

Appendix G

Housing Revenue Account Budget Savings 2013/14

Summary of Brief Equality Impact Assessments

APPENDIX G

Equality at Stevenage Borough Council

Stevenage Borough Council as a service provider, employer and community leader is committed to achieving equal opportunity, being wholly inclusive and ensuring fair access for everyone.

Equality Impact Assessments (EqIAs) are an important part of the process in ensuring that our intention is translated into action. They help to ensure that decisions are made in a fair, transparent and accountable way, considering the needs and the rights of different people in the community.

Based on the protected characteristics under the Equality Act 2010, the EqIA considers the impact on the following groups when reviewing, developing or making decisions about new or existing policies, services or functions:

- Disability
- Ethnicity
- Gender
- Sexual orientation
- Gender reassignment
- Age
- Religion or belief
- Pregnancy and maternity
- Marital status.

Although non-statutory, the Executive of Stevenage Borough Council has chosen to adopt the Socio-Economic Duty and so decision-makers should consider the impact on people with a socio-economic disadvantage.

EqIAs also help the council to demonstrate compliance with the requirements of the Public Sector Equality Duty (Section 149 of the Equality Act 2010). The Duty states that a public authority must, in the exercise of its functions, have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Appendix G

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Summary of Brief Equality Impact Assessments

Savings 2013/14

Heads of Service completed Brief EqlAs of their savings proposals (or groups of minor savings proposals) for 2013/14 in October 2012. These EqlAs have been summarised over the following pages for consideration at Executive on 20 November 2012, and action to mitigate is identified where appropriate. The following activity will also take place:

December 2012 – January 2013 – Full EqlAs completed where necessary using consultation results

January 2013 – Consideration of Full EqlAs at Council

In addition, the Policy Officer (Equality & Diversity) and Senior HR&OD Manager have produced an Equality Impact Assessment for consideration at Council in February 2013 to identify the joint impact on the workforce profile of:

- Staff affected by the 2013/14 savings
- Changes in the workforce profile since the savings process began in December 2010.

The assessment will advise of the historical changes in the workforce as a result of organisational restructures and efficiency savings and, where possible, comparison of the workforce profile with the local community. It is intended to guide future decision-making when considering savings.

Appendix G

Saving Ref	Saving proposed	Summary of impact	Action	Contact Officer
HS1	Discontinue printed version of Home4U used by housing applicants bidding for council and Housing Association properties	<p>Neutral, Low</p> <p>Consultation analysis found 19 out of 20 people used the Home4U website to bid for available empty homes. We publicised information on the site advising customers of this and that the magazine was to be withdrawn and only be published on the Home4U website.</p> <p>To help those with accessibility issues an assisted bidding scheme was set up to help those applicants who found it difficult to bid, which sits with our Tenancy Sustainment Team. They place bids on behalf of applicants as advised. The system also has the facility to send a pdf to applicants who want to view a hard copy.</p>	None	Mike Haynes
HS10	Cease payment of professional fees on behalf of staff formerly employed by Stevenage Homes Ltd	<p>Neutral, Low</p> <p>The payment of professional fees is not part of the council's terms and conditions of employment. Therefore the proposal will promote equality for all staff by helping to harmonise terms and conditions, irrespective of protected characteristics.</p>	Notify relevant staff of the change which will be effective from 1 April 2013. Formal consultation is not required. (By 1 April 2013)	Mike Haynes
HS12	Increase transitional vacancy rate of Housing staff from 2% to 4.5%	<p>Neutral, Low</p>	None	Mike Haynes
HS13	Deletion of 0.41 FTE post from the Customer Focus Team	<p>Neutral, Low</p> <p>There is no impact from an equalities perspective as the proposal is to delete a vacant post. The post has been vacant for a number of years.</p>	None	Henry Lewis

Appendix G

Brief Equality Impact Assessment For savings proposals 2013/14

The council is required by law to fulfil its duties under the Public Sector Equality Duty (Section 149 of the Equality Act 2010) as set out in our Equality & Diversity Action Plan, 2011-2014 (on the intranet under Equality and Diversity – internal information). In the course of the business, council officers must ensure that the impact of any decisions on people with protected characteristics is considered before the decisions are agreed. These characteristics are shown in the table below.

