

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Children's services/Commissioning Team</b>	<b>Budget Ref. EIA 1</b>
<b>Head of Service</b>	<b>Steve Barton</b>	
<b>Budget Proposal</b>	<b>Briefly and simply explain what budget changes are proposed.</b> <a href="#">(Link to Guidance)</a>	
	VfM saving programme to move 26.0 FTE placements to lower tariffs and deliver an overall reduction of 33.56 FTE placements.	
<b>Summary of impacts</b>	<b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> <a href="#">(Link to Guidance)</a>	
	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.	
	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.	
	<b>Impacts identified on the following 'protected characteristics':</b> All	
<b>Key actions to reduce negative impacts</b>	<b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> <a href="#">(Link to Guidance)</a>	
	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.	
<i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i>		
<b>Complete all three columns for each group</b> <a href="#">(Link to Guidance)</a>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Age</b> (people of all ages)	Yes	The VfM programme is concerned with ensuring best value for money for services provided by the council to meet its statutory responsibilities towards children and young people in need and/or at risk including children in its care.	The VFM programme is concerned with quality and effectiveness, as well as cost and efficiency. The programme is compliant with the national safeguarding, quality and procurement standards that underpin care planning for each child or young person.
<b>Disability</b>	Yes	See above	See above
<b>Ethnicity/Race</b>	Yes	See above	See above
<b>Gender</b>	Yes	See above	See above
<b>Gender reassignment</b>	Yes	See above	See above
<b>Religion or Belief</b>	Yes	See above	See above
<b>Sexual Orientation</b>	Yes	See above	See above
<b>Child Poverty</b>	Yes	See above	See above
<b>Other groups relevant to this proposal</b>	Yes	See above	See above

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a> <hr style="border-top: 1px dashed black;"/> <b>No</b>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Sure Start</b>	<b>Budget Ref. EIA 2</b>
<b>Head of Service</b>	<b>Caroline Parker</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p><b>Childcare sufficiency and quality (£134k)</b> - Move education related costs to the Dedicated Schools Budget (£81k). Reduce running costs by providing on line information. Reduce funding from this General Fund source, given additional DSG funding for two year olds, for voluntary providers and childcare sufficiency.</p> <p><b>Graduate Leader Fund (£50k)</b> - Aim to increase funding from the DSG subject to approval from Schools Forum. If not will reduce funding to early years childcare providers employing graduates.</p> <p><b>Family Information Service (£52k)</b> - Reduction of one FTE post and in running and publicity costs due to more information and queries being answered on the website, no longer compile additional lists of holiday activities, no longer pay for Ofsted registration and insurance renewals for At Home Childcarers.</p> <p><b>School age childcare (extended schools) – (£20k)</b> reduction in funding for affordable childcare places for children on free school meals on out of school clubs and holiday playschemes.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>The changes include moving some costs (£131k) to the Dedicated Schools Grant to take account of additional funding in the DSG to pay for childcare for disadvantaged two year olds so services will not change. Other budget changes reflect efficiencies from channel shifting to providing information on line for parents and childcare providers. Home Childcarers will be asked to pay for Ofsted and insurance renewals which could lead to small increases in costs for parents. There will be a reduction in subsidised childcare places for school age children which will have a disproportionate impact on families living in poverty. Overall the greatest disproportionate impact is likely to be on women and young children as they are the main users of the service. However the changes have been designed to have a minimal impact on services so the actual impact will be small.</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<p>This has been considered in proposing the revised budget savings above. The savings in these areas have been increased to protect services for vulnerable children, for example, those currently provided through Children's Centres. They also include using other sources of funds so that services can be maintained for 2013/14. Increased funding for free childcare for two year olds will support the most disadvantaged children and improve the sustainability of early years childcare providers in disadvantaged areas.</p>			
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>			
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>			
<b>Age</b> (people of all ages)	<b>Yes</b>	Services are primarily aimed at children under 5 and their families so any changes to services could disproportionately impact on young children. However the changes are minimal so the actual impact will be small. The Extended Schools change will impact on primary school age children	Support for childcare providers will be focussed on those with the lowest quality judgements. FIS will provide targeted support to parents who need this.
<b>Disability</b>	<b>No</b>	No disproportionate impact. Targeted services for disabled children are not being changed.	A full EIA for City Early Years and Childcare is due in December.
<b>Ethnicity/Race</b>	<b>No</b>	Data collected as part of the Childcare Sufficiency Assessment. A slightly higher proportion of black and Asian children use Children's Centre nurseries compared to private and voluntary sector childcare. Changes are small so any impact will be minimal.	A full EIA for City Early Years and Childcare is due in December.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Gender</b>	<b>Yes</b>	Data from the Childcare Sufficiency Assessment shows that women tend to arrange childcare for their children and are the main users of the Family Information Service. Changes are small so any impact will be minimal.	Increasing amounts of free childcare for disadvantaged two year olds will support the most disadvantaged mothers and the sustainability of childcare settings. FIS can provide additional support to parents unable to self serve. A full EIA for City Early Years and Childcare is due in December.
<b>Gender reassignment</b>	<b>No</b>	Information is not available on the number of this group with young children or their use of childcare. Changes are small so any impact is likely to be minimal	Include questions on the use of childcare in budget consultations with this group. A full EIA for City Early Years and Childcare is due in December.
<b>Religion or Belief</b>	<b>No</b>	Changes are small so any impact is likely to be minimal	Include questions on the use of childcare in budget consultations with this group. A full EIA for City Early Years and Childcare is due in December.
<b>Sexual Orientation</b>	<b>No</b>	Changes are small so any impact is likely to be minimal	Include questions on the use of childcare in budget consultations with this group. A full EIA for City Early Years and Childcare is due in December.
<b>Child Poverty</b>	<b>No</b>	The reduction in affordable childcare places for school age children will impact on families claiming free schools meals	Providers will be encouraged to seek other sources of funding, for example from schools who have the Pupil Premium to support disadvantaged children.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
			Increasing amounts of free childcare for disadvantaged two year olds will support disadvantaged families on benefits. A full EIA for City Early Years and Childcare is due in December.
<b>Other groups relevant to this proposal</b>	<b>No</b>	No disproportionate impact as these families are targeted for additional services.	Increasing amounts of free childcare for disadvantaged two year olds will support disadvantaged families on benefits. The Family Information Service will target support on these families. A full EIA for City Early Years and Childcare is due in December.
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>The most important cumulative impact will be the national changes to the benefit system which will disproportionately affect children and families living in poverty.</p>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Sure Start</b>	<b>Budget Ref. EIA 3</b>
<b>Head of Service</b>	<b>Caroline Parker</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b> <a href="#">(Link to Guidance)</a></p> <hr/> <p><b>Children’s Centre Nurseries</b> (75k) - Increase occupancy as a result of the increased funding for two year olds, review staffing structures, review fees to include higher charges for children under 3 to reflect higher staff ratios  <b>Citywide Children’s Centre Costs</b> (£22k) – Reduce contribution to management overheads.  <b>Children’s Centres</b> (239k – net reduction after additional income) - Efficiency savings in running costs based on under-spends in previous years (£160k), funding for childcare places for disadvantaged two year olds now funded from the two year old budget, no longer funding receptionists in linked site (non-designated Children's Centres), small reduction in overall CC staffing through not filling vacancies, changing the designation status of Westdene and Preston Park Children’s Centres to linked sites.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> <a href="#">(Link to Guidance)</a></p> <hr/> <p>The initial budget changes agreed in the 2012/13 budget paper have been amended to reduce the impact on Children’s Centres and therefore reduce the negative impact on protected groups ahead of future commissioning changes.  The greatest disproportionate impact is likely to be on women and young children as they are the main users of the service. However the changes have been designed to have a minimal impact on services so the overall impact will be small.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> Age and Gender</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> <a href="#">(Link to Guidance)</a></p> <hr/>	



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<p>This has been considered in proposing the revised budget savings above. Health visitors in Children's Centres assess all children and families and target support for those with the greatest needs. Increased funding for free childcare for two year olds will support the most disadvantaged children and improve the sustainability of early years childcare in disadvantaged areas. Children's Centres identify families with children in target groups in their area and encourage them to engage with services and activities, especially those most in need of intervention and support.</p>			
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>			
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>			
<b>Age</b>	<b>Yes</b>	Sure Start services are primarily aimed at children under 5 and their families so any changes to services will impact on young children. However the changes to services will be small so the impact will be very limited	Children's Centre services will continue to be targeted on children and families who need the most support in 2013/14. Increasing amounts of free childcare for disadvantaged two year olds will support the most disadvantaged two year olds. A full EIA for Children's Centres is planned for February 2013.
<b>Disability</b>	<b>No</b>	Children with disabilities are a priority group for children's centres and will continue to be supported Changes to nursery fees will not have a disproportionate impact	A full EIA for Children's Centres is planned for February 2013
<b>Ethnicity/Race</b>	<b>No</b>	No impact. Children from black and minority groups are a target group for children's centres and will continue to be supported  Changes to nursery fees will not have a disproportionate impact	A full EIA for Children's Centres is planned for February 2013

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Gender</b>	<b>Yes</b>	The majority of users of Children's Centres and childcare are women so any change to services will impact on women. Children's Centres also do targeted work to support fathers and this will continue. Women often take responsibility for arranging childcare. Higher fees may deter women from using childcare and therefore prevent them from training or working.	Children's Centre services will continue to be targeted on children and families who need the most support  Increasing amounts of free childcare for disadvantaged two year olds will support families on benefits  A full EIA for Children's Centres is planned for February 2013
<b>Gender reassignment</b>	<b>No</b>	The changes to services are small so any impact is likely to be minimal.	More information is needed on the use of Children's Centres by this group. Arrange a focus group with this group as part of the full EIA for Children's Centres  Increasing amounts of free childcare for disadvantaged two year olds will support families on benefits  A full EIA for Children's Centres is planned for February 2013
<b>Religion or Belief</b>	<b>No</b>	The changes to services are small so any impact is not likely to be minimal.	Increasing amounts of free childcare for disadvantaged two year olds will support families on benefits  A full EIA for Children's Centres is planned for February 2013

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Sexual Orientation</b>	<b>No</b>	The changes to services are small so any impact is not likely to be minimal.	Increasing amounts of free childcare for disadvantaged two year olds will support families on benefits  A full EIA for Children's Centres is planned for February 2013
<b>Child Poverty</b>	<b>No</b>	No impact. Children from poorer families are a target group for Children's Centres and will continue to be supported Changes to nursery fees will not have a disproportionate impact as the poorest working families can access the childcare element of the Working Tax Credit	Increasing amounts of free childcare for disadvantaged two year olds will support families on benefits  A full EIA for Children's Centres is planned for February 2013
<b>Other groups relevant to this proposal</b>		These groups are targeted groups for Children's Centres and will continue to be supported	Increasing amounts of free childcare for disadvantaged two year olds will support families on benefits A full EIA for Children's Centres is planned for February 2013
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> (<a href="#">Link to Guidance</a>)</p> <hr style="border-top: 1px dashed black;"/> <p>The most important cumulative impact will be the national changes to the benefit system which will disproportionately affect children and families living in poverty.</p>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Youth Service</b>	<b>Budget Ref. EIA 4</b>
<b>Head of Service</b>	<b>Chris Parfitt</b>	
<b>Budget Proposal</b>	<b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b>	
	The reduction in funding of £41K for 13/14. This will be achieved through back office and efficiency savings.	
<b>Summary of impacts</b>	<b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b>	
	No over all impact on services. <b>Impacts identified on the following ‘protected characteristics’:</b> none	
<b>Key actions to reduce negative impacts</b>	<b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b>	
	Revise / adjust back office arrangements.	
<i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i>		
<b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>Age</b> (people of all ages)	<b>Neutral</b>	<b>No overall impact on services</b>	Once the decision is made on budget allocation, streamlining of support functions will take place and as part of this process a full EIA will be completed
<b>Disability</b>	<b>Neutral</b>	<b>No overall impact on services</b>	
<b>Ethnicity/Race</b>	<b>Neutral</b>	<b>No overall impact on services</b>	
<b>Gender</b>	<b>Neutral</b>	<b>No overall impact on services</b>	
<b>Gender reassignment</b>	<b>Neutral</b>	<b>No overall impact on services</b>	
<b>Religion or Belief</b>	<b>Neutral</b>	<b>No overall impact on services</b>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
Sexual Orientation	Neutral	No overall impact on services	
Child Poverty	Neutral	No overall impact on services	
Other groups relevant to this proposal	Neutral	No overall impact on services	
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p> <hr style="border-top: 1px dashed black;"/> <p><b>The majority of budget changes across the council will have an impact on families and directly and indirectly them on young people.</b></p>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Youth Employability Service YES</b>	<b>Budget Ref. EIA 5</b>
<b>Head of Service</b>	<b>Philip Ward</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b> <a href="#">(Link to Guidance)</a></p> <hr/> <p>£30k savings proposed. We are confident that these savings can be met without impacting on front-line resources or necessitating redundancies. This will mainly be covered by reduced costs for the Aspire MI system. Previously this was paid entirely from the YES budget. However, the database is now used widely by a range of services other than YES and they have agreed to contribute their share of the cost. Small additional savings will also be made on the publicity and other support budgets as required, and these can be absorbed without any impact on the various groups.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> <a href="#">(Link to Guidance)</a></p> <hr/> <ul style="list-style-type: none"> <li>▪ YES supports 16 – 18 NEET young people (16 – 24 if they have special educational needs)</li> <li>▪ YES also supports young people in education with statements of SEN from year 10 upwards.</li> <li>▪ Brighton &amp; Hove City Council is responsible for transition assessments for young people with learning difficulties/disabilities. YES advisers contribute to this assessment through the drawing up of Moving On plans. This is currently achieved by a team of specialist Personal Advisers (LDD) who work with schools/colleges, SENCOs and the BHCC SEN team plus other support workers. There will be continued support for this cohort from the YES advisers.</li> <li>▪ Young people with LDD/SEN are more than twice as likely to be NEET as mainstream young people.</li> </ul> <p><b>Impacts identified on the following ‘protected characteristics’:</b> Age and Disability</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> <a href="#">(Link to Guidance)</a></p> <hr/>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
	YES works within a non-discriminatory framework and addresses any specific issues of young people using the service.	<p>The proposed savings of £30k in 2013/14 for the Youth Employability Service will be mostly found from sharing the costs for the use and development of the Aspire database equitably among the various services which use it. In addition there may be some minimal impact on support for front-line services in terms of a reduction in training, publicity for engaging young people with the service and some ICT support. However the main front-line delivery of the service will not be greatly affected, with the same number of workers in post and working directly with young people aged 16-18 who are Not in Education Employment or Training (NEET) and young people with Learning Difficulties / Disabilities (LDD).</p> <p>Once the final decision is made on budget allocation, streamlining of support functions will take place.</p>	
<p>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</p>			
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>			
<b>Age</b> (people of all ages)	<b>Yes</b>	<ul style="list-style-type: none"> <li>▪ YES supports 16 – 18 NEET young people (16 – 24 if they have special educational needs)</li> <li>▪ YES also supports young people in education with statements of SEN from year 10 upwards.</li> <li>▪ There may be some minimal impact on support for front-line services in terms of a reduction in training, publicity for engaging young people with the service and some ICT support. However the main front-line delivery of the service will not be greatly affected, with the same number of workers in post and working directly with young</li> </ul>	<p>Once the final decision is made on budget allocation, streamlining of support functions will take place.</p>



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
		people aged 16-18 who are Not in Education Employment or Training (NEET) and young people with Learning Difficulties / Disabilities (LDD).	
<b>Disability</b>	<b>Yes</b>	<ul style="list-style-type: none"> <li>▪ Brighton &amp; Hove City Council is responsible for transition assessments for young people with learning difficulties/disabilities. YES advisers contribute to this assessment through the drawing up of Moving On plans. This is currently achieved by a team of specialist Personal Advisers (LDD) who work with schools/colleges, SENCOs and the BHCC SEN team plus other support workers. There will be continued support for this cohort from the YES advisers.</li> <li>▪ Young people with LDD/SEN are more than twice as likely to be NEET as mainstream young people.</li> <li>▪ There may be some minimal impact on support for front-line services in terms of a reduction in training, publicity for engaging young people with the service and some ICT support. However the main front-line delivery of the service will not be greatly affected, with the same number of workers in post and working directly with young people aged 16-18 who are Not in Education Employment or Training (NEET) and young people with Learning Difficulties / Disabilities (LDD).</li> </ul>	Once the final decision is made on budget allocation, streamlining of support functions will take place.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
Ethnicity/Race	No		
Gender	No		
Gender reassignment	No		
Religion or Belief	No		
Sexual Orientation	No		
Child Poverty	No		
Other groups relevant to this proposal	No		
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Music &amp; Arts</b>	<b>Budget Ref. EIA 6</b>
<b>Head of Service</b>	<b>Peter Chivers</b>	
<b>Budget Proposal</b>	<b>Briefly and simply explain what budget changes are proposed.</b> ( <a href="#">Link to Guidance</a> )	
	The LA receive a grant from the government for music. This grant is to be reduced by £69k. On top of this grant the service receives additional funding from the council. It is proposed that in 2013/14 this funding is reduced by £53k as per the 2-year savings plan put forward last year. The risks include less capacity within the service to deliver on hub priorities, reduction in access to music services by children and young people and fees possibly unaffordable for some parents. These risks will need to be carefully managed by looking at service redesign and income generation.	
<b>Summary of impacts</b>	<b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> ( <a href="#">Link to Guidance</a> )	
	Potential reduction in C&YP accessing music opportunities impacting on the delivery of the hub business plan <b>Impacts identified on the following ‘protected characteristics’:</b> Age	
<b>Key actions to reduce negative impacts</b>	<b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> ( <a href="#">Link to Guidance</a> )	
	Actions would include reviewing fees for tuition and music groups. Exploring new potential income streams including fund raising and new traded models.	
<i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Age</b> (people of all ages)	<b>Yes</b>	Potential impact on access to music education opportunities	Actions would include reviewing fees for tuition and music groups. Exploring new potential income streams including fund raising and new traded models.
<b>Disability</b>	<b>No</b>		
<b>Ethnicity/Race</b>	<b>No</b>		
<b>Gender</b>	<b>No</b>		
<b>Gender reassignment</b>	<b>No</b>		
<b>Religion or Belief</b>	<b>No</b>		
<b>Sexual Orientation</b>	<b>No</b>		
<b>Child Poverty</b>	<b>No</b>		
<b>Other groups relevant</b>			

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>to this proposal</b>			
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<p> <b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> (<a href="#">Link to Guidance</a>)           </p> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;">             A reduction of 69K in the music grant from Arts Council England will also need to be managed.           </p>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Home to School Transport (£400,000)</b>	<b>Budget Ref. EIA 7</b>
<b>Head of Service</b>	<b>Gil Sweetenham</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b> <a href="#">(Link to Guidance)</a></p> <hr/> <p>To make a budget saving of £400k by reducing the number of children needing free transport by applying the transport policy more rigidly, enabling a reduction of subsidised bus provision. Also offer parents funding to transport their own children to school. This is in addition to the removal of discretionary denominational transport. The proposal is about changing patterns and methods of travel to ensure adherence to current policy and reduce costs in the system.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> <a href="#">(Link to Guidance)</a></p> <hr/> <ol style="list-style-type: none"> <li>1. Some families will no longer receive or require free home to school transport</li> <li>2. Reduced number of children in special schools receiving free taxi transport</li> <li>3. Some children/students will need to find alternative routes for their journey to school</li> </ol> <p><b>Impacts identified on the following ‘protected characteristics’:</b> age, disability</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> <a href="#">(Link to Guidance)</a></p> <hr/> <ol style="list-style-type: none"> <li>1. Provide Catchment Areas that enable all children to attend a local school</li> <li>2. Work with special schools to encourage pupil independence and provide bus passes rather than taxis. Introduction of SE7 project offering parents funding to transport their own children to school.</li> <li>3. Provide bus journey information for each school in the admissions booklet</li> </ol>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group</b> <a href="#">(Link to Guidance)</a></p>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
Age (people of all ages)	Yes	Impact on school aged pupils as above	As above
Disability	Yes	Special school students.	As above
Ethnicity/Race	No		
Gender	No		
Gender reassignment	No		
Religion or Belief			
Sexual Orientation	No		
Child Poverty	No	Pupils from poorer families will continue to receive transport funding	If parents are in receipt of family income support we will fund transport home to school at the same level as other funding for Home to school transport.
Other groups relevant			

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
to this proposal			
Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)	<p>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</p> <hr/> <p><b>Possible rise in Brighton&amp; Hove bus fares</b> <b>Reduction in families mobility allowances</b></p>		



## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Adult Social Care ( Commissioning &amp; Partnerships)</b>	<b>Budget Ref. EIA 8</b>
<b>Head of Service</b>	<b>Anne Hagan</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>Review of all contracts for services as part of commissioning plans and where appropriate re-specify contracts to meet changing needs. Focus on prevention/early intervention.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>A reduction in funding for some contracts: Reviews are under way and decisions not yet reached on where possible savings could materialise.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> age, disability.</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>Contracts are being reviewed and discussions with providers taking place, including tapering and re-specifying contracts/contract sums to reduce possible impact.</p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p> </p>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
Age (people of all ages)	yes		A Full EIA will need to be completed on the final commissioning plan
Disability	yes		A Full EIA will need to be completed on the final commissioning plan
Ethnicity/Race	no		
Gender	no		
Gender reassignment	no		
Religion or Belief	no		
Sexual Orientation	no		
Child Poverty	no		
Other groups relevant to this proposal	yes		A Full EIA will need to be completed on the final commissioning plan
Cumulative impacts (proposed changes)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> ( <a href="#">Link to Guidance</a> )		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
elsewhere which might worsen impacts identified above)			

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Community Meals-Adult Social Care</b>	<b>Budget Ref. EIA 9</b>
<b>Head of Service</b>	<b>Denise D'Souza</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>The current Community Meals Contract ends in 2013 and we are reviewing the options for the short term and long term delivery of this service.</p> <p>The budget proposal is to reduce the current budget by 25% linked in part to a phased and gradual reduction in the level of subsidy provided by the Council. The current meals service will also be retendered through a competitive process to reduce costs. The delivery of the meals will remain with the WRVS, thereby maintaining consistency and continuity of care but we will continue to work with the WRVS service to reduce their operating costs. The new service specification will include some local provision of food. Currently an average of 280 people use the service, the majority of whom are over 65 and one-third over 85.</p> <p>We are working with the 'South East 7' group to identify opportunities for joint procurement of Community meals. Alongside this we are working through the Embrace project to consider the potential for the development of other community based meals provision alongside the contracted service.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>The impact will affect anyone who is currently eligible for a community meal. We are working to develop a more personalised approach to providing community meals locally.</p> <p>The possible impacts are as follows:</p> <ul style="list-style-type: none"> <li>• More choice for people</li> <li>• More locally sourced foods used in meals service</li> <li>• Reduced subsidy may lead to some people not using the service</li> <li>• Possible reduced quality of meals</li> <li>• Possible less reliable service</li> <li>• Potential loss of the 'Safe and well' check for vulnerable people</li> <li>• Possible reduced availability for meals which meet specific dietary/ethnic or religious requirements.</li> </ul> <p><b>Impacts identified on the following 'protected characteristics':</b> age, disability, ethnicity, religion/belief</p>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <hr style="border-top: 1px dashed black;"/> <p>We will ensure the tendering process includes evaluation of quality and price for the community meals service. We will include the 'Safe and well' check as a key requirement in the service spec. it will also need to specify a requirement to meet the diverse needs of the service users e.g. dietary requirements, ethnic/religious requirements etc. We will ensure that meals procured continue to meet the requirements outlined by the 'National Association of Care Catering'. The reduction in subsidy will be phased in very gradually over a period of years.</p> <p>We will continue to maintain a Community Meals service to vulnerable people who want the service whilst working with the local market to develop other options and more choices such as:</p> <ul style="list-style-type: none"> <li>• Locally sourced meals</li> <li>• Increased choice</li> <li>• More personalised approach</li> <li>• Improved signposting / information</li> </ul>		
<i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i>			
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Age</b> (people of all ages)	<b>Yes</b>	The highest proportion of people using the service are over 75 years old and likely to be frail and isolated.	Continue to provide a community meals service to vulnerable people who need a hot meal delivered to their home by retendering the service.
<b>Disability</b>	<b>Yes</b>	Impact on choice available to meet dietary needs e.g. diabetes, swallowing conditions etc.	Include dietary requirements within the service spec to meet the needs of people with disabilities.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Ethnicity/</b>	<b>Yes</b>	Impact on choice available to meet diverse needs e.g. Halal, kosher, vegetarian etc.	Include requirements within the service spec to meet the needs of people of various ethnic origins.
<b>Gender</b>	<b>No</b>		
<b>Gender reassignment</b>	<b>No</b>		
<b>Religion or Belief</b>	<b>Yes</b>	Impact on choice available to meet religious needs e.g. Halal, kosher etc.	Include requirements within the service spec to meet the religious needs of people.
<b>Sexual Orientation</b>	<b>No</b>		
<b>Child Poverty</b>	<b>N/a</b>		
<b>Other groups relevant to this proposal</b>	<b>Yes</b>	Carers - a reduced service may impact on Carers who use the service for their cared-for person. The service provides a carer relief type role and the reassurance of a safe and well check.	Continue to make the traditional type service available including the safe and well check whilst developing more choice within the local market including improved access to information.
<b>Cumulative impacts</b> (proposed changes)	Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be ( <a href="#">Link to Guidance</a> )		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
elsewhere which might worsen impacts identified above)	Yes.	<ul style="list-style-type: none"> <li>• Loss of the Community Meals service could potentially require increased intervention from Home care services which could also impact on the Community Care budget.</li> <li>• Overall there may be a higher occurrence of referrals into Adult social care or health services.</li> <li>• Loss of the 'Safe and well' check could result in loss of opportunity of early intervention and therefore more complex crisis intervention required.</li> </ul>	Actions: <ul style="list-style-type: none"> <li>• We will ensure the tendering process includes evaluation of quality and price for the community meals service.</li> <li>• We will include the 'Safe and well' check as a key requirement in the service spec. it will also need to specify a requirement to meet the diverse needs of the service users e.g. dietary requirements, ethnic/religious requirements etc.</li> <li>• We will ensure that meals procured continue to meet the requirements outlined by the 'National Association of Care Catering'.</li> <li>• We will complete a full EIA to comprehensively scope out the impacts outlined above.</li> </ul>

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Adult Social Care – Extra Care Housing</b>	<b>Budget Ref. EIA 10</b>
<b>Head of Service</b>	<b>Denise D’Souza</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>Adult Social Care and Housing will jointly commission services to deliver extra care capacity to meet identified need in the city. This will include Identifying and promoting cost effective alternatives including the use of good quality sheltered housing, the development of extra care housing, Shared Lives and other accommodation types.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>Evidence shows that Extra Care housing allows vulnerable adults to live healthy independent lives and achieves individual outcomes. It also achieves better value for money through increased prevention services and reducing overall intervention costs, including a reduction in the number of people placed in residential care. The further roll out of Extra Care options are seen to offer significant opportunities including:</p> <ul style="list-style-type: none"> <li>• The ability to free up family housing</li> <li>• Housing that can be built at a higher density using relatively small urban sites</li> <li>• Schemes that are heavily advocated by their users</li> <li>• The ability for some people to retain their housing equity</li> </ul> <p><b>Impacts identified on the following ‘protected characteristics’:</b> age.</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>The commissioning of alternative forms of accommodation will involve consultation with relevant stakeholders.</p>	

*To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.*



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Age</b> (people of all ages)	<b>Yes</b>	<ul style="list-style-type: none"> <li>• It is estimated that by 2030 an additional 2,400 people aged 85 and over will be living in the City (35% increase)</li> <li>• By 2030, 11,000 people will be aged over 75 years and living alone in the City</li> <li>• Of those aged 85 years and over it is thought that up to 75% will be experiencing a life limiting illness which in turn is likely to impact on the proportion of people able to maintain living in their own homes.</li> <li>• Over half the older people in Brighton and Hove live in the 40% most deprived areas for older people in England</li> </ul> <p>Given all of the above, it is important that commissioners plan for services that meet the needs of an ageing population in the city.</p>	Full EIA to be completed when specific proposals are agreed
<b>Disability</b>		Any proposed developments in extra care housing will include a careful consideration of the needs of disabled people.	
<b>Ethnicity/Race</b>		Engagement with stakeholders on any proposed developments will ensure that services will reflect the needs of people from BME communities.	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Gender</b>		Engagement with stakeholders on any proposed developments will ensure that the needs of both men and women are considered in the development of services.	Full EIA to be completed when specific proposals are agreed
<b>Gender reassignment</b>		Stakeholder involvement will ensure that the views of these groups are fully considered.	
<b>Religion or Belief</b>		The care provider in any extra care housing facility that may be developed would ensure that tenants had access to community based activities and this includes faith and religious groups.	
<b>Sexual Orientation</b>		Stakeholder involvement will ensure that the views of these groups are fully considered.	
<b>Child Poverty</b>		N/A	
<b>Other groups relevant to this proposal</b>	<b>Yes</b>	The development of extra care housing in the city will ensure the needs of more vulnerable people have their housing needs met in a more appropriate way. This in turn supports the needs of carers and any planned changes need to be carefully implemented to ensure their needs continue to be met.	
<b>Cumulative impacts</b> (proposed changes)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
elsewhere which might worsen impacts identified above)			

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Learning Disabilities Accommodation</b>	<b>Budget Ref. EIA 11</b>
<b>Head of Service</b>	<b>Karin Divall</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b> <a href="#">(Link to Guidance)</a></p> <hr/> <p>To continue to re-model the learning disability accommodation service (two year plan 2012/13 and 2013/14 set out last year) including the closure of two group homes and increased capacity of larger homes.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> <a href="#">(Link to Guidance)</a></p> <hr/> <p>Five service users with learning disabilities will need to move from their existing homes. Other service users may have new people moving into their group homes. Some service users may move on to more independent living.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> disability.</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> <a href="#">(Link to Guidance)</a></p> <hr/> <p>Individual transition plans will be developed with individuals, their families and staff where people will need to move home. Compatibility assessments will be completed before any new service users move into new homes.</p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group</b> <a href="#">(Link to Guidance)</a></p>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Age</b> (people of all ages)	<b>No</b>		
<b>Disability</b>	<b>Yes</b>	Full consultation has been completed and an EIA completed. All service users have a learning disability. The service will focus on people with more complex needs including young people coming through transition and will provide more homes in the City for this service-user group. There will be an impact on five people who will need to move home as two homes which are unsuitable for further development are closed. Some service users will have the opportunity to live more independently in the community. The proposals will make better use of our buildings to provide a sustainable service going forward.	Full EIA has been completed
<b>Ethnicity/Race</b>	<b>No</b>		
<b>Gender</b>	<b>No</b>		
<b>Gender reassignment</b>	<b>No</b>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
Religion or Belief	No		
Sexual Orientation	No		
Child Poverty	No		
Other groups relevant to this proposal			
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> ( <a href="#">Link to Guidance</a> )		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Adult Social Care Assessment Community Care Budget</b>	<b>Budget Ref. EIA12</b>
<b>Head of Service</b>	<b>Brian Doughty</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>Reducing the need for Long Term Residential Care/Intensive packages of care by increasing focus on reablement activities, short term interventions, prevention, assistive technology, improving short-term services, maximising sources of funding /income.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>Aim is to continually promote independence for all service users, but needs to avoid pressure from health services to place people in long term care situations.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> all – positive impact</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>Focus upon speed of response to customer need will mitigate pressure from elsewhere in the system. In order to support the focus on reablement and short term support activities etc as outlined above, we are currently undergoing a restructure in our Assessment teams within Adult Social Care. These changes are part of the programme of modernisation of our services that began over three years ago. The proposals are designed to support the delivery of further choice and control to our service users (personalisation) and to ensure that we can continue to meet increased demand and expectations in a challenging financial climate. These changes are designed to streamline the customer journey making it easier for service users and their families to access and work with services. These changes will be implemented in November, 2012. Essentially, there will be internal moves within Adult Social Care but for the majority of the staff this will mean minimal change of role or function. Some of the benefits of the proposed changes include</p> <ul style="list-style-type: none"> <li>• An increase in qualified staff at the point of Access and increased provision of reablement and equipment at Access Point to support service users to maintain independence in the community.</li> <li>• Shared Duty across the assessment functions will help avoid duplication and improve the customer experience with a more streamlined customer journey across the service.</li> </ul>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i>			
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Age</b> (people of all ages)	<b>YES</b>	Positive. Increased independence enabling older people to remain in their own homes and communities for longer.	Reshape Adult Assessment teams in order to improve processes and systems to support the customer journey. We are also reviewing our assessment documentation to ensure that we capture the outcomes that our service users wish to achieve. This includes improving how we capture information on Telecare equipment and the outcomes such equipment will provide for individuals.
<b>Disability</b>	<b>Yes</b>	Positive. Increased independence, better consistent response service.	Promote assistive technology to support people to remain independent in the community for longer. A Telecare steering Group meets regularly and a new Telecare Project officer is now in post to co-ordinate promotion of the service. A full EIA is in the scoping stage. We will also improve the information available across our services including a review of the Adult Social Care content of our website-a new Information Project officer has also been recruited to oversee this work and ensure that our information is accessible to all users.
<b>Ethnicity/Race</b>	<b>Yes</b>	Positive. Consistent response	As above.
<b>Gender</b>	<b>Yes</b>	Positive. Consistent response	As above.



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Gender reassignment</b>	Yes	Positive. Consistent response	As above.
<b>Religion or Belief</b>	Yes	Positive. Consistent response	As above.
<b>Sexual Orientation</b>	Yes	Positive. Consistent response	As above.
<b>Child Poverty</b>	No	n/a	n/a
<b>Other groups relevant to this proposal</b>	Yes. Carers	Positive. Carers are entitled to a social care assessment in their own right with associated services to meet their needs as a carer	Through our new Long term Conditions team of Carer support workers we will continue to promote the needs of Carers and increase the support/services and information available to all Carers in the city.
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a></p> <hr/> <p>Customer need will continue to be assessed and managed on a case by case basis. The service will be in a better place to respond in a timely manner following restructure. Focus upon giving timely, full information and promoting self-assessment, along with the continued roll out of self directed support will put the customer more in control</p>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Adult Social Care ( Commissioning &amp; Partnerships)</b>	<b>Budget Ref. EIA 13</b>
<b>Head of Service</b>	<b>Anne Hagan</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>To commission, develop and extend the use of Telecare services such as personal and environmental sensors in the home that enable people to remain safe and independent in their own home for longer. 24 hour monitoring ensures that, should an event occur, the information is acted upon immediately and the most appropriate response put in train. Telecare offers individuals, their families and carers, security and peace of mind, through services that enable people to stay independent in their own home for as long as possible. One of the simplest forms of Telecare is a personal alarm.</p> <p>There is a small monthly standard charge. For service users on with low incomes there can be financial support but there is currently a waiting list for this.</p> <p>A Project which commenced 01.10.12 will seek to work in partnership with operational services and key stakeholders to build on work already in progress to ensure the effective use of Telecare which can maximise independent living for service users, help manage potential risks and reduce early admission to residential, hospital and home care. The project will also seek to support the Carers community.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>As described above the project will seek to positively impact service users (and their carers) of an older age or those with a physical disability, learning disability or mental health need.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> age, disability, ethnicity, religion/belief.</p>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> <a href="#">(Link to Guidance)</a></p> <hr/> <p>The project will take inclusive approach to developing services and will engage with key stakeholders including service users, advocates, community groups and staff.</p> <p>The commissioning plan will require a full EIA.</p>		
<b>Complete all three columns for each group</b> <a href="#">(Link to Guidance)</a>			
<b>Age</b> (people of all ages)	<b>Yes</b>	<p>The most common users of Telecare are those of an older age; positive impacts can be enabling of independent living, management of risks and avoidance of early admission to residential, hospital and home care.</p> <p>If Telecare is inappropriately used it could lead to social isolation through lack of human contact. Telecare should not be seen as replacing human interaction. To mitigate this Care Manager would carry out an assessment to ensure that the appropriate equipment is installed and if there are other social care needs, then there would be links made to relevant services/assessment. In addition, Telecare often complements other types of support such as home care or day centre facilities.</p>	A Full EIA, including consultation, will need to be completed on the final commissioning plan.
<b>Disability</b>	<b>Yes</b>	<p>Many users of Telecare have a disability. Telecare (and assistive technology) can improve functional and mental health capacity.</p>	A Full EIA, including consultation, will need to be completed on the final commissioning plan.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Ethnicity/Race</b>	Yes	Potential language and cultural barriers will need to be considered in promoting Telecare and engaging with communities.	A Full EIA, including consultation, will need to be completed on the final commissioning plan.
<b>Gender</b>	No		
<b>Gender reassignment</b>	No		
<b>Religion or Belief</b>	Yes	Some religious communities have different approaches to caring for their family and communities. Technology may be viewed differently by some community groups.	A Full EIA, including consultation, will need to be completed on the final commissioning plan.
<b>Sexual Orientation</b>	No		
<b>Child Poverty</b>	No		
<b>Other groups relevant to this proposal</b>	Yes	There are many potential positive impacts for carers through Telecare which can provide the carer with a respite from caring requirements and enable reassurance and management of risk.	A Full EIA, including consultation, will need to be completed on the final commissioning plan.
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p><b>A Full EIA, including consultation, will need to be completed on the final commissioning plan.</b></p>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Home Care</b>		<b>Budget Ref. EIA 14</b>
<b>Head of Service</b>	<b>Denise De Souza</b>		
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b> (<a href="#">Link to Guidance</a>)</p> <p>£170k savings are proposed for this budget. These savings should be achieved as a result of the implementation of the new home care contract following the retender process that happened in 2012. The new contract started on 4 June 2012 and included a restructuring of the rates system and a requirement to use the Council's chosen Electronic Care Monitoring System (ECMS).</p>		
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> (<a href="#">Link to Guidance</a>)</p> <p>The most significant potential impacts are around reduced quality of home care provision to all vulnerable people who are eligible for this service due to potential loss of suitably trained staff to deliver the service and possible reduction in capacity within the home care market.</p> <p><b>Impacts identified on the following 'protected characteristics':</b> age</p>		
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <p>The new contract includes a more personalised approach to care provision, includes a number of requirements within the specification to increase positive impacts, reduce inequalities and improve value for money. Implementation of the new service is being reviewed to monitor the impact of the changes resulting from the new contract. This report will identify any actions that may be necessary to further reduce negative impacts and is due to be completed in December 2012. A full EIA will also be completed following this review.</p>		
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Age</b>	<b>Yes</b>	The impact of the new contract will affect every person in need of a home care service	Regular performance monitoring includes

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
		<p>across all the equality strands. The largest group in receipt of home care is <b>older people</b>.</p> <p>Positive impacts include</p> <ul style="list-style-type: none"> <li>• the new contract has a strong emphasis on providing personalised services with more flexibility and the home care rates were revised to remove barriers to flexible care provision.</li> <li>• Introduction of the ECMS system enables care provision to be monitored without the need for signing time sheets and provides more clarity for service users about the invoicing process.</li> </ul> <p>Negative impacts include</p> <ul style="list-style-type: none"> <li>• changes to care rates may have an impact upon staff recruitment and retention rates in the local home care market potentially leading to a loss of capacity and /or a loss of continuity for service users</li> </ul>	<p>information about staff turnover, and regular monitoring on take up of work and provision of hours to measure the capacity within the local market .</p> <p>The requirement to use ECMS will ensure effective monitoring of the service through the provision of accurate data about care delivery including levels of continuity.</p> <p>The review of the implementation of the new contract will include analysis of the impact of the new rates structure and will make any recommendations necessary to maintain capacity within the market. A full EIA will be completed following the review.</p>
<b>Disability</b>			
<b>Ethnicity/Race</b>			
<b>Gender</b>			

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Gender reassignment</b>			
<b>Religion or Belief</b>			
<b>Sexual Orientation</b>			
<b>Child Poverty</b>			
<b>Other groups relevant to this proposal</b>			
<b>Cumulative impacts</b>	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be <a href="#">(Link to Guidance)</a></b></p> <hr style="border-top: 1px dashed black;"/>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Adult Social Care</b>	<b>Budget Ref. EIA 15</b>
<b>Head of Service</b>	<b>Denise D'Souza</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>To review Day Activities for all service user groups in Adult Social Care to ensure people have a modern, flexible day options model which provides personalised support for them and their carers.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>The ongoing Day Activities Review will seek to positively impact on all service users (and their carers) including older people, those with a physical disability, learning disability or mental health need. The Review may result in some people receiving their day services in a different way. The Review however will have a positive equalities impact by promoting access to activities that are relevant and appropriate to meet the needs of individuals.</p> <p><b>Impacts identified on the following 'protected characteristics':</b> all – positive effect, disability may also have a potentially negative impact.</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <p>The Day Activities Review will involve carrying out detailed work with services users, advocates, carers and providers in the co-design and modelling of services to realise the vision for day activities for the future. The commissioning plan will require a full EIA.</p>	
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>		



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Age</b>	<b>Positive</b>	<ul style="list-style-type: none"> <li>• A greater range of activities will be available to older people though best use of community based activities</li> <li>• People with learning disabilities are living longer and this will give a more appropriate range of services for this group.</li> </ul>	Full EIA to be completed
<b>Disability</b>	<b>Positive / negative</b>	<ul style="list-style-type: none"> <li>• There will be a focus on reducing social isolation and providing support services to help people remain at home</li> <li>• People with a disability will have access to information and advice through the 'Embrace' model</li> <li>• People with a learning disability will have access to community based activities/ volunteering and employment.</li> <li>• The day activities review concentrates on services for people with a learning disability. Some people have been attending day for some years and may find any change in services difficult. No specific changes have been planned at present.</li> </ul>	Full EIA to be completed
<b>Ethnicity/Race</b>	<b>Positive</b>	<ul style="list-style-type: none"> <li>• There are no specific BME services, but consultation and involvement of stakeholders will ensure that services will reflect the needs of BME communities</li> <li>• People from BME communities may be more attracted to attending local community based activities as opposed to day centres where this is appropriate.</li> </ul>	Full EIA to be completed

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Gender</b>	<b>Positive</b>	<ul style="list-style-type: none"> <li>Engagement with stakeholders will ensure that the needs of both men and women are considered in the development of services</li> <li>Activities in day services are targeted to include both sexes ( e.g. old spice cooking activities for men)</li> </ul>	Full EIA to be completed
<b>Gender reassignment</b>	<b>Positive</b>	<ul style="list-style-type: none"> <li>There are no specific gender reassignment services but stakeholder involvement will ensure that the views of these groups are fully considered.</li> <li>People from gender reassigned communities may be more attracted to attending local community based activities as opposed to day centres where this is appropriate.</li> </ul>	Full EIA to be completed
<b>Religion or Belief</b>	<b>Positive</b>	<ul style="list-style-type: none"> <li>The plan for day services links with the Embrace initiative – this is seeking to increase the accessibility of information about faith groups in the city</li> <li>The plan for day services promotes community based activities and this includes faith and religious groups</li> </ul>	Full EIA to be completed
<b>Sexual Orientation</b>	<b>Positive</b>	<ul style="list-style-type: none"> <li>There are no specific lesbian and gay services but stakeholder involvement will ensure that the views of these groups are fully considered.</li> <li>Lesbian and gay people may be more attracted to attending local community based activities as opposed to day centres where appropriate.</li> </ul>	Full EIA to be completed

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Child Poverty</b>		N/A	
<b>Other groups relevant to this proposal</b>	<b>Positive/Negative</b>	<ul style="list-style-type: none"> <li>• As a large percentage of people attending day services for carer relief, careful consideration will be made concerning the needs of carers in the review of day activities.</li> <li>• As some people have been attending day services for some years, any change may be difficult. Any planned changes need to be carefully planned to ensure that the needs of carers continue to be met.</li> </ul>	Full EIA to be completed
<b>Cumulative impacts</b>	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Adult Social Care (Provider Services)</b>		<b>Budget Ref. EIA 16</b>
<b>Head of Service</b>	Karin Divall		
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>To identify alternative models for service delivery for elements of Provider Services.</p>		
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>The preferred model of future service delivery is not yet known.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> age, disability.</p>		
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>As we develop the options for future service delivery models we will consider the equalities impacts including producing an EIA to use as a basis for carrying out stakeholder consultation.</p>		
<i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i>			
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Age</b>	<b>Yes</b>	Provider Services deliver services for older people. Until the preferred model has been decided it is not possible to say whether there will be positive or negative impacts on older people	Full EIA will be required

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Disability</b>	Yes	Provider Services includes service users with a learning disability. Until the preferred model has been decided it is not possible to say whether there will be positive or negative impacts on people with a learning disability	
<b>Ethnicity/Race</b>	No		
<b>Gender</b>	No		
<b>Gender reassignment</b>	No		
<b>Religion or Belief</b>	No		
<b>Sexual Orientation</b>	No		
<b>Child Poverty</b>	No		
<b>Other groups relevant to this proposal</b>	Yes	Carers rely on many of the services we provide including day services, respite etc.	
<b>Cumulative impacts</b> (proposed changes)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
elsewhere which might worsen impacts identified above)			

**Budget Screening Equality Impact Assessment Template 2013/14**

<b>Service Area</b>	<b>Housing Commissioner Unit</b>			<b>Budget Ref. EIA 17</b>
<b>Lead Commissioner</b>	<b>Jugal Sharma</b>			
<b>Budget Proposal</b>	<b>Budget Savings Proposal 2013/14</b>			
		<b>Service</b>	<b>Saving Description</b>	<b>£'000 2013/14</b>
	1	Supporting People	The Housing Related Support Services (Commissioning Plan 2011-2015 (approved at Housing Cabinet in January 2011) delivers a 12% saving over 4 years. The 3% efficiency savings for 2013/14 are incorporated into current 4-year contracts with providers at minimal risks	494
	2	Preventing Homelessness	Efficiency savings	19
	3	Temporary Accommodation	Switch from Bed & Breakfast (B&B) to long leased temporary accommodation	150
	4	Private Sector Housing	Income to offset costs from HMO Licensing in selected wards with high concentrations of HMO (agreed Housing Committee, June 2012)	250
	<b>Impacts of other departments savings proposals 2013/14 (see Cumulative Impacts below)</b>			
5	Private Sector Housing Renewal & Disabled Facilities Grants	Loss of capital funding for private sector renewal works and top up funding for Disabled Facilities Grants previously housing renewal funding then BHCC capital funding for 2012-13	1,500	

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Budget Savings Proposal 2013/14</b>			
<b>Summary of impacts</b>			
	Service	Impact	
1	<b>Supporting People:</b> Commissioning Plan 2011/15: Year 3 Savings	No significant disproportionate impacts from Year 3 savings alone. 3 <sup>rd</sup> year of 4 year programme. Main decommissioning in first 2 years to generate savings in years 3 and 4	
2	<b>Homeless Prevention:</b> Efficiency savings	No impact	
3	<b>Temporary Accommodation:</b> Switch from B&B to long leased temporary accommodation	No disproportionate negative impacts identified. Generally positive impacts as it means up to 100 additional homeless households will be housed in longer leased accommodation rather than unsuitable B&B	
4	<b>Private Sector Housing:</b> HMO Licensing in targeted neighbourhoods	No disproportionate negative impacts identified. Generally positive impacts as the aim is to improve housing quality, improve management of private sector homes and improve community cohesion	
<b>Impacts of other departments savings proposals 2013/14 (see Cumulative Impacts below)</b>			
5	<b>Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding	Significant disproportionate impacts to: <ul style="list-style-type: none"> <li>• <b>Older People, Vulnerable Children, Women, Transsexuals, BME</b> all more likely to live in non-decent housing requiring improvements</li> <li>• Those with <b>Disabilities</b> due to fewer DFGs being carried out leading to longer waiting lists and increased cost for alternative care packages and support</li> <li>• <b>Carers</b> as there will be fewer adaptations and longer waiting times for those they are caring for</li> </ul>	
<b>Impacts identified on the following 'protected characteristics':</b> age, disability, ethnicity, gender, gender reassignment.			



Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
Key actions to reduce negative impacts	<b>Budget Savings Proposal 2013/14</b>		
		<b>Service</b>	<b>Action to Reduce Impact</b>
	1	<b>Supporting People:</b> Commissioning Plan 2011/15: Year 3 Savings	An Equality Impact Assessment was completed in relation to the SP Commissioning Plan 2011/15. Action from this has been in progress with support providers throughout 2012 to help mitigate the main negative impacts.
	2	<b>Homeless Prevention:</b> Efficiency savings	None applicable
	3	<b>Temporary Accommodation:</b> Switch from B&B to long leased temporary accommodation	A Framework Agreement is being developed to support the procurement of leased accommodation. An EIA will accompany the Agreement as part of the approval process
	4	<b>Private Sector Housing:</b> HMO Licensing in targeted neighbourhoods	Equality Impact Assessment completed as part of HMO Licensing project and published in May 2012 as part of project approval by Housing Committee
	<b>Impacts of other departments savings proposals 2013/14 (see Cumulative Impacts below)</b>		
		<b>Service</b>	<b>Action to Reduce Impact</b>
	5	<b>Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding	Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
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Age	YES	<p><b>6. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>The end of private sector renewal funding and subsequent assistance is likely to disproportionately negatively impact on older people due to related health impacts of poor housing on health for older residents and children. Assistance will be available to less residents as often eligibility criteria for national schemes is less generous i.e. Warm Front national scheme vs. local heating grants. Note: Warm Front and CERT &amp; CESP funded energy efficiency schemes will end before the next financial year, Green Deal &amp; ECO are unlikely to offer the same levels of assistance in the short to medium term</p> <p>Adaptations clients (2010/11 analysis):</p> <ul style="list-style-type: none"> <li>• 70% of clients 65+</li> <li>• 10% 55-64</li> <li>• 11% 45-54</li> <li>• 8% under 44</li> </ul>	<p><b>6. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Refer residents to other support i.e. ASC, NHS, CYPT, Warm Front scheme, check a trade scheme</p> <p>Enforcement action as appropriate</p> <p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced or unavailable.</p>
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<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Disability</b>	<b>YES</b>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Less DFG related grants and subsequently adaptations will be carried out reducing opportunities for people to stay in their own homes.</p> <p>No local energy efficiency and handyperson assistance available to those with a disability</p> <p>Adaptations:</p> <ul style="list-style-type: none"> <li>• 155 DFG grants completed (2011/12)</li> <li>• 556 adaptations (2011/12)</li> <li>• Waiting for assessment: 39 (Sept 2012)</li> <li>• Cases in assessment: 101 (Sept 2012)</li> </ul>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Refer residents to other support i.e. ASC, NHS, CYPT, check a trade scheme</p> <p>Enforcement action as appropriate</p> <p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Ethnicity/Race</b>	<b>YES</b>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>The latest English HCS shows that people from ethnic minority backgrounds were on average more likely to live homes in serious disrepair or with serious condensation and mould problems.</p> <p>Adaptations clients (2010/11 analysis):</p> <ul style="list-style-type: none"> <li>• 88% White British</li> <li>• 12% BME</li> <li>• of which Irish 5%, Mixed White Black 2%, Caribbean, 2% Bangladeshi, Mixed other 2%, White other 1%, Mixed White African 1%, Not stated 1%</li> </ul>	<p><b>5 Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Refer residents to other support i.e. ASC, NHS, CYPT, check a trade scheme</p> <p>Enforcement action as appropriate</p> <p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.</p>

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Gender	YES	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>The end of private sector renewal funding and subsequent assistance is likely to disproportionately impact on women due to their longer life expectancy and the related health impacts of poor housing on health for older residents</p> <p>Adaptations clients (2010/11 analysis):</p> <ul style="list-style-type: none"> <li>• 64% women</li> <li>• 36% men</li> </ul>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Refer residents to other support i.e. ASC, NHS, CYPT, check a trade scheme</p> <p>Enforcement action as appropriate</p> <p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.</p>
Gender reassignment	YES	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>‘Count me in Too’ identified that transsexuals are often vulnerable with poor health and subsequently more likely to live in non-decent housing</p> <p>Adaptations clients (2010/11 analysis):</p> <ul style="list-style-type: none"> <li>• 0% transgender</li> </ul>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Refer residents to other support i.e. ASC, NHS, CYPT check a trade scheme</p> <p>Enforcement action as appropriate</p> <p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
			Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.
<b>Religion or Belief</b>	<b>NO</b>	None identified	Not applicable
<b>Sexual Orientation</b>	<b>NO</b>	None identified  Adaptations clients (2010/11 analysis): <ul style="list-style-type: none"> <li>• 85% heterosexual</li> <li>• 2% gay</li> <li>• 1% lesbian</li> <li>• 12% not stated/not known</li> </ul>	Not applicable
<b>Child Poverty</b>	<b>YES</b>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Vulnerable households with children were more likely to live in non-decent homes than their non-vulnerable counterparts, but particularly those privately renting their accommodation</p>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Refer residents to other support i.e. ASC, NHS, CYPT, check a trade scheme</p> <p>Enforcement action as appropriate</p> <p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.</p>

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
Other groups relevant to this proposal	YES	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>The end of private sector renewal funding and subsequent assistance is likely to disproportionately impact on these groups, particularly <b>Carers</b></p>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Refer residents to other support i.e. ASC, NHS, CYPT, check a trade scheme</p> <p>Enforcement action as appropriate</p> <p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.</p>

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<p><b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)</p>		<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Housing quality is known to have a major impact on health particularly around issues such as damp, disrepair and poor energy efficiency. A third of the city's housing stock (up to 40,000 homes) is considered to be non-decent with the vast majority (92%) being in the private sector. In addition, 42.5% of all vulnerable households in the private sector are living in non-decent accommodation. The Index of Multiple Deprivation 2010 shows that on the indoor living environment sub domain (housing quality), almost half (48%) of the city's Lower Super Output Areas are in the bottom 20% nationally with more than 1 in 4 in the bottom 10%.</p> <p>Whilst the Government has deleted funding for private sector renewal work the Council has supported a programme in 2012/13 using the 2012/13 New Homes Bonus however there is no funding available from 2013/14. Cancellation of this programme will have significant disproportionate impacts to:</p> <ul style="list-style-type: none"> <li>• <b>Older People, vulnerable children, women, transsexuals, BME</b> all more likely to live in non-decent housing requiring improvements</li> <li>• Those with <b>Disabilities</b> due to fewer DFGs being carried out leading to longer waiting lists</li> <li>• <b>Carers</b> as there will be fewer adaptations and longer waiting times for those they are caring for</li> </ul> <p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.</p> <p><b>Supporting People Tiered Mental Health Service</b> (in partnership with ASC &amp; Health)</p> <p>A service (West Pier Project) has been re-configured this year to meet the needs of mental health clients to mitigate the impact of ASC &amp; Health funding for the mental health tiered service not being made available this financial year, 2012-13. This is an interim, 1-year arrangement only and has had a negative impact by reducing the number of units of supported accommodation for single/homeless and rough sleeper clients, at a time where numbers of single/homeless and rough sleepers has significantly increased. Supporting People funding for this service (West Pier Project) is further reduced over the next year (2013/14) and funding ends in 2014/15. This presents a significant cumulative impact in terms of financial pressures and loss of service provision/accommodation for single/homeless, rough sleepers and mental health client groups.</p>	



## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Housing &amp; Social Inclusion (Housing Revenue Account)</b>	<b>Budget Ref. EIA 18</b>
<b>Head of Service</b>	<b>Nick Hibberd</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p><b>Commissioning Approach:</b> The Housing Revenue Account is a ring fenced account which covers the management and maintenance of council owned stock. The commissioning framework of the HRA aims to reduce management and maintenance unit costs to enable re-investment in services to tackle inequality and improve homes and neighbourhoods.</p> <p><b>Budget Proposal 1. Rent Increase</b> Increases in rent charges are calculated in accordance with the Governments rent restructuring guidelines. The overall average increase is dependant on the actual RPI for September 2012. Based on current RPI rates this is likely to increase average rents by 4.86%, with the average rent increasing by £3.69 to £79.70.</p> <p><b>Budget Proposal 2. Service Charges</b> To increase six of our service charges in line with contractual inflationary increases. Four other service charges will remain at 2011/12 levels.</p> <p><b>Budget Proposal 3. Savings from reduction in housing repairs and maintenance costs</b> - Efficiency savings from the Mears Partnership Contract (300k) - Saving from a reduction in the cost of the Gas servicing contract (70k)</p> <p><b>Budget Proposal 4. Savings from reduction in housing management unit costs</b> - Savings from accommodation, customer access and workstyles review of the housing service (130k) - Administrative savings in running costs, supplies and services (60k) - Reduction in the management of HRA temporary accommodation properties (30k)</p> <p><b>Budget Proposal 5: Re-investment of savings in tackling inequality and estate regeneration</b> - Investment in services which promote financial inclusion - Increased investment in adaptations - Continuation of programme to tackle overcrowding through loft conversion and extensions - Investment in building new housing</p>	
<b>Summary of impacts</b>	<b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b>	

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			<p><b>Budget Proposal 1. Rent Increase</b> An increase in rents (calculated in accordance with the Governments rent restructuring guidelines), generates income to invest in homes and services for council housing residents. An increase in rents in conjunction with the Government's Welfare Reform Act changes to housing benefit entitlement from April 2013, such as the under occupancy rules, could lead to financial difficulty for those households affected and those households on a fixed/low income. This could result in loss of income to the Council through rent arrears, and costs associated with the recovery of rent arrears and supporting tenants to downsize to smaller accommodation.</p> <p><b>Budget Proposal 2. Service Charges</b> Service charges fund services that benefit council housing residents. An increase in service charges will affect those tenants living in specific types of properties i.e. flats and sheltered housing schemes and those households on fixed/low incomes.</p> <p><b>Budget Proposal 3. Savings from reduction in housing repairs and maintenance costs</b> It is not anticipated that the efficiency savings identified will affect council housing residents.</p> <p><b>Budget Proposal 4. Savings from reduction in housing management unit costs</b> It is not anticipated that administrative savings and reduction in the management of HRA temporary accommodation properties will affect residents. In July 2012 a restructure of the housing management service took place to improve the way that residents access our service. This included the creation of a new customer service team with a single phone number for housing enquiries. New specialist teams were created and we increased the support for the most vulnerable residents. This new structure provides a platform for improving customer service to all residents.</p> <p><b>Budget Proposal 5: Re-investment of savings in tackling inequality, improving homes, and estate regeneration</b> Re-investment of savings in services which promote financial inclusion will help target advice to those households experiencing financial difficulties. Re-investment of savings in the capital investment programme will improve homes and assist in improving the sustainability of our homes. The programme seeks to reduce health inequalities, reduce overcrowding, tackle fuel poverty and ensure all of our homes are decent by the end of 2013. Co-ordinating repairs as part of a strategic planned programme, rather than reacting to each repair in a responsive way could cause delay for some tenants and impact on vulnerable groups. Vulnerability would be</p>

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		<p>identified through existing information held, at surveys or through conversations with tenants and/or their advocates and carers.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> age, disability, ethnicity, gender, gender reassignment, religion/belief</p>	
<p><b>Key actions to reduce negative impacts</b></p>		<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> <a href="#">(Link to Guidance)</a></p> <hr/> <p><b>Budget Proposal 1. Rent Increase</b></p> <ul style="list-style-type: none"> <li>Investment in providing specialist support services for vulnerable residents including the development of services promoting financial inclusion, pilot the Community Banking Partnership Model. This investment will help to sustain income collection to the HRA. (NB: ‘vulnerability’ in this context may be as a result of a ‘protected characteristics’ under the Equality Act 2010, or may relate to substance misuse, domestic/sexual violence, literacy or finance, for example. It may also change over the period of the tenancy.)</li> <li>Communication with residents about the forthcoming changes to housing benefit through our website, City Assembly, Homing in, Tenant Associations, Tenant Disability Network and mail shots to affected tenants.</li> <li>Financial Inclusion Co-ordinators in post to provide targeted case by case support to those households experiencing financial difficulties.</li> <li>Discretionary Housing Payments fund and other discretionary support options through the Local Authority</li> <li>The contractor is working with the council to develop proactive methods to identify vulnerable residents to ensure that their needs are appropriately met.</li> </ul> <p><b>Budget Proposal 2. Service Charges</b></p> <ul style="list-style-type: none"> <li>Four service charges will remain at 2011/12 levels. Six services charges will be restricted to contractual inflationary increases.</li> <li>Financial Inclusion Co-ordinators in post to provide targeted case by case support to those households experiencing financial difficulties.</li> <li>Financial Inclusion service being piloted using the Community Banking Partnership model, providing specialist independent money and debt advice, financial literacy training and access to affordable banking</li> </ul>	

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	products		<p><b>Budget Proposal 3. Savings from reduction in housing repairs and maintenance costs</b></p> <ul style="list-style-type: none"> <li>It is not anticipated that the efficiency savings identified will affect our residents.</li> </ul> <p><b>Budget Proposal 4. Savings from reduction in housing management unit cost</b></p> <ul style="list-style-type: none"> <li>Initial review on outcomes from the restructure of housing management services to be completed January 2013</li> <li>Full EIA on proposed move to of Victoria Road Housing Office to Portslade Town Hall to be completed in early 2013</li> <li>Consultation with residents on proposed move to Portslade Town Hall to take place in 2013</li> </ul> <p><b>Budget proposal 5. Re-investment of savings in tackling inequality, improving homes, and estate regeneration</b></p> <ul style="list-style-type: none"> <li>Consultation with tenants and leaseholders before work is undertaken. Full time site based presence from Mears and in house project manager to work closely with residents.</li> <li>To mitigate against delays to repairs through programmed works if a vulnerability is highlighted we would be flexible in carrying out required works. For example a kitchen is due to be replaced on a programme but the tenant due to a disability is struggling to use the existing taps in the sink. The solution may be to replace the taps pending the kitchen renewal or depending on any other needs the tenant has to look at the timetable for the works to be completed.</li> <li>Increased investment in adaptations to enable people to live independently in their homes, reducing pressures upon social care budgets.</li> </ul>
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>			
<p><b>Complete all three columns for each group</b> <a href="#">(Link to Guidance)</a></p>			

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Age</b>	<b>Yes</b>	<p><b>Budget Proposal 1: Rent Increase</b></p> <ul style="list-style-type: none"> <li>Reduction in housing benefit (HB) through the Government's welfare reform could potentially affect 1,017 working age households (7% of all properties). This alongside rent increases could cause financial difficulty. 72% of our tenants are aged between 16 - 64.</li> </ul> <p><b>Budget Proposal 2: Service Charges</b></p> <ul style="list-style-type: none"> <li>An increase in service charges could impact upon older residents in sheltered housing (853 tenants). The sheltered housing launderette charge is estimated to increase by £0.07 per week and the sheltered common ways charge will increase by 2.5%. Water</li> </ul>	<p><b>Budget Proposal 1: Rent Increase</b></p> <ul style="list-style-type: none"> <li>Access to Discretionary housing payments for the most vulnerable tenants/those facing exceptional hardship</li> <li>£0.070m will be included in the budget to increase the contribution to the bad debt provision</li> <li>£0.150m will be maintained into the budget for measures to tackle financial exclusion and inequality</li> <li>Targeted casework for those households affected by the HB changes including promoting the Tenant Incentive Scheme to downsize.</li> <li>Financial Inclusion Co-ordinators in post to provide targeted case by case support to those households experiencing financial difficulties.</li> <li>Full EIA on rents and service charges increases due to be completed</li> <li>71% of tenants are on housing benefit</li> </ul> <p><b>Budget Proposal 2: Service Charges</b></p> <ul style="list-style-type: none"> <li>No change in four service charges (supporting people for sheltered housing, digital aerials, cleaning and car parks &amp; garages charges)</li> <li>Full EIA on rents and service charge increases to be completed</li> </ul>

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		<p>charges are administered to 3 sheltered housing blocks and charges will be adjusted to ensure full recovery of costs including an estimated 7% inflationary increase by Southern Water. Some sheltered housing tenants also pay a grounds maintenance service charge which will increase by 2%. The combined effect of these increases results in an increase of between £0.14 - £0.75p per week.</p> <ul style="list-style-type: none"> <li>• 2 sheltered housing schemes have electrical heating systems and have benefited from a fixed contract price for the last 3 years. A new contract will commence from 1 April 2013 and it is currently estimated that the price may increase by up to 27%, an increase of between £1.63 - £1.95 per week to charges of between £7.68 and £9.17 per week.</li> <li>• Corporate gas contract prices will be revised in October 2012 and unit prices will increase and will vary for individual sites, It is estimated to increase by an average of 1.4% although this might change. This will affect 23 sites of which 16 are sheltered housing.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Inclusion Co-ordinators in post to provide targeted case by case support to those households experiencing financial difficulties.</li> <li>• Housing Benefit payable on all service charges apart from heating and water charges.</li> <li>• 71% of tenants are on housing benefit</li> <li>• Despite the predicted increase in electrical heating costs this still makes this a comparable and in some circumstances a cheaper heating option.</li> <li>• Communal gas heating charges apply to some sheltered housing schemes with charges currently between £5.61 - £12.70 per week.</li> </ul>

