

# FINANCIAL SECURITY: 2020/21 Appendix H

## Overall Equality Impact Assessment of proposals

### 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.

# FINANCIAL SECURITY: 2020/21 Appendix H

## Overall Equality Impact Assessment of proposals

### Savings Proposals 2020/21

Prior to their consideration at Executive in November 2019, all 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, Assistant Directors and other appropriate managers have drafted Brief or Full EqIAs. These have been summarised over the following pages and will inform the recommendations made at Executive on 22 January and 12 February 2020. Action to further analyse or mitigate the impact on equality groups is identified where appropriate.

The following activity has taken/will take place:

November 2019 – February 2020	EqIAs finalised considering further evidence as necessary
January and February 2020	Consideration of all completed EqIAs at Council meetings



## Summary Of Equality Impact Assessments APPENDIX H

Saving Ref	Saving/Income proposed	Summary of potential impact	Action	Contact Officer
FS16	Cease Locata contract (choice based lettings system) - to be integrated into Northgate housing system	<p><b><u>Positive/Neutral Impact</u></b></p> <p><b>Overall</b> The proposal is to cease the contract with Locata and provide the equivalent service using our existing Northgate system, thus keeping all data in one system.</p> <p>Customers will still be able to place bids in the same way they have done previously so in this respect the outcomes for customers are unchanged. All applicants will have equal access to enable them to place bids on suitable accommodation. Those who are unable to do so will have access to our assisted bids service so they have an equal opportunity to bid.</p> <p>With the development of a future online offer, customers will be able to access their information and make their own updates in real time, resulting in an improved service.</p> <p><b>Age</b> A support service is offered for those who are unable to place bids themselves, which is more often (but not exclusively) those who are older.</p>	None	Jaine Cresser



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Saving Ref	Saving/Income proposed	Summary of potential impact	Action	Contact Officer
		<p><b>Disability</b> Properties are allocated in accordance with the allocation policy which may give preference to those who have a disability based on an independent medical assessment.</p> <p><b>Pregnancy/Maternity</b> Properties are allocated in accordance with the allocation policy which may give preference to those who are pregnant based on an independent medical assessment.</p> <p><b>Socio Economic</b> Properties are allocated in accordance with the allocation policy which may give preference to those who are homeless based on their individual circumstances.</p>		
FS21	Cessation of Commercial Clinical Waste Service	<p><b><u>Positive Impact</u></b></p> <p><b>Overall</b> New domestic clinical collection arrangements will be implemented as a result of this decision (both services were historically delivered by a common resource). This will result in more convenient and discrete collection arrangements for customers who receive statutory domestic clinical collections. Domestic clinical waste will be collected along with normal refuse collections.</p> <p>Commercial companies will be signposted to alternative providers for their commercial clinical waste needs.</p>	<p>Notice of service cessation and signpost to alternative commercial collection providers to be sent to the Council's commercial clients.</p> <p>Alternative domestic clinical collection arrangements to be developed and implemented.</p>	Craig Miller/ Lloyd Walker



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Saving Ref	Saving/Income proposed	Summary of potential impact	Action	Contact Officer
		<p><b><u>Unequal Impact</u></b></p> <p><b>Socio Economic</b> The continuation of council provided commercial services would require higher charges to be applied to commercial companies that could be passed through to customers.</p>		
<p><b>FS22</b></p>	<p>Selling Careline services to private sector tenants/ residents</p>	<p><b><u>Positive Impact</u></b></p> <p><b>Overall</b> The cost for the service is cheaper than other providers and people receive a response service by a staff member to all calls which is unique in Stevenage. The monitoring only service is cheaper than its main competitor Herts Careline.</p> <p><b>Age</b> This service is available to people of all ages that feel at risk due to a vulnerability.</p> <p><b>Disability</b> This service is accessible to all as it links to other telecare equipment to support people to live independently at home with different types of disabilities. On very rare occasions we will not be able to offer it to those who are bed bound and lack capacity but this would be discussed with other professionals and family for them to move on to more appropriate support.</p>	<p>Actively promote customers to apply for attendance allowance where applicable.</p>	<p>Jaine Cresser</p>



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Saving Ref	Saving/Income proposed	Summary of potential impact	Action	Contact Officer
		<p><b><u>Negative Impact</u></b></p> <p><b>Socio Economic</b>            People have to pay for this service and there are no concessions. Generally people who own their own homes have more disposable income but also if they apply for attendance allowance, it would pay for the weekly charge. The attendance allowance is not financially assessed.</p>		
<p><b>FS60</b></p>	<p>New income generation from new cemetery service - Saturday burials and internments</p>	<p><b><u>Positive Impact</u></b></p> <p><b>Overall</b>            Provides further choice and accessibility to burial and cemetery services for residents and customers.</p> <p><b>Religion or belief</b>            Market intelligence suggests that Saturday burials can be favoured by certain faith groups.</p> <p><b>Socio Economic</b>            The Council's concessions policy would apply to this chargeable service and would offer discounted rates to those receiving certain income based benefits. The Council has also introduced a new Sanctum offer to its cemetery product range. This product is a more affordable offer compared to burial or interment options.</p>	<p>Saturday burial and interment services to be added to the Cemetery marketing materials.</p>	<p>Craig Miller/ Lloyd Walker</p>



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Saving Ref	Saving/Income proposed	Summary of potential impact	Action	Contact Officer
FS30	Parking - review business concessions in place and estimate a reduction by 10% in year 1 and 20% in year 2 (implementation costs for new validators)	<p><b><u>Positive Impact</u></b></p> <p><b>Socio Economic</b> Supports the regeneration of the town centre: the proposal introduces 2 bands for concessions, which gives more clarity and is fairer than the current ad hoc approach. One of the bands specifically supports the regeneration of the town centre.</p>	Keep under review and be aware of potential issues.	Zayd Al-Jawad
FS32	On street parking - additional fees from Coreys Mill Lane income beyond Fees & Charges. Current tariff up to 2 hours £1.50 (increase 10pence-20pence) 3 hours £2.00 (increase 20pence)	<p><b><u>No Significant Impact</u></b></p> <p><b>Age</b> Older people accessing the hospital by car can use the bays SBC provide at a lower cost than the hospital. The minor increase in parking is not significant in terms of the costs of owner/running a car.</p> <p><b>Disability</b> Those with a disability using the hospital will have access to disabled parking provision.</p> <p><b>Pregnancy/Maternity</b> The maternity unit provides dedicated spaces</p>	Keep under review and be aware of potential issues.	Zayd Al-Jawad
SE9	Consider active marketing in relation to pavilions	<p><b><u>Positive Impact</u></b></p> <p><b>All Protected Characteristics</b></p>	Review EQIA as proposals develop.	Rob Gregory



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Saving Ref	Saving/Income proposed	Summary of potential impact	Action	Contact Officer
		The proposal is in its early stages of consideration, but would look to maximise use of pavilions and given current occupancy rates this is a positive opportunity to increase usage across protected characteristic groups.		
<b>FS6</b>	Introduction of car parking charges for council employees	<p><b><u>Unequal/Negative Impact</u></b></p> <p><b>Age</b> Proposals around may adversely impact on older workers who may find it more difficult to walk or cycle to work.</p> <p><b>Disability</b> Proposals may adversely impact on staff with physical disabilities as they may find it more difficult to walk to work or commute by other means.</p> <p><b>Socio-economic</b> Whilst no data is held on the socio-economic background of our workforce, the proposal could be seen to have an impact on those on lower incomes compared to those on higher incomes.</p>	<p>Develop a car parking charges policy.</p> <p>Complete a full EqIA and consider the approach to addressing some of the potential unequal impacts within the design of the policy</p> <p>Consult with staff and trade unions in the development of the policy</p>	Clare Davies/ Kirsten Frew
<b>SE10</b>	Road facing garages - apply a 9.84% increase in the rental charge	<p><b><u>No Significant Impact</u></b></p> <p><b>Overall</b> In general terms the impact will be neutral because the proposed increase is to be applied consistently and is not influenced by a customer's protected characteristic.</p>	Review of charge application and EQIA to ensure continued applicability alongside the annual corporate fees and charges	Craig Miller/ Carlo Perricone





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Saving Ref	Saving/Income proposed	Summary of potential impact	Action	Contact Officer
		<p>The Council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p> <p>In addition, the Council has availability within its non-road facing garage stock and these units can be offered as a more affordable option for any customer who is unable to meet the increased charge for a road facing unit. It is acknowledged that alternative non-road facing garages could be further away from a customer's property than their existing unit and this could have greater impact on the elderly and/or those with a disability. The Council will seek to identify the closest alternative to the customer's home in such instance and will where possible prioritise these units for customers with such particular need.</p>	<p>setting process.</p>	
<p><b>SE10</b></p>	<p>Above inflation increase in fees and charges applied to charge for purchasing a Grant of Exclusive Right to a Grave (Adult) and reduction of Grant period from 100 years to 50 years.</p>	<p><b><u>No Significant Impact</u></b></p> <p><b>Overall</b> The proposed increase is to be applied consistently and is not influenced by a person's protected characteristics.</p> <p>The Council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p> <p>In addition the Council has introduced a new Sanctum service to its cemetery service offering in Q4 2019. Sanctums provide a more affordable solution for the interment of ashes compared to traditional grave burials or interments.</p>	<p>Review of charge application and EQIA to ensure continued applicability alongside the annual corporate fees and charges setting process.</p>	<p>Craig Miller/ Lloyd Walker</p>



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Saving Ref	Saving/Income proposed	Summary of potential impact	Action	Contact Officer
SD8	Paperless committees - progressive plan to achieve committees which are digital by default	<p><b><u>Positive Impact</u></b></p> <p><b>Disability</b> For persons with visual impairment accessibility functions allow access for text to audio capability.</p> <p><b><u>Unequal/Negative Impact</u></b></p> <p><b>Age</b> Depends on ICT literacy – although this isn't necessarily linked to age.</p> <p><b>Disability</b> Physical disability could hinder the ability to carry a laptop.</p> <p><b>Pregnancy/Maternity</b> Pregnancy could hinder the ability to carry a laptop.</p>	<p>Digital Skills Self-Assessment for Members to help identify level of ICT literacy and to tailor support for Members.</p> <p>Assisted Digital Support to be offered to Members to improve their digital literacy and to be able to use Mod.gov software.</p> <p>Pool laptops to be available that Members who have physical disabilities can use.</p>	Richard Protheroe
SB9	Renegotiation of CAB (CA) contract	<p><b><u>Positive &amp; Negative Impact</u></b></p> <p><b>Overall</b> The reduction in a core grant will impact on any voluntary organisation's existing operating model. Conversations have begun with CA Stevenage to understand what these will be and how best to mitigate against any adverse impact on the communities of Stevenage and in particular any protected characteristic groups.</p>	<p>Obtain further customer data from CA.</p> <p>Work with CA to explore opportunities to modernise the operating model and identify potential alternative funding sources to</p>	Rob Gregory



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Saving Ref	Saving/Income proposed	Summary of potential impact	Action	Contact Officer
		<p>However, re-negotiating CA Stevenage’s core grant may also provide an opportunity to re-focus efforts on new opportunities to reach more people, looking at new engagement methods, opportunities for external funding and commissioning and in encouraging more collaboration with other VCS partners. By adopting a Co-operative Council approach this review can be conducted positively.</p> <p>For the majority of protected characteristic groups, the potential impact is currently unclear: unless the operating model changes to respond to servicing demand whilst reducing costs, there could be a reduction at the speed in which all clients can be seen, including those with a protected characteristic.</p> <p><b><u>Unequal or Negative Impact</u></b></p> <p><b>Socio Economic</b> A significant number of clients to CA suffer financial hardship. Unless the operating model changes to respond to servicing this demand whilst reducing costs, there could be a reduction at the speed in which all clients can be seen.</p>	<p>mitigate any impact.</p> <p>Feed progress on the above into a revised EQIA in February 2020.</p>	

## Full Equality Impact Assessment

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

What is being assessed?		Cessation of using Locata to deliver CBL			
Lead Assessor	Jaine Cresser			Assessment team	
Start date	1 Nov 19	End date	5 Nov 19		
When will the EqIA be reviewed?	5 Nov 2020				

