

Priority Based Budgeting 2014/15 – 2016/17

Summary of GF Equality Impact Assessments 2014/15

Equality at Stevenage Borough Council

Stevenage Borough Council as a service provider, employer and community leader is committed to achieving equal opportunities for everyone. We want to deliver services that are fair, accessible and open to everyone who needs them.

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 making decisions, updating policies and starting new projects:

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

Although non-statutory, the Council has chosen to adopt the Socio-Economic Duty and so decision-makers should use their discretion in considering the impact on people in terms of their social or economic background.

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 unlawful under this Act
- advance equality of opportunity between people who share a protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

Priority Based Budgeting 2014/15 – 2016/17

Summary of GF Equality Impact Assessments 2014/15

Savings Proposals 2014/15

Prior to their consideration at Executive in November 2013, the savings proposals were reviewed to determine any potential impact on Stevenage residents in terms of their protected characteristics under the Equality Act 2010. The majority of these have no public impact and so have not been subject to any further EqIA.

Where a negative, positive or disproportionate impact is likely, Heads of Service and other appropriate managers have developed Brief or Full EqIAs. These have been summarised over the following pages and will inform the decisions made at Council in February 2014. Action to mitigate or further analyse the impact on equality groups is identified where appropriate.

The following activity has also taken place:

7 December 2013 – Town-wide consultation on proposals at Café Choice

November 2013 – January 2013 – EqIAs finalised and Full EqIAs completed where necessary considering further evidence and consultation results

An EqIA developed that considers the collective impact of the 2014/15 Budget savings proposals on equality groups, and the activity to mitigate where this may be negative

Savings Proposals 2015/16 and 2016/17

Savings proposals for subsequent years as part of the three-year priority based approach have also been reviewed to determine any potential impact on local people. These savings will be agreed in principle in the first instance, and will be subject to further assessment and agreement as part of future annual Budget-setting processes.

Those that are likely to affect equality groups will also have EqIAs completed. These will be completed during the financial year leading up to their expected implementation.

Saving Ref	Saving proposed	Summary of potential impact	Further action	Contact Officer
S15	SBC Play Associations: withdrawal of Grant Support	<p>Neutral Age: 5-14 year olds The sum of funding being removed is not expected to impact on the provision of services.</p>	None	Aidan Sanderson
S19	Withdraw grant to Canyon Play Association and lease its future operation to another organisation	<p>Positive Age (8-16 years olds), Disability, Race, Socio-economic Terms have been agreed and a lease is being developed with the organisation that will take over the operation of this facility. This will include a clause for the continued provision of play services, and will offer greater opportunities for all users as it will be open 7 days a week throughout the year.</p>	None	Aidan Sanderson
S23	Increase management fee for Children's Centres to 9%	<p>Neutral Age: children under 5 years of age and their families The costs of the increase can be borne without any impact on service provision.</p>	None	Aidan Sanderson
S33	Cessation of out of hours stand-by service for noise nuisance	<p>Negative Age (older people), Disability Assessment based on officer knowledge as no equality profiling evidence is available. These groups may feel unable to confront perpetrators, identify the source, attend court or record information.</p>	<p>Review the decision to remove the service after six months (October 2014)</p> <p>If reinstated, capture equality profiling for out of hours noise nuisance complainants (October 2014)</p>	Aidan Sanderson

Saving Ref	Saving proposed	Summary of potential impact	Further action	Contact Officer
S47 S50b S54 S55 S56	<ul style="list-style-type: none"> • Management Layering • Corporate Policy and Partnerships Team restructure • Removal of SoStevenage Budget • Removal of the Community Safety General Expenses Budget • Removal of Community Actions Days Budget 	<p>Negative Reduced project support for partnerships provided by the Policy and Partnerships Team could potentially impact upon all equality groups, and socio-economic. This is to be mitigated by increased project support being provided by the Neighbourhood Development Team.</p> <p>Removal of Community Action Days and Community Safety budgets could impact upon projects to reduce crime and anti-social behaviour.</p> <p>Online consultation identified partner concerns over the provision of joined-up services provided to people on lower incomes and / or benefits.</p> <p>Positive The creation of a post for Corporate Policy Officer (Consultation and Equality) will help the council to maintain the organisation's Achieving Status under the Equality Framework for Local Government, ensure the delivery of corporate consultation and equality programmes, and mitigate the removal of posts within the team.</p>		Richard Protheroe

Saving Ref	Saving proposed	Summary of potential impact	Further action	Contact Officer
S57b	41% reduction of the Members and Youth Mayor Local Community Budget (LCB) scheme	<p>Negative LCB scheme available to everyone, although the groups below maybe particularly affected. Age, Disability, Pregnancy & maternity, Race, Religion or belief, Socio-economic It is possible that LCB beneficiaries from these groups may experience some negative impact from the reduced pot of funding available. Feedback from consultation with previous recipients supports this view.</p> <p>Gender reassignment, Sexual orientation To date, LCB funding has not been allocated to support people from these equality groups. Nor were any issues identified in consultation activity. The reduced amount of funding available may compound this.</p>	<p>Following the MMP session, monitor LCB allocations to equality groups and report regularly to Members to maintain awareness. (March 2014)</p> <p>Carry out a review of the LCB scheme to include identifying opportunities to further promote equality and celebrate diversity. (June 2014)</p>	Richard Protheroe
S58	Closure of the Hyde Out Community Centre and deletion of Hyde Out Co-ordinator post	<p>Negative Age, Disability, Pregnancy & maternity, Race, Sex, Socio-economic A number of local groups and residents representing these equality groups currently use the Hyde Out, and would be impacted by its closure. The groups potentially seeing the biggest impact are children and young people, older people and those facing socio-economic disadvantage.</p>	We are investigating options to mitigate these impacts that include supporting groups and users to transfer to another centre, or finding another organisation to take over the running of the building. These activities are detailed in the EqlA.	Richard Protheroe

Saving Ref	Saving proposed	Summary of potential impact	Further action	Contact Officer
S62	Rolling reduction in Community Grant Funding totalling 35.5% over four years	<p>Negative Age, Disability, Pregnancy & maternity, Race, Religion or belief, Sex, Socio-economic A reduction in funding to local groups and community centres could impact on people from these equality groups. This is largely identified in terms of increasing charges for services. If this results in them being unaffordable for local people and attendance lowers, this may mean that the service provision ceases.</p>	<p>Consider options and agree the policy for allocating funding to community associations in 2014/15. (March 2014)</p> <p>Develop Brief EqIAs for each community centre as part of their funding allocation agreement. (March 2014)</p> <p>Neighbourhood Development Officers to support community association management boards in developing outcome focussed business plans. (March 2014)</p> <p>Review community centre management arrangements and develop a strategy to ensure fair, robust and outcome-focussed processes are in place. (June 2014)</p>	Richard Protheroe
S103	Pay and Display parking in Coreys Mill Lane	<p>Positive Disability Blue Badge holders will be entitled to park for free in P&D bays and are also permitted to park on double yellow lines.</p> <p>Negative Socio-economic Charging for parking can be considered detrimental to people in financial difficulty but these would remain affordable in relation to the charges within the Lister Hospital and the overall cost of motoring. There are strong bus links to the hospital which may prove to be more cost-effective for people on lower incomes.</p>		

Saving Ref	Saving proposed	Summary of potential impact	Further action	Contact Officer
S109	Review and enhance systems for customer payments	<p>Negative (all with positive mitigation)</p> <p>Age Customers of certain age groups may be reluctant to use an automated / online system. However, younger generations may welcome the ability to use new, modern systems.</p> <p>Disability Customers who have sensory impairments, learning difficulties or mental ill health may not feel comfortable using such a system or not be able to make use of it.</p> <p>Race Customers whose first language is not English may find it difficult to make use of an automated / online system. Although we have seen reducing usage of translation services over the last few years</p> <p>Socio-economic Potential negative impact in terms of ability to understand and navigate an automated / online system, or to interpret their personal finances without assistance. The current automated system is not popular with customers. A simpler system, would make it easier for customers to make payments.</p>	<p>A number of mitigation actions have been identified that will play a key part in scoping and implementing the customer payment system project. These are detailed in the full EqIA document.</p> <p>An additional mitigation measure is to continue to offer human telephony and face-to-face services for customers with a disability or vulnerability, on request.</p>	Donna Smith

Saving Ref	Saving proposed	Summary of potential impact	Further action	Contact Officer
S144a	Reduce town-wide grass cutting within the town to 6 cuts from the current 10	<p>Age and Disability: Long grass and possible large quantities of cut grass lying on open spaces are not likely to cause increased mobility issues for people, since public pathways will not be affected.</p>	None	Lee Myers
S161a	Remove the nappy collection service	<p>Disability: This will have no impact on the free Clinical Waste collection service available for households with disabled children and adults.</p> <p>Negative Age, Pregnancy and Maternity, Sex, Socio-economic: Removing the service may mean that parents of children using nappies have to find alternative ways of disposing of them, if their residual black bin is not sufficient.</p>	<p>Campaign to encourage the use of reusable nappies – may be more cost-effective for parents in the long-run and remove the need to store soiled disposables in the black bin for two weeks. (April 2014)</p> <p>Raise awareness to households with disabled children that there is a free Clinical Waste collection service. (April 2014)</p>	Lee Myers
S189	Pay and Display parking in London Road	<p>Positive Formal traffic regulation in place in London Road and adequate allocation of disabled bays will secure parking for people holding a Blue Badge.</p> <p>Negative Charging for parking can be considered detrimental to people in financial difficulty but these would remain affordable in relation to surrounding car parks.</p>	Consider the demand for provision of disabled parking bays. (March 2014)	Rob Woodisse

Brief Equality Impact Assessment For a minor operational change / review / simple analysis

What is being assessed?	S15: SBC Play Associations – withdrawal of Grant Support	What are the key aims of it?	The Grant Support provided encourages the Associations to seek additional funding. To date, they have raised in excess of £20,000. This proposal will remove £460 of Grant Support provided.			
Who may be affected by it?	Staff / Service Users					
Date of full EqIA on service area (planned or completed)	N/A					
Form completed by:	Aidan Sanderson Emma Barron	Start date	24/10/2013	End date	13/1/14	
		Review date		N/A		

What data / information are you using to inform your assessment?	Other play opportunities provided by the Council Data supplied by Associations Officer relationship/advice	Have any information gaps been identified along the way? If so, please specify	No
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Explain the potential positive, negative or unequal impact on the following characteristics and how likely this is:			
Age	The Associations provide play opportunities for 5-14 year olds. The sum of funding being removed is minimal and is not expected to impact on the provision of their services or ability to seek further funding. To help possibly mitigate some/all of the potential negative impact, the Associations have been made aware of Councillors' Local Community Budgets which could provide an alternative source of funding subject to Members chosen priorities.	Race	N/A
Disability	N/A	Religion or belief	N/A
Gender reassignment	N/A	Sex	N/A
Marriage or civil partnership	N/A	Sexual orientation	N/A
Pregnancy & maternity	N/A	Socio-economic ¹	N/A
Other			

¹Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.

Where there is a likely positive impact , please explain how it will help to fulfil our legislative duties to:				
Remove discrimination & harassment		Promote equal opportunities		Encourage good relations

What further work / activity is needed as a result of this assessment?

Action	Responsible officer	How will this be delivered and monitored?	Deadline
None			

Approved by Strategic Director:
Date:

Matthew Partridge
13 January 2014

Brief Equality Impact Assessment For a minor operational change / review / simple analysis

What is being assessed?	S19: Grant to Canyon Play Association	What are the key aims of it?	To withdraw grant support and infrastructure budget to the Association. Terms have been agreed with another organisation to take over the running of the Canyon Adventure Playground and community building.			
Who may be affected by it?	Staff / Service Users					
Date of full EqIA on service area (planned or completed)	N/A					
Form completed by:	Aidan Sanderson Emma Barron Matthew Partridge	Start date	24/10/2013	End date	13/1/14	
		Review date	N/A			

What data / information are you using to inform your assessment?	Other play opportunities provided by the Council. Data supplied by Association. Officer relationship/advice.	Have any information gaps been identified along the way? If so, please specify	No
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Explain the potential positive, negative or unequal impact on the following characteristics and how likely this is:			
Age	The lease is being developed with the organisation that will take over the operation of this facility. The lease will include a condition related to permitting a Play Association to operate from the building.	Race	See Other
Disability		Religion or belief	N/A
Gender reassignment	N/A	Sex	N/A
Marriage or civil partnership	N/A	Sexual orientation	N/A
Pregnancy & maternity	N/A	Socio-economic ²	See Other
Other	In order to prevent the closure of the playground and building, we are making arrangements for another organisation to take over the venue. This will include a clause within any future lease agreement re the provision of play services for young people. The transfer will take place on 1 April 2014, and will provide greater opportunities for all users as it will be open 7 days a week throughout the year.		

²Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.



Where there is a likely positive impact , please explain how it will help to fulfil our legislative duties to:					
Remove discrimination & harassment		Promote equal opportunities		Encourage good relations	

What further work / activity is needed as a result of this assessment?

Action	Responsible officer	How will this be delivered and monitored?	Deadline
None			

Approved by Strategic Director:

Matthew Partridge

Date:

13 January 2014

Brief Equality Impact Assessment For a minor operational change / review / simple analysis

What is being assessed?	S23: Increase Management fee for Children's Centres to 9%	What are the key aims of it?	The Council's Children's Centres provide targeted and universal services for parents and their children under 5 years of age.			
Who may be affected by it?	Staff / Service Users					
Date of full EqIA on service area (planned or completed)	TBC					
Form completed by:	Aidan Sanderson Emma Barron	Start date	24/10/2013	End date	13/1/14	
		Review date	N/A			

What data / information are you using to inform your assessment?	Budget 2012/13 Actuals Budget 2013/14 Estimate	Have any information gaps been identified along the way? If so, please specify	No
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Explain the potential positive, negative or unequal impact on the following characteristics and how likely this is:			
Age	Due to internal underspends on specific Centre budgets, the costs of the increase can be borne without undue pressure to service provision.	Race	N/A
Disability	N/A	Religion or belief	N/A
Gender reassignment	N/A	Sex	N/A
Marriage or civil partnership	N/A	Sexual orientation	N/A
Pregnancy & maternity	N/A	Socio-economic ³	N/A
Other			

³Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.

Where there is a likely positive impact , please explain how it will help to fulfil our legislative duties to:					
Remove discrimination & harassment		Promote equal opportunities		Encourage good relations	

What further work / activity is needed as a result of this assessment?

Action	Responsible officer	How will this be delivered and monitored?	Deadline
None identified			

Approved by Strategic Director:

Matthew Partridge

Date:

13 January 2014

Brief Equality Impact Assessment For a minor operational change / review / simple analysis

What is being assessed?	S33: Cessation of out of hours stand-by service for noise nuisance	What are the key aims of it?	The service is provided by Environmental Health Officers to assess reports of noise nuisance occurring outside of office hours. This proposal will be to remove the out of hours visiting service.			
Who may be affected by it?	Staff / Service Users					
Date of full EqlA on service area (planned or completed)	N/A					
Form completed by:	Jim Archibald Aidan Sanderson Emma Barron	Start date	01/11/13	End date	13/1/14	
		Review date	N/A			

What data / information are you using to inform your assessment?	3 years of data arising from operation of current service. Manager knowledge and experience. Five respondents at Café Choice voiced concerns about needing the service in future but had not used it in the past. These were all White British, aged over 55 and had no disability.	Have any information gaps been identified along the way? If so, please specify	No
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Explain the potential positive, negative or unequal impact on the following characteristics and how likely this is:			
Age	This proposal may have a negative impact on these groups, although we currently have no evidence to support this being the case, as equality profiling information has not been captured on the 141 call-outs in 2012/13 or previously. Based on officer knowledge and experience, older people and people with disabilities may lack the mobility and confidence to: <ul style="list-style-type: none"> • Confront perpetrators • Identify the source (this must be positively identified by the complainant if action is to be taken on the basis of noise monitoring equipment) • Attend court – if the complainant is not willing or able to attend court, we would not be able to take action based on the use of noise monitoring equipment • Record information for use in legal proceeding, e.g. if unable to write. 	Race	N/A
Disability		Religion or belief	N/A

Explain the potential positive, negative or unequal impact on the following characteristics and how likely this is:			
Gender reassignment	N/A	Sex	N/A
Marriage or civil partnership	N/A	Sexual orientation	N/A
Pregnancy & maternity	N/A	Socio-economic ⁴	See other
Other	Removal of the service may affect the collection of evidence to allow for the service of a noise abatement notice or legal proceedings. The overall impact is that, in some cases, we will be unable to take action and people will continue to experience unreasonable levels of noise nuisance.		

Where there is a likely positive impact , please explain how it will help to fulfil our legislative duties to:			
Remove discrimination & harassment		Promote equal opportunities	Encourage good relations

What further work / activity is needed as a result of this assessment?

Action	Responsible officer	How will this be delivered and monitored?	Deadline
Review the decision to remove the service after six months to consider any negative impact on vulnerable people and equality groups.	Aidan Sanderson	Included in plans for service delivery	October 2014
In the event of a decision to reinstate the service, ensure that equality profile information is captured on out of hours call-outs for future review.	Aidan Sanderson	Included in plans for service delivery	October 2014

Approved by Strategic Director: Matthew Partridge
Date: 13 January 2014

⁴Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.

Full Equality Impact Assessment

For a policy, project, service or other decision that is new, changing or under review

What is being assessed?	<p>Savings Proposals S47, S50b, S54, S55, and S56. All five proposals reduce the capacity of the Corporate Policy and Partnerships Team to provide project support to the SoStevenage and SoSafe Partnerships</p> <p>S47: Management Delaying: Deletion of the following posts:</p> <ul style="list-style-type: none"> • Corporate Policy and Partnerships Manager • Community and Neighbourhood Services Manager <p>S50b: Corporate Policy and Partnerships Team Restructure: Deletion of the following posts:</p> <ul style="list-style-type: none"> • Corporate Policy Officer (Health and Wellbeing) PO1, Post No. CE35133 • Business Support Officer (Part time post) SO1, Post No. CE35159. • Community Safety Officer PO2, Post No. CE35132. <p>Creation of the following posts:</p> <ul style="list-style-type: none"> • Corporate Policy Officer (Consultation and Equalities) PO3 (spinal point 37) • Corporate Policy Officer (Partnerships and Community Safety) PO6 (spinal point 41). <p>S56: Removal of SoStevenage Budget (£4,300) S55: Removal of the Community Safety General Expenses Budget (£10,270) S54: Stop Community Action Days (£3,000)</p>			
Lead Assessor	Richard Protheroe		Assessment team	Richard Protheroe Tim Cusack
Start date	21/8/2013	End date	22/1/2014	
When will the EqIA be reviewed?	N/A			



Who may be affected by it?	Stevenage residents, CSP partners, possibly other council officers (Executive / Member Support), ODG partners and their beneficiaries, staff in the Policy and Partnerships and Neighbourhood Development teams
What are the key aims of it?	<p>The proposed management layering and restructure of the Corporate Policy and Partnerships Team options would help the council to achieve savings of £62,072 in 2014/15 and £116,490 per annum thereafter. Management responsibilities of the Corporate Policy and Partnerships Manager and the Community and Neighbourhood Services Manager would be passed to the Corporate Strategy and Partnerships Manager under a new streamlined management structure. To create capacity for the Corporate Strategy and Partnerships Manager to take on these additional managerial responsibilities the Communications Manager would report directly into the Head of Business Strategy, Community and Customer Services.</p> <p>Deletion of the post Corporate Policy and Partnerships Manager and Community Safety Officer would remove all designated administration and project support for the SoStevenage Local Strategic Partnership's Executive, Board, SoSafe and some other thematic sub groups. However this is to be partly mitigated through the creation of a new post of Corporate Policy Officer (Partnerships and Community Safety) which would ensure that there is on-going administration support for the SoStevenage Local Strategic Partnership (Board and Executive) and the SoSafe Community Safety Partnership. Despite the creation of this post it would mean that the Corporate Policy and Partnerships Team would have reduced capacity to provide project related support to the LSP and the SoSafe Community Safety Partnership. To help mitigate this, and the loss of both the Corporate Policy Officer (Health and Wellbeing) and the Corporate Policy and Partnerships Manager, it is also proposed that the Neighbourhood Development Team should provide increased project related support in the future, including to the Social Inclusion Partnership and the Health and Wellbeing Forum.</p> <p>The creation of a Corporate Policy Officer (Consultation and Equalities) post will ensure the delivery of the council's corporate consultation and equality programmes, and help to mitigate the removal of the Corporate Policy Officer (Health and Wellbeing) and the Corporate Policy and Partnerships Manager.</p> <p>Removal of the Community Safety General Expenses budget and stopping Community Action Days would save the council £10,270 and £3,000 per annum respectively but would impact the SoSafe Operational Delivery Group's ability to deliver crime and anti-social behaviour reduction initiatives and projects.</p> <p>Responsibility for Health and Wellbeing activity continues to fall to Hertfordshire County Council.</p>

