

Equality Impact Assessments

Corporate Services 2020/21 budget proposals

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Corporate Services - 2020/21 budget proposals

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CORP S1 - Annual uplift to fees and charges to cover inflationary cost of services

1. The Proposal

Service area:	Corporate Services – Corporate Finance
Budget reference:	CORP S1
Budget reduction proposal:	Annual uplift to fees and charges to cover inflationary cost of services
Budget saving for this financial year:	£380, 000

Description of the proposal:

The council will continue its policy to apply an annual uplift in the fees and charges it levies on its services, based upon published external inflationary rates.

Summary of changes:

Customers currently pay specific fees and charges for a wide range of activities and services such as building control services, planning application or land charges fees, car parking, leisure activities or care related charges.

Some of these fees and charges are set nationally and the council is legally required to adopt these levels, whilst other fees and charges are set at levels using the council's discretion.

It is proposed that the budgets associated with the fees and charges levied by the council will be inflated by 1.25% with effect from April 2020 to reflect the council's policy of annually inflating its charges to cover the costs for goods and services. It should be noted that this increase is lower than either of the national inflationary measures of the Retail Prices Index or the Consumer Prices Index as it reflects the net impact on all the council's income budgets. This sum will be smoothed across relevant service areas.

Is this a continuation of a previous medium-term financial plan saving? CC1 – 2020/21 MTFP budget proposal

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.					Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X			
People from different ethnic groups				X			
Men or women (including pregnant women or those on maternity leave)				X			
Lesbian, gay or bisexual people				X			

People on a low income			X				X
People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X			

3. Explanation of customer impact

There will be a minimal impact on customers although it is accepted that this may impact on customers with lower income levels.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes No

Explanation of staff impact

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Melanie Watts, Head of Corporate Accountancy

Date: 25th November 2019

CSD S1 – Support Services Contract – value for money service reviews

1. The Proposal

Service area:	Support Services Partnership
Budget reference:	CSD S1
Budget reduction proposal:	Support Services contract - value for money service reviews
Budget saving for this financial year:	£30,000

Description of the proposal:

Undertake a value for money review of the Benefits service within the Support Services Contract with a view to identify and delivering budget reductions from the administration of the service associated with the reducing case load due to the implementation of Universal Credit.

Summary of changes:

The value for money review will identify changes in administration processes related to process automation, change in policy or the cessation of non-essential activities.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact type				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X		X	
People from different ethnic groups				X		X	
Men or women (including pregnant women or those on maternity leave)				X		X	
Lesbian, gay or bisexual people				X		X	
People on a low income				X		X	
People in particular age groups				X		X	
People in particular faith groups				X		X	
People who are married or in a civil partnership				X		X	
Transgender people				X		X	

Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X		X	
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3. Explanation of customer impact

There are no anticipated impacts on customers from the changes in administration processes.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes

No

Explanation of staff impact

The anticipated changes will result in changing historic working processes which may impact on the level of resources deployed by Liberata. A service restructure may be required with options for redeployment explored before any redundancies, however potential severance costs will need to be paid by the council.

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily:

Between 1 – 2 permanent FTEs will be impacted by these changes.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Stuart Anstead

Date: 25th November 2019

CSD S4 – Support Services Contract – ICT Asset Review

1. The Proposal

Service area:	Support Services Partnership
Budget reference:	CSD S4
Budget reduction proposal:	Support Services contract - ICT asset review
Budget saving for this financial year:	£10,000

Description of the proposal:

NSC currently incurs ICT related costs on a utility model, which means that we pay for the items we use, or we incur costs for support and maintenance packages linked to software applications. It is anticipated that these costs could be reduced should a review of assets / licences / products be undertaken, and a device-based rules protocol be implemented. This may be as a result of rationalisation, i.e. staff having more than one item to do their job, or more likely, as a result of duplicated or historic items still being included on the schedules.

Summary of changes:

Reduced contract costs related to software support for unnecessary or unused software applications. A review of existing licensing will identify unused and unlicensed applications, additionally the functionality of applications will be reviewed to identify lower cost alternatives which meet the core requirements of the organisation.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact type				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X		X	
People from different ethnic groups				X		X	
Men or women (including pregnant women or those on maternity leave)				X		X	
Lesbian, gay or bisexual people				X		X	
People on a low income				X		X	
People in particular age groups				X		X	
People in particular faith groups				X		X	

People who are married or in a civil partnership				X		X	
Transgender people				X		X	
Other specific impacts, for example: carers, parents, impact on health and wellbeing.				X		X	
Please specify:							

3. Explanation of customer impact

There are no anticipated impacts on customers from the removal of unnecessary or unused software applications.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes No

Explanation of staff impact

There is a likelihood that software applications used by staff could be identified as unlicensed or unnecessary, resulting in a change in the corporately provided applications. Any equipment used disabled staff will be considered in the context of the agreed reasonable adjustments and accessibility needs.