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		<p><b>Budget proposal 4:Savings from reduction in housing management unit costs</b></p> <ul style="list-style-type: none"> <li>• Access arrangements to Portslade Town Hall with reduced parking may affect older residents</li> </ul> <p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b></p> <ul style="list-style-type: none"> <li>• Leaseholders will be charged for any programmed works to their buildings e.g. lift replacement, over cladding These charges will affect those households on a fixed or low income and high charges can potentially make their housing situation unaffordable</li> </ul>	<p><b>Budget proposal 4:Savings from reduction in housing management unit costs</b></p> <ul style="list-style-type: none"> <li>• Full EIA on proposed move to be carried out in early 2013</li> </ul> <p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b></p> <ul style="list-style-type: none"> <li>• Consultation with leaseholders on proposed programmes</li> <li>• Extended range of payment options agreed in 2011</li> <li>• Support offered at an early stage</li> </ul>
<b>Disability</b>	<b>Yes</b>	<p><b>Budget Proposal 1. Rent Increase</b></p> <ul style="list-style-type: none"> <li>• Rent increases will affect those on a fixed or low income who are not in receipt of full HB. Tenants may also be affected by changes in the Government's welfare reform and changes to DLA and ESA which may cause financial difficulty</li> </ul>	<p><b>Budget Proposal 1. Rent Increase</b></p> <ul style="list-style-type: none"> <li>• Access to Discretionary Housing Payments for the most vulnerable tenants/those facing exceptional hardship</li> <li>• £0.070m will be included in the budget to increase the contribution to the bad debt provision</li> <li>• £0.150m will be maintained into the budget for measures to tackle financial exclusion and inequality</li> </ul>

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
		<p><b>Budget proposal 4: Savings from reduction in housing management unit costs</b></p> <ul style="list-style-type: none"> <li>• Access arrangements to Portslade Town Hall with reduced parking may affect disabled residents</li> <li>• Change in access arrangements may prove difficult for residents with learning disabilities or mental health issues</li> </ul>	<ul style="list-style-type: none"> <li>• Targeted casework for those households affected by the HB changes including promoting the Tenant Incentive Scheme to downsize.</li> <li>• Financial Inclusion Co-ordinators in post to provide targeted case by case support to those households experiencing financial difficulties.</li> <li>• Full EIA on rents and service charges increases due to be completed</li> <li>• 71% of tenants are on housing benefit</li> </ul> <p><b>Budget proposal 4: Savings from reduction in housing management unit costs</b></p> <ul style="list-style-type: none"> <li>• Need to ensure that adequate disabled parking is included in any proposals and the building is DDA compliant</li> <li>• Complete consultation with residents</li> <li>• Full EIA on proposed move to be completed in early 2013</li> <li>• Targeted awareness campaign if move goes ahead</li> </ul>



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		<p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b></p> <ul style="list-style-type: none"> <li>• Increased investment in adaptations to enable people to live independently in their homes, reducing pressures within social care budgets</li> <li>• Disabled tenants now have the option to have both a kitchen and bathroom adapted to their needs rather than one choice only.</li> <li>• Delays in minor repairs which are considered within programmed works could impact on disabled tenants</li> </ul>	<p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b></p> <ul style="list-style-type: none"> <li>• To mitigate against delays to repairs through programmed works if a vulnerability is highlighted we would be flexible in carrying out required works.</li> </ul>
<b>Ethnicity/Race</b>	<b>Yes</b>	<p><b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b></p> <ul style="list-style-type: none"> <li>• Potential for those for who English is not their first language not understanding information on increases in rent/service charges</li> <li>• Members of some ethnic groups may be less well networked and therefore less easily able to learn about changes and may find it more difficult to access support</li> <li>• For some tenants where English is not their first language completing forms/applications can be a barrier</li> </ul>	<p><b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b></p> <ul style="list-style-type: none"> <li>• Ensure information is available in a range of formats. Translation and interpreting services available via Sussex Interpreting Service</li> <li>• Communicating these changes as early as possible will allow households time to prepare.</li> </ul>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
		<b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b> <ul style="list-style-type: none"> <li>• Arranging access to complete improvement works can be difficult if there are language barriers</li> </ul>	<b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b> <ul style="list-style-type: none"> <li>• Ensure contact is made in a variety of ways. Translation and interpreting services available via Sussex Interpreting Service</li> </ul>
<b>Gender</b>	<b>Yes</b>	<b>Budget Proposal 1. Rent Increase</b> Increased rents and/or reduction in housing benefit through the Government's welfare reform changes can affect those on fixed/low incomes. 1017 households have been identified as potentially affected by the under occupancy rules. Of these a higher number (58%) of female sole tenants are affected compared to 25% male and 17% joint tenants.	<b>Budget proposal 1. Rent Increase</b> <ul style="list-style-type: none"> <li>• Complete further analysis of the households potentially affected by new under occupancy rules by gender to determine if there is a disproportionate impact on any group</li> </ul>
<b>Gender reassignment</b>	<b>Yes</b>	<b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b> <ul style="list-style-type: none"> <li>• Trans people may experience poverty due to discrimination in employment or lack of economic support from family and friends and therefore may face financial difficulties through increased rents and service charges</li> <li>• Our data indicates that we have 21 transgender tenants of which 90% of them are in receipt of housing benefit</li> </ul>	<b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b> <ul style="list-style-type: none"> <li>• Access to Discretionary housing payments for the most vulnerable tenants/those facing exceptional hardship</li> <li>• £0.070m will be included in the budget to increase the contribution to the bad debt provision</li> <li>• £0.150m will be maintained into the budget for measures to tackle financial exclusion and inequality</li> </ul>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
			<ul style="list-style-type: none"> <li>• Targeted casework for those households affected by the HB changes under the Government's welfare reform including promoting the Tenant Incentive Scheme to downsize.</li> <li>• Financial Inclusion Co-ordinators in post to provide targeted case by case support to those households experiencing financial difficulties.</li> <li>• Full EIA on rents and service charges increases due to be completed</li> <li>• Trans Equality Scrutiny Panel may make specific suggestions for how to improve housing services to trans residents</li> </ul>
<b>Religion or Belief</b>	<b>Yes</b>	<p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b></p> <ul style="list-style-type: none"> <li>• Arranging access to complete improvement works could be difficult if there are religious reasons for not allowing male contractors into the property</li> </ul>	<p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b></p> <ul style="list-style-type: none"> <li>• Sensitivity to be shown when making access arrangements and reasonable adjustments to be made</li> <li>• Communicating these changes as early and as clearly as possible will allow people of all faiths and none time to prepare.</li> </ul>
<b>Sexual Orientation</b>	<b>No</b>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Child Poverty</b>	<b>Yes</b>	<p><b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b></p> <ul style="list-style-type: none"> <li>• Those households on fixed/low incomes may be affected by rent/service charge increases.</li> <li>• Two thirds of households in social housing experience multiple disadvantage</li> <li>• In Brighton &amp; Hove 10,555 children are living in poverty or 22% of all children (2009 figures). Ranging from 46.9% of all children in East Brighton and 44.5% in Moulsecoomb - two areas with large concentrations of council owned housing. Within these areas 8.25% of households are potentially affected by the changes to Housing Benefit in April 2013 through the Government's welfare reform.</li> <li>• 77.5 of children live in out of work families</li> <li>• 72.8% of children in poverty live in lone parent families</li> <li>• The Brighton and Hove Child Poverty Commissioning Strategy identifies welfare reform as a key imminent pressure on family income and family health.</li> </ul>	<p><b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b></p> <ul style="list-style-type: none"> <li>• Analyse the households potentially affected by new under occupancy rules by household composition i.e. lone parents and families to determine if there is a disproportionate impact on any group or geographical area and target support accordingly</li> <li>• Consider cumulative impacts of changes and medium/long term impact of deep and persistent poverty.</li> </ul>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
		<p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b></p> <p>Investment will be provided in:</p> <ul style="list-style-type: none"> <li>• taking action to tackle overcrowding through continuation of the loft conversion/extensions programme</li> <li>• tackling health inequalities through a strategic programme to tackle damp and condensation</li> <li>• tackling fuel poverty through continued investment in providing modern, energy efficient heating</li> <li>• improving the sustainability and energy efficiency of the housing stock through insulation improvements, overcladding projects, solar PV and improvements to communal lighting</li> <li>• changing to energy efficient taps which reduces water poverty</li> <li>• investing in estate regeneration and building new council homes to high sustainability standards</li> </ul>	
<b>Other groups relevant to this proposal</b>	<b>Yes</b>	<p><b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b></p> <ul style="list-style-type: none"> <li>• Families experiencing domestic/financial abuse from partners may be more negatively impacted by increases in rents/service charges and reduction in income due to the</li> </ul>	<p><b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b></p> <ul style="list-style-type: none"> <li>• Domestic Violence EIA to be reviewed December 2012</li> <li>• Raise awareness of domestic abuse and support services.</li> <li>• Financial Inclusion Co-ordinators in</li> </ul>

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
		<p>pressure this places on the household</p> <ul style="list-style-type: none"> <li>• Children living in these households may experience higher levels of poverty and deprivation.</li> <li>• Issues such as caring responsibilities, families experiencing divorce/separation, substance misuse, being ex armed forces or an ex offender can also have a significant impact on income and other aspects of financial exclusion</li> </ul>	<p>post to provide targeted support to those households experiencing financial difficulties.</p>
<p><b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)</p>	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>The proposals to increase rents and service charges as per last year negatively impact on those households on fixed/low incomes and those not in receipt of full housing benefit. This is compounded by changes to Housing Benefit and wider changes under the Government's welfare reform which negatively impacts on 1,017 households (7% of our properties).</p>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Regulatory Services – Environmental Health and Licensing</b>		<b>Budget Ref. EIA 19</b>
<b>Head of Service</b>	<b>Tim Nichols</b>		
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>Reduce salary budget in Health &amp; Safety team by £25k, loss of one FTE SO1/2 post. Reduction of project/programmed inspections but remaining compliant with legislation..</p>		
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>Changes following LAC 67-2 rev. 3 review. DWP Good Health &amp; Safety, Good for Everyone. Health &amp; Safety regulations overhauled. Businesses to be exempted. Shops, pubs and clubs no longer routinely inspected. From April 2013, Government: new directions for HSE and LAs as measure to boost economy.</p>		
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <ol style="list-style-type: none"> <li>1. No discretion – DBIS and DWP policy direction.</li> <li>2. HSE provide workplace safety and health advice.</li> </ol>		
<b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b>			
<b>Age</b>	<b>Yes</b>	<b>Reduced occupational health &amp; safety protection.</b>	<ol style="list-style-type: none"> <li>1. Government policy</li> <li>2. HSE advice on website</li> </ol>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>Disability</b>	Yes	Reduced occupational health & safety protection.	1. Government policy 2. HSE advice on website
<b>Ethnicity/Race</b>	Yes	Reduced occupational health & safety protection.	1. Government policy 2. HSE advice on website
<b>Gender</b>	Yes	Reduced occupational health & safety protection.	1. Government policy 2. HSE advice on website
<b>Gender reassignment</b>	Yes	Reduced occupational health & safety protection.	1. Government policy 2. HSE advice on website
<b>Religion or Belief</b>	Yes	Reduced occupational health & safety protection.	1. Government policy 2. HSE advice on website
<b>Sexual Orientation</b>	Yes	Reduced occupational health & safety protection.	1. Government policy 2. HSE advice on website
<b>Child Poverty</b>	Yes	Reduced occupational health & safety protection.	1. Government policy 2. HSE advice on website
<b>Other groups relevant</b>	Yes	Reduced occupational health & safety	1. Government policy



Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
to this proposal		protection.	2. HSE advice on website
Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>Accident trends over time should be monitored for impact in change in economic and social policy. However, accident reporting criteria are changing.</p>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Trading Standards</b>		<b>Budget Ref. EIA 20</b>
<b>Head of Service</b>	<b>Jo Player</b>		
<b>Budget Proposal</b>	<b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b>		
	Reduction of succession planning budget reduction of 1.2FTE posts. Business advice line service will cease but this will be mitigated through other on-line advice and engagement with businesses as far as possible.		
<b>Summary of impacts</b>	<b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b>		
	Loss of succession planning may result in loss of staff once qualified.  <b>Impacts identified on the following ‘protected characteristics’:</b> none.		
<b>Key actions to reduce negative impacts</b>	<b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b>		
	Ensure officers are qualified in the next two years. Explore income generation options.		
<i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i>			
<b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b>			
<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
Age	NO		
Disability	NO		
Ethnicity/Race	NO		
Gender	NO		
Gender reassignment	NO		
Religion or Belief	NO		
Sexual Orientation	NO		
Child Poverty	NO		
Other groups relevant to this proposal			

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Communities and Equality</b>	<b>Budget Ref. EIA 21</b>
<b>Head of Service</b>	<b>Mary Evans</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>Reduce the City Communities Fund budget by £20k.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>Over 60% of this budget is spent on activities and events for communities of people with protected characteristics e.g. Black History month, Gypsy, Roma, Traveller History month, Refugee week and Japan Festival. Key events will be protected but there is a potential that new events may no longer be able to run although it is expected that overall Communities &amp; Equalities budgets will contain sufficient flexibility if absolutely necessary.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> all.</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>The annual grants programme can support some of the activities run by Community/Voluntary sector groups instead. Additional support during the application process could be provided.</p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Age</b>	<b>YES</b>	Over the last two years the CCF has contributed to: St Richards Community Centre – support for over 50s groups Youth Offending Service allotment support	Potential support from annual grants
<b>Disability</b>	<b>YES</b>	Last year the CCF supported the Fed of Disabled People’s Jubilee tea party.	Potential support from annual grants
<b>Ethnicity/</b>	<b>YES</b>	Over the last two years the CCF has contributed to: Black History month Gypsy, Roma, Traveller History month Brighton Japan festival Refugee week	Continued support from this fund. Japan festival is a partnership of private sector groups and so would not be supported.
<b>Gender</b>	<b>YES</b>	No gender specific events were supported by the budget in the last two years but there is the potential for them to apply.	Potential support from annual grants
<b>Gender reassignment</b>	<b>YES</b>	No trans events were supported by the budget in the last two years but there is the potential for them to apply.	Potential support from annual grants
<b>Religion or Belief</b>	<b>YES</b>	The CCF funds the civic commemoration of Holocaust Memorial Day - exhibition and publicity	This will need to be funded from the Equalities team running costs.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Sexual Orientation</b>	<b>YES</b>	Over the last two years the CCF has contributed to: Brighton Bothways Bi-visibility event Pink Fringe GEMs Aids Memorial Concert	Some continued support and potential support from annual grants
<b>Child Poverty</b>	<b>NO</b>		
<b>Other groups relevant to this proposal</b>	<b>YES</b>	A specific DV culture project was funded by CCF last year	Potential support from annual grants
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a> <hr/> <b>None identified</b>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Discretionary Grants (Annual and Three-Year)</b>	<b>Budget Ref. EIA 22</b>
<b>Head of Service</b>	<b>Mary Evans</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>To freeze the Discretionary Grants budget at current funding level.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>Over 70% of the organisations proposed for Three-Year Grants are aimed at increasing involvement, support and opportunities for people protected by the Equality Act 2010. 35% of the organisations provide services related to substance misuse, homelessness, community safety (hate crime), training and learning (unemployment and low educational qualifications) that are more likely to be of benefit to people made vulnerable and/or disadvantaged by their protected characteristic.</p> <p>Annual Grants tend to be particularly effective at supporting small groups, working with marginalised and often vulnerable people. Of the 38 smaller organisations funded last year 71% are aimed at increasing involvement, support and opportunities for people protected by the Equality Act 2010. It is expected that similar proportions will apply in the coming year.</p> <p>All the equalities impacts for the current budget are assessed and addressed within the current grants programme. Therefore although there is a potential impact on all groups due to predicted increased demand on their services, there is no disproportionate impact on any specific group which is not already being mitigated within the grants programme.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> none.</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <hr/>	