Who may be affected by it?	Customers bidding for properties currently use the Locata system to place their bids. This includes existing tenants, and those on the Housing Register. We also offer this service on behalf of Housing Associations with stock in Stevenage.
What are the key aims of it?	<p>We are proposing to cease the contract with Locata and provide the service using our existing Northgate system, thus keeping all our data in one system.</p> <p>Customers will still be able to place bids in the same way they have done previously so the outcomes for customers are unchanged.</p> <p>With the development of a future online offer, customers will be able to access their information and make their own updates in real time, so an improved offer.</p>

What <b>positive measures</b> are in place (if any) to help <b>fulfil our legislative duties</b> to:					
Remove discrimination & harassment	All applicants will have equal access to enable them to place bids on suitable accommodation - those that can't will	Promote equal opportunities	All applicants will have equal access to enable them to place bids on suitable accommodation - those that can't will	Encourage good relations	All applicants will have equal access to enable them to place bids on suitable accommodation - those that can't will

	have access to our assisted bids service so they have an equal opportunity to bid.		have access to our assisted bids service so they have an equal opportunity to bid.		have access to our assisted bids service so they have an equal opportunity to bid.
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What sources of data / information are you using to inform your assessment?	The Housing Register
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In assessing the potential impact on people, are there any overall comments that you would like to make?	The customer experience should be no different. In the medium term, customers will also be able to complete their application online providing a seamless approach through one system. All the information will be held on one system which customers will be able to access through an online customer account by the end of the financial year. Long term a holistic online offer will be of benefit to customers.
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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:

<b>Age</b>	
<b>Negative impact</b>	
	n/a – we are able to provide a support service for those who are unable to place bids themselves which will assist in them being able to place bids on suitable accommodation, which is more often (but not exclusively) those who are older.
Please evidence the data and information you used to support this assessment	Age profile of those on the Housing Register

What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	
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<b>Disability</b>			
<b>e.g. physical impairment, mental ill health, learning difficulties, long-standing illness</b>			
Properties are allocated in accordance with the allocation policy which may give preference to those who have a disability based on an independent medical assessment.			
Please evidence the data and information you used to support this assessment	Independent medical advisor assessments supported by Dr's medical reports.		
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

<b>Gender reassignment N/A</b>			
Positive impact		Negative impact	Unequal impact

<b>Marriage or civil partnership N/A</b>			
Positive impact		Negative impact	Unequal impact

<b>Pregnancy &amp; maternity – N/A</b>			
Positive impact		Negative impact	Unequal impact
Please evidence the data and information you used to support this assessment	Properties are allocated in accordance with the allocation policy which may give preference to those who are pregnant based on an independent medical assessment.		
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	



<b>Race – N/A</b>			
Positive impact		Negative impact	Unequal impact

<b>Religion or belief – N/A</b>			
Positive impact		Negative impact	Unequal impact

<b>Sex – N/A</b>			
Positive impact		Negative impact	Unequal impact

<b>Sexual orientation – N/A</b> e.g. straight, lesbian / gay, bisexual			
Positive impact		Negative impact	Unequal impact

<b>Socio-economic<sup>1</sup></b> e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users, social value in procurement			
Properties are allocated in accordance with the allocation policy which may give preference to those who are homeless based on their individual circumstances			
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)	

<sup>1</sup>Although 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.

<b>Other – N/A</b>				
please feel free to consider the potential impact on people in any other contexts				
Positive impact		Negative impact		Unequal impact

**What are the findings of any consultation with:**

Staff?	None	Residents?	None – no impact
Voluntary & community sector?		Partners?	
Other stakeholders?			

**Overall conclusion & future activity**

Explain the <b>overall findings</b> of the assessment and <b>reasons for outcome (please choose one):</b>		
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	Cease the Locata contract and move the service to be part of the integrated Northgate database
	2c. Stop and remove	

Detail the <b>actions that are needed</b> as a result of this assessment and how they will help to <b>remove discrimination &amp; harassment, promote equal opportunities</b> and / or <b>encourage good relations:</b>				
Action	Will this help to remove, promote and / or encourage?	Responsible officer	Deadline	How will this be embedded as business as usual?

**Approved by Assistant Director / Strategic Director: Jaine Cresser Assistant Director (Housing and Investment)**  
**Date: 8/11/19**



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

What is being assessed?	Cessation of Commercial Clinical Waste Collection Service	What are the key aims of it?	To cease the council's non-statutory commercial clinical waste collection service.		
Who may be affected by it?	Commercial companies e.g. skin piercers, tattoo parlours etc.		To mitigate potential adverse financial impacts on the council's budget as a result of the service making a loss.		
Date of full EqIA on service area (planned or completed)					
Form completed by:	Lloyd Walker, Operations Manager Stevenage Direct Services	Start date		End date	
		Review date	05/11/2019		

What data / information are you using to inform your assessment?	Financial analysis of service performance and future financial forecasts.  Market intelligence	Have any information gaps been identified along the way? If so, please specify	None
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Explain the <b>potential positive, negative or unequal impact</b> on the following characteristics and <b>how likely</b> this is:			
Age	No material impact – commercial companies will be signposted to alternative providers for their commercial clinical waste needs. Age has no bearing on this arrangement.	Race	No material impact – commercial companies will be signposted to alternative providers for their commercial clinical waste needs. Race has no bearing on this arrangement.