What positive measures are in place (if any) to help fulfil our legislative duties to:					
Remove discrimination & harassment	See below plus, a Domestic Abuse Co-ordinator has been appointed to continue community safety work in this area.	Promote equal opportunities	See below	Encourage good relations	See below
<p>The proposed permanent appointment of a Corporate Policy Officer with specific responsibilities for Consultation and Equality will help the council to maintain Achieving status under the Equality Framework for Local Government. It will also help to embed equality and diversity related processes and practices across all necessary council activity including consultation, partnership working and project support. This will aid the council in meeting its Corporate Plan priority 'An Excellent Council'.</p>					

What sources of data / information are you using to inform your assessment?	<ul style="list-style-type: none"> • Corporate Plan 2013-18 objectives • Community Strategy 2013-18 • Head of Service information • Community Safety Action Plan • Online consultation survey with members of the SoStevenage Board
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In assessing the potential impact on people, are there any overall comments that you would like to make?	<p>Representatives of the SoStevenage Board are keen that working in partnership should continue but have minimal concerns about the impact on services users of the proposed reduction in support arrangements.</p> <p>There will inevitably be an impact on staff within these two teams. A separate EqIA has been developed by Human Resources and Organisational Development that considers the impact of the 2014/15 savings proposals on staff at risk of redundancy, and on the whole workforce, in terms of their equality characteristics.</p>
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Evidence and impact assessment

Explain the potential impact and opportunities it could have for people in terms of the following characteristics, where applicable:

Age					
Positive impact	See 'positive measures' identified on third page	Negative impact	No specific examples relating to the proposed changes were identified through the consultation however concerns were raised that partnership working may suffer in the longer term.	Unequal impact	None
Please evidence the data and information you used to support this assessment		No data, information or consultation feedback identifies any impact on equality groups. This may come to light in planning future partnership projects where team capacity to support will be reduced.			
What opportunities are there to promote equality and inclusion?	Ensure E&D impacts are considered in designing and delivering future projects, identifying mitigation activity with partners where necessary.		What do you still need to find out? Include in actions (last page)		None

Disability e.g. physical impairment, mental ill health, learning difficulties, long-standing illness					
Positive impact	See 'positive measures' identified on third page	Negative impact	See Age	Unequal impact	None
Please evidence the data and information you used to support this assessment		See Age			
What opportunities are there to promote equality and inclusion?	See Age		What do you still need to find out? Include in actions (last page)		None

Gender reassignment					
Positive impact	See 'positive measures' identified on third page	Negative impact	See Age	Unequal impact	None
Please evidence the data and information you used to support this assessment		See Age			
What opportunities are there to promote equality and inclusion?	See Age		What do you still need to find out? Include in actions (last page)		None



Marriage or civil partnership					
Positive impact	See 'positive measures' identified on third page	Negative impact	See Age	Unequal impact	None
Please evidence the data and information you used to support this assessment		See Age			
What opportunities are there to promote equality and inclusion?	See Age		What do you still need to find out? Include in actions (last page)	None	

Pregnancy & maternity					
Positive impact	See 'positive measures' identified on third page	Negative impact	See Age	Unequal impact	None
Please evidence the data and information you used to support this assessment		See Age			
What opportunities are there to promote equality and inclusion?	See Age		What do you still need to find out? Include in actions (last page)	None	

Race					
Positive impact	See 'positive measures' identified on third page	Negative impact	See Age	Unequal impact	None
Please evidence the data and information you used to support this assessment		See Age			
What opportunities are there to promote equality and inclusion?	See Age		What do you still need to find out? Include in actions (last page)	None	

Religion or belief					
Positive impact	See 'positive measures' identified on third page	Negative impact	See Age	Unequal impact	None
Please evidence the data and information you used to support this assessment		See Age			
What opportunities are there to promote equality and inclusion?	See Age		What do you still need to find out? Include in actions (last page)	None	



Sex					
Positive impact	See 'positive measures' identified on third page	Negative impact	See Age	Unequal impact	None
Please evidence the data and information you used to support this assessment		See Age			
What opportunities are there to promote equality and inclusion?	See Age	What do you still need to find out? Include in actions (last page)		None	

Sexual orientation e.g. straight, lesbian / gay, bisexual					
Positive impact	See 'positive measures' identified on third page	Negative impact	See Age	Unequal impact	None
Please evidence the data and information you used to support this assessment		See Age			
What opportunities are there to promote equality and inclusion?	See Age	What do you still need to find out? Include in actions (last page)		None	

Socio-economic⁵ e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users					
Positive impact	See 'positive measures' identified on third page	Negative impact	The online survey feedback identified that people on low income and/or in receipt of benefits are more likely to need the type of services delivered through partnership working. Anything that impacts on the ability to support partnership working will have a disproportionate impact on this group of people.	Unequal impact	None
Please evidence the data and information you used to support this assessment		See Age			
What opportunities are there to promote equality and inclusion?	Partners will be encouraged to contribute resource to support SoStevenage.	What do you still need to find out? Include in actions (last page)		None	

⁵Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.

Other – N/A			
please feel free to consider the potential impact on people in any other contexts			
Positive impact		Negative impact	
Unequal impact			
Please evidence the data and information you used to support this assessment			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

What are the findings of any consultation with:

Staff?	N/A	Residents?	N/A
Voluntary & community sector?	See above	Partners?	See above
Other stakeholders?	N/A		

Overall conclusion & future activity

Explain the overall findings of the assessment and reasons for outcome (please choose one) :		
1. No inequality, inclusion issues or opportunities to further improve have been identified		
Negative / unequal impact, barriers to inclusion or improvement opportunities identified	2a. Adjustments made	
	2b. Continue as planned	Positive measures have been identified by creating a permanent post for equality and diversity activity. No issues have been raised by SoStevenage partners as part of the online consultation. Formal consultation with staff affected by potential redundancy will commence in early February 2014. A separate EqIA has been developed by HR&OD to consider the impact of the 2014/15 savings proposals on the staff affected and on the workforce as a whole.
	2c. Stop and remove	

Detail the actions that are needed as a result of this assessment and how they will help to remove discrimination & harassment, promote equal opportunities and / or encourage good relations :				
Action	Will this help to remove, promote and / or encourage?	Responsible officer	Deadline	How will this be embedded as business as usual?
Increase the project related support provided by the Neighbourhood Development Team	All	Richard Protheroe	July 2014	Reflected in job descriptions for the Neighbourhood Development Team
Create a permanent post with specific responsibilities for consultation and equality	All	Richard Protheroe	July 2014	A role within the new Business Strategy, Community & Customer Services SDU

Approved by Strategic Director:
Date:

Matt Partridge
22 January 2014



Full Equality Impact Assessment

For a policy, project, service or other decision that is new, changing or under review

What is being assessed?		S57b: 41% reduction of the Members and Youth Mayor Local Community Budget (LCB) Scheme		
Lead Assessor	Sam Rowe	Assessment team	Emma Barron Richard Protheroe	
Start date	21/8/13		End date	20/1/14
When will the EqIA be reviewed?	N/A			

Who may be affected by it?	Local Voluntary and Community Sector (VCS) groups and Stevenage residents
What are the key aims of it?	To reduce Members and Youth Mayor LCB scheme from £132,000 to £80,000 per year.

What positive measures are in place (if any) to help fulfil our legislative duties to:			
Remove discrimination & harassment	At the point of application, all organisations are asked to inform us if they have an equality and diversity policy in place. This does not apply to individuals applying for LCB funding.	Promote equal opportunities and Encourage good relations	Equality training given to Members has sought to encourage them to consider funding schemes that will promote marginalised and currently under-represented equality groups. Once the LCB funding recipients have spent their allocation, they are asked to confirm which equality groups have benefitted from the scheme / project funded.

