

# General Fund Budget Savings 2013/14

Summary of Brief Equality Impact Assessments

## APPENDIX H

### 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.

### General Fund Budget Savings 2013/14

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 or further analyse the impact on equality groups is identified where appropriate.

In addition, the Policy Officer (Equality & Diversity) and Senior HR&OD Manager have produced an Equality Impact Assessment 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 H

Saving Ref	Saving proposed	Summary of impact	Action	Contact Officer
S25	Reduction in Procurement Team from 2.59 FTE to 2 FTE	<b>Neutral, Low</b>	None	Clare Fletcher
S26	Reduction in Personal Accident Travel Insurance for employees. The amount claimable would reduce from 5x annual salary to 1x annual salary	<b>Neutral, Low</b> Is not negatively or positively biased towards any particular group, as it affects any member of staff travelling on council business. Staff would still be able to claim under the policy for 1x annual salary.  62% of staff contribute to the council pension scheme and retain eligibility for 3x salary in the event of death. Members of the pension scheme are equally represented in terms of gender.	None	Clare Fletcher
S29	Deletion of PO5 Customer Focus Manager post and transfer of functions to the Community Engagement Manager post (currently vacant)	<b>Positive, Medium</b> Joining up the teams will result in better aligned customer focus work.  There is currently a low risk of negative impact if the Community Engagement Manager post cannot be filled.	Recruit to the Community Engagement Manager post (ASAP)	Henry Lewis & Richard Protheroe
S32	New agreement with old town retailer for use of Primett Road Car Park	<b>Neutral, Low</b> No one will be impacted as the retailer bears the cost, not the users of the car park	None	Keith Brown
S34	New agreement with the Leisure Park managing agents (JLL) to manage and monitor 8 CCTV cameras in the Leisure Park	<b>Neutral, Low</b> None of the users will be impacted as this a transaction between the Leisure Park owners and the council as required by the lease	None	Keith Brown
S35	Contain cost of buildings compliance and	<b>Neutral, Low</b> None of the users will be impacted as the level of the	None	Keith Brown

## Appendix H

Saving Ref	Saving proposed	Summary of impact	Action	Contact Officer
	maintenance within a budget that assumes no inflation uplift from the 2012/13 level	compliance service will remain the same		
<b>S36</b>	Deletion of the Street Cleansing Officer's post. (Combine Street Cleansing supervision duties with that of Grounds Maintenance supervision to create a Street Scene Supervisor structure)	<p><b>Positive, Low</b> Age, disability, pregnancy &amp; maternity – staff will be able to move between services for lighter duties if required</p> <p>Socio-economic – increased opportunities for staff to move between services</p> <p>Other – one point of contact for all Street Scene (Cleansing &amp; Grounds) related enquiries. Leaner management structure</p>	None	Lee Myers
<b>S37</b>	Deletion of the Environmental Services Manager, Fleet Manager and VRS Fitter. (These are of consequence following a restructure and the permanent appointment of the Head of Environmental Services)	<p><b>Positive, Low</b> Leaner management structure</p>	None	Lee Myers
<b>S41</b>	Redesign the way community grant funding is provided	<p><b>Negative (level TBC)</b> There will be a negative impact overall on the voluntary and community sector. The specific impact on each characteristic is to be determined following development of specific allocation proposals. A full EqIA will be carried out and mitigating actions identified to append the report to Executive in February 2013.</p>	<p>Consult local organisations who received funding in 2012/13 on specific allocation proposals (By December 2012)</p> <p>Carry out a full EqIA on the detailed proposal for allocating the reduced Community Funding pot (to focus on Financial Inclusion contract, Community</p>	Richard Protheroe

## Appendix H

Saving Ref	Saving proposed	Summary of impact	Action	Contact Officer
			Association grant and funding for voluntary and community groups) (By February 2013)	
<b>S42, S43</b>	Reductions in the following budgets:  Community Safety General and Project	<b>Neutral, Low</b>	Ensure remaining revenue is used to commission projects based on need that address SoStevenage and SoSafe priorities. Ask for evidence of need such as community consultation data, statistics and analyses of information (By March 2014)	Richard Protheroe
<b>S46</b>	Corporate Consultation	The reduction in base budget for corporate consultation will result in little direct impact on specific equality characteristics, residents of the town, or local groups to have their voices heard. Corporate Consultation will be carried out in a leaner and more efficient manner.	Work with partners to identify alternative funding streams and delivery methods for specific projects (By March 2014)	
<b>S47</b>	SoStevenage Community Strategy			
<b>S52</b>	Increase in management fee by 2% (£17,000pa from budget of £814,000pa) from 6% to 8%	<b>Neutral, Low</b> The Council's Children's Centres provide universal services for parents and their children under 5 years of age. Due to internal underspends on specific Centre budgets, the costs of the increase can be borne without undue pressure to service provision.	None	Aidan Sanderson