Disability	No material impact – commercial companies will be signposted to alternative providers for their commercial clinical waste needs. Disability has no bearing on this arrangement.	Religion or belief	No material impact – commercial companies will be signposted to alternative providers for their commercial clinical waste needs. Religion or belief has no bearing on this arrangement.
Gender reassignment	No material impact – commercial companies will be signposted to alternative providers for their commercial clinical waste needs. Gender reassignment has no bearing on this arrangement.	Sex	No material impact – commercial companies will be signposted to alternative providers for their commercial clinical waste needs. Sex has no bearing on this arrangement.
Marriage or civil partnership	No material impact – commercial companies will be signposted to alternative providers for their commercial clinical waste needs. Marital status has no bearing on this arrangement.	Sexual orientation	No material impact – commercial companies will be signposted to alternative providers for their commercial clinical waste needs. Sexual orientation has no bearing on this arrangement.
Pregnancy & maternity	No material impact – commercial companies will be signposted to alternative providers for their commercial clinical waste needs. Pregnancy & maternity has no bearing on this arrangement.	Socio-economic <sup>2</sup>	The continuation of council provided services would require higher charges to be applied to commercial companies that could be passed through to customers.
Other			

<sup>2</sup>Although 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 <b>positive impact</b> , please explain how it will help to <b>fulfil our legislative duties</b> to:					
Remove discrimination & harassment		Promote equal opportunities		Encourage good relations	New domestic clinical collection arrangements will be implemented as a result of this decision (both services were historically delivered by a common resource). This will result in more convenient and discrete collection arrangements for customers who receive statutory domestic clinical collections. Domestic clinical waste will be collected along with normal refuse collections.

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

Action	Responsible officer	How will this be delivered and monitored?	Deadline
Notice of service cessation and signpost to alternative commercial collection providers to be sent to the council's commercial clients.	Lloyd Walker	Monthly performance reviews with Assistant Director.	Q3 - 2019/20



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Alternative domestic clinical collection arrangements to be developed and implemented.	Lloyd Walker	Monthly performance reviews with Assistant Director.	Q1 - 2020/21
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**Approved by Assistant Director/ Strategic Director: Craig Miller**

**Date:**

Please send this EqIA to [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk)

## Full Equality Impact Assessment

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

<b>What is being assessed?</b>		<b>Careline services in the Private Sector</b>			
Lead Assessor	Karen Long			Assessment team	
Start date	1 Nov 19	End date	3 Nov 19		
When will the EqIA be reviewed?	Dec 2020				

Who may be affected by it?	Owner occupiers or people living in the private sector.
What are the key aims of it?	To provide and extend the Careline service to those who are living in the private sector

<b>What positive measures are in place (if any) to help fulfil our legislative duties to:</b>					
Remove discrimination & harassment	The service will be provided to both council and private residents in Stevenage	Promote equal opportunities	The service will be provided to both council and private residents in Stevenage	Encourage good relations	

What sources of data / information are you using to inform your assessment?	<ul style="list-style-type: none"> <li>• Number of owner occupiers and private rented over the age of 65 in Stevenage – POPPI 2011</li> <li>• People aged 65 and over who need help with at least one self-care activity - POPPI 2011</li> <li>• Population aged 65 and over - POPPI</li> </ul>
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In assessing the potential impact on people, are there any overall comments that you would like to make?	The cost for the service is cheaper than other providers and people receive a response service by a staff member to all calls which is unique in Stevenage. The monitoring only service is cheaper than its main competitor Herts Careline.
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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:

<b>Age</b>			
<b>Negative impact</b>			
There is no negative impact. This service is available to people of all ages that feel at risk due to a vulnerability.			
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)	

<b>Disability</b> e.g. physical impairment, mental ill health, learning difficulties, long-standing illness
<b>Positive impact</b>
This service is accessible to all as it links to other telecare equipment to support people to live independently at home with all

different types of disabilities. On very rare occasions we will not be able to offer it to those who are bed bound and lack capacity but this would be discussed with other professionals and family for them to move on to more appropriate support.

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)	

<b>Gender reassignment N/A</b>					
Positive impact		Negative impact		Unequal impact	

<b>Marriage or civil partnership N/A</b>					
Positive impact		Negative impact		Unequal impact	

<b>Pregnancy &amp; maternity – N/A</b>					
Positive impact		Negative impact		Unequal impact	

<b>Race – N/A</b>					
Positive impact		Negative impact		Unequal impact	

<b>Religion or belief – N/A</b>					
Positive impact		Negative impact		Unequal impact	



<b>Sex – N/A</b>			
Positive impact		Negative impact	Unequal impact

<b>Sexual orientation – N/A</b> e.g. straight, lesbian / gay, bisexual			
Positive impact		Negative impact	Unequal impact

<b>Socio-economic<sup>3</sup></b> e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users, social value in procurement			
<b>Negative Impact:</b>			
People have to pay for this service and there are no concessions. Generally people who own their own homes have more disposable income but also if they apply for attendance allowance which is to support them with things like this, it would pay for the weekly charge. The attendance allowance is not financially assessed.			
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)	

<b>Other – N/A</b> please feel free to consider the potential impact on people in any other contexts			
Positive impact		Negative impact	Unequal impact

<sup>3</sup>Although 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?	
Voluntary & community sector?		Partners?	
Other stakeholders?			

**Overall conclusion & future activity**

Explain the <b>overall findings</b> of the assessment and <b>reasons for outcome (please choose one):</b>	
1. No inequality, inclusion issues or opportunities to further improve have been identified	No inequality issues have been highlighted due to the private sector being able to access attendance allowance that is not financially assessed and the service is designed to support people with disabilities.
Negative / unequal impact, barriers to inclusion or improvement opportunities identified	2a. Adjustments made
	2b. Continue as planned
	2c. Stop and remove
	There is nothing from the outcome of the EQIA to prevent us continuing with the service.

Detail the <b>actions that are needed</b> as a result of this assessment and how they will help to <b>remove discrimination &amp; harassment, promote equal opportunities</b> and / or <b>encourage good relations</b> :				
Action	Will this help to remove, promote and / or encourage?	Responsible officer	Deadline	How will this be embedded as business as usual?
To actively promote customers to apply for attendance allowance where applicable.	This will help customers access the service that they need.	Kelly Potts	Ongoing	It will be part of the promotion and assessment process.

