in this service area.	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Specific Mitigating Actions (in addition to the generic actions identified above)</b>
Planning are significantly below the Council targets for Disabled, LGBT and BME staff.	Low representation of BME, disabled and LGBT staff could be further eroded by proposals.	<ul style="list-style-type: none"> <li>• Design of posts and structure will need to take into account impacts for groups of staff;</li> <li>• Ongoing EIA to be completed as new structure is designed;</li> <li>• Ensure managers in the service are training in corporate recruitment and selection training;</li> <li>• Consider as a longer term issue how to widen representation in the service</li> </ul>
<b>EIA No.</b>	<b>EIA Proposal</b>	
<b>S47</b>	<b>Finance and Resources</b> – A number of savings are being proposed within the overall Finance and Resources budget and those impacting on staffing are to be taken in Property and Design / life events (Business Control) / Libraries – study support / HR – Learning Resource Centre	
<b>Groups potentially impacted</b>	<b>Impacts identified</b>	<b>Specific Mitigating Actions (in addition to the generic actions identified above)</b>
Group under 20 therefore no data is provided in this document in order to protect individuals' confidentiality. Older workers and disproportionate number of female staff affected by proposals	Proposals impact on older workers, and on part time female staff who could find difficulty in finding suitable alternative work.	<ul style="list-style-type: none"> <li>• Equality impacts and needs will continue to be explored with the line manager and staff, through consultation.</li> <li>• Consultation to consider all options including retirement where appropriate;</li> <li>• Signposting to support and Women's Workers Forum.</li> </ul>

EIA No.	EIA Proposal	
<b>S48</b>	<p><b>Policy, Performance and Equalities team</b> – A number of savings are being proposed within the overall team budget (mostly grants and commissioning) and those impacting on staffing are to be taken in Community Development / Engagement. The intention in the proposal is to achieve the savings with minimum negative impact on staff and the service. As part of this some temporary funding has been secured from partnership sources to offset impacts of budget reduction.</p>	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
Part-time workers	None	Both members of staff redeployed