**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	Children's Centres		
Budget saving proposal	S52: Increase in management fee by 2% (£17,000pa from budget of £814,000pa) from 6% to 8%		
Date of full EqIA on service (planned or completed)			
Form completed by	Head of Leisure, Environmental Health and Children's Services	Date	9 October 2012

Who are the users of this service/function?	The Council's Children's Centres provide universal services for parents and their children under 5 years of age.
Who may be impacted if the saving was to be made?	As above but due to internal underspends on specific Centre budgets, the costs of the increase can be borne without undue pressure to service provision.

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	

Gender	Neutral	Low	
Ethnicity	Neutral	Low	
Disability	Neutral	Low	
Religion/belief	n/a	n/a	
Sexual orientation	n/a	n/a	
Transgender	n/a	n/a	
Pregnancy/maternity	Neutral	Low	
Marriage/Civil partnership	n/a	n/a	
Socio-economic	Neutral	Low	
Other	n/a	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
Not applicable			

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\* 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.

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

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Service affected	Corporate Procurement		
Budget saving proposal	S25 -Reduction in Procurement Team from 2.59 FTE to 2FTE.		
Date of full EqIA on service (planned or completed)	NA		
Form completed by	Clare Fletcher	Date	9-10-12

Who are the users of this service/function?	All staff requiring procurement advice (major user housing (HRA))
Who may be impacted if the saving was to be made?	The Corporate Procurement Team was 1.59 FTE until SHL staff TUPED to the council. The transferred member of staff has since left and the job has been re-graded. There is some overlap between SHL and SBC concerning duplication on policies and strategies etc and from 2014/15 it is envisaged the team can be reduced by 0.59FTE.

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	N/A



Gender			
Ethnicity			
Disability			
Religion/belief			
Sexual orientation			
Transgender			
Pregnancy/maternity			
Marriage/Civil partnership			
Socio-economic <sup>†</sup>			
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

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<sup>†</sup>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.

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

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Service affected	Corporate Reduction in Travel Insurance		
Budget saving proposal	S26: Reduction in Personal Accident Travel Insurance for employee. The amount claimable would reduce from 5x annual salary to 1x annual salary.		
Date of full EqIA on service (planned or completed)	NA		
Form completed by	Clare Fletcher	Date	9-10-12

Who are the users of this service/function?	All staff
Who may be impacted if the saving was to be made?	All staff-NO CLAIM HAS BEEN MADE SINCE the 1990's under the policy. This is not a deletion but a reduction in benefit.

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	No bias –dependant on staff travelling on council business. Staff would still be able to claim under the policy for 1x annual salary. Staff within the pension scheme would also be eligible for 3x salary in the event of death.
Gender			Number of staff in pension scheme 62% number of women (50% of the membership). Number of people in workforce, women 51%.
Ethnicity			See above
Disability			See above

Religion/belief			See above
Sexual orientation			See above
Transgender			See above
Pregnancy/maternity			See above
Marriage/Civil partnership			See above
Socio-economic <sup>‡</sup>			See above
Other			See above

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

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<sup>‡</sup>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.

### 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	Customer Focus Team		
Budget saving proposal	S29 – Deletion of PO5 Customer Focus Manager post and transfer of functions to the Community Engagement Manager post (currently vacant)		
Date of full EqIA on service (planned or completed)			
Form completed by	Karen Griffiths	Date	11/10/12

Who are the users of this service/function?	Stevenage residents and customers
Who may be impacted if the saving was to be made?	As above plus the front-line council services and officers who work to improve their service delivery

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.
	Negative / Positive / N/A	High / Medium / Low	Please note any evidence.
Age	Positive	Medium	Any potential impact will be mitigated by the transfer of functions to the Community Engagement Manager. This post is currently vacant. Specific corporate consultation functions have been carried out by Corporate Policy. Although there is currently a low risk of negative impact if the newly merged post cannot be filled, merger of both Customer Focus and Community Engagement posts will have a net positive impact ensuring a joined up approach to customer and community engagement.
Gender			
Ethnicity			
Disability			
Religion/belief			
Sexual orientation			
Transgender			
Pregnancy/maternity			
Marriage/Civil partnership			
Socio-economic <sup>§</sup>			
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
Recruit to the Community Engagement Manager post	Richard Protheroe	Recruitment campaign	ASAP

