

# Budget Screening Equality Impact Assessment Template 2013/14

Note: There are [hyperlinks](#) in each question to more information on how to complete each section and a brief guide at the end on [the law](#). For further help please contact Sarah Tighe-Ford, BHCC Equalities Co-ordinator (E: [sarah.tighe-ford@brighton-hove.gov.uk](mailto:sarah.tighe-ford@brighton-hove.gov.uk) T: 292301)

|   |   |                             |
|---|---|-----------------------------|
| <b>Service Area</b>                           | <b>City Service - Libraries</b>   | <b>Budget Proposal Ref.</b> |
| <b>Head of Service</b>                        | <b>Sally McMahon</b>  |                             |
| <b>Budget Proposal</b>                        | <b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b>  |                             |
|   | To help to meet the annual increases in income targets for inflation, together with other service pressures, it is proposed to increase a few of our charges while leaving the bulk of them unchanged. Specifically it is proposed to increase the cost of interlibrary loans and the costs of borrowing music scores.  |                             |
| <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>   |                             |
|   | <ol style="list-style-type: none"> <li>1. The increase in the costs of interlibrary loans could impact young people doing research.</li> <li>2. The increase in the costs of borrowing music scores could impact the provision of leisure activities for local communities.</li> </ol>  |                             |
| <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>  |                             |
|   | <ol style="list-style-type: none"> <li>1. By leaving the bulk of our fees and charges unchanged, we are recognising that the economic position of some residents of the city remains volatile.</li> <li>2. The increase in the costs of interlibrary loans could impact young people doing research, however this is mitigated by the fact that these charges do not apply to anyone under 19 years of age.</li> <li>3. The increase in the costs of borrowing music scores could impact the provision leisure for local communities. However, the increase is being reduced for local groups by introducing a discounted rate for them.</li> </ol> |                             |

| <b>Different Groups to be included in assessment</b> | <b>Possible positive or negative impact on group/s?<br/>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)<br><u>Note</u> : Actions should be directly related to the potential impacts identified. |
|--|--|--|---|
|--|--|--|---|

*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> (people of all ages)   | <b>Yes</b> | The increase in the costs of interlibrary loans could impact young people doing research   | This is mitigated by the fact that these charges do not apply to anyone under 19 years of age |
| <b>Disability</b> (a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities) | <b>No</b>  | All concessions remain unchanged for disabled people   |   |
| <b>Ethnicity/Race</b> (this includes ethnic or national origins, colour or nationality, including refugees and migrants; and Gypsies and Travellers)  | <b>No</b>  | There is no evidence that the charges that are changing are used more frequently by any groups of people of different ethnicities. |   |

| <b>Different Groups to be included in assessment</b>   | <b>Possible positive or negative impact on group/s?<br/>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)<br><u>Note</u> : Actions should be directly related to the potential impacts identified. |
|--|--|--|---|
| <b>Gender</b> (both men and women are covered under the Act)   | <b>No</b>  | There is no evidence that the charges that are changing are used more frequently by any particular gender.                           |   |
| <b>Gender reassignment</b> (a transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. A person does <u>not</u> need to be under medical supervision to be protected) | <b>No</b>  | There is no evidence that the charges that are changing are used more frequently by any particular gender.                           |   |
| <b>Religion or Belief</b> (religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.)                   | <b>No</b>  | There is no evidence that the charges that are changing are used more frequently by any particular religious or philosophical group. |   |

| <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)<br><u>Note</u> : Actions should be directly related to the potential impacts identified. |
|--|--|--|---|
| <b>Sexual Orientation</b><br>(the Act protects bisexual, gay, heterosexual and lesbian people)   | <b>No</b>  | There is no evidence that the charges that are changing are used more frequently by people of any particular sexual orientation. |   |
| <b>Child Poverty</b><br>(Children and young people in families living on less than 60% of national median income before housing costs. In B&H around 22% of all children.)   | <b>No</b>  | All concessions remain unchanged for children and young people   |   |
| <b>Other groups relevant to this proposal</b> (These groups will be specific and relevant to the service, including but not only: Carers, people experiencing domestic or sexual violence, looked after children, homeless people) | <b>No</b>  | All concessions remain unchanged for vulnerable people   |   |

| <b>Different Groups to be included in assessment</b>   | <b>Possible positive or negative impact on group/s?<br/>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)<br><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) | <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 style="border-top: 1px dashed black;"/> <p>None</p> |  |  |

## The Equality Act 2010 (for more information see <http://wave.brighton-hove.gov.uk/supportingyou/equalities/eia/Pages/intro.aspx> )

**This Budget EIA template must be completed so that the council can evidence compliance with the Equality Act 2010: consciously thinking about the aims of the Equality Duty as part of decision-making and ensuring that equality issues influence our decisions.**

The Equality Duty supports good decision-making: it encourages public bodies to understand how different people will be affected by our activities (policy, services and as employers) so policies and services are appropriate and accessible to all and meet different people's needs.

The Equality Duty covers the following eight protected characteristics<sup>1</sup>:

- age
- gender reassignment
- race – this includes ethnic or national origins, colour or nationality
- sex
- disability
- pregnancy and maternity
- religion or belief – this includes lack of belief
- sexual orientation

The Equality Duty has three aims. It requires public bodies to have *due regard* to the need to:

- **eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
- **advance equality of opportunity** between people who do and do not share a protected characteristic (removing or minimising disadvantage and meeting needs); and
- **foster good relations** between people who share a protected characteristic and people who do not share it (tackling prejudice).

Having *due regard* means consciously thinking about these three aims as part of the process of decision-making. Consideration of equality issues must influence the decisions reached by public bodies.

Keeping a simple record of how decisions were reached will help public bodies show how they considered the Equality Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Duty where a function or policy has the potential to have a substantial effect on discrimination or equality of opportunity for the public or employees, and less consideration where the potential effect on equality is slight.

Complying with the Equality Duty may involve treating some people better than others, when this is allowed by discrimination law. (Eg: making using positive action provisions to provide a service in a way appropriate for people who share a protected characteristic).

The Equality Duty also explicitly recognises that disabled people's needs may be different from those of non-disabled people. Public bodies should therefore take account of disabled people's impairments when making decisions about policies or services. This might mean making reasonable adjustments or treating disabled people better than non-disabled people in order to meet their needs.

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<sup>1</sup> It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

## Guidance on completing the Template

### Budget Proposal [\(Link back to Table\)](#)

You should provide a short summary of the key changes proposed, explained so that a member of the public can understand them. You might summarise proposed budget changes ('a 10% reduction'), a change in venue ('from X building to Y'), or a change in the way that a service is delivered ('instead of X outreach sessions a week, we propose to offer Y'). Only include decisions to be made, not anything already agreed.

### Summary of Impacts [\(Link back to Table\)](#)

This should explain the key issues, barriers and opportunities identified during the EIA, including which group(s) they will affect specifically. Focus on the biggest impacts (those affecting the largest numbers of people and/or those potentially resulting in the biggest effects) - all the impacts are listed in the rest of the EIA.

### Key actions to address Impacts [\(Link back to Table\)](#)

List the main activities you consider will remove/avoid/reduce the negative impacts identified and which group(s) these actions will benefit. You can also highlight positive opportunities to increase benefits for groups. Actions should be possible and realistic. Details of who, when, how etc will be defined after Budget decisions.

### Identifying impacts on Different Groups [\(Link back to Table\)](#)

In the first indicate whether or not there is likely to be a specific impact. If there will/may be an impact then you should complete the other two columns.

- **Potential impact:** how will the proposed change affect people in the group identified? Consider differences within groups (for example, different ethnic groups may experience a change in different ways); and multiple identities where possible (example: men and women of different ages may be impacted differently).
- **Actions:** what do you propose to do to remove the negative impact, avoid or reduce it? The actions should relate directly to the identified impact. If unlawful discrimination is identified then that must be removed or the proposal withdrawn.

If there will not be an impact for a group, then briefly explain why. Absence of data to identify an impact is not sufficient reason to assume that there will not be an impact.

You do not need to include actual data and engagement, but briefly state where the data is from and what it tells you (eg: 'Monitoring of service-users shows us that XX% are...' or 'Consultation with BME groups told us that...')

You should focus on what is proportionate: big impacts on small numbers of people and/or impacts on a large number of people are important.

### Cumulative Impacts [\(Link back to Table\)](#)

Describe the Cumulative impacts across your service area and – where known – impacts of proposals elsewhere in the council should be considered and listed. This may require you to take action with another service area to remove/reduce/minimise negative impacts.