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
	No action is required beyond that already being completed within the Discretionary Grants programme.		
<i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i>			
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Age</b>	<b>No</b>		
<b>Disability</b>	<b>No</b>		
<b>Ethnicity/Race</b>	<b>No</b>		
<b>Gender</b>	<b>No</b>		
<b>Gender reassignment</b>	<b>No</b>		
<b>Religion or Belief</b>	<b>No</b>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
Sexual Orientation	No		
Child Poverty	No		
Other groups relevant to this proposal	No		
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a></p> <hr style="border-top: 1px dashed black;"/> <p>A funding freeze potentially means:</p> <ul style="list-style-type: none"> <li>• No increase in financial support for CVS organisations in the city at a time when demand for their services is increasing because of reductions in statutory services,</li> <li>• No increased capacity for CVS groups to encourage and support community resilience and enable people to live healthy, independent lives with less reliance on statutory services,</li> <li>• No opportunity for increasing match funding within a context of a reducing local and national funding portfolio.</li> </ul>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Culture</b>		<b>Budget Ref. EIA 23</b>
<b>Head of Service</b>	<b>Paula Murray</b>		
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>Delete the budget of £25k to support the Pride event directly with financial support.</p>		
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>If the event has to cover all costs directly, it may prove less viable. However, one-off funding is proposed for 2013/14 to allow Pride the necessary lead-in time to develop a sustainable business model.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> gender reassignment and sexual orientation</p>		
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>Officers will work closely with the event organisers to try and ensure the sustainability and viability of the event without direct financial support.</p>		
<i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i>			
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s?</b> YES/NO	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Age</b>	no		
<b>Disability</b>	no		
<b>Ethnicity/Race</b>	no		
<b>Gender</b>	no		
<b>Gender reassignment</b>	Yes	It is unlikely that not having this funding directly would prevent the event from going ahead. If the event has to cover all the infrastructure costs, there could be an increase in ticket prices to accommodate this which may prevent some people from attending the ticketed event, although the Parade element would remain free.	
<b>Religion or Belief</b>	no		
<b>Sexual Orientation</b>	yes	It is unlikely that not having this funding directly would prevent the event from going ahead. If the event has to cover all the infrastructure costs, there could be an increase in ticket prices to accommodate this which may prevent some people from attending the ticketed event, although the Parade element would remain free.	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Child Poverty</b>	no		
<b>Other groups relevant to this proposal</b>	no		
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be <a href="#">(Link to Guidance)</a></b></p> <p>none</p>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	Sports Facilities	<b>Budget Ref. EIA 24</b>
<b>Head of Service</b>	Ian Shurrock	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b> <a href="#">(Link to Guidance)</a></p> <hr/> <p>Efficiency reduction of expenditure of £30k on maintenance of King Alfred Leisure Centre.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> <a href="#">(Link to Guidance)</a></p> <hr/> <p>A reduction in funding the maintenance of the council's sports facilities has the potential to negatively impact upon the quality of the service provided for all user groups – but no specific impacts on 'protected characteristics' groups are identified.</p> <p>As the reduction relates primarily to building infrastructure rather than the programmes that are provided then the impact should be minimal. However, there is always the risk of major unforeseen expenditure being required in order to keep the facility fully operational. This is particularly true of the King Alfred Leisure Centre, parts of which date back to the 1930s.</p> <p>Increasing participation in sport and physical activity is key to improving the health and well-being of the city's residents and reducing the cost of obesity-related health care. Any reduction in the quality of service provided could lead to a decline in the number of people participating in sport and physical activity. This would, in turn, impact negatively upon the health and wellbeing of local residents and could lead to a rise in crime and anti-social behaviour.</p> <p><b>Impacts identified on the following 'protected characteristics':</b> none.</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> <a href="#">(Link to Guidance)</a></p> <hr/> <ul style="list-style-type: none"> <li>- Required works are carefully prioritised to minimise the potential negative impacts.</li> <li>- Work closely with Freedom Leisure in prioritising, planning and undertaking required works to minimise impact upon users.</li> </ul>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i>			
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Age</b>	No specific impact		
<b>Disability</b>	No specific impact		
<b>Ethnicity/Race</b>	No specific impact		
<b>Gender</b>	No specific impact		
<b>Gender reassignment</b>	No specific impact		
<b>Religion or Belief</b>	No specific impact		
<b>Sexual Orientation</b>	No specific impact		
<b>Child Poverty</b>	No specific impact		
<b>Other groups relevant to this proposal</b>	No specific impact		
<b>Cumulative impacts</b> (proposed changes)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> ( <a href="#">Link to Guidance</a> )		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
elsewhere which might worsen impacts identified above)			



## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Libraries, City Services</b>	<b>Budget Ref. EIA 25</b>
<b>Head of Service</b>	<b>Sally McMahon</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p><b>Aim of Policy/Scope of Service/Background Information</b></p> <ul style="list-style-type: none"> <li>• Following the amendment passed at the Economic and Development Culture Committee on 20 September 2012 the Mobile Library will run on its current schedule until the end of March 2013.</li> <li>• A report will be going to the Economic and Development Culture Committee on 15 November 2013 presenting a range of options for the future of the Mobile Library service from April 2013. This EIA examines with impact of the following options:</li> <li>• This EIA looks at the implications of the following options:             <ol style="list-style-type: none"> <li>1. End the Mobile Library Service and replace with Housebound Home Delivery Service.</li> <li>2. Reduction of the mobile library service to 4 or 3 days per week maintaining the most used stops</li> <li>3. Reduction of the mobile library service to 3 days a week and develop Home Delivery Service</li> </ol> </li> <li>• A Housebound Home Delivery Service is in the early stages of development currently based entirely on volunteers. Achieving some council funding for this service, as in options 1 and 3 would enable it to much more effectively and quickly develop and deliver.</li> </ul>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>Ending or reducing the Mobile library service could impact on:</p> <ol style="list-style-type: none"> <li>1. older people with mobility issues</li> <li>2. some schools and children with special needs</li> <li>3. people who are housebound or have difficulty getting to or using a library</li> <li>4. some people in residential accommodation</li> <li>5. excluded or isolated people</li> </ol> <p><b>Impacts identified on the following ‘protected characteristics’:</b> age, disability.</p>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <hr style="border-top: 1px dashed black;"/> <ol style="list-style-type: none"> <li>1. A Housebound Library service will be developed across the city available to eligible people of all ages</li> <li>2. Range of alternative services in libraries and schools detailed below. Range of alternative services for children with special needs detailed below</li> <li>3. A Housebound Library service will be developed across the city available to eligible people of all ages</li> <li>4. Equal Access delivery service plus Housebound service will be offered</li> <li>5. Reducing isolation and improving inclusion would be a key broad aim of the Housebound Library Service. Priority would be given to the areas around former stops in terms of promoting, developing and delivering as appropriate range of services including Housebound, Equal Access, local libraries, services to children and young peoples and other outreach services.</li> </ol>		
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>			
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>			
<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Age</b>	<b>Yes</b>	<p>Ending or reducing the Mobile library service could impact on older people with mobility issues. Of those who only use the Mobile there are 51 people over 65.</p> <p>Ending or reducing the Mobile could impact on children under five (Numbers included in figures below)</p>	<p>A Housebound Library service will be developed across the city to bring access to library services to older people with mobility or other access issues.</p> <p>Only one nursery/playgroup uses the Mobile Library. They already receive the Book Ahead pre-school loans service, through which they receive a free collection of books</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
		<p>Ending or reducing the Mobile could impact on school aged children. Of those who only use the Mobile there are 60 users under 18, and 77 pupil tickets</p> <p>Ending or reducing the mobile could impact on children with special needs. There are 65 pupil tickets</p>	<p>which are exchanged on a termly basis. They are also in receipt of Bookstart packs, which is a book gifting scheme for babies, and toddlers</p> <p>The Mobile Library stops near two schools, where there is limited use despite promotion. The schools will be offered:</p> <ul style="list-style-type: none"> <li>• Library staff visit to the school to promote library services including homework club and class visits to the local library</li> <li>• Access to the Get Reading project for schools whereby pupils are signed up to public library membership and get a special edition library card, and the teachers also get a teacher's membership card which enables them to borrow up to 40 books and eight audio-visual items at one time for their class.</li> </ul> <p>A small number of pupils from a school for pupils with special needs currently use the Mobile Library Service. The range of alternative provision offered would include the same services as offered to other schools plus the option of a delivery of exchange collections of books on an eight weekly basis</p> <p>Special needs pupils would receive public library services completely free of any</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
			<p>charges, including fines and audio-visual charges, as the Library Service recognises the Compass Card as evidence of being eligible for the fully free service</p> <p>The Housebound service would be available for eligible people of all ages.</p> <p>If the mobile service were to be reduced, the most currently used stops would be maintained.</p> <p>Priority would be given to the areas around former stops in terms of promoting, developing and delivering as appropriate range of services including Housebound, Equal Access, local libraries, services to children and young peoples and other outreach services.</p>
<b>Disability</b>	<b>Yes</b>	<p>Ending or reducing the mobile library service could impact on people who are housebound or have difficulty getting to or using a library. There are currently only three registered mobile library users who are housebound.</p> <p>Ending or reducing the mobile library service could impact on people in residential</p>	<p>The alternative Housebound Library service will be developed across the city to bring access to library services to housebound and other disabled people</p> <p>Despite extensive efforts at promotions, the Mobile Library Service is not used very much by elderly or housebound residents with many of them finding it difficult to use the Mobile Library, preferring to use Equal Access service.</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
		<p>accommodation. Only 17 current users.</p> <p>Ending or reducing the mobile library service could impact on excluded and isolated people</p>	<p>The Equal Access Service would continue to be offered to residential accommodation with the Housebound service made available in addition/as an alternative as appropriate. All of the residential homes near Mobile Library stops already have regularly exchanged collections of books.</p> <p>There is a network of 14 libraries-12 community and two central, with 98% of all residents within one mile of a library</p> <p>71% (611) of registered mobile library borrowers already use one of the static libraries with only 253 registered borrowers using the Mobile Library only.</p> <p>Reducing isolation and improving inclusion would be a key broad aim of the Housebound Library Service. As well as delivering library materials and information services, digital inclusion would be improved by bringing the Council Connect internet help service through laptops to people in their own homes. Exclusion would be combated in the wider sense by sharing good practice, resources, information and access to library and a wide range of other services via a partnership with the Neighbourhood Care Scheme.</p> <p>If the mobile service were to be reduced, the</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
			<p>most currently used stops would be maintained.</p> <p>Priority would be given to the areas around former stops in terms of promoting, developing and delivering as appropriate range of services including Housebound, Equal Access, local libraries, services to children and young peoples and other outreach services.</p>
<b>Ethnicity/Race</b>	<b>No</b>		
<b>Gender</b>	<b>No</b>		
<b>Gender reassignment</b>	<b>No</b>		
<b>Religion or Belief</b>	<b>No</b>		
<b>Sexual Orientation</b>	<b>No</b>		
<b>Child Poverty</b>	<b>No</b>		
<b>Other groups relevant to this proposal</b>	<b>No</b>		

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s?</b> <b>YES/NO</b></p>	<p><b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)</p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u>: Actions should be directly related to the potential impacts identified.</p>
<p><b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)</p>	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a></p> <hr style="border-top: 1px dashed black;"/>		

**Budget Screening Equality Impact Assessment Template 2013/14**

<b>Service Area</b>	<b>Libraries, City Services</b>	<b>Budget Ref. EIA 26</b>
<b>Head of Service</b>	<b>Sally McMahon</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <ul style="list-style-type: none"> <li>• A home delivery library service to individual housebound users is currently in the early stages of improvement and development</li> <li>• The current Housebound Service offers a range of benefits to registered Housebound users including longer loans and no overdue charges. Many housebound people get their library items from friends or family, so are hidden in the loans of other borrowers, so are missing out on the benefits of Housebound membership</li> <li>• Strategies toward achieving some funding to in addition employ a Home Delivery Library Officer to work with the volunteers are therefore currently being urgently considered including reducing or ending the mobile library service to fund this</li> <li>• The developing home delivery service would provide a tailored individual service aiming to give access to all library stock and services</li> </ul>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <ol style="list-style-type: none"> <li>1. The development of a tailored individual Housebound Home Delivery Service can extend library and related community services to a wide range of people.</li> <li>2. Managing expectation and demand could be challenging</li> <li>3. Managing the volunteers and all necessary processes to deliver the service could be challenging as demand grows.</li> <li>4. Reducing or ending the mobile library could have a range of impacts</li> </ol> <p><b>Impacts identified on the following 'protected characteristics': age, disability.</b></p>	



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <hr style="border-top: 1px dashed black;"/> <ol style="list-style-type: none"> <li>1. Continue to develop service, building on initial successful volunteer recruitment.</li> <li>2. Be clear, positive and honest about service capabilities as part of the development programme</li> <li>3. Employing a dedicated Home Delivery Officer will enable housebound services to be more effectively developed and co-ordinated. Work with a range of partners including such as Neighbourhood Care Scheme and Adult Social Care to share resources and help deliver services most cost effectively in some areas. Monitor effectiveness of services and partnerships to maximise potential for further funding bids and potential up-scaling of service in response to demand</li> <li>4. See separate Mobile Library Future EIA.</li> </ol>		
<i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i>			
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Age</b>	<b>Yes</b>	<p>Opportunity to improve, extend and develop library services to older people who are more likely to be unable to get to a static library due to mobility issues</p> <p>Opportunity to deliver services and bridge the gap for children in care who may sometimes be unable to access full range of library services.</p>	Service will be developed and promoted with range of key partners and stakeholders to effectively target and deliver services to eligible people across all age ranges
<b>Disability</b>	<b>Yes</b>	Opportunity to improve, extend and develop the service to disabled people who may be unable to get to or utilise a static library.	<p>Service will be developed and promoted with a range of key partners and stakeholders across the to bring access to library services to housebound and other disabled people</p> <p>The Equal Access Service which delivers pre-</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
		Opportunity to combat social exclusion and bring library, information and associated key services and skills to excluded and isolated people may not able to easily access a full range of library services	<p>selected collections to residential accommodation will continue with the individual Housebound service made available in addition/as an alternative as appropriate.</p> <p>Reducing isolation and improving inclusion will be a key broad aim of the Housebound Library Service. As well as delivering library materials and information services, digital inclusion would be improved by bringing the Council Connect internet help service through laptops to people in their own homes.</p> <p>The ability to deliver digital inclusion services would be particularly dependant on achieving some statutory funding Exclusion would be combated in the wider sense by sharing good practice, resources, information and access to library and a wide range of other services via a partnership with the Neighbourhood Care Scheme.</p>
<b>Ethnicity/Race</b>	<b>No</b>		
<b>Gender</b>	<b>No</b>		
<b>Gender reassignment</b>	<b>No</b>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Religion or Belief</b>	No		
<b>Sexual Orientation</b>	No		
<b>Child Poverty</b>	No		
<b>Other groups relevant to this proposal</b>	<b>People with caring responsibilities</b>	Opportunity to develop and extend library services to people with caring responsibilities and/or the people they care for may not be able to easily access a full range of library services	Carers and the people they care for will be one of the key groups targeted for a developing Housebound Home Delivery Service.
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a>		

## Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Tourism & Leisure	Budget Ref. EIA 27
Head of Service	Adam Bates	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b> <a href="#">(Link to Guidance)</a></p> <hr/> <p>Closure of the staffed Visitor Information Centre (VIC) and replacement with other Visitor Information Points.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> <a href="#">(Link to Guidance)</a></p> <hr/> <p>Loss of face-to-face service may impact on people in certain groups, particularly those who are unable, or do not wish to use new technology to source information, and those with access needs.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> age, disability, ethnicity, gender reassignment, religion/belief, sexual orientation.</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> <a href="#">(Link to Guidance)</a></p> <hr/> <ul style="list-style-type: none"> <li>• Working with local businesses to introduce Visitor Information Points (VIPs) where visitors would be able to access free information about the city – ensure accessibility to these venues.</li> <li>• Introduction of on-street volunteers to help visitors with tourist information.</li> <li>• Ensure that an understanding and commitment to all the equality strands is included in any training, both for the VIPs and any on-street volunteer ambassadors</li> </ul>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group</b> <a href="#">(Link to Guidance)</a></p>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Age</b>	Yes	Loss of highly trained face-to-face service may impact on older people, who may not have access to, or be familiar with, the use of online or smart technology.	Train new VIP staff and new volunteers as highly as possible in local product knowledge.
<b>Disability</b>	Yes	<p>The current VIC is fully accessible with trained staff.</p> <p>The VIPs may not have full access for disabled people, who would therefore not be able to access the service easily.</p>	<p>Ensure access information for each VIP is included on the destination website so that visitors can make an informed choice before arriving in the city.</p> <p>Ensure on-street volunteers have access information for each of the VIPs in order to inform and help customers effectively.</p>
<b>Ethnicity/Race</b>	Yes	<p>The current VIC staff are fluent in major European languages.</p> <p>Overseas visitors who do not speak English will experience a poorer service if the VIP staff and the volunteers are unable to communicate effectively with them.</p>	Encourage applications from volunteers who have knowledge of a second European language.
<b>Gender</b>	No	Both men and women will be affected by the closure of the VIC in the same way if they are also included in one of the other equality strands.	
<b>Gender reassignment</b> (	Yes	VIP staff and volunteers may not be as highly trained in Equalities as the current VIC staff; transsexuals may therefore be more prone to discrimination.	Ensure new VIPs and volunteers are aware of the need to treat all customers with respect and dignity.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Religion or Belief</b>	Yes	Visitors of all religions and beliefs could be affected by the closure of the VIC as they may not be able to access information about places of worship in the city in a “non-denominational” environment.	Ensure all VIPs are located in places that may not exclude certain visitors.
<b>Sexual Orientation</b>	Yes	The current VIC has the space to rack LGBT literature, so that customers do not have to identify themselves as LGBT when looking for information. It is unlikely that the VIPs will have sufficient racking space to do this.	Ensure VIPs are located in places that LGBT visitors would not feel uncomfortable going to.
<b>Child Poverty</b>	No	The same, reduced, service will be as accessible by poorer families as those on higher incomes.	
<b>Other groups relevant to this proposal</b>	-		
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> ( <a href="#">Link to Guidance</a> )		

## Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Revenues & Benefits	Budget Ref. EIA 28
Head of Service	Graham Bourne	
Budget Proposal	<p data-bbox="474 437 1697 475"><b>Briefly and simply explain what budget changes are proposed.</b> (<a href="#">Link to Guidance</a>)</p> <hr style="border-top: 1px dashed black;"/> <p data-bbox="474 544 2047 576">This impact assessment is in relation to the Revenues &amp; Benefits Service within the City Services Delivery Unit.</p> <p data-bbox="474 619 2074 1018">This is an assessment of the equality impact of the downsizing of the benefit function within the service. This is a continuation of a downsizing programme that began in 2011 when the government first revealed its welfare reform intentions and the associated plans to incrementally reduce funding to local authorities in respect of housing benefit and council tax benefit administration. Subsequently the localisation agenda has resulted in legislation to replace council tax benefit with council tax support, again with funding implications. The overall downsizing strategy incorporates a systems thinking approach with a view to improving service to the customer and cost effectiveness to the service. In respect of the latter point, this is a necessary improvement because caseloads remain high and funding to the service is being reduced. The government grant funding projections are based on predicted falls in caseload tracking an expected improvement in the economy. While the national unemployment figures are falling these are yet to translate into a reduction in the overall caseload, partly because there has been a significant increase in low wage / part time workers claiming benefits.</p> <p data-bbox="474 1061 2069 1241">The service already has a comprehensive EIA in place but in addition there are two specific changes from 1 April 2013 that are subject to separate EIAs. The Council Tax Support EIA highlights the issues related to the proposed replacement for Council Tax Benefit, and the Social Fund EIA (currently in draft form) relates to the authority's new duty to take on a discretionary fund previously administered by the Department of Work and Pensions. Both of these EIAs are attached for information.</p> <p data-bbox="474 1284 2074 1428">This EIA is for the two benefit budget proposals. The first is to reduce administrative costs by £150k, in the main by reducing posts. The second proposal is effectively the same but for an additional £150k of saving, probably in its entirety by reducing posts. The two are separated because it is believed the risk to the quality and equality of service increases if savings above £150k are implemented.</p> <p data-bbox="474 1471 2074 1501">This document highlights the equality impact associated with the overall service and does not go into the detail of</p>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
		the two specific welfare reform EIAs.	
<b>Summary of impacts</b>		<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>It is difficult to predict the level of increase in demand, and the cumulative financial impact, due to the welfare reform and localisation changes, because the scale of change is unprecedented. The major risk is a drop in the quality of overall service. Primarily, this could mean more difficulty for customers in accessing the service, resulting in longer waiting times both on the telephone and in the Customer Service Centre, as well as delays in paying claims. The pressure of being behind with work tends to lead to more staff errors and this can add to delay and frustration. If the work pressures build then decisions will have to be made around prioritising resources on the core functions of the service, and the more pro-active elements that we are planning to increase next year, such as those engaged in debt –prevention work, may have to be scaled back. A significant work backlog can rapidly escalate with significant customer and financial impact.</p> <p>Any reduction in service could potentially impact on customers in terms of access, advice and financial support. As indicated in the specific EIAs, some groups are more affected by certain welfare changes than others and may be disproportionately affected by a drop in service levels. It is difficult to be certain how this would manifest as the interaction of changes is difficult to predict. However those who have difficulty accessing the service could be marginalised and those who might have benefited from pro-active work may lose out.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> all (and child poverty).</p>	
<b>Key actions to reduce negative impacts</b>		<b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> ( <a href="#">Link to Guidance</a> )	



Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<p>The challenge is complex but considerable planning is going into preparing for the welfare reform changes in 2013 and in maintaining systems thinking principles in the service to minimise failure and waste. The additional demands of the localisation agenda and social fund administration have been recognised early and finance and resources are being organised to deal with the extra burden.</p>			
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>			
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>			
Age (	YES	<p>The budget saving proposal doesn't have any direct impact to this group, but there may be a cumulative affect due to a reduction in the overall quality of service to all customers (as described below) which may have an age related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council. These two EIAs detail how this specific group is impacted by the particular reform.</p> <p>Indirectly those who are elderly have a higher dependency on services that we occasionally provide, such as home visits, and may be disadvantaged if it is necessary to limit this service as a result of budget savings. There could also be changes to our plans for more pro-active work, designed to engage</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
		constructively with individuals who need our help. Additionally, the capacity to work with representative groups such as YAC and Age Concern may be restricted.	
<b>Disability</b>	<b>YES</b>	<p>The budget saving proposal doesn't introduce any direct impact to this group but there may be a cumulative affect due to a reduction in the overall quality of service to all customers which may have a disability related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council. These two EIAs detail how this specific group is impacted by the particular reform.</p> <p>Indirectly those with disabilities have a higher dependency on the outreach services we provide, such as home visits, and may be disadvantaged if it is necessary to reduce our service as a result of budget savings. There could also be changes to our plans for more pro-active work, designed to engage constructively with individuals who need our help. Additionally, the capacity to work with representative groups such as Grace Eyre Foundation and in support of the Council's Adult Social Care service may be restricted.</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Ethnicity/Race</b>	<b>YES</b>	<p>The budget saving proposal doesn't introduce any specific impact to this group but there may be a cumulative affect due to a reduction in the overall quality of service to all customers which may have an ethnicity / race related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council. These two EIAs detail how this specific group is impacted by the particular reform.</p> <p>Those with English as an additional language have a preference for face to face contact as a communication channel, and the capacity to provide the same level and accessibility of face to face service may be affected as a result of budget savings and/or government policy towards 'Digital by Default'.</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>
<b>Gender</b>	<b>YES</b>	<p>The budget saving proposal doesn't introduce any specific impact to this group but there may be a cumulative affect due to a reduction in the overall in quality of service to all customers, which may have a gender related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council.</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
		<p>These two EIAs detail how this specific group is impacted by the particular reform.</p> <p>Plans within universal credit to pay only one adult family member on behalf of the family may add complexity to dealing with debt situations. The budget saving will give no capacity to deal with any extra demand. In certain circumstances single parents may perceive that they are particularly disadvantaged by elements of the welfare reforms, and the majority of single parents are women.</p>	<p>and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>
<b>Gender reassignment</b>	<b>YES</b>	<p>The budget saving proposal doesn't introduce any specific impact to this group but there may be a cumulative affect due to a reduction in the overall quality of service to all customers which may have a gender reassignment related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council. These two EIAs detail how this specific group is impacted by the particular reform.</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Religion or Belief</b>	<b>YES</b>	<p>The budget saving proposal doesn't introduce any specific impact to this group but there may be a cumulative affect due to a reduction in the overall quality of service to all customers which may have a religion / belief related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council. These two EIAs detail how this specific group is impacted by the particular reform.</p> <p>It should be noted that larger families may be significantly affected by benefit changes in 2013. There is a correlation between family size and some religions. The capacity to deal with the large family issues may be impacted by the budget proposals.</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>
<b>Sexual Orientation</b>	<b>YES</b>	<p>The budget saving proposal doesn't introduce any specific impact to this group but there may be a cumulative affect due to a reduction in the overall quality of service to all customers which may have a sexual orientation related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council. These two EIAs detail how this specific group is impacted by the particular</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
		reform.	Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.
<b>Child Poverty</b>	<b>YES</b>	<p>The budget saving proposal doesn't introduce any specific impact to this group but there may be a cumulative affect due to an overall reduction in quality of service to all customers which may have a child poverty related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council. These two EIAs detail how this specific group is impacted by the particular reform.</p> <p>The largest financial impacts of welfare reform will be felt by families and the capacity to provide support and advice for these families may be impacted by the budget proposals</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>
<b>Other groups relevant to this proposal</b>	<b>YES</b>	<p>The Revenues &amp; Benefits service EIA identifies, in addition to those mentioned above, the following groups for specific consideration;</p> <ul style="list-style-type: none"> <li>• Those with difficulty accessing</li> </ul>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
		<p>services</p> <ul style="list-style-type: none"> <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>• Refugees &amp; Asylum Seekers</li> <li>• Ex-offenders and people with unrelated convictions</li> <li>• People experiencing domestic violence</li> </ul> <p>All of these groups could be potentially impacted as stated in the section below. However those in the first three categories would be likely to be more severely effected if there was a drop in service.</p>	<p>administrative burden. Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>
<b>Cumulative impacts</b> (proposed changes)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
elsewhere which might worsen impacts identified above)			<p>The budget proposals coincide with the introduction of major welfare reforms. There will be changes in terms of council tax support, where the national Council Tax Benefit is being replaced by a local scheme. The Council will also become responsible for administration of a proposed local discretionary social fund, and further changes to Housing Benefit will be introduced in advance of the transfer to Universal Credit. All these changes will have an impact on existing customers and will initially increase demand for the service and put pressure on associated services such as housing options, homeless and adult social care. Specific funding has been allocated to provide extra resources to handle the localisation issues and the social fund administration comes with support funding. It is against this backdrop that the service will have to make the budget savings. Current performance would indicate that existing service levels could be maintained if the budget savings are £150k or less, but any increase above that level increases the risk of quality of service being affected. Any reduction in service quality could potentially impact on customers in terms of access, advice and financial support. As indicated in the specific EIAs, some groups are more affected by certain welfare changes than others and may be disproportionately affected by a drop in service levels. It is difficult to be certain how this would manifest as the interaction of changes is difficult to predict. However those who have difficulty accessing the service could be marginalised and those who might have benefited from pro-active work may lose out.</p>



## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Revenues &amp; Benefits</b>	<b>Budget Ref. EIA 29</b>
<b>Head of Service</b>	<b>Graham Bourne</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p><b>Proposal: increase NNDR (National Non Domestic Rates) collection by £200k in 2013/14</b></p> <p>The current NNDR / Business Rates scheme is administered by the Local Authority for central government. Money we collect goes to a central pool and is then redistributed by grant. From April 2013, this arrangement is changing, and 49% of the money we collect will be retained locally and the remainder paid over to the Fire Authority (1%) and government. This means we will be able to keep some of the extra rates that we raise if we grow the number of properties in the area that are liable to pay Business Rates. Unlike Council Tax, we are not able to set the amount of Rates that an individual has to pay, so we can only increase NNDR revenue by improving collection, or growing the number of properties that are chargeable for NNDR.</p> <p>For the purposes of this EIA, we can assume that the following factors are the ones that could result in increased collection:</p> <ul style="list-style-type: none"> <li>• <b>The systems thinking project will help to eliminate wasted contacts and failure in our system.</b> In practical terms this means reacting more effectively to our customers' needs, sending out bills faster, that are as accurate as possible, and making it as easy as possible for our customers to pay</li> <li>• <b>Reminders and summonses are sent to those in arrears, as they are at present</b> like in Council Tax, arrears in Business Rates are pursued by sending reminders, then summonses. Enforcement action follows on from that (e.g. bailiff visits, potential bankruptcy etc). Due to anticipated improvements from systems thinking, it is more likely that the numbers of reminders and summonses will <b>reduce</b> and yet people will be paying faster and keeping to the arrangements they have made.</li> </ul> <p>Increasing collection will therefore be achieved by doing what we currently do, but more effectively.</p>	
<b>Summary of impacts</b>	<b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
		<p>There is no anticipated impact on any one specific group. We are collecting largely from businesses.</p> <p>There is a risk that if a ratepayer is unable to pay, and their business / premises serve a particular group, there could be an impact. However, that is mitigated somewhat by the Discretionary Rate Relief scheme, which can reduce Business Rates for some non-profit making organisations and charities.</p> <p>There is also a risk that individuals within a business, whether those running it or employed by it, could be affected by inability to pay. For example, the business could close down and cause redundancies. However, this situation exists already by virtue of us attempting to collect Business Rates in the first place.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> none,</p>	
<b>Key actions to reduce negative impacts</b>			<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>The proposals add no new burdens on taxpayers, and in fact the systems thinking changes could well result in more settled payment arrangements and reduced numbers of reminders and summonses.</p>
<i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i>			
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Age</b>		The budget saving proposal doesn’t have any direct impact on this group. However, charitable and not-for-profit organisations have to pay Business Rates, and so if they are having trouble paying it could have a secondary effect on the client group.	Current rules provide some protection - charities receive a mandatory 80% government reduction on their bill and can apply to have the rest covered by Discretionary Rate Relief.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Disability</b>	<b>NO</b>	The budget saving proposal doesn't have any direct impact on this group. However, charitable and not-for-profit organisations have to pay Business Rates, and so if they are having trouble paying it could have a secondary effect on the client group.	Current rules provide some protection - charities receive a mandatory 80% government reduction on their bill and can apply to have the rest covered by Discretionary Rate Relief.
<b>Ethnicity/Race</b>	<b>NO</b>	The budget saving proposal doesn't have any direct impact on this group. However, charitable and not-for-profit organisations have to pay Business Rates, and so if they are having trouble paying it could have a secondary effect on the client group.	Current rules provide some protection - charities receive a mandatory 80% government reduction on their bill and can apply to have the rest covered by Discretionary Rate Relief.
<b>Gender )</b>	<b>NO</b>	The budget saving proposal doesn't have any direct impact on this group. However, charitable and not-for-profit organisations have to pay Business Rates, and so if they are having trouble paying it could have a secondary effect on the client group.	Current rules provide some protection - charities receive a mandatory 80% government reduction on their bill and can apply to have the rest covered by Discretionary Rate Relief.
<b>Gender reassignment</b>	<b>NO</b>	The budget saving proposal doesn't have any direct impact on this group. However, charitable and not-for-profit organisations have to pay Business Rates, and so if they are having trouble paying it could have a secondary effect on the client group.	Current rules provide some protection - charities receive a mandatory 80% government reduction on their bill and can apply to have the rest covered by Discretionary Rate Relief.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Religion or Belief</b>	<b>NO</b>	The budget saving proposal doesn't have any direct impact on this group. However, charitable and not-for-profit organisations have to pay Business Rates, and so if they are having trouble paying it could have a secondary effect on the client group.	Current rules provide some protection - charities receive a mandatory 80% government reduction on their bill. Although Discretionary Rate Relief could be requested, our policy precludes awarding public money to groups that exist exclusively to promote their own faith.
<b>Sexual Orientation</b>	<b>NO</b>	The budget saving proposal doesn't have any direct impact on this group. However, charitable and not-for-profit organisations have to pay Business Rates, and so if they are having trouble paying it could have a secondary effect on the client group.	Current rules provide some protection - charities receive a mandatory 80% government reduction on their bill and can apply to have the rest covered by Discretionary Rate Relief.
<b>Child Poverty</b>	<b>NO</b>	Individual ratepayers could be a vulnerable situation financially and paying their business rates bills could be affecting their other income.	Realistic arrangements are negotiated when ratepayers contact us, as far as possible – for example 12 month payment plans. Our team is also aware of signposting individuals to see if they are entitled to help from benefits.