Please use this form to highlight the potential impacts of your proposed budget savings on people with protected characteristics. It is a brief assessment and a full Equality Impact Assessment of individual or groups of proposals may be required following consultation in December 2012. The Equality and Diversity Toolkit provides further guidance and can be found on the intranet or feel free to contact Emma Barron (Policy Officer – E&D).

Service affected	Communications		
Budget saving proposal	HS1: Discontinue printed version of 'Homes 4U'		
Date of full EqIA on service (planned or completed)	13.12.10		
Form completed by	Mike Haynes	Date	08.10.12

Who are the users of this service/function?	Housing applicants bidding for Council and Housing Association properties
Who may be impacted if the saving was to be made?	As above

Consider the impact of the budget savings proposal on people with the listed protected characteristics. If impact is unknown or not fully understood, consider plans to consult the group on the likely impact.

Appendix G

Protected characteristics under the Equality Act 2010	Potential impact		Reason for nature of impact. Please note any evidence.
	Negative / Positive / Neutral	High / Medium / Low	
Age	Neutral	Low	<p>Consultation analysis found 19 out of 20 people used the Home4U website to bid for available empty homes. We publicised information on the site advising customers of this and that the magazine was to be withdrawn and only be published on the Home4U website.</p> <p>To help those with accessibility issues an assisted bidding scheme was set up to help those applicants who found it difficult to bid, which sits with our Tenancy Sustainment Team. They place bids on behalf of applicants as advised. The system also has the facility to send a pdf to applicants who want to view a hard copy.</p>
Disability			
Ethnicity			
Gender			
Socio-economic*			
Religion/belief			
Sexual orientation			
Transgender			
Pregnancy/maternity			
Marriage/Civil partnership			
Other			
			N/A

Where a potential negative impact has been identified, please use the table overleaf to consider actions to mitigate. Also consider if there is potential to have a positive impact on equality groups.

Action	Responsible officer	How will this be delivered?	Deadline

Completed: 8/10/12

By: Mike Haynes

* Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should consider the impact on people with a socio-economic disadvantage.

Appendix G

Brief Equality Impact Assessment For savings proposals 2013/14

The council is required by law to fulfil its duties under the Public Sector Equality Duty (Section 149 of the Equality Act 2010) as set out in our Equality & Diversity Action Plan, 2011-2014 (on the intranet under Equality and Diversity – internal information). In the course of the business, council officers must ensure that the impact of any decisions on people with protected characteristics is considered before the decisions are agreed. These characteristics are shown in the table below.

Please use this form to highlight the potential impacts of your proposed budget savings on people with protected characteristics. It is a brief assessment and a full Equality Impact Assessment of individual or groups of proposals may be required following consultation in December 2012. The Equality and Diversity Toolkit provides further guidance and can be found on the intranet or feel free to contact Emma Barron (Policy Officer – E&D).

Service affected	Housing		
Budget saving proposal	HS10: Cease payment of professional fees on behalf of staff		
Date of full EqIA on service (planned or completed)	HR intend to consult with staff ahead of making any changes, which themselves are anticipated to take effect from 1 April 2013.		
Form completed by	Mike Haynes	Date	12.10.12

Who are the users of this service/function?	Former Stevenage Homes (ALMO) staff
Who may be impacted if the saving was to be made?	Any member of the team who previously had their professional fees paid by their employer

Consider the impact of the budget savings proposal on people with the listed protected characteristics. If impact is unknown or not fully understood, consider plans to consult the group on the likely impact.

Appendix G

Protected characteristics under the Equality Act 2010	Potential impact		Reason for nature of impact. Please note any evidence.
	Negative / Positive / N/A	High / Medium / Low	
Age	Neutral	Low	The payment of professional fees is not part of the council's terms and conditions of employment. Therefore the proposal will promote equality for all staff by helping to harmonise terms and conditions, irrespective of protected characteristics.
Gender			
Ethnicity			
Disability			
Religion/belief			
Sexual orientation			
Transgender			
Pregnancy/maternity			
Marriage/Civil partnership			
Socio-economic [†]			
Other			

Where a potential negative impact has been identified, please use the table overleaf to consider actions to mitigate. Also consider if there is potential to have a positive impact on equality groups.