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

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Service affected	Car Parking (off street)		
Budget saving proposal	S32: New agreement with old town retailer for use of Primett Road Car Park		
Date of full EqIA on service (planned or completed)	n/a		
Form completed by	Keith Brown	Date	4 October 2012

Who are the users of this service/function?	S32 – Customers of the retailer
Who may be impacted if the saving was to be made?	No one will be impacted as the retailer bears the cost, not the users of the car park

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	n/a
Gender			n/a
Ethnicity			n/a
Disability			n/a

Religion/belief			n/a
Sexual orientation			n/a
Transgender			n/a
Pregnancy/maternity			n/a
Marriage/Civil partnership			n/a
Socio-economic**			n/a
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
n/a			

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\*\* 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.

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

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Service affected	CCTV		
Budget saving proposal	S34: New agreement with the Leisure Park managing agents (JLL) to manage and monitor 8 CCTV cameras in the Leisure Park. The saving is the Council's share of the CCTV Partnership's total income under this agreement.		
Date of full EqIA on service (planned or completed)	n/a		
Form completed by	Keith Brown	Date	4 October 2012

Who are the users of this service/function?	S34 – Customers of the facilities on the Leisure Park
Who may be impacted if the saving was to be made?	None of the users will be impacted as this a transaction between the Leisure Park owners and the council as required by the lease.

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	n/a



Gender			n/a
Ethnicity			n/a
Disability			n/a
Religion/belief			n/a
Sexual orientation			n/a
Transgender			n/a
Pregnancy/maternity			n/a
Marriage/Civil partnership			n/a
Socio-economic <sup>††</sup>			n/a
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
n/a			

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### 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.

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Service affected	Facilities and Compliance		
Budget saving proposal	S35: Contain cost of buildings compliance and maintenance within a budget that assumes no inflation uplift from the 2012-13 level.		
Date of full EqIA on service (planned or completed)	n/a		
Form completed by	Keith Brown	Date	4 October 2012

Who are the users of this service/function?	S35 – Managers, staff and members of the public using the buildings covered by the current contract
Who may be impacted if the saving was to be made?	None of the users will be impacted as the level of the compliance service will remain the same

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	n/a
Gender			n/a
Ethnicity			n/a

Disability			n/a
Religion/belief			n/a
Sexual orientation			n/a
Transgender			n/a
Pregnancy/maternity			n/a
Marriage/Civil partnership			n/a
Socio-economic <sup>††</sup>			n/a
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
n/a			

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<sup>††</sup>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.

**Restructure of the Street Cleansing Supervision**

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

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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 area	Environmental Services		
Decision or change being considered	S36: Deletion of the Street Cleansing Officer’s post. (Combine Street Cleansing supervision duties with that of Grounds Maintenance supervision to create a Streetscene Supervisor structure).		
Date of full EqIA on wider service area (planned or completed)	January 2013		
Form completed by	Lee Myers	Date	4 October 2012

Who are the users of this service/function?	All residents and visitors across Stevenage Borough and the community.
Who may be impacted if the saving was to be made?	None

Consider the impact of the change to the function/service on groups relating to the following factors. If impact is unknown or not fully understood, consider consulting 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	Positive	Low	Staff will be able to move between services for lighter duties easier if required.
Gender			None
Ethnicity			None
Disability			Staff will be able to move between services for lighter duties easier if required.
Sexual orientation			None
Religion/belief			None
Transgender			None

Pregnancy/maternity			Staff will be able to move between services for lighter duties easier if required.
Socio-economic			Increased opportunities for staff to move between services
Other			One point of contact for all Street Scene (Cleansing & Grounds) related enquiries. Leaner management Structure.

If a negative impact has been identified, consider actions to mitigate this impact and integrate these actions into planning. In addition, consider actions to further positively impact on equality groups.

Action	Who is responsible? How will the impact and the action be monitored?	Timeline for implementation
None		

If significant negative impacts have been identified, consider the completion of a full Equality Impact Assessment (available on the intranet).