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
Other groups relevant to this proposal	NO	<ul style="list-style-type: none"> <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>• People with mental health needs</li> <li>• People with substance misuse issues</li> <li>• Self employed benefit customers</li> </ul>	<p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>The way the Business Rates team is set up mitigates these risks. As it is a small team, we are able to share knowledge of difficult or vulnerable cases and cater more to individual needs.</p> <p>We have also worked on our communication to ensure that wording on bills and booklets is as clear as possible, and will continue to do so.</p> <p>The team is aware to highlight potential benefit entitlement to self-employed customers who are struggling financially.</p>
Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p> <hr style="border-top: 1px dashed black;"/> <p>There are no specific cumulative impacts, except that if achieved, the increase of collection will have a positive effect on Council finances and services.</p>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Bereavement Services – Woodland Burial development</b>	<b>Budget Ref. EIA 30</b>
<b>Head of Service</b>	<b>Paul Holloway / Steven Hird</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>Bereavement Services will provide woodland burial facilities at a new woodland burial site adjacent to the existing Lawn Memorial Cemetery at the Warren Plantation. (Woodingdean Lawn Memorial Cemetery).</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>The new development is on a prime piece of land and offers additional choice across all areas of the community, for this type of burial. It adds to the current capacity for burials within the city. Fees will be at a higher rate, but cheaper alternative burial options are available in the city.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> none.</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>Woodland burials are already proven to be a popular option for the bereaved, as has been established by existing sites in both Brighton at Bear Road City Cemetery and at Hove Cemetery North. The service is open to all cultures and beliefs.</p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Age</b>	<b>No</b>	The new woodland burial site offers additional burial space in the city, at a prime site, affording more choice to all citizens and all communities. It has positive impacts. Burial fees and charges will be at a higher rate, due to the prime location, allowing the service to be competitive with neighbouring service providers offering a similar burial service.	The additional burial space offering more choice will be marketed appropriately to ensure all areas of the community are aware of the new development. There is no increase to the minimum charges for cremations and burials. The cheapest cremation remains £198 and the cheapest interment £500. Welfare funerals remain available whereby the council will make arrangement for the burial or cremation of a person who has no family or other person who can undertake such arrangements (we will seek to recover these costs from the deceased's estate).
<b>Disability</b>	<b>No</b>	Accessibility to the new development will be a prime consideration in the design, allowing as full access as is possible to the disabled. Access will be greatly improved, in comparison to some of our older, more established cemetery areas.	See above
<b>Ethnicity/Race</b>	<b>No</b>	See above	The additional burial space offering more choice will be marketed appropriately to ensure all areas of the community are aware of the new development. Ethnic groups and community representatives have been made aware of the new development and will be updated on progress through the multi-faith group. See above regarding fees and charges.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Gender</b>	No	See above	No specific actions; see above regarding fees and charges.
<b>Gender reassignment</b>	No	See above	No specific actions; see above regarding fees and charges.
<b>Religion or Belief</b>	No	See above	The additional burial space offering more choice will be marketed appropriately to ensure all areas of the community are aware of the new development. Ethnic groups and community representatives have been made aware of the new development and will be updated on progress through the multi-faith group. See above regarding fees and charges.
<b>Sexual Orientation</b>	No	See above	No specific actions; see above regarding fees and charges.
<b>Child Poverty</b>	No	See above – the site will however have higher fees and charges, due to the prime location offering the Council opportunities to be competitive with neighbouring service providers offering a similar burial service. It's worth noting that there are cheaper alternative woodland and traditional burial options available within the city.	No specific actions; see above regarding fees and charges.
<b>Other groups relevant to this proposal</b>	No	See above	No specific actions; see above regarding fees and charges.
<b>Cumulative impacts</b> (proposed changes)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a>		



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
elsewhere which might worsen impacts identified above)			Bereavement Services fees and charges are being reviewed and where possible increased to maximise income generation potential for the service. It needs to be appreciated that this woodland burial development is on a prime site and we will therefore reflect this by fees and charges being set at the higher end of our pricing structures. There will be no increase to the minimum charges for cremations and burials. The cheapest cremation remains £198 and the cheapest interment £500. Welfare funerals remain available whereby the council will make arrangement for the burial or cremation of a person who has no family or other person who can undertake such arrangements (we will seek to recover these costs from the deceased's estate).

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Electoral Services &amp; Local Land Charges</b>	<b>Budget Ref. EIA 31</b>
<b>Head of Service</b>	<b>Paul Holloway / Steven Hird</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>The team restructure has merged Electoral Services &amp; Local Land Charge Service under one manager, provided a redefined Electoral Service Manager post and created Team Support &amp; Development Officer roles. The restructure has been designed to ensure the combined service is robust and fit for purpose for changes in future demand. The restructure responds to legislative changes, provides the opportunity for greater income generation and increased flexibility. Although largely cost-neutral, it was a necessary change in 2012/13 as part of the Council's requirement to make budget savings following the Government's Comprehensive Spending review. The greater flexibility and income generation supported by the change should allow the service to deliver more efficient services and increase income opportunities.</p> <p>This EIA is intended to cover staff working in the service; customers using the service; and citizens of Brighton &amp; Hove.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>The budget proposals will not have a significant impact on staff working in the service, customers using the service or the citizens of Brighton &amp; Hove.</p> <p><b>Impacts identified on the following 'protected characteristics':</b> none</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <hr/>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<p>An EIA undertaken alongside the restructure paper identified that both Electoral Services and Local Land Charges need to review the customer surveys the teams undertake, taking particular regard for the equalities data collected and what is missing. As such and identified in the EIA action plan, the Local Land Charges annual survey will be reviewed to include relevant equalities questions and both services will review existing data and recommend appropriate changes to eliminate discrimination.</p>			
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>			
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>			
<b>Age</b>	No		See above
<b>Disability</b>	No	<p>Although there is no direct impact on this group as a result of the restructure, the provision of information in larger print, via email or telephone has previously been identified.</p> <p>Wheelchair access for face-to-face meetings was not previously possible. A new lift (fire-safe) in Brighton Town Hall now allows for this option.</p>	See above
<b>Ethnicity/Race</b>	No		See above
<b>Gender</b>	No		See above
<b>Gender reassignment</b>	No		See above

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Religion or Belief</b>	No		See above
<b>Sexual Orientation</b>	No		
<b>Child Poverty</b>	No		See above
<b>Other groups relevant to this proposal</b>	No		See above
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> ( <a href="#">Link to Guidance</a> )		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Registration Services</b>	<b>Budget Ref. EIA 32</b>
<b>Head of Service</b>	<b>Paul Holloway / Steven Hird</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>The Registration Service will be reorganised to optimise income generation. This includes limiting the time in which customers can access the certificate search and extending the hours for which ceremonies can take place (subject to approval). There will also be an increase in fees and charges.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>The increase in fees and charges will have a financial impact on all service users but no disproportionate impact on any equalities groups. There is no increase to the minimum statutory charge of £49.00 for a basic Register Office marriage</p> <p>The reductions in opening hours for the search room will have the same impact on all equalities groups, which, in the main, will be a delay in the time it takes to receive a certificate. The service remains open albeit on a limited basis. Customers can still contact the General Registration Office for the same service during normal office hours.</p> <p>The changes to ceremony times provide customers with more choice for marriages and civil partnerships, resulting in an improved service for customers.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> none,</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <p>We will advertise the hours in which the search room is open so as not to inconvenience customers, as well as changes to fees and charges and the new ceremony times.</p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Age</b>	No	The budget savings do not introduce a specific impact to this group but there will be a financial impact across all groups as a result of the increase in fees and charges. Similarly, there may be an impact as a result of the reduction in access to the search room. Extending the hours in which ceremonies can take place offers customers across all equalities groups more choice.	All changes to services provided by the Register Office will be widely advertised.
<b>Disability</b>	No		
<b>Ethnicity/Race</b>	No		
<b>Gender</b>	No		See above
<b>Gender reassignment</b>	No		
<b>Religion or Belief</b>	No		
<b>Sexual Orientation</b>	No		
<b>Child Poverty</b>	No		
<b>Other groups relevant to this proposal</b>	No		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a>		

**Budget Screening Equality Impact Assessment Template 2013/14**

<b>Service Area</b>	<b>Bereavement Services</b>	<b>Budget Ref. EIA 33</b>
<b>Head of Service</b>	<b>Paul Holloway / Steven Hird</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>The Bereavement Services will increase its fees and charges, benchmarked with other providers..</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>The increase in fees and charges will have a financial impact on all service users but not on any specific equalities groups. There is no increase to the minimum charges for cremations and burials. The cheapest cremation remains £198 and the cheapest interment £500. Welfare funerals remain available whereby the council will make arrangement for the burial or cremation of a person who has no family or other person who can undertake such arrangements (we will seek to recover these costs from the deceased's estate).</p> <p><b>Impacts identified on the following 'protected characteristics':</b> none</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>There is no increase to the minimum charges for cremations and burials. The cheapest cremation remains £198 and the cheapest interment £500. Welfare funerals remain available whereby the council will make arrangement for the burial or cremation of a person who has no family or other person who can undertake such arrangements (we will seek to recover these costs from the deceased's estate).</p>	
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>		



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Age</b>	No	The budget saving does not introduce a specific impact to this group but there will be a financial impact across all groups as a result of the increase in fees and charges.	Changes to the Bereavement Services fees and charges will be widely advertised.
<b>Disability</b>	No		
<b>Ethnicity/Race</b>	No		
<b>Gender</b>	No		
<b>Gender reassignment</b>	No		
<b>Religion or Belief</b>	No		
<b>Sexual Orientation</b>	No		
<b>Child Poverty</b>	No		
<b>Other groups relevant to this proposal</b>	No		
<b>Cumulative impacts</b> (proposed changes)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> ( <a href="#">Link to Guidance</a> )		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
elsewhere which might worsen impacts identified above)			

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Property &amp; Design</b>	<b>Budget Ref. EIA 34</b>
<b>Head of Service</b>	<b>Angela Dymott</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b> <a href="#">(Link to Guidance)</a></p>	
	<p>VFM efficiencies from the implementation of Workstyles transformation project Phase 2 and creation of a new Customer service centre at Hove Town Hall, re-location of Children’s services to Moulsecomb hub and completion of modernising the office floor at Bartholomew House. The Corporate Landlord approach will bring together all property services centrally producing economies of scale and smarter procurement of reactive, term and planned maintenance.          Additional fee income through increased capacity of the in-house professional consultancy team and council commissions.          Service led and driven closure of buildings due to service delivery changes and efficiencies.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> <a href="#">(Link to Guidance)</a></p>	
	<p>Service improvements through the Workstyles project, changing the way the council works and modernising our environments will impact positively on the way customers interact with the council, improve access arrangements and create flexible working choices for staff.          Property to support service driven and led closure of buildings where services will need to be provided in different ways. – i.e. sports pavilions will be led by service changes to fees and charges for pavilions.  <b>Impacts identified on the following ‘protected characteristics’:</b> disability and religion/belief – both positive.</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> <a href="#">(Link to Guidance)</a></p>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
	<p>Workstyles transformation project will improve customer and services access through all channels of communication and access and support service delivery changes.</p> <p>Property Service to support service driven and led closures of buildings and service EIA and help find alternative locations and accommodation as required. Access (for disabled and other people) will be considered as part of the criteria when deciding on appropriate alternative locations aiming to improve customer access.</p>		
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>			
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>			
<b>Age</b>	<b>No</b>		
<b>Disability</b>	<b>Yes- positive</b>	Positive effect of increased and improved access for all customers and staff	Overarching Workstyles EIA for phase two is currently complete and out for consultation. All relevant service EIAs have been completed by service teams in scope of the project
<b>Ethnicity/Race</b>	<b>No</b>		
<b>Gender</b>	<b>No</b>		
<b>Gender reassignment</b>	<b>No</b>		
<b>Religion or Belief</b>	<b>Yes - positive</b>	Multi – faith space provision in modernised administration buildings	EIA for Workstyles phase 2 is currently complete and out for consultation.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
Sexual Orientation	No		
Child Poverty	No		
Other groups relevant to this proposal	No		
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>Positive cumulative impacts will occur through Workstyles transformation and modernisation of the way the council works and minimise negative impacts such as improved customer access, and service delivery, flexible working choices for staff and an improved working environment.</p> <p>Efficiencies to procuring corporate facility contracts for security and cleaning will increase security for service delivery and create cleaner and healthier environments</p>		

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Communications</b>	<b>Budget Ref. EIA 35</b>
<b>Head of Service</b>	<b>John Shewell</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed.</b> <a href="#">(Link to Guidance)</a></p>	
	<p>Review and prioritisation of comm's activities across the council in line with council priorities - with a significant reduction in non-essential comm's activity. Communications spend across the council in 2011/12 was £2.9 million.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> <a href="#">(Link to Guidance)</a></p>	
	<p>A reduction in overall communications activity could result in residents being less informed and engaged with council services. Whilst some of the council's communications are for the city as a whole, they are often produced specifically for hard to reach or vulnerable groups. A lack of information amongst these groups could potentially put them at risk and have a significant equalities impact.</p> <p>For example welfare reform, reducing alcohol &amp; drug related harm, recycling, sustainable transport, smoking cessation, digital inclusion, customer access, teenage pregnancy, domestic violence, sports development.</p> <p><b>Impacts identified on the following 'protected characteristics':</b> all.</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> <a href="#">(Link to Guidance)</a></p>	
	<p>Where possible the prioritisation of communications across the council would be done to minimise impact on these groups. Communications plans would be developed to try to maximise the amount of information provided to these key groups. However, a significant reduction in budget could inhibit the council's ability to do this and could therefore limit the council's ability to comply with its Equalities responsibilities.</p>	
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group</b> <a href="#">(Link to Guidance)</a></p>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Age</b>	Yes	Potentially reduced levels of information on issues such as public health, housing, welfare reform, social care, teenage pregnancy, alcohol and drug related harm. Reductions in communications budgets make it more difficult to produce and distribute printed material which is more accessible for older people or people with no internet access.	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Disability</b>	Yes	Potentially reduced levels of information on council services that support and help people with a disability in the city. The council has a obligation to ensure that information provided by the is council accessible to people with a disability	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Ethnicity/Race</b>	Yes	Potentially reduced levels of information on council services that support and help people of different ethnicity/race for example community safety, voter registration, traveller support	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Gender</b>	Yes	Potentially reduced levels of information on issues such as support for victims of domestic violence, public health, housing, welfare reform, teenage pregnancy, alcohol and drug related harm.	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Gender reassignment</b>	Yes	Potentially reduced levels of information on transsexual support services such as victim support, reduction in hate crime, anti-social behaviour and community safety.	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
<b>Religion or Belief</b>	Yes	Potentially reduced levels of information on support services for people from different religious groups, such as victim support, reduction in hate crime, anti-social behaviour and community safety	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Sexual Orientation</b>	Yes	Potentially reduced levels of information on support services for people of different sexual orientations for example reduction in LGB hate crime, victim support, community safety and sexual health support services.	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Child Poverty</b>	Yes	Potentially reduced levels of information on issues that impact children and young people living in poverty for example welfare reform changes, public health, housing, social care, teenage pregnancy, alcohol and drug related harm.	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Other groups relevant to this proposal</b>	Yes	As highlighted above.	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Cumulative impacts</b> (proposed changes)	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a>		



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
elsewhere which might worsen impacts identified above)			An overall reduction in budget that results in significant changes to services for hard to reach or vulnerable groups increases the need to communicate information clearly and efficiently to them. A reduction in communications activity could therefore have a significant cumulative impact on the council's ability to comply with its Equalities responsibilities.

## Budget Screening Equality Impact Assessment Template 2013/14

<b>Service Area</b>	<b>Policy Performance and Analysis</b>	<b>Budget Ref. EIA 36</b>
<b>Head of Service</b>	<b>Richard Butcher Tuset</b>	
<b>Budget Proposal</b>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>The savings proposed would be taken from core budgets that support performance and risk management, business planning and shared information management within the council.</p>	
<b>Summary of impacts</b>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>The saving will reduce the ability of the authority to understand, plan for and mitigate the impacts of service changes on the most vulnerable and ‘protected characteristics’ (under the Equality Act 2010). Specifically;</p> <ul style="list-style-type: none"> <li>• Our ability to understand organisational and city wide equalities issues that relate to statutory legal duties and public service delivery</li> <li>• Our ability to drive improvement work aimed at reducing inequality in the city through the authority’s Performance and Risk Management Framework, including equalities monitoring.</li> </ul> <p><b>Impacts identified on the following ‘protected characteristics’:</b> all (and child poverty)</p>	
<b>Key actions to reduce negative impacts</b>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>Actions are limited. Work will need to undertaken with council services and public sector partners to identify ways to manage this reduction.</p> <p>A corporate approach enables information to be used for both service-specific actions and an understanding of cumulative impact.</p>	

*To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.*

**Complete all three columns for each group ([Link to Guidance](#))**

<b>Age</b>	<b>Yes</b>	<p>Savings risk impacting on the authority's ability to identify, monitor and understand the needs of the city's diverse residents, specifically those potentially experiencing inequality or disadvantage as a result of their 'protected characteristic' (under the Equality Act 2010). Support for service planning and delivery, strategic planning and performance improvement will be reduced. Reductions therefore reduce the ability of the authority to understand, manage and mitigate the impacts of service changes on the most vulnerable required by law.</p>	<p><b>A full EIA will be produced.</b></p>
<b>Disability</b>	<b>Yes</b>		
<b>Ethnicity/Race</b>	<b>Yes –as above</b>		
<b>Gender</b>	<b>Yes – as above</b>		
<b>Gender reassignment</b>	<b>Yes – as above</b>		
<b>Religion or Belief</b>	<b>Yes – as above</b>		
<b>Sexual Orientation</b>	<b>Yes – as above</b>		
<b>Child Poverty</b>	<b>Yes – as above</b>		
<b>Other groups relevant to this proposal</b>	<b>Yes – as above</b>		
<b>Cumulative impacts (proposed changes)</b>	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p>		

elsewhere which might worsen impacts identified above)	Reductions will impede and reduce the authority's ability to identify, understand and respond to cumulative impacts of service savings on Equality Act 2010 protected groups and individuals.
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