What sources of data / information are you using to	Proportions of LCB funding to equality groups in 2012/13 (detailed throughout the EqIA) and monitoring information from that year, from groups sending us their returns at the completion of the project. Results of an online survey between Dec 2013 and Jan 2014 completed by 37 grant recipients. Census 2011 profile data.
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inform your assessment?	It is important to note that 45% of the total LCB funding in 2012/13 could not be attributed to benefit any specific equality characteristic and so direct comparison of the proportion of LCB funding with the equality profile of the local community is not possible. Information is provided as contextual only for consideration of future LCB allocations.
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In assessing the potential impact on people, are there any overall comments that you would like to make?	<p>The LCB is one of the main sources of grant funding available to the VCS and the general public in Stevenage.</p> <p>As shown throughout this EqIA, allocation to some equality groups is already low or is unknown and reducing the available funding may exacerbate this. A mitigation option would be to ensure that Members are made aware of equality issues and how they can best use this funding to promote equality and inclusion. This is particularly important in reducing the inequalities that are shown in 2012/13 funding allocations.</p> <p>A training session for Members was delivered in November 2013 to raise awareness of the equality profiles in the town and of previous LCB allocations to support equality groups. The session aimed to encourage Members to allocate LCB funding to promote equality in future and may help to counter-balance the negative impact of the reduced funding available overall, including supporting local equality groups.</p>
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Evidence and impact assessment

Explain the potential impact and opportunities it could have for people in terms of the following characteristics, where applicable:

Age					
Positive impact		Negative impact	Possible	Unequal impact	Possible
Please evidence the data and information you used to support this assessment	<p>Schemes supporting:</p> <ul style="list-style-type: none"> Children were awarded 17.2% of total LCB (against a town-wide representation of 0-15 year olds of 20.3% in the 2011 Census). 10 respondents to the online survey thought that it would have 'a lot' of impact on services for 11 -15 year olds, where more details were provided it was due to services possibly becoming more expensive without the grant. Young people were awarded 18.8% of total LCB (against a town-wide representation of 16-24 year olds of 11.8%). 1 group responding to the survey provided services specifically for young people. The Youth Mayor's LCB is specifically for youth projects and so would have a direct effect this age group. People aged 65+ were awarded 7.3% of total LCB (against a town-wide representation of people aged 65+ years of 14.1%). 12 community groups responding to the online survey said the proposal would have 'a lot' of impact on their services for older people. 3 groups surveyed provided services specifically for older people. 				
What opportunities are there to promote equality and inclusion?		See overall comments on the second page.		What do you still need to find out? Include in actions (last page)	

Disability e.g. physical impairment, mental ill health, learning difficulties, long-standing illness					
Positive impact		Negative impact	Possible	Unequal impact	Possible
Please evidence the data and information you used to support this assessment	<p>7.6% of funding was used for schemes supporting long term sick and disabled people. This is in line with the working age population who tell us they have a disability, but disproportionate to the rate of disability across all age groups in Stevenage of 15.7%.</p> <p>Of the survey respondents none of the organisations directly provided services to disabled people, however 3 organisations regularly support people with physical disabilities and mental ill health. The majority of respondents thought that there would be some impact on their services with implications for people with disabilities.</p>				
What opportunities are there to promote equality and inclusion?		See overall comments on the second page.		What do you still need to find out? Include in actions (last page)	

Gender reassignment					
Positive impact		Negative impact	Possible	Unequal impact	Yes
Please evidence the data and information you used to support this assessment	To date, no project has been funded to promote equality for transgender people. This issue is particularly difficult to address since robust community data is not available and this is still felt to be a sensitive profiling question. Despite this the Women's' Resource Centre thought that this would have 'a lot' of impact on transgender people, although they did not provide further information to support this.				
What opportunities are there to promote equality and inclusion?	Raise Member awareness of the opportunities to support transgender communities.		What do you still need to find out? Include in actions (last page)	Include this profile in the list of beneficiaries of LCB funding as part of future LCB monitoring arrangements.	

Marriage or civil partnership – N/A					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment					
What opportunities are there to promote equality and inclusion?			What do you still need to find out? Include in actions (last page)		

Pregnancy & maternity					
Positive impact		Negative impact	Possible	Unequal impact	
Please evidence the data and information you used to support this assessment	Very little LCB money has been used to support pregnancy and maternity services. Despite this the result of the consultation identified that two organisations providing indirect services would be significantly affected through a reduction in the general level of funds available although they provided no further information to support this.				
What opportunities are there to promote equality and inclusion?	See overall comments on the second page.		What do you still need to find out? Include in actions (last page)		

Race					
Positive impact		Negative impact	Possible	Unequal impact	Yes
Please evidence the data and information you used to support this assessment	<p>Schemes supporting BME groups were awarded £975 in 2012/13 which is 0.6% of total available funding. This is compared with a town-wide population of 17% of people from a BME background. While these figures are not directly comparable (since 45% of LCB was not awarded to support equality groups) it could be considered that a disproportionately low amount of LCB funding has been provided to BME groups. Reducing the LCB funding pot may compound this disadvantage, but mitigating activity has been delivered to raise awareness of this. Members have been encouraged to be more proactive in using their LCB to promote equality in future, including people from a BME background.</p> <p>Consultation respondents felt that the impact of the reduced funding available would have a higher impact on BME groups than any other protected characteristic. 88 of 121 individual responses reported 'a little' or 'a lot' of negative impact and one group who responded works with BME communities. Other respondents provided a generic service where BME groups would be affected (but no differently to other ethnic groups) as a consequence of their service potentially being affected.</p>				
What opportunities are there to promote equality and inclusion?	See overall comments included on the second page.	What do you still need to find out? Include in actions (last page)			

Religion or belief					
Positive impact		Negative impact	Possible	Unequal impact	
Please evidence the data and information you used to support this assessment	<p>The 2011 Census showed that 59.2% of Stevenage residents have a religion or belief. 1.4% of funding has been used to support faith groups. As national surveys and media coverage in recent years has shown, tensions amongst (or directed towards) faith groups can arise at any time. It is important to build understanding, respect and cohesion amongst faith communities and people who are not of faith. No details were provided in the online consultation as to how a reduction in LCB would directly impact on faith groups.</p>				
What opportunities are there to promote equality and inclusion?	See overall comments included on the second page. Plans are also underway to encourage the development of the Stevenage Interfaith Forum.	What do you still need to find out? Include in actions (last page)			

Sex					
Positive impact		Negative impact	Possible	Unequal impact	No
Please evidence the data and information you used to support this assessment	£2,560 was awarded to groups who support people in terms of their gender. 55% of this was used to support women. LCB funding to gender groups is fairly proportionate to the make-up of the local community (which is 50.6% female) and no gender disadvantage is expected. Only one organisation that responded to the survey worked to specifically support women, and their response showed that they were concerned about the impact across all protected characteristics.				
What opportunities are there to promote equality and inclusion?			What do you still need to find out? Include in actions (last page)		

Sexual orientation e.g. straight, lesbian / gay, bisexual					
Positive impact		Negative impact	Possible	Unequal impact	Yes
Please evidence the data and information you used to support this assessment	To date, no project has been funded to promote equality for lesbian, gay and bisexual (LGB) people. This issue is particularly difficult to address since robust community data is not available and this is still felt to be a sensitive profiling question.				
What opportunities are there to promote equality and inclusion?	Support Members in understanding the opportunities that exist to support LGB communities so that the previous absence of allocated LCB funding is not compounded by the reduced amount available in future.		What do you still need to find out? Include in actions (last page)	Include this profile in the list of beneficiaries of LCB funding as part of future LCB monitoring arrangements (separately to Transgender).	



Socio-economic⁶				
e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users				
Positive impact		Negative impact	Possible	Unequal impact
Please evidence the data and information you used to support this assessment		Nearly 12% of LCB funding in 2012/13 was used to support projects addressing issues connected with poverty or low income. A further 6% had some indirect benefit to people with lower household incomes, where services incidentally assisted people on low incomes. Twelve of the organisations responding to the survey worked directly to address the causes or effects of people living on low incomes or in areas of high deprivation. Some other organisations stated that without the funding their charges to service users would have to increase.		
What opportunities are there to promote equality and inclusion?	See 'overall comments' page two. Projects currently being developed to support carers and to address child poverty will raise awareness to Members of the issues these people face.	What do you still need to find out? Include in actions (last page)		

Other – N/A				
please feel free to consider the potential impact on people in any other contexts				
Positive impact		Negative impact		Unequal impact
Please evidence the data and information you used to support this assessment				
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)		

⁶Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.

What are the findings of any consultation with:

Staff?	None	Residents?	Café Choice (December) 64 residents participated. 70% said they would not be affected, 17% would be affected a little and 13% said would be affected a lot. Only three of these respondents made comments and these related to using funding to support learning disabled and supporting YMCA.
Voluntary & community sector?	On line survey for previous applicants was completed by 37 respondents. Their feedback has been incorporated where possible throughout this assessment.	Partners?	N/A
Other stakeholders?	N/A		

Overall conclusion & future activity

Explain the overall findings of the assessment and reasons for outcome (please choose one) :		
1. No inequality, inclusion issues or opportunities to further improve have been identified		
Negative / unequal impact, barriers to inclusion or improvement opportunities identified	2a. Adjustments made	While the proposal to reduce LCB funding by 41% remains, a proposal to remove the scheme completely did not receive Member support. The mitigation activity completed (to provide equality profile training to Members) will hopefully encourage them to be more aware of the communities that exist and consider these in their future LCB allocations. The LCB scheme will be reviewed early in 2014/15 and the findings of this EqlA and further equality assessment will inform this.
	2b. Continue as planned	
	2c. Stop and remove	

Detail the actions that are needed as a result of this assessment and how they will help to remove discrimination & harassment, promote equal opportunities and / or encourage good relations :				
Action	Will this help to remove, promote and / or encourage?	Responsible officer	Deadline	How will this be embedded as business as usual?
Following the MMP session, monitor LCB allocations to equality groups and report regularly to Members to maintain awareness	Promote	Sam Rowe	March 2014 then quarterly	Will enhance current monitoring and reporting arrangements
Carry out a review of the LCB scheme to include identifying opportunities to further promote equality and celebrate diversity	All	Sam Rowe	June 2014	Will be incorporated into or replace existing processes of the LCB scheme

Approved by Strategic Director:
Date:

Matthew Partridge
20 January 2014



Full Equality Impact Assessment

For a policy, project, service or other decision that is new, changing or under review

What is being assessed?		S58: Closure of the Hyde Out Community Centre and deletion of Hyde Out Co-ordinator post			
Lead Assessor	Sam Rowe			Assessment team	Emma Barron
Start date	21/8/13	End date	TBC		Richard Protheroe
When will the EqIA be reviewed?					

Who may be affected by it?	Stevenage residents, centre users including VCS and local groups
What are the key aims of it?	The Hyde Out is the only community centre managed and heavily subsidised by the council. The facility could be closed and/or leased to a community and voluntary sector organisation at a reduced or nil operational cost to the council. Such a decision would also mean that the post of Hyde Out Co-ordinator would no longer be required and therefore could be deleted from the council's establishment.