Action	Responsible officer	How will this be delivered?	Deadline
Notify relevant staff of the change which will be effective from 1 April 2013.	Head of HR & OD	The payment of professional fees is not part of T&Cs, and as such formal consultation is not required.	01.04.13

[†]Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should consider the impact on people with a socio-economic disadvantage.

Appendix G

**Brief Equality Impact Assessment
For savings proposals 2013/14**

The council is required by law to fulfil its duties under the Public Sector Equality Duty (Section 149 of the Equality Act 2010) as set out in our Equality & Diversity Action Plan, 2011-2014 (on the intranet under Equality and Diversity – internal information). In the course of the business, council officers must ensure that the impact of any decisions on people with protected characteristics is considered before the decisions are agreed. These characteristics are shown in the table below.

Please use this form to highlight the potential impacts of your proposed budget savings on people with protected characteristics. It is a brief assessment and a full Equality Impact Assessment of individual or groups of proposals may be required following consultation in December 2012. The Equality and Diversity Toolkit provides further guidance and can be found on the intranet or feel free to contact Emma Barron (Policy Officer – E&D).

Service affected	Housing		
Budget saving proposal	HS12: Increase transitional vacancy rate from 2% to 4.5%		
Date of full EqIA on service (planned or completed)	No full EqIA planned		
Form completed by	Mike Haynes	Date	12.10.12

Who are the users of this service/function?	Employees
Who may be impacted if the saving was to be made?	Existing staff covering for vacant posts

Consider the impact of the budget savings proposal on people with the listed protected characteristics. If impact is unknown or not fully understood, consider plans to consult the group on the likely impact.

Protected characteristics under the Equality Act 2010	Potential impact		Reason for nature of impact. Please note any evidence.
	Negative / Positive / N/A	High / Medium / Low	
Age	Neutral	Low	N/A
Gender			
Ethnicity			
Disability			

Appendix G

Religion/belief			
Sexual orientation			
Transgender			
Pregnancy/maternity			
Marriage/Civil partnership			
Socio-economic [‡]			
Other			

Where a potential negative impact has been identified, please use the table overleaf to consider actions to mitigate. Also consider if there is potential to have a positive impact on equality groups.

Action	Responsible officer	How will this be delivered?	Deadline
N/A			

[‡]Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should consider the impact on people with a socio-economic disadvantage.

Appendix G

Brief Equality Impact Assessment For savings proposals 2013/14

The council is required by law to fulfil its duties under the Public Sector Equality Duty (Section 149 of the Equality Act 2010) as set out in our Equality & Diversity Action Plan, 2011-2014 (on the intranet under Equality and Diversity – internal information). In the course of the business, council officers must ensure that the impact of any decisions on people with protected characteristics is considered before the decisions are agreed. These characteristics are shown in the table below.

Please use this form to highlight the potential impacts of your proposed budget savings on people with protected characteristics. It is a brief assessment and a full Equality Impact Assessment of individual or groups of proposals may be required following consultation in December 2012. The Equality and Diversity Toolkit provides further guidance and can be found on the intranet or feel free to contact Emma Barron (Policy Officer – E&D).

Service affected	Corporate Customer Focus Team		
Budget saving proposal	HS13: Deletion of 0.41 FTE post from the Customer Focus Team.		
Date of full EqIA on service (planned or completed)			
Form completed by	H.Lewis	Date	9.10.2012

Who are the users of this service/function?	Housing Managers & Housing Customers
Who may be impacted if the saving was to be made?	There will be no impact.

Consider the impact of the budget savings proposal on people with the listed protected characteristics. If impact is unknown or not fully understood, consider plans to consult the group on the likely impact.

Protected characteristics under the Equality Act 2010	Potential impact		Reason for nature of impact. Please note any evidence.
	Negative / Positive / Neutral	High / Medium / Low	
Age	Neutral	Low	There is no impact from an equalities perspective as the proposal is to delete a vacant post. The post has been vacant for a number of years.
Gender			
Ethnicity			
Disability			

Appendix G

Religion/belief			
Sexual orientation			
Transgender			
Pregnancy/maternity			
Marriage/Civil partnership			
Socio-economic [§]			
Other			

Where a potential negative impact has been identified, please use the table overleaf to consider actions to mitigate. Also consider if there is potential to have a positive impact on equality groups.

Action	Responsible officer	How will this be delivered?	Deadline
N/A			

[§]Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should consider the impact on people with a socio-economic disadvantage.