**Approved by Assistant Director / Strategic Director: Jaine Cresser**

**Date: 7/11/19**

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

What is being assessed?	Introduction of a new Saturday Burial and Interment Service. Increased charges will be payable for Saturday services	What are the key aims of it?	To provide further choice and accessibility to burial and cemetery services for residents and customers.		
Who may be affected by it?	Residents and customers choosing SBC cemeteries for the burial or interment of deceased relatives etc.				
Date of full EqIA on service area (planned or completed)					
Form completed by:	Lloyd Walker, Operations Manager Stevenage Direct Services	Start date		End date	
		Review date	05/11/2019		

What data / information are you using to inform your assessment?	Market intelligence in terms of appetite for service.  Benchmarking data for burial fees and charges.	Have any information gaps been identified along the way? If so, please specify	None
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Explain the <b>potential positive, negative or unequal impact</b> on the following characteristics and <b>how likely</b> this is:			
Age	No impact. Saturday services will be accessible to all.	Race	No impact. Saturday services will be accessible to all.
Disability	No impact. Saturday services will be accessible to all.	Religion or belief	Potential positive impact as market intelligence suggests that Saturday burials can be favoured by certain faith groups.
Gender reassignment	No impact. Saturday services will be accessible to all.	Sex	No impact. Saturday services will be accessible to all.
Marriage or civil partnership	No impact. Saturday services will be accessible to all.	Sexual orientation	No impact. Saturday services will be accessible to all.
Pregnancy & maternity	No impact. Saturday services will be accessible to all.	Socio-economic <sup>4</sup>	The council's concessions policy would apply to this chargeable service and would offer discounted rates to those receiving certain income based benefits. The council has also introduced a new Sanctum offer to its cemetery product range. This product is a more affordable offer compared to burial or interment options.
Other			

Where there is a likely <b>positive impact</b> , please explain how it will help to <b>fulfil our legislative duties</b> to:					
Remove discrimination & harassment		Promote equal opportunities		Encourage good relations	Saturday cemetery services will provide greater choice and

<sup>4</sup>Although 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.



					convenience for our residents and customers.
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**What further work / activity is needed as a result of this assessment?**

Action	Responsible officer	How will this be delivered and monitored?	Deadline
Saturday burial and interment services to be added to the Cemetery marketing materials.	Lloyd Walker	Monthly performance reviews with Assistant Director.	Q3 - 2019/20

**Approved by Assistant Director/ Strategic Director: Craig Miller**  
**Date: 06/11/2019**

Please send this EqlA to [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk)

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

What is being assessed?	<b>Growth proposals to :</b> Review business concessions in place and estimate a reduction by 10% in year 1 and 20% in year 2 (implementation costs for new validators)	What are the key aims of it?	Clearer and fairer concession policies for business contracts: The proposal introduces 2 bands for concessions, which gives all more clarity and is fairer than the current ad hoc approach. One of the bands specifically supports the regeneration of the town centre.		
Who may be affected by it?	External : Customers				
Date of full EqIA on service area (planned or completed)					
Form completed by:	Zayd Al-Jawad	Start date	01/10/2019	End date	01/10/2020
		Review date	01/06/2020		

What data / information are you using to inform your assessment?	Existing and proposed Job Descriptions. Existing contracts	Have any information gaps been identified along the way? If so, please specify	
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Explain the <b>potential positive, negative or unequal impact</b> on the following characteristics and <b>how likely</b> this is:			
Age	N/A	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 <sup>5</sup>	Positive impact - Supports the regeneration of the town centre
Other	N/A		

Where there is a likely <b>positive impact</b> , please explain how it will help to <b>fulfil our legislative duties</b> 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
Keep under review and be aware of potential issues			

**Approved by Assistant Director/ Strategic Director: Zayd Al-Jawad**  
**Date: 29.10.2019**

Please send this EqIA to [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk)

<sup>5</sup>Although 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.

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

What is being assessed?	<b>Growth proposals to:</b> Additional fees from Corey's Mill Lane income beyond Fees & Charges. Current tariff up to 2 hours £1.50 (increase 10pence-20pence) 3 hours £2.00 (increase 20pence)	What are the key aims of it?	Still competitively priced, the Corey's Mill charges have not been increased since implemented. This would be a 10-20pence increase		
Who may be affected by it?	External: Customers				
Date of full EqIA on service area (planned or completed)					
Form completed by:	Zayd Al-Jawad	Start date	01/10/2019	End date	01/10/2020
		Review date	01/06/2020		

What data / information are you using to inform your assessment?	Hospital uses	Have any information gaps been identified along the way? If so, please specify	
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Explain the <b>potential positive, negative or unequal impact</b> on the following characteristics and <b>how likely</b> this is:			
Age	Older people accessing the hospital by car can use the bays SBC provide at a lower cost than the hospital. The minor increase in parking is not significant in terms of the costs of owner/ running a car.	Race	N/A

Disability	Those with a disability using the hospital will have access to disabled parking provision.	Religion or belief	N/A
Gender reassignment	N/A	Sex	N/A
Marriage or civil partnership	N/A	Sexual orientation	N/A
Pregnancy & maternity	The maternity unit provides dedicated spaces	Socio-economic <sup>6</sup>	N/A
Other	N/A		

Where there is a likely <b>positive impact</b> , please explain how it will help to <b>fulfil our legislative duties</b> 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
Keep under review and be aware of potential issues	Zayd Al-Jawad	1:1 and REAL conversations	01/10/2020

**Approved by Assistant Director/ Strategic Director: Zayd Al-Jawad**

**Date: 29.10.2019**

Please send this EqIA to [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk)

<sup>6</sup>Although 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.



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

What is being assessed?	<b>Increasing Pavilion Usage</b>	What are the key aims of it?	Increase occupancy rates of SBC assets and respond to financial security ambitions.		
Who may be affected by it?	Current user groups				
Date of full EqIA on service area (planned or completed)	April 2020				
Form completed by:	Rob Gregory	Start date	Nov 19	End date	
		Review date			

What data / information are you using to inform your assessment?	Current usage/bookings	Have any information gaps been identified along the way? If so, please specify	
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Explain the <b>potential positive, negative or unequal impact</b> on the following characteristics and <b>how likely</b> this is:			
Age	Positive	Race	Positive
Disability	Positive	Religion or belief	Positive
Gender reassignment	Positive	Sex	Positive
Marriage or civil partnership	Positive	Sexual orientation	Positive
Pregnancy & maternity	Positive	Socio-economic <sup>7</sup>	Positive
Other			