What positive measures are in place (if any) to help fulfil our legislative duties to:					
Remove discrimination & harassment		Promote equal opportunities		Encourage good relations	

What sources of data / information are you using to inform your assessment?	The Hyde Out business plan (2012), Record of groups and usage (September 2013). Town wide omnibus survey June/July 2013. County Council profile of Shephall Electoral Division (including Shephall and Bandle Hill), May 2009. http://www.hertslis.org/resources/councilgovdem/councils/herts/hcc/profiles/14211031/?show=true NB: more recent information may be available and, if so, will be sought in time for Council approval in February 2014.
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In assessing the potential impact on people, are there any overall comments that you would like to make?	Closure of the Hyde Out would have a negative impact on all of its service users, including but irrespective of their equality characteristic. Mitigation options are being considered, that include supporting current service users to find alternative venues in the locality, or arranging to transfer the management of the Hyde Out to another organisations, which will enable the continued operation of the building.
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Evidence and impact assessment

Explain the potential impact and opportunities it could have for people in terms of the following characteristics, where applicable:

Age			
Positive impact		Negative impact	Yes
Please evidence the data and information you used to support this assessment	<p>Seniors: The Hyde Out is used by many older people; the phlebotomy services sees around 40 people a week, and the +50 years Friendship Group have over 30 members. A chiropody service runs monthly used by elderly people.</p> <p>Youth: The centre has a youth club. Shephall Children’s Centre (SCC) hire a room there and regularly use other rooms. There is a play group (Tiny Tearaways) who use the centre for a play group every week.</p>		
What opportunities are there to promote equality and inclusion?	See ‘overall comments’ above.	What do you still need to find out? Include in actions (last page)	The impact the closure would have on the Children’s Centre at Shephall.

Disability			
e.g. physical impairment, mental ill health, learning difficulties, long-standing illness			
Positive impact		Negative impact	Yes
Please evidence the data and information you used to support this assessment	<p>The phlebotomy service is used by many disabled people. The centre is used by Leydon House (a learning disability service) for a computer club (3 hours a week) and for a monthly forum. Herts County Council Early Years’ service run a group for autistic children (3 hrs a week, term time only). The centre is adapted for people with physical disabilities. The building is on a single level, with power assisted door and accessible W.C. Closing the building would be a loss for people with mobility and similar problems.</p>		
What opportunities are there to promote equality and inclusion?	See ‘overall comments’ page 23.	What do you still need to find out? Include in actions (last page)	



Gender reassignment					
Positive impact	None	Negative impact	None	Unequal impact	None
Please evidence the data and information you used to support this assessment		There is no evidence that the proposal will impact on transgender people as there are currently no known transgender individuals or services using the centre.			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)			

Marriage or civil partnership					
Positive impact	None	Negative impact	None	Unequal impact	None
Please evidence the data and information you used to support this assessment		There are no services directed towards people who are married or in a civil partnership that operate from the centre.			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)			

Pregnancy & maternity					
Positive impact		Negative impact	Yes	Unequal impact	
Please evidence the data and information you used to support this assessment		Shephall Childrens' Centre (SCC) work with and provide support to young families, targeting their services towards parents who need additional support. SCC permanently rent a room and has storage space at the Hyde Out. The Hyde Out is bigger than SCC and is used by them for training and events. Closure of the Hyde Out would result in a loss of facilities for new parents.			
What opportunities are there to promote equality and inclusion?	See 'overall comments' page 23.	What do you still need to find out? Include in actions (last page)		The impact the closure would have on the Children's Centre at Shephall	



Race				
Positive impact		Negative impact	Unequal impact	Yes
Please evidence the data and information you used to support this assessment	There are no groups using the Hyde Out that support people from BME backgrounds. The most recent survey of town-wide centre users in June 2013 found that 10% were from a BME background. This is compared with a BME representation in the town of 17% and in Shephall of 16% (as at the Census 2011). The loss of the services consequently may be felt disproportionately by ethnic minority groups. Data has been collected in the last community centre survey, but the sample size is small and data has not been analysed yet.			
What opportunities are there to promote equality and inclusion?	See 'overall comments' page 23.	What do you still need to find out? Include in actions (last page)	Findings of the last community centre survey (date).	

Religion or belief				
Positive impact		Negative impact	Unequal impact	
Please evidence the data and information you used to support this assessment	There are no faith groups currently using the Hyde Out. No information exists on the faith of the Hyde Out's users, although plans are underway to capture this information in future. As contextual information, the proportion of people in Shephall declaring that they have a religion or belief in the 2011 Census was 62.6% - this is lower than the town-wide rate of 65.9%, but does not indicate the extent to which these groups actively practice their faith.			
What opportunities are there to promote equality and inclusion?	See 'overall comments' page 23.	What do you still need to find out? Include in actions (last page)	Faith declaration of Hyde Out users as part of future centre surveys (if the building continues to operate under new management)	

Sex					
Positive impact		Negative impact	Yes	Unequal impact	Impact more on women than men
Please evidence the data and information you used to support this assessment	Centre users are likely to be in excess of 40:60 male to female. Women exceed men in attending for children services and the friendship group. The numbers will vary as services change.				
What opportunities are there to promote equality and inclusion?	See 'overall comments' page 23.	What do you still need to find out? Include in actions (last page)			

Sexual orientation e.g. straight, lesbian / gay, bisexual			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment		There are no groups supporting the LGB community currently using the Hyde Out. No information has been collected on the sexual orientation of centre users, although plans are underway to capture this information in future.	
What opportunities are there to promote equality and inclusion?	See 'overall comments' page 23.	What do you still need to find out? Include in actions (last page)	Sexual orientation of Hyde Out users as part of future centre surveys (if the building continues to operate under new management)

Socio-economic⁷ e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users					
Positive impact		Negative impact	Yes	Unequal impact	Yes
Please evidence the data and information you used to support this assessment		<p>Many of the people who use the services provided at the Hyde Out (such as Citizens' Advice Bureau and Children's Centre services) are local people on lower than average incomes.</p> <p>The town-wide centre user survey in June 2013 showed that around 40% of centre users are likely to be from the immediate area (under ½ mile). The 2009 data sourced on page 22, shows that Shephall and Bandle Hill have some of the most deprived areas in the town (for which the Hyde Out is the local council funded community centre). Compared to Hertfordshire as a whole these areas have a higher proportion of lone parent households, flats and households without central heating or a car.</p>			
What opportunities are there to promote equality and inclusion?	See 'overall comments' page 23.	What do you still need to find out? Include in actions (last page)			

⁷Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.



Other – N/A			
please feel free to consider the potential impact on people in any other contexts			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

What are the findings of any consultation with:

Staff?	TBC	Residents?	TBC
Voluntary & community sector?	TBC	Partners?	TBC
Other stakeholders?	TBC		

Overall conclusion & future activity

Explain the overall findings of the assessment and reasons for outcome (please choose one) :		
1. No inequality, inclusion issues or opportunities to further improve have been identified		
Negative / unequal impact, barriers to inclusion or improvement opportunities identified	2a. Adjustments made	This impact assessment has highlighted a number of impacts on equality groups. We are investigating options to mitigate these impacts that include supporting groups and users to transfer to another centre, or finding another organisation to take over the running of the building. These activities are included in the action table below, and will inform the final decision to be made by Council in February 2014.
	2b. Continue as planned	
	2c. Stop and remove	

Detail the actions that are needed as a result of this assessment and how they will help to remove discrimination & harassment, promote equal opportunities and / or encourage good relations :				
Action	Will this help to remove, promote and / or encourage?	Responsible officer	Deadline	How will this be embedded as business as usual?
Investigate feasibility of mitigating measures on equality groups: <ul style="list-style-type: none"> • Transferring groups and service users to another centre • Finding another organisation to take over the running of the building 	Remove and promote	Sam Rowe	January 2014	Will form a key element of implementing the proposal
Determine the impact of the closure of the Hyde Out on Shephall Children's Centre	Promote	Sam Rowe	January 2014	Will form a key element of implementing the proposal
Analyse the data captured as part of the Hyde Out centre user survey, to inform a thorough impact assessment on equality groups	Remove and promote	Sam Rowe	December 2013	Will form a key element of implementing the proposal
In the event that another organisation takes over the running of the building, capture profile information of the faith and sexual orientation of service users	Promote	Sam Rowe	TBC	Will be included in future community centre survey questionnaires

Approved by Strategic Director:
Date:

Matthew Partridge
30 October 2013

Full Equality Impact Assessment

For a policy, project, service or other decision that is new, changing or under review

What is being assessed?		S62: Rolling reduction in Community Grant Funding totalling 35.5% over four financial years			
Lead Assessor	Richard Protheroe			Assessment team	Tim Cusack Emma Barron
Start date	21/8/13	End date	29/1/14		
When will the EqIA be reviewed?	August 2014				

Who may be affected by it?	Current recipients of community funding, future applicants, Stevenage residents
What are the key aims of it?	<p>Reduce the Community Funding Budget to £227,157 in 2016/17 staggered over the next few years. £170k would continue to be ring fenced in the future for the Citizen's Advice Bureau's financial inclusion services contract.</p> <p>This savings option will affect the council's ability to financially support other voluntary and community sector organisations such as community associations, North Herts CVS and Crossroads. This in turn may affect their short term viability and sustainability. Adopting a one management company arrangement could help to mitigate the impact on the council's community centres.</p>

What positive measures are in place (if any) to help fulfil our legislative duties to:				
Remove discrimination & harassment		Promote equal opportunities		Encourage good relations