**Date completed:** 08.09.12      **Signed by Head of Service:**

## Restructure of the Refuse, Cleansing and VRS Management

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

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Service area	Environmental Services		
Decision or change being considered	S37: Deletion of the Environmental Services Manager, Fleet Manager and VRS Fitter. (These are of consequence following a restructure and the permanent appointment of the Head of Environmental Services).		
Date of full EqIA on wider service area (planned or completed)	January 2013		
Form completed by	Lee Myers	Date	4 October 2012

Who are the users of this service/function?	All residents and visitors across Stevenage Borough and the community.
Who may be impacted if the saving was to be made?	None

Consider the impact of the change to the function/service on groups relating to the following factors. If impact is unknown or not fully understood, consider consulting 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	Positive	Low	None
Gender			None
Ethnicity			None
Disability			None
Sexual orientation			None
Religion/belief			None
Transgender			None
Pregnancy/maternity			None
Socio-economic			None
Other			Leaner management Structure.

If a negative impact has been identified, consider actions to mitigate this impact and integrate these actions into planning. In addition, consider actions to further positively impact on equality groups.

Action	Who is responsible? How will the impact and the action be monitored?	Timeline for implementation
None		

If significant negative impacts have been identified, consider the completion of a full Equality Impact Assessment (available on the intranet).

**Date completed:** 08.09.12      **Signed by Head of Service:**

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

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Service affected	Housing, Community & Communications		
Budget saving proposal	S41 – Redesign the way community grant funding is provided		
Date of full EqIA on service (planned or completed)	February 2012		
Form completed by	Karen Griffiths	Date	10/10/12

Who are the users of this service/function?	Residents from across the community use Community Centres managed by the Community Associations. Carers use services provided by Cross roads Care. Older People use services provided by Age Concern. Residents from all communities use services provided by the Stevenage Volunteer Centre. Local voluntary and community groups (including residents who use such services) use services provided by Stevenage CVS.
Who may be impacted if the saving was to be made?	Community Associations, local voluntary and community groups including –Age Concern, Stevenage CVS, Stevenage Volunteer Centre, Crossroads Care. Users of the respective voluntary and community groups.

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	Negative	TBC	There will be a negative impact overall on the voluntary and community sector. The specific impact on each characteristic is to be determined following development of specific allocation proposals. A full EQIA will be carried out and mitigating actions identified.
Gender			
Ethnicity			
Disability			
Religion/belief			
Sexual orientation			



Transgender			
Pregnancy/maternity			
Marriage/Civil partnership			
Socio-economic <sup>§§</sup>			
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
Consult from December on specific allocation proposals with all organisations in receipt of 12/13 funding	Karen Griffiths	Face to face meetings, written correspondence,	December 2012
Develop a full EQIA on the detailed proposal for the allocation of a reduced Community Funding pot.	Karen Griffiths	The EQIA will take account of the impact of proposals on each of the three tranches (Financial Inclusion contract, Community Association grant pot and funding for voluntary and community groups)	February 2013

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<sup>§§</sup>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.

### 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, Community & Communications		
Budget saving proposal	S42 & S43 – Reduction in Community Safety General and Project budgets S46 – Reduction in Corporate Consultation budget S47 – Reduction in SoStevenage Community Strategy budget		
Date of full EqIA on service (planned or completed)	February 2012		
Form completed by	Karen Griffiths	Date	10/10/12

Who are the users of this service/function?	Local voluntary and community groups in receipt of commissioned community safety projects and SoStevenage projects.  Council staff use the consultation service to inform service planning. Residents are consulted and given an opportunity to have their say.
Who may be impacted if the saving was to be made?	Local voluntary and community groups – reduction in revenue to commission bespoke community safety projects.

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.
	Negative / Positive / N/A	High / Medium / Low	Please note any evidence.
Age	Neutral	Low	<p>The reduction in base budget for corporate consultation will result in little direct impact on specific equality characteristics, residents of the town, or local groups to have their voices heard. Corporate Consultation will be carried out in a leaner and more efficient manner.</p> <p>The reduction in base budget for both SoStevenage and the Community Safety codes will result in a slight reduction in commissioned community and community safety projects. Overall this may have an impact on community groups and may impact adversely some specific equality characteristics. Mitigating actions have been identified-working with partners to find alternative funding streams/delivery methods as required.</p>
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
Ensure remaining revenue is used to commission projects based on need that address SoStevenage and SoSafe priorities	Karen Griffiths/Joanna Little	Commission projects based on analysis of community consultation data, statistics and analyses of information.	End of 2013/14 (From April 2013)
Work with partners to identify alternative delivery methods/funding streams for specific projects	Karen Griffiths/Joanna Little	Discussions, meetings, written correspondence.	End of 2013/14 (From April 2013)

\*\*\* 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.