<sup>7</sup>Although 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 <b>positive impact</b> , please explain how it will help to <b>fulfil our legislative duties</b> to:				
Remove discrimination & harassment		Promote equal opportunities	Opportunities to increase usage from protected characteristic groupings.	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 EQIA as proposals develop			

**Approved by Assistant Director: Rob Gregory**

**Date:**

Please send this EqIA to [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk)

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

What is being assessed?	Introduction of car parking charges for Council employees	What are the key aims of it?	To consider the potential impact of the introduction of staff parking charges on all staff and particularly those under the protected characteristics		
Who may be affected by it?	All employees				
Date of full EqlA on service area (planned or completed)	April 2020				
Form completed by:	Clare Davies, Senior HR&OD Manager	Start date	December 2019	End date	TBC
		Review date	April 2020		

What data / information are you using to inform your assessment?	Workforce Information (as at October 2019)	Have any information gaps been identified along the way? If so, please specify	N/A
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Explain the <b>potential positive, negative or unequal impact</b> on the following characteristics and <b>how likely</b> this is:			
Age	Proposals around charges for car parking may adversely impact on older workers who may find it more difficult to walk or cycle to work	Race	Nothing disproportionate identified currently
Disability	Proposals around charges for car parking may adversely impact on staff with physical disabilities as they may find it more difficult to walk to work or commute by other means.	Religion or belief	Nothing disproportionate identified currently
Gender reassignment	There was insufficient information about gender	Sex	Nothing disproportionate identified currently

	reassignment for analysis		
Marriage or civil partnership	Nothing disproportionate identified currently	Sexual orientation	Nothing disproportionate identified currently
Pregnancy & maternity	Data numbers too small for EQiA data to be meaningful.	Socio-economic <sup>8</sup>	Whilst no data is held on the socio-economic background of our workforce, the proposal could be seen to have an impact on those on lower incomes compared to those on higher incomes.
Other	Nothing identified		

Where there is a likely <b>positive impact</b> , please explain how it will help to <b>fulfil our legislative duties</b> to:					
Remove discrimination & harassment	Consider approach to address some of the unequal impacts in the design of the car parking charges policy	Promote equal opportunities		Encourage good relations	Consult with staff and trade unions in the development of the policy

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

Action	Responsible officer	How will this be delivered and monitored?	Deadline
If a negative or unequal (high or low) impact has been identified, you should assess this further in a Full EqIA	Clare Davies	In the consultation and development of the car parking charges policy	June 2020

**Approved by Strategic Director: Richard Protheroe**

**Date: 31.12.19**

<sup>8</sup>Although 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.

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

What is being assessed?	Proposal to apply a 9.84% increase in the rental charge applied to road facing garages.	What are the key aims of it?	Benchmarking of fees and charges applied by like authorities is undertaken as part of the annual fees and charges setting process. This process identified a differential in the amount charged by SBC for premium garages when compared to other local authority charges. The aim of this proposal is to align the council's charges with the current market position. Road facing garages are in demand and are readily let when they become available. These garages incorporate a parking space in front of the garage building itself.			
Who may be affected by it?	1,491 existing road facing garage tenants and prospective lessees.					
Date of full EqIA on service area (planned or completed)						
Form completed by:	Craig Miller	Start date	01/04/20	End date	31/03/21	
		Review date	01/09/2020			

What data / information are you using to inform your assessment?	Benchmarking data and current demand data for premium/road facing garages.	Have any information gaps been identified along the way? If so, please specify	None
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Explain the <b>potential positive, negative or unequal impact</b> on the following characteristics and <b>how likely</b> this is:			
Age	None...The proposed increase is to be applied	Race	None...the proposed increase is to be applied consistently

	<p>consistently and is not influenced by a customer's age.</p> <p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p>		<p>and is not influenced by a customer's race.</p> <p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p>
Disability	<p>None...the proposed increase is to be applied consistently and is not influenced by disability.</p> <p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p>	Religion or belief	<p>None...the proposed increase is to be applied consistently and is not influenced by a customer's religion or beliefs.</p> <p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p>
Gender reassignment	<p>None...the proposed increase is to be applied consistently and is not influenced by gender reassignment.</p> <p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p>	Sex	<p>None...the proposed increase is to be applied consistently and is not influenced by a customer's gender.</p> <p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p>
Marriage or civil partnership	<p>None...the proposed increase is to be applied consistently and is not influenced by a customer's marital or civil status.</p>	Sexual orientation	<p>None...the proposed increase is to be applied consistently and is not influenced by a customer's sexual orientation.</p>

	<p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p>		<p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p>
Pregnancy & maternity	<p>None...the proposed increase is to be applied consistently and is not influenced by pregnancy or maternity.</p> <p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p>	Socio-economic <sup>9</sup>	<p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p> <p>The council has availability within its non-road facing garage stock. These units can be offered as a more affordable option for any customer who is unable to meet the increased charge for a road facing unit.</p>
Other	<p>Location of alternative garages where road facing garages may not be affordable – alternative non-road facing garages could be located in locations that are further away from a customer's property than their existing unit. This could have greater impact on the elderly and/or those with a disability.</p>		

<sup>9</sup>Although 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.

	The council will seek to identify the closest alternative to the customer's home in such instance and will where possible prioritise these units for customers with such particular need.	
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Where there is a likely <b>positive impact</b> , please explain how it will help to <b>fulfil our legislative duties</b> to:					
Remove discrimination & harassment	No	Promote equal opportunities	No	Encourage good relations	No

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

Action	Responsible officer	How will this be delivered and monitored?	Deadline
Review of charge application and EQIA to ensure continued applicability.	Carlo Perricone	Review alongside corporate fees and charges setting process.	September '20

**Approved by Assistant Director/ Strategic Director: Craig Miller**

**Date: 12<sup>th</sup> December 2019**

Please send this EqIA to [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk)



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

What is being assessed?	Proposal to apply a 24.82% increase in the charge applied for the purchase of an exclusive right to a grave for an adult. Additionally, a reduction in the grant period from 100 years to 50 years.	What are the key aims of it?	Benchmarking of fees and charges applied by like authorities is undertaken as part of the annual fees and charges setting process. This process identified a differential in the amount charged by SBC for Grants of Exclusive Rights for adult graves when compared to other local authority charges. The aim of this proposal is to align the council's charges with the current market position. Similarly, the length of grant provided by SBC was much longer than others. The reduction of this period to 50 years was felt to be commensurate with the generational span of family members who would be involved in the upkeep of a plot etc.			
Who may be affected by it?	Prospective customers from 01/04/20.					
Date of full EqIA on service area (planned or completed)						
Form completed by:	Craig Miller	Start date	01/04/20	End date	31/03/21	
		Review date	01/09/2020			

What data / information are you using to inform your assessment?	Benchmarking data	Have any information gaps been identified along the way? If so, please specify	None
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Explain the <b>potential positive, negative or unequal impact</b> on the following characteristics and <b>how likely</b> this is:			
Age	None...The proposed increase is to be applied consistently and is not influenced by a customer's age.	Race	None...the proposed increase is to be applied consistently and is not influenced by a customer's race.

	The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.		The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.
Disability	<p>None...the proposed increase is to be applied consistently and is not influenced by disability.</p> <p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p>	Religion or belief	<p>None...the proposed increase is to be applied consistently and is not influenced by a customer's religion or beliefs.</p> <p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p>
Gender reassignment	<p>None...the proposed increase is to be applied consistently and is not influenced by gender reassignment.</p> <p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p>	Sex	<p>None...the proposed increase is to be applied consistently and is not influenced by a customer's gender.</p> <p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p>
Marriage or civil partnership	<p>None...the proposed increase is to be applied consistently and is not influenced by a customer's marital or civil status.</p> <p>The council's approved concessions policy will continue to apply for</p>	Sexual orientation	<p>None...the proposed increase is to be applied consistently and is not influenced by a customer's sexual orientation.</p> <p>The council's approved concessions policy will continue to apply for customers who are in receipt</p>

	customers who are in receipt of qualifying benefits.		of qualifying benefits.
Pregnancy & maternity	<p>None...the proposed increase is to be applied consistently and is not influenced by pregnancy or maternity.</p> <p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p>	Socio-economic <sup>10</sup>	<p>The council's approved concessions policy will continue to apply for customers who are in receipt of qualifying benefits.</p> <p>The council has introduced a new Sanctum service to its cemetery service offering in Q4 2019. Sanctums provide a more affordable solution for the interment of ashes compared to traditional grave burials or interments.</p>

Where there is a likely <b>positive impact</b> , please explain how it will help to <b>fulfil our legislative duties</b> to:					
Remove discrimination & harassment	No	Promote equal opportunities	No	Encourage good relations	No

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

Action	Responsible officer	How will this be delivered and monitored?	Deadline
Review of charge application and EQIA to ensure continued applicability.	Lloyd Walker	Review alongside corporate fees and charges setting process.	September '20

**Approved by Assistant Director/ Strategic Director: Craig Miller**

**Date: 12<sup>th</sup> December 2019**

<sup>10</sup>Although 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.

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

What is being assessed?	<b>Paperless Committees</b>	What are the key aims of it?	Reduce use of papers for committees by supplying access to papers via laptops or tablets		
Who may be affected by it?	Members (councillors), Member services staff				
Date of full EqIA on service area (planned or completed)					
Form completed by:	Simon Russell	Start date	29/10/2019	End date	
		Review date			

What data / information are you using to inform your assessment?	Professional experience having implemented similar solution at two previous authorities.	Have any information gaps been identified along the way? If so, please specify	
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Explain the <b>potential positive, negative or unequal impact</b> on the following characteristics and <b>how likely</b> this is:			
Age	Potentially negative depending on ICT literacy – although this isn't necessarily linked to age	Race	No impact
Disability	<p>Potential negative impact for persons with a physical disability, which hinders their ability to carry a laptop.</p> <p>Positive for persons with visual impairment as accessibility functions allows access for text to audio capability.</p>	Religion or belief	No impact

Gender reassignment	No impact	Sex	No impact
Marriage or civil partnership	No impact	Sexual orientation	No impact
Pregnancy & maternity	Negative during period of pregnancy which may hinder the ability to carry a laptop	Socio-economic <sup>11</sup>	No impact
Other			

Where there is a likely <b>positive impact</b> , please explain how it will help to <b>fulfil our legislative duties</b> to:					
Remove discrimination & harassment		Promote equal opportunities	For persons with visual impairment accessibility functions grants greater access to documents. Grants access to equipment to increase ICT literacy and improve current skills.	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
Digital Skills Self- Assessment for Members to help identify level of ICT literacy and to tailor support for Members	Simon Russell	Self- Assessment Questionnaire	March 2020
Assisted Digital Support to be offered to Members to improve their digital literacy and to be able to use Mod.gov software.	Simon Russell	Through 1-2-1 or dedicated sessions	May 2020

<sup>11</sup>Although 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.



Appendix H

Pool laptops to be available that Members that have physical disabilities can use.	Simon Russell	Part of 2020/21 Hardware Replacement Programme	June 2020
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**Approved by Strategic Director: Richard Protheroe**  
**Date: 29 October 2019**

Please send this EqIA to [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk)

## Full Equality Impact Assessment

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

<b>What is being assessed?</b>		<b>CA Stevenage- Financial Security Options</b>			
Lead Assessor	Rob Gregory			Assessment team	Paul Cheeseman (Interim Community Development Manager) Aamani Rehman Community Inclusion Officer
Start date	September 2019	End date	March 2020		
When will the EqIA be reviewed?	January 2020				

Who may be affected by it?	Customers/Residents
What are the key aims of it?	To reduce the SBC annual grant contribution to CA Stevenage by up to £40,000 (18.7%) (13.5% cash and in-kind grant contribution) as part of the SBC Financial Security arrangements.

<b>What positive measures are in place (if any) to help fulfil our legislative duties to:</b>					
Remove discrimination & harassment	Maintenance of independent advice services contract to provide support to residents across Stevenage	Promote equal opportunities	Targeting the different needs of different parts of the community with programmes and targeted support.	Encourage good relations	Maintain strong leadership across community and voluntary sector.

What sources of data / information are you using to inform your assessment?	Population data, child poverty statistics, data available from CA Stevenage.
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In assessing the potential impact on people, are there any overall comments that you would like to make?	The reduction in a core grant will impact on any voluntary organisation's existing operating model. Conversations have begun with CA Stevenage to understand what these will be and how best to mitigate against any adverse impact on the communities of Stevenage and in particular any protected characteristic groups.
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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:

<b>Age</b>			
Positive impact	Negative impact	Neutral impact	
Please evidence the data and information you used to support this assessment	No evidence to support negative impact on particular age groups.		
What opportunities are there to promote equality and inclusion?	Use service data and area data to better target population segments.	What do you still need to find out? Include in actions (last page)	CA Performance Data

<b>Disability</b>			
<b>e.g. physical impairment, mental ill health, learning difficulties, long-standing illness</b>			
Positive impact	Negative impact	Neutral impact	
Please evidence the data and information you used to support this assessment	A significant number of clients to CA suffer disabilities. Unless the operating model changes to respond to servicing this demand whilst reducing costs, there could be a reduction at the speed in which all clients can be seen, including those with disabilities.		
What opportunities are there to promote equality and inclusion?	Look at new ways to reach target group.	What do you still need to find out? Include in actions (last page)	CA Performance Data



<b>Gender reassignment</b>				
Positive impact	Negative impact		Neutral impact	✓
Please evidence the data and information you used to support this assessment		Unclear on impact. This data is not currently collected by CA		
What opportunities are there to promote equality and inclusion?	Look at new ways to reach target group.	What do you still need to find out? Include in actions (last page)	CA Performance Data	

<b>Marriage or civil partnership</b>				
Positive impact	Negative impact		Neutral impact	✓
Please evidence the data and information you used to support this assessment		Unclear on impact. Unless the operating model changes to respond to servicing this demand whilst reducing costs, there could be a reduction at the speed in which all clients can be seen.		
What opportunities are there to promote equality and inclusion?	Look at new ways to reach target group.	What do you still need to find out? Include in actions (last page)	CA Performance Data	

<b>Pregnancy &amp; maternity</b>				
Positive impact	Negative impact		Neutral impact	✓
Please evidence the data and information you used to support this assessment		Unclear on impact. Unless the operating model changes to respond to servicing this demand whilst reducing costs, there could be a reduction at the speed in which all clients can be seen.		
What opportunities are there to promote equality and inclusion?	Look at new ways to reach target group.	What do you still need to find out? Include in actions (last page)	CA Performance Data	

<b>Race</b>			
Positive impact	✓	Negative impact	
Neutral impact	✓		
Please evidence the data and information you used to support this assessment	Unclear on impact. Unless the operating model changes to respond to servicing this demand whilst reducing costs, there could be a reduction at the speed in which all clients can be seen.		
What opportunities are there to promote equality and inclusion?	Look at new ways to reach target group.	What do you still need to find out? Include in actions (last page)	

<b>Religion or belief</b>			
Positive impact		Negative impact	
Neutral impact	✓		
Please evidence the data and information you used to support this assessment	Unclear on impact. Unless the operating model changes to respond to servicing this demand whilst reducing costs, there could be a reduction at the speed in which all clients can be seen.		
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

<b>Sex</b>			
Positive impact	✓	Negative impact	
Neutral impact			
Please evidence the data and information you used to support this assessment	Unclear on impact. Unless the operating model changes to respond to servicing this demand whilst reducing costs, there could be a reduction at the speed in which all clients can be seen.		
What opportunities are there to promote equality and inclusion?	Look at new ways to reach different target groups in different ways.	What do you still need to find out? Include in actions (last page)	

<b>Sexual orientation</b> e.g. straight, lesbian / gay, bisexual			
Positive impact	✓	Negative impact	Neutral impact
Please evidence the data and information you used to support this assessment		Unclear on impact. Unless the operating model changes to respond to servicing this demand whilst reducing costs, there could be a reduction at the speed in which all clients can be seen.	
What opportunities are there to promote equality and inclusion?	Look at new ways to reach different target groups in different ways.	What do you still need to find out? Include in actions (last page)	

<b>Socio-economic<sup>12</sup></b> e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users, social value in procurement			
Positive impact		Negative impact	✓
Please evidence the data and information you used to support this assessment		A significant number of clients to CA suffer financial hardship. Unless the operating model changes to respond to servicing this demand whilst reducing costs, there could be a reduction at the speed in which all clients can be seen.	
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

<b>Other</b> please feel free to consider the potential impact on people in any other contexts			
Positive impact	✓	Negative impact	Neutral impact
Please evidence the data and information you used to support this assessment		Re-negotiating CA Stevenage's core grant may also provide an opportunity to refocus efforts on new opportunities to reach more people, looking at new engagement methods, opportunities for external funding and commissioning and in encouraging more collaboration with other VCS partners. By adopting a Co-operative Council approach this review can be conducted positively.	

<sup>12</sup>Although 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 opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	
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**What are the findings of any consultation with:**

Staff?	Internal conversations held with related departments	Residents?	N/A at this stage
Voluntary & community sector?	Initial conversations held with CA Stevenage	Partners?	N/A
Other stakeholders?			

**Overall conclusion & future activity**

Explain the <b>overall findings</b> of the assessment and <b>reasons for outcome (please choose one)</b> :		
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	This review will need to be monitored as the process progresses and as more information becomes available from CA Stevenage
	2c. Stop and remove	

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

Action	Responsible officer	How will this be delivered and monitored?	Deadline
Obtain further customer data from CA	Interim Community Development Manager	Liaison meetings with CA. Information will feed into a revised EQIA to be included in the February budget setting reports to Executive and Council	February 2020



Appendix H

<p>Work with CA to explore opportunities to modernise the operating model and identify potential alternative funding sources to mitigate any impact</p>	<p>Interim Community Development Manager</p>	<p>Liaison meetings with CA. Progress will feed into a revised EQIA to be included in the February budget setting reports to Executive and Council.</p>	<p>February 2020 and ongoing</p>
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**Approved by Assistant Director/Strategic Director: Rob Gregory**  
**Date: 20/12/19**