What sources of data / information are you using to inform your assessment?	<p>HoS information and Community Funding Policy and Programme for 2013/14.</p> <p>Still need to review deliverables of existing funding recipients to determine where activity might be reduced / removed.</p>
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<p>In assessing the potential impact on people, are there any overall comments that you would like to make?</p>	<p>Funding allocations to Stevenage CAB and to support carers, volunteer brokerage and infrastructure support will be protected under this proposal, thereby ensuring services to support people from a number of equality groups will continue with no impact.</p> <p>A number of funding options are being considered for Community Associations (CAs) and Douglas Drive. These take the form of either a straight-forward 35.5% cut to each or a sustainability funding approach (detailed below).</p> <p>The quality and breadth of services offered by CAs varies significantly. Five of the CAs are struggling financially, having shortfalls in a sustainable level of reserves. This creates financial risk to the CAs, resulting in an increased risk of its unforeseen closure and subsequently a loss of services provided to local communities.</p> <p>It is good practice for CAs to hold a reasonable level of reserves equivalent to three months' operating costs. Some CAs have reserves that are significantly higher than required – these organisations should be considering whether these funds could be effectively spent on the CAs key purposes, including to further promote equality and celebrate diversity.</p> <p>A sustainable funding approach would mean some CAs with adequate reserves would be excluded from 2014/15 funding. However, it would mean that funds would be targeted towards those at most financial risk and support a fair approach to ensuring the future viability of all CAs and the services they provide to communities, including equality groups.</p> <p>A reduction in funding to local groups and community centres could impact on people from all equality groups. This would be determined using service user data and an assessment of what existing schemes would be impacted.</p> <p>To help identify any future impact on equality groups, Brief EqlAs can be developed for each community centre as part of their funding allocation agreement and business plan development. This should be undertaken in conjunction with Stevenage Community Action, the council's Neighbourhood Development Team and External Funding Officer to help identify alternative funding sources.</p> <p>A review of community centre management arrangements will be undertaken during 2014. A strategy will then be developed to ensure that fair, robust and outcome-focussed processes are in place for managing and allocating Council funding to community centres in future.</p>
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Evidence and impact assessment

Explain the potential impact and opportunities it could have for people in terms of the following characteristics, where applicable:

Age					
Positive impact	None	Negative impact	Some groups using the community centres will struggle to continue if they are required to pay higher fees to the community centres and pass this on to their service users, in response to the reduction in grant.	Unequal impact	There is widespread concern that the reduction in grants will require fees/charges to be raised for the users of the centre. It is felt that this will have a disproportionate effect on the under 5's and the over 60's.
Please evidence the data and information you used to support this assessment			Survey of community centre managers undertaken December 2013/January 2014. Centre managers were asked to assess how the proposed reduction in funding would affect people with the protected characteristics under the Equality Act 2010 who use, or benefit from, the services offered at their centre.		
What opportunities are there to promote equality and inclusion?		The community associations will be encouraged to seek other sources of income so as to minimise the impact of a loss of grant. If the community centres raise their fees to unaffordable levels the groups using them will be advised of other potential venues.		What do you still need to find out? Include in actions (last page)	None

Disability e.g. physical impairment, mental ill health, learning difficulties, long-standing illness					
Positive impact	None	Negative impact	A number of the community centres run support groups for people with disabilities and elderly individuals with restricted movement. The fact that these centres are in their communities and near to their homes is appreciated by the users as many do not have access to a car. If centres raise their booking fees due to a loss of grant these groups may close.	Unequal impact	None
Please evidence the data and information you used to support this assessment		Survey of community centre managers undertaken December 2013/January 2014. Centre managers were asked to assess how the proposed reduction in funding would affect people with the protected characteristics under the Equality Act 2010 who use, or benefit from, the services offered at their centre.			
What opportunities are there to promote equality and inclusion?		If provision in the community is lost users will be advised of the public transport options to attend support groups at other venues.		What do you still need to find out? Include in actions (last page)	None



Gender reassignment			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment		No impact has been identified in the online survey. No services are currently provided at the community centres specifically to support the transgender community.	
What opportunities are there to promote equality and inclusion?			What do you still need to find out? Include in actions (last page)

Marriage or civil partnership – N/A			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

Pregnancy & maternity					
Positive impact	None	Negative impact		Unequal impact	None
Please evidence the data and information you used to support this assessment			NCT run a number of groups at one of the centres. In addition there is a breast feeding support group. Any increase in fees necessitated by the reduction in grant may affect the viability of these groups.		
Please evidence the data and information you used to support this assessment			Survey of community centre managers undertaken December 2013/January 2014. Centre managers were asked to assess how the proposed reduction in funding would affect people with the protected characteristics under the Equality Act 2010 who use, or benefit from, the services offered at their centre.		
What opportunities are there to promote equality and inclusion?	See Age		What do you still need to find out? Include in actions (last page)	None	



Race					
Positive impact	None	Negative impact	One of the centres is used by a Hindu ladies group and a Gujarati men's group. A rise in fees necessitated by the reduction in grant may reduce the regularity with which these groups meet.	Unequal impact	None
Please evidence the data and information you used to support this assessment			Survey of community centre managers undertaken December 2013/January 2014. Centre managers were asked to assess how the proposed reduction in funding would affect people with the protected characteristics under the Equality Act 2010 who use, or benefit from, the services offered at their centre.		
What opportunities are there to promote equality and inclusion?			See Age	What do you still need to find out? Include in actions (last page)	None

Religion or belief					
Positive impact	None	Negative impact	A number of faith groups use the centres. The potential impact is the same as that for Age groups.	Unequal impact	None
Please evidence the data and information you used to support this assessment			Survey of community centre managers undertaken December 2013/January 2014. Centre managers were asked to assess how the proposed reduction in funding would affect people with the protected characteristics under the Equality Act 2010 who use, or benefit from, the services offered at their centre.		
What opportunities are there to promote equality and inclusion?			See Age	What do you still need to find out? Include in actions (last page)	None

Sex					
Positive impact	None	Negative impact	A number of single sex groups use the centres. See Age for the likely impact.	Unequal impact	None
Please evidence the data and information you used to support this assessment			Survey of community centre managers undertaken December 2013/January 2014. Centre managers were asked to assess how the proposed reduction in funding would affect people with the protected characteristics under the Equality Act 2010 who use, or benefit from, the services offered at their centre.		
What opportunities are there to promote equality and inclusion?			See Age	What do you still need to find out? Include in actions (last page)	None



Sexual orientation (not covered in isolation by the survey) e.g. straight, lesbian / gay, bisexual (LGB)			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment		No impact has been identified in the online survey. No services are currently provided at the community centres specifically to support the LGB community	
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

Socio-economic⁸ e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users					
Positive impact	None	Negative impact		Unequal impact	
			All of the centres responding to the survey stated that the cut in funding may have a significant impact on their centre users, many of whom are unwaged or on low incomes.		The negative impact may be felt disproportionately by deprived families who use the support services provided at the centres more frequently. This would be in the event of reduced services being provided.
Please evidence the data and information you used to support this assessment			Survey of community centre managers undertaken December 2013/January 2014. Centre managers were asked to assess how the proposed reduction in funding would affect people with the protected characteristics under the Equality Act 2010 who use, or benefit from, the services offered at their centre.		
What opportunities are there to promote equality and inclusion?			See Age	What do you still need to find out? Include in actions (last page)	

Other – N/A please feel free to consider the potential impact on people in any other contexts			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

⁸Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.



What are the findings of any consultation with:

Staff?	N/A	Residents?	It is expected that the community centre managers will have consulted with our residents (users of the centre) in responding to the survey.
Voluntary & community sector?	The consultation highlights the negative impacts that will be felt by the centres from reduced grants that will in turn lead to higher costs for the users of the centres. Where possible this will be offset by signposting centres to other sources of funding and users to other sources of provision.	Partners?	It is expected that the community centre managers will have consulted with relevant partners in responding to the survey.
Other stakeholders?	N/A		

Overall conclusion & future activity

Explain the overall findings of the assessment and reasons for outcome (please choose one) :		
1. No inequality, inclusion issues or opportunities to further improve have been identified		
Negative / unequal impact, barriers to inclusion or improvement opportunities identified	2a. Adjustments made	
	2b. Continue as planned	The negative impacts centre on reduced grant leading to higher costs for the users of the centres. Where possible this will be offset by signposting centres to other sources of funding and users to others sources of provision.
	2c. Stop and remove	



Detail the actions that are needed as a result of this assessment and how they will help to remove discrimination & harassment, promote equal opportunities and / or encourage good relations :				
Action	Will this help to remove, promote and / or encourage?	Responsible officer	Deadline	How will this be embedded as business as usual?
Consider options and agree the policy for allocating funding to community associations in 2014/15	All	Sam Rowe	March 2014	Will form part of the funding allocation process
Develop Brief EqIAs for each community centre as part of their funding allocation agreement	All	Sam Rowe / Tim Cusack	March 2014	Will form part of the funding allocation process
Neighbourhood Development Officers to support community association management boards in developing outcome focussed business plans	All	Sam Rowe	March 2014	Will form part of the funding allocation process
Review community centre management arrangements and develop a strategy to ensure fair, robust and outcome-focussed processes are in place.	All	Richard Protheroe	June 2014	Will be included in service plan for the unit

Approved by Strategic Director:

Date:

Matt Partridge

29 January 2014

Brief Equality Impact Assessment For a minor operational change / review / simple analysis

What is being assessed?	S103: Coreys Mill Lane Pay & Display	What are the key aims of it?	To manage parking provision along Coreys Mill Lane.		
Who may be affected by it?	All members of the public				
Date of full EqIA on service area (planned or completed)	TBC				
Form completed by:	Rob Woodisse	Start date	1 Nov 2013	End date	28 Jan 2014
	Viv Evans	Review date	Nov 2017		

What data / information are you using to inform your assessment?	<p>Coreys Mill Lane Site Survey, Parking Strategy. Café Choice consultation feedback, 7 December. Demographics of the 23 respondents include:</p> <ul style="list-style-type: none"> • 10 respondents aged 25-64, 13 aged 65+ • One person with a disability • All were White British. 	Have any information gaps been identified along the way? If so, please specify	No
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Explain the potential positive, negative or unequal impact on the following characteristics and how likely this is:			
Age	None identified.	Race	None identified.
Disability	Blue Badge holders will be entitled to park for free in P&D bays and are also permitted to park on double yellow lines so will not be adversely affected by these proposals.	Religion or belief	N/A
Gender reassignment	N/A	Sex	N/A
Marriage or civil partnership	N/A	Sexual orientation	N/A

Pregnancy & maternity	N/A	Socio-economic ⁹	<p>11 Café Choice respondents attend the hospital regularly and so would be impacted by the introduction of parking charges. A further four stated that 'money generally' was a concern for them.</p> <p>Charging for parking can be considered economically detrimental to those who are struggling financially but the charges would remain affordable in relation to those charged within the Lister Hospital car park and in relation to the overall cost of motoring.</p> <p>Pay and Display parking has been in place in the town centre for some years and this has not caused any equality challenges. There are strong bus links to Lister Hospital which may prove to be more cost-effective for people on lower incomes.</p>
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Where there is a likely positive impact , please explain how it will help to fulfil our legislative duties to:					
Remove discrimination & harassment	N/A	Promote equal opportunities	N/A	Encourage good relations	N/A

What further work / activity is needed as a result of this assessment?

Action	Responsible officer	How will this be delivered and monitored?	Deadline
Further consider the feedback from Café Choice respondents as the parking charges scheme is designed.	Rob Woodisse	As part of the scheme's design	March 2014

Approved by Strategic Director: Peter Bandy
Date: 28/1/2014

⁹Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.

Full Equality Impact Assessment

For a policy, project, service or other decision that is new, changing or under review

What is being assessed?		S109: Review and enhance systems for customer payments			
Lead Assessor	Donna Smith			Assessment team	Emma Barron
Start date	29/10/13	End date	23/1/2014		
When will the EqIA be reviewed?	Will be reviewed and considered as part of project to implement new payment methods.				

Who may be affected by it?	Residents
What are the key aims of it?	To increase capacity of staff within the Customer Service Centre (CSC) that will enhance the excellent services provided to our residents and other contacts. This will also result in savings of 0.6 FTE post.

What positive measures are in place (if any) to help fulfil our legislative duties to:					
Remove discrimination & harassment		Promote equal opportunities	There are overall positive impacts for our customers by providing 24/7 access to make a payment and potentially receive a balance on account	Encourage good relations	

What sources of data / information are you using to inform your assessment?	Information from the CRM system Customer Survey 2012 findings Findings of customer payment review 2013
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<p>In assessing the potential impact on people, are there any overall comments that you would like to make?</p>	<p>Both our current automated payment and online payment systems are unpopular with customers. A payment review took place in 2013 that identified that an easy to use alternative method, potentially offering customers an update of their account balance, is likely to be much more popular with customers. We are considering a number of options for this to include either a new automated telephony payment system or an online payment facility. This would also free up capacity of advisors in the CSC.</p> <p>If the council were to route all customer payments to an online or automated system it is possible that this may have a negative impact on some groups of people who currently choose to make their payments via CSC advisors. Further detail is provided throughout this EqIA, however an overall mitigation is that a human telephony and face-to-face service will continue to be offered. This will potentially have increased levels of excellent customer service as CSC advisors will have greater capacity to focus on the customer.</p> <p>A new online or automated payment line with a flexible capability would go some way to prepare the service for the future, as more customers are technically enabled and empowered. This is particularly important as younger generations, who are likely to prefer to use technology to manage their accounts, move into housing and access other Council services.</p> <p>There are overall positive impacts for our customers by providing 24/7 access to make a payment and potentially receive a balance on account. This is particularly useful for customers who receive an arrears letter / invoice after working hours or weekends.</p> <p>Customers who are willing and able to use an automated or online payment system will not experience the waiting times that exist in the human telephony and face-to-face services provided.</p>
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Evidence and impact assessment

Explain the potential impact and opportunities it could have for people in terms of the following characteristics, where applicable:

Age					
Positive impact	See 'overall comment' on second page	Negative impact	Customers of all ages may be reluctant to use an alternative payment system. However, a survey in 2012 showed that customers prefer to speak to someone when accessing Council services. Age may be a contributing factor where there is less experience and trust in using technology to make payments, although we currently have no data to support this.	Unequal impact	
Please evidence the data and information you used to support this assessment			Officer knowledge and experience		
What opportunities are there to promote equality and inclusion?	Continue to offer a human telephony and face-to-face payment service as an alternative option for customers. Promote the new payment services. Promote other payment options (such as DD) and the benefits of these.		What do you still need to find out? Include in actions (last page)	Calculate and assess the amount and profile of customers that may be affected by a new automated or online payment system. In scoping the new service, identify other systems that are more inclusive than the one currently in place.	



Disability					
e.g. physical impairment, mental ill health, learning difficulties, long-standing illness					
Positive impact	See 'overall comment' on second page	Negative impact	Customers with disabilities are often at a disadvantage when using technology such as automated/online payments. Customers who have sensory impairments, learning difficulties or mental ill health may not feel comfortable using such a system or not be able to make use of it. For example, one customer who has the tendency to overpay the Council using all of their weekly benefits would lose the human intervention offered by the current service.	Unequal impact	
Please evidence the data and information you used to support this assessment			Staff knowledge and experience of handling customer payments.		
What opportunities are there to promote equality and inclusion?	Continue to provide a human telephony and face-to-face payment service that will support customers with a disability or vulnerability.	What do you still need to find out? Include in actions (last page)	As 'Age', plus: Assess the impact on other council services (such as income and tenancy) should we lose the current contact with our more vulnerable customers.		

Gender reassignment – N/A					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment					
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)			

Marriage or civil partnership – N/A					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment					
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)			

Pregnancy & maternity – N/A			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

Race				
Positive impact		Negative impact		Unequal impact
See 'overall comment' on second page		Customers whose first language is not English may find it difficult to make use of an online or automated system. However requests for translation services have reduced over recent years whilst migration into the town has increased. This could be due to increased proficiency in communicating in English amongst new migrants and translation assistance being provided by friends, family or other organisations and services.		
Please evidence the data and information you used to support this assessment		Over the last year, on average only a couple of requests for Language Line translation services have been made via contact with the CSC per month.		
What opportunities are there to promote equality and inclusion?	Continue to offer a human telephony and face-to-face service to customers who present with language barriers, where translation and interpretation services are available.	What do you still need to find out? Include in actions (last page)	As 'Age'.	

Religion or belief – N/A			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

Sex – N/A			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

Sexual orientation – N/A e.g. straight, lesbian / gay, bisexual			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	



Socio-economic¹⁰					
e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users					
Positive impact	See 'overall comment' on second page	Negative impact	Potentially, customers with a lower academic achievement may be unable to use an automated or online system if they feel uncomfortable using technology. People facing socio-economic disadvantage are more likely to be unable to read or interpret their personal finances without assistance.	Unequal impact	People with little or low income may not have access to online services and be unable to benefit from an online payment service.
Please evidence the data and information you used to support this assessment			Staff knowledge and experience of handling customer payments.		
What opportunities are there to promote equality and inclusion?	Continue providing a human telephony and face-to-face payment service. As part of a wider project (Welfare Reform) there will be work to promote managing finances, budgeting and payment methods. There is likely to be a digital inclusion survey carried out for customers to help us understand customers' access and abilities.		What do you still need to find out? Include in actions (last page)	Analyse the results of the digital inclusion survey (in 2014). Understand the scope of the Welfare Reform project and how this will influence payment methods in the future.	

Other – N/A					
please feel free to consider the potential impact on people in any other contexts					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment					
What opportunities are there to promote equality and inclusion?			What do you still need to find out? Include in actions (last page)		

¹⁰Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.

What are the findings of any consultation with:

Staff?	TBC	Residents?	We held a Café Choice consultation event with residents in December 2013. 64 residents responded to the proposal for a new automated telephony payment system: 86% said they would not be affected at all, 8% would be affected a little and 6% affected a lot. Only one comment was provided giving a preference to talking to someone when making a payment to the council.
Voluntary & community sector?	TBC	Partners?	TBC
Other stakeholders?	TBC		

Overall conclusion & future activity

Explain the overall findings of the assessment and reasons for outcome (please choose one) :		
1. No inequality, inclusion issues or opportunities to further improve have been identified		
Negative / unequal impact, barriers to inclusion or improvement opportunities identified	2a. Adjustments made	There are adjustments that can be put in place to reduce the potential negative impacts on the groups stated above. More work needs to be carried out to understand the groups affected, the extent of the impact on them and the impact of mitigating actions. This will all inform the outcome of the project, and our decision as to whether to implement an online or automated payment facility.
	2b. Continue as planned	
	2c. Stop and remove	

Detail the actions that are needed as a result of this assessment and how they will help to remove discrimination & harassment, promote equal opportunities and / or encourage good relations :				
Action	Will this help to remove, promote and / or encourage?	Responsible officer	Deadline	How will this be embedded as business as usual?
Analyse the results of the planned Digital Inclusion survey to understand the impacts of the change on groups of residents	Remove and promote	Greg Arends Donna Smith	June 2014	It is likely that customers who contact the CSC will be asked to take part in the survey. This could help scope how we plan our payment availability for the future.
Calculate and assess the amount and profile of customers that this will affect should the decision be taken to route all payments to an automated/online service	Remove and promote	Donna Smith	TBC	This will inform the EqIA for the project.

Detail the actions that are needed as a result of this assessment and how they will help to remove discrimination & harassment, promote equal opportunities and / or encourage good relations :				
Action	Will this help to remove, promote and / or encourage?	Responsible officer	Deadline	How will this be embedded as business as usual?
Further analysis of information held on the CRM to determine the proportion of payment interactions that also handle other customer enquiries	Promote	Greg Arends	TBC	To inform scoping the project by determining the extent of efficiencies to be made (i.e. reduced advisor interactions).
Assess the impact on our council services (such as income and tenancy) should we lose the current contact and interactions with our more vulnerable customers	All	Donna Smith Tenancy Services	TBC	Will be a key part of the project.
Research how other Councils manage payments to support income streams, including their EqlAs	Remove and promote	Donna Smith	TBC	This information will be useful as part of scoping the project.
Research new payment systems that are more inclusive than the one currently in place	Remove and promote	Donna Smith	TBC	Will inform the business case for proceeding with either an automated or online system.
Understand the scope of the Welfare Reform project and how this will influence payment methods in the future	All	Donna Smith	TBC	Will inform the business case for proceeding with either an automated or online system.