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily:
None.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Stuart Anstead

Date: 25th November 2019

CSD S6 – Support Services Contract – Reductions agreed in 2015

1. The Proposal

Service area:	Support Services Partnership
Budget reference:	CSD S6
Budget reduction proposal:	Support Services contract – reductions agreed in 2015
Budget saving for this financial year:	£80,000

Description of the proposal:

This proposal is made up of 2 parts:

1. A Support Services contract obligation linked to the five-year contract extension is a Liberata discount of £140,000 from 1 October 2020. A reduction of £70, 000 will apply to 2020/21.
2. Undertake a review of cleaning contracts across the principle and peripheral council buildings

Summary of changes:

1. As agreed in 2015 the contract extension included a commitment to provide a 2.5% discount on Liberata Services from the 1 October 2020. Other Agilisys and Liberata savings were provided in 2015/16.
2. The saving will be constructed from a number of small changes to cleaning contracts across a number of council buildings. The changes in the specification of the cleaning contracts will seek to remove any unnecessary elements, rather than reduce service levels.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact type						
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X			
People from different ethnic groups				X			
Men or women (including pregnant women or those on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income				X			

People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X			

3. Explanation of customer impact

There are no anticipated impacts on customers from the Liberata contract discount.

There are no anticipated impacts on customers from the reduction in cleaning services.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes

No

Explanation of staff impact

Liberata have not proposed the application of the 2.5% discount will result in any impact of staff.

Staff working for Churchill and a company providing pest control services will be impacted.

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Stuart Anstead

Date: 25th November 2019

CSD S7 – Increase in trading opportunities

1. The Proposal

Service area:	Support Services Partnership
Budget reference:	CSD S7
Budget reduction proposal:	Increase in trading opportunities
Budget saving for this financial year:	£20,000

Description of the proposal:

To increase external income via the existing trading of the NS Inspire company.

Summary of changes:

Trading 'support services' in association with the Agilisys / Liberata contract with other local authorities via Inspire for services such as ICT platform provision & support, exchequer, payroll & HR, customer services (contact centre), business support, Risk, Audit, RIPA, FOI. As a consequence, it is anticipated that the council will experience a protection and growth in its local support resources to reinforce the additional income.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact Level				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X		X	
People from different ethnic groups				X		X	
Men or women (including pregnant women or those on maternity leave)				X		X	
Lesbian, gay or bisexual people				X		X	
People on a low income				X		X	
People in particular age groups				X		X	
People in particular faith groups				X		X	
People who are married or in a civil partnership				X		X	
Transgender people				X		X	

Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X		X	
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3. Explanation of customer impact

There are no anticipated direct impacts on customers from the increase in trading.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes No

Explanation of staff impact

Trading will be delivered using existing resources with some additional capacity to deliver the trading capacity.

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily:

None.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed?

Yes No

If 'yes', when will the further assessment be completed?

Service Manager: Stuart Anstead
Date: 25th November 2019

CSD S8 – Transformation – Paperless journey reduce postage costs

1. The Proposal

Service area:	Support Services Partnership
Budget reference:	CSD S8
Budget reduction proposal:	Transformation - Paperless journey - reduce postage costs
Budget saving for this financial year:	£20,000

Description of the proposal:

A 'Think' campaign to promote electronic communications across the entire council with additional analysis & project support to change operating processes for services which are identified with high postage volumes.

Summary of changes:

Challenge current working practices to reduce physically produced communications, such as letters, leaflets, circulars, etc. Changing working practices to promote electronic communications such as email and SMS messaging. These electronic communications will become more reliant on the capture and maintenance of electronic contact details (email addresses and mobile phone numbers).

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact type				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people			X		X		X
People from different ethnic groups				X		X	
Men or women (including pregnant women or those on maternity leave)				X		X	
Lesbian, gay or bisexual people				X		X	
People on a low income			X			X	
People in particular age groups			X				X
People in particular faith groups				X		X	
People who are married or in a civil partnership				X		X	

Transgender people				X		X	
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X		X	

3. Explanation of customer impact

‘Through consent’ service users will start to receