

<b>Subject:</b>	<b>Progress update on actions from BHCC budget EIAs</b>		
<b>Date of Meeting:</b>	<b>NCE Committee: 10 October 2016</b>		
<b>Report of:</b>	<b>Director of Public Health</b>		
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<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 Equality Impact Assessments (EIAs) are completed on all budget proposals with a potential impact on service-users and/or staff. EIAs identify negative impacts and actions to reduce or remove them and to maximise positive outcomes. For the first time progress against the mitigating actions identified in the 2015-16 budget proposals have been monitored via the council's performance monitoring system (Interplan).
- 1.2 This report summarises how this process has worked and what progress has been made and makes recommendations for future reporting.

**2. RECOMMENDATIONS:**

- 2.1 That Committee notes the content of this report and the actions being taken to improve the process as outlined in 3.7 below.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 Since 2011 the council has used a budget EIA process to assess all budget proposals with a potential impact on service-users and since 2014 on staff. The lead officer for each budget proposal is responsible for their EIAs. Each budget EIA is reviewed and quality checked by the Communities, Equality & Third Sector (CETS) Team. Services are given feedback on their EIA. All EIAs, including those carried out on budget proposals that affect staff, are part of elected members' consideration of the full budget each year. If budget proposals are accepted further equality assessment consultation may be undertaken to shape their implementation.
- 3.2 For the first time the mitigating actions from EIAs on 2015-16 budget proposals were monitored through the council's performance management system, Interplan. This was to enable evaluation of whether proposed actions were implemented and had the desired impacts.

3.3 Budget proposals are often likely to have a greater or more negative impact on some people because of their legally protected characteristics. Budget EIAs identify and quantify that impact as clearly as possible. They also define actions to reduce or remove as much of the negative impact as possible. Monitoring the implementation of these mitigating actions enables services to identify whether the proposed actions have been successful and to better understand the impacts across the city. It also helps services to define more effective interventions to reduce negative and maximise positive impacts in future EIAs. It also provides a corporate view of progress.

3.4 At the end of the first year of monitoring:

- 92% of all actions had complete or mostly complete updates.
- 8% of actions were not updated.

The CETS Team will be following up to understand non-completion of updates and to see whether further support is required.

NB: some actions showing as 'red' are actually in progress or have been delayed due to changes in timeframes. However this cannot be modified on the system and so they show as overdue or incomplete.

3.5 Examples of good practice in reporting:

- **Directorate:** Children's Services
  - **Budget Proposal:** Home to School Transport -Transport between home and school for children who live beyond the statutory walking distance. The appropriate school is the nearest maintained school to the child's home that is suitable to their age, educational needs and has a place available.
  - **Update:** To date 44 pupils have undertaken Independent Travel Training (ITT) and are no longer reliant on taxis. A further 18 pupils are currently receiving ITT. Schools offering ITT have provided half termly updates and intend to complete training of all suitable pupils by the end of this academic year. Continued eligibility of transport for pupils is reviewed via the Education Health and Care plan annual review process. Timings of individual reviews mean that the process is ongoing throughout the academic year. Update to next steps: identify the most cost effective and efficient method of delivering ITT to those pupils considered suitable for future training. Ongoing reassessment of individual pupil's eligibility for transport/ITT.
- **Directorate:** Finance and Resources
  - **Budget Proposal:** Reduce the Benefit administrative budget by reducing overall counter and/or phone hours. Condensed customer demand could more effectively be dealt with reduced resources. A service redesign could fast-track high impact work and re-direct low impact work to online self-service. While overall opening hours would be reduced there is an opportunity to make the service more accessible for working customers.
  - **Update:** A review of workflow management and case prioritisation enabled 75% of the saving to be realised without a change to opening

hours. The corporate decision to move to a virtual corporate contact centre then superseded the planned change. The service is now developing a contact hub with increased opening hours. The cost of this revised change and the remainder of the saving requirement have been met through other efficiencies with the service.

- **Directorate:** Assistant Chief Executive
  - **Budget Proposal:** The services of the Sports Development Team are being reviewed and re-designed to merge the sport and physical activity programmes and budget with the physical activity function of Public Health. A number of programme proposals have been reviewed with the intention to maintain focus on targeted work with protected characteristic groups and priority neighbourhoods as identified in the JSNA for Physical Activity as needing the most support to take up sporting opportunities.
  - **Update:** Actions to communicate changes and ongoing opportunities, to signpost providers to hire community venues, to work collaboratively with partners to reduce impacts, and to recruit coaches from specific groups and/or with inclusion experience are all completed. Publicity and promotion recommendations were implemented from focus groups on a joint programme and social media promotion maximised. Ongoing programmes and events are planned using data that identifies groups needing most support and delivered in collaboration. Small external funds have been sourced for specific initiatives. Next steps: To continue to promote low cost or free activities to the least active, protected characteristics groups and targeted communities and identify external funding.
  
- **Directorate:** Adult Social Care
  - **Budget Proposal:** Resource Centres Older People: Craven Vale, Knoll House, Ireland Lodge (Mental Health), Wayfield Avenue (Mental Health): review criteria for the bed services and reduce numbers of beds funded through Social Care.
  - **Update:** Additional funding from health. Re-procurement process delayed into 2016/17. Further work with CCG to develop services that best meet the needs of vulnerable service users on-going in 2016/17
  
- **Directorate:** Environment, Development & Housing
  - **Budget Proposal:** Closure of a number of public toilets (8 sites) and reduced opening times at other sites (11 sites). Maintain provision as far as possible in destination locations (e.g. sea front, green flag parks).
  - **Update:** At budget council in March 2015 the budget proposal was amended for the 2015/16 financial year. The required savings were reduced from £160k to £40k. The £40k savings were realised by closure of the toilets in The Lanes (Black Lion Street) and reducing the amount of time the toilets in Royal Pavilion Gardens are attended. The decision to close Black Lion Street was based on the fact that there are other sites in close proximity and foot fall at this particular site was low. Only two complaints have been received regarding the closure. To meet the already agreed budget saving of £160K for 2016/17 further sites will need to be closed and opening times reduced. These options

are being considered as part of a comprehensive review of all public conveniences in the city which will be completed by January 2016. This will include an updated EIA.

- 3.6 The report provides evidence across most services that mitigating actions have been or are being completed. However, gaps in reporting mean that the full picture is not clear. A focus for the second year of this monitoring will be to ensure that all staff understand why monitoring this is important and have the support and guidance they need to complete the updates.
- 3.7 There were a total of 12 'red' actions (red is automatically defined by the Interplan system where progress is less than 80% of expected). Where actions are currently highlighted as 'red' there are different reasons why:
  - 3.7..1 In 8 cases, updates were not completed in the last quarter(s) of the year, but progress on actions is underway. Example of update:
    - 3.2.1.1 (p.3) Fees paid to care homes: report due to HWB in Jan 16 and modelling work is underway. Fees to home care services: Modelling work underway for a new contract to commence Sept 16. Report to P& R Jan 16.
  - 3.7..2 In 2 cases there had been a change in approach which meant that the planned actions were no longer appropriate. Further detail and updates were not provided after this, possibly because the staff lead changed but Interplan access to this action was not altered. Example of update:
    - 3.2.5.6 (p.23) This piece of work has now been affected by further evaluations of the proposals. There has been a subsequent service redesign, and a different approach to security management in the customer service centre. Property and Design is leading this work, involving BPI review.
  - 3.7..3 In 2 cases no updates were provided at all on the actions.
- 3.8 With this initial analysis in mind the following recommendations are proposed to improve this monitoring process:
  - 3.8.1 Ensure staff are aware of the need to update against these actions and are supported to do so. Note: some staff with actions to monitor do not already use Interplan and therefore are not familiar with the system and may need additional support. Also, if staff leave the succession plan needs to be clear about who else will provide updates.
  - 3.8.2 Provide clearer and more detailed guidance on what information is required in updates to improve reporting so reports provide quality intelligence on the impact of savings and measures we can take to ensure equalities groups are not unfairly impacted upon.
  - 3.8.3 The Communities, Equality and Third Sector, the Performance, the Legal and the Finance Teams to continue to work together to review and improve this process.
  - 3.8.4 Continue to streamline the budget EIA process, in line with best practice, so that EIAs are completed consistently and with similar amounts of detail (proportionate

to the potential impacts and vulnerability of the people affected) and are not over-burdensome. This ensures that the council can evidence that in its budget-setting process it has paid due regard to its legal duties under the Equality Act 2010.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 Understanding the impacts of budget proposals and decisions on people in relation to their protected characteristics is a legal duty for the council, under the Equality Act 2010. The monitoring arrangements proposed in this report increase service level and corporate level understanding of impacts and enable the council to better demonstrate compliance with the Act.
- 4.2 No alternative options have been identified, but the Communities, Equality & Third Sector Team continues to work with the Performance, the Legal and the Finance Teams to review the process of equality assessment in the budget process and to identify improvements.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 All EIAs are public documents and budget EIAs are all published along with the other budget papers. Consultation sessions are held to enable discussion of proposals and their equality impacts.

#### **6. CONCLUSION**

- 6.1 Monitoring implementation of planned mitigating actions enables the council to demonstrate that actions are being completed and that anticipated negative impacts are being avoided or reduced. It increases the transparency of the budget process and provides assurance that services are fulfilling their duties under the Equality Act.

#### **7. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications:

- 7.1 There are no direct financial implications arising from the recommendations made in this report.

*Finance Officer Consulted: Name Michael Bentley Date: 23/08/16*

##### Legal Implications:

The proposals in this report will assist the Council in meeting its responsibilities under the Equality Act 2010 s149 to have due regard to the need to eliminate unlawful discrimination and to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.

- 7.2

*Lawyer Consulted: Elizabeth Culbert Date: 24<sup>th</sup> August 2016*

Equalities Implications:

- 7.3 All the equality implications are directly explained within this report, since the purpose of this performance management is to improve and demonstrate compliance with equality legislation and to reduce disadvantage.

Sustainability Implications:

- 7.4 Understanding of the potential impacts of budget decisions on different people and assurance that identified actions to mitigate negative impacts are being completed make for better budget decisions that are less likely to be challenged and for greater public confidence in the process.

Any Other Significant Implications:

- 7.5 None

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. 2015-16 Budget EIA Action Progress Report