Approved by Strategic Director:

Scott Crudgington

Date:

23 January 2014

Brief Equality Impact Assessment For a minor operational change / review / simple analysis

What is being assessed?	S144a: Reduce the town wide grass cutting within the borough to 6 cuts from the current 10	What are the key aims of it?	Reduce the town wide grass cutting within the borough to 6 or 8 cuts from the current 10 cuts.			
Who may be affected by it?	Public and staff					
Date of full EqIA on service area (planned or completed)	25/10/13					
Form completed by:	Paul Seaby Emma Barron Lee Myers	Start date	25/10/13	End date	17/1/14	
		Review date	25/10/14			

What data / information are you using to inform your assessment?	Knowledge of the structure, systems, strategy & processes. No impact on equality groups was identified by participants at the Café Choice event in December 2013.	Have any information gaps been identified along the way? If so, please specify	None
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Explain the potential positive, negative or unequal impact on the following characteristics and how likely this is:			
Age	Long grass and possible large quantities of cut grass lying on open spaces may result in them being less accessible for people with mobility issues. However, this is highly unlikely to cause any problems since public pathways will not be affected.	Race	N/A
Disability		Religion or belief	N/A
Gender reassignment	N/A	Sex	N/A
Marriage or civil partnership	N/A	Sexual orientation	N/A
Pregnancy & maternity	N/A	Socio-economic ¹¹	N/A

¹¹Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.



Explain the potential positive, negative or unequal impact on the following characteristics and how likely this is:	
Other	N/A

Where there is a likely positive impact , please explain how it will help to fulfil our legislative duties to:					
Remove discrimination & harassment	N/A	Promote equal opportunities	N/A	Encourage good relations	N/A

What further work / activity is needed as a result of this assessment?

Action	Responsible officer	How will this be delivered and monitored?	Deadline
None			

Approved by Strategic Director:
Date:

Peter Bandy
17 January 2014



Full Equality Impact Assessment

For a policy, project, service or other decision that is new, changing or under review

What is being assessed?		S161a: Deletion of the alternate weekly nappy collection service			
Lead Assessor	Chris Dorow			Assessment team	Lizzie Moring Tim Fitzsimons Lee Myers
Start date	29/10/13	End date	17/1/14		
When will the EqIA be reviewed?	29/10/14				

Who may be affected by it?	556 households currently using the service (as at 29/10/13).				
What are the key aims of it?	To achieve savings required as part of the Savings Review To allow staff to be more effective and efficient on reactive street work such as removing fly-tips, reactive cleansing works				

What positive measures are in place (if any) to help fulfil our legislative duties to:					
Remove discrimination & harassment		Promote equal opportunities		Encourage good relations	

What sources of data / information are you using to inform your assessment?	Nappy Collection Excel spreadsheet that manages the process				
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In assessing the potential impact on people, are there any overall comments that you would like to make?	It should be noted that this service is only used by a small number of households (556 out of 36,000 = 1.5% of households)				
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Evidence and impact assessment

Explain the potential impact and opportunities it could have for people in terms of the following characteristics, where applicable:

Age					
Positive impact		Negative impact	Negative impact for households with children in nappies (adults of child-bearing age)	Unequal impact	
Please evidence the data and information you used to support this assessment		Management information			
What opportunities are there to promote equality and inclusion?	Opportunity to promote the use of real nappies and the Nappy Cash Back Scheme which has the potential to both save households money and reduce the amount of material that needs to be disposed of through the residual waste bin.		What do you still need to find out? Include in actions (last page)		

Disability e.g. physical impairment, mental ill health, learning difficulties, long-standing illness					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment		The proposed changes to the service should have a neutral impact on children or parents with a disability. Residents will continue to have a boundary collection through the residual waste collection service.			
What opportunities are there to promote equality and inclusion?	The free Clinical Waste collection service is also available for households with disabled children/adults who need nappy collection on a long term basis.		What do you still need to find out? Include in actions (last page)		



Gender reassignment – N/A			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

Marriage or civil partnership - N/A			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

Pregnancy & maternity					
Positive impact		Negative impact	This proposal will inevitably affect women on a period of maternity leave who currently use the service for their newborn babies.	Unequal impact	
Please evidence the data and information you used to support this assessment					
What opportunities are there to promote equality and inclusion?	Opportunity to promote the use of real nappies and the Nappy Cash Back Scheme which has the potential to both save households money and reduce the amount of material that needs to be disposed of through the residual waste bin.	What do you still need to find out? Include in actions (last page)			



Race – N/A			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

Religion or belief – N/A			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

Sex			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment		No disproportionate or gender-specific impact has been identified.	
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

Sexual orientation – N/A e.g. straight, lesbian / gay, bisexual			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

Socio-economic¹² e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users			
Positive impact		Negative impact	Deletion of the service may mean that residents have to dispose of their waste at the HWRC if can't fit them into residual bin, or have to pay for or have to find an alternative disposal outlet.
Please evidence the data and information you used to support this assessment			
What opportunities are there to promote equality and inclusion?	Opportunity to promote to all users the alternatives of using real nappies which reduce waste to very low levels and can save residents money if they use the Nappy Cashback Service. (£600 p.a.). This would also mean a collection service would not be required. Using real nappies may be more cost-effective for parents in the long-term.		What do you still need to find out? Include in actions (last page)

¹²Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.

Other – N/A						
please feel free to consider the potential impact on people in any other contexts						
Positive impact	<p>There are environmental benefits which should be considered when assessing the impact of terminating the nappy collection service:</p> <ul style="list-style-type: none"> - A reduction in the use of approximately 57,824 purple sacks to zero. (1,112 rolls). - The environmental savings related to no longer requiring a dedicated collection vehicle to collect the sacks. (Reduction in fuel use and reduction in CO2 equivalent emissions). 			Negative impact		Unequal impact
Please evidence the data and information you used to support this assessment						
What opportunities are there to promote equality and inclusion?				What do you still need to find out? Include in actions (last page)		

What are the findings of any consultation with:

Staff?	None undertaken	Residents?	No equality impacts were identified by respondents at the Café Choice event in December 2013.	
Voluntary & community sector?	None undertaken	Partners?		None undertaken
Other stakeholders?	None undertaken			

Overall conclusion & future activity

Explain the overall findings of the assessment and reasons for outcome (please choose one) :		
1. No inequality, inclusion issues or opportunities to further improve have been identified		
Negative / unequal impact, barriers to inclusion or improvement opportunities identified	2a. Adjustments made	<p>From an equality perspective there are some potential negative elements regarding the termination of the service, although level of impact needs to be balanced with the anticipated environmental and financial benefits.</p> <p>SBC is fortunate in so much as it offers a large 240 litre residual bin which residents can use to dispose of their nappies as an alternative to the Nappy Collection Scheme.</p> <p>There is an opportunity to promote the Nappy Cashback scheme as a way of reducing the need to dispose of nappy waste whilst allowing households to save money at the same time.</p> <p>Campaign work needs to promote containing the nappies properly in nappy bags to minimise smell issues that could otherwise arise as a result of nappies only being collected on alternate weeks.</p> <p>The Clinical Waste Collection service will still be available for those children with a disability which means the child will be in nappies permanently or for an extended time frame. This service will need to be advertised.</p>
	2b. Continue as planned	
	2c. Stop and remove	

Detail the actions that are needed as a result of this assessment and how they will help to remove discrimination & harassment, promote equal opportunities and / or encourage good relations :				
Action	Will this help to remove, promote and / or encourage?	Responsible officer	Deadline	How will this be embedded as business as usual?
Promote the Nappy Cashback Scheme as an alternative to the Nappy Collection scheme	Promote	Lizzie Moring	April 2014	Include in communications to users of the service
Ensure that everyone on the scheme is aware of the alternatives available: <ul style="list-style-type: none"> - Use of residual bin - Use of HWRC - Moving to real nappies 	Promote	Lizzie Moring	April 2014	Include in communications to users of the service
Ensure residents with disabled children are aware of the free Clinical Waste collection service	Promote	Lizzie Moring	April 2014	Include in communications to users of the service

Approved by Strategic Director: Peter Bandy
Date: 17/1/14

Brief Equality Impact Assessment For a minor operational change / review / simple analysis

What is being assessed?	S189: London Rd Pay & Display	What are the key aims of it?	To control parking on London Road between Danesgate and Swingate.		
Who may be affected by it?	All members of the public				
Date of full EqIA on service area (planned or completed)	TBC				
Form completed by:	Rob Woodisse Viv Evans	Start date	1 Nov 2013	End date	17/1/14
		Review date	Nov 2017		

What data / information are you using to inform your assessment?	London Road Site Survey. Parking Strategy	Have any information gaps been identified along the way? If so, please specify	No
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Explain the potential positive, negative or unequal impact on the following characteristics and how likely this is:			
Age	There are no age related impacts anticipated other than those which might relate to mobility related disability (below).	Race	N/A
Disability	There are currently 14 disabled spaces in London Road although these are routinely abused because there are no formal traffic regulation orders in place to enable enforcement to take place. The number of dedicated disabled bays proposed has not yet been decided but demand will be carefully considered before a decision is made. This will need to take into account the fact that any blue badge holder can park for free in a pay & display bay or on a double yellow line.	Religion or belief	N/A

Explain the potential positive, negative or unequal impact on the following characteristics and how likely this is:			
Gender reassignment	N/A	Sex	N/A
Marriage or civil partnership	N/A	Sexual orientation	N/A
Pregnancy & maternity	N/A	Socio-economic ¹³	Charging for parking can be considered economically detrimental to those who are struggling financially but the charges would remain affordable in relation to surrounding car parks and in relation to the overall cost of motoring.

Where there is a likely positive impact , please explain how it will help to fulfil our legislative duties to:					
Remove discrimination & harassment	N/A	Promote equal opportunities	N/A	Encourage good relations	N/A

What further work / activity is needed as a result of this assessment?

Action	Responsible officer	How will this be delivered and monitored?	Deadline
Consider the demand for provision of disabled parking bays as part of implementing this proposal	Rob Woodisse	As part of project to implement P&D parking	March 2014

Approved by Strategic Director: Peter Bandy
Date: 17 January 2014

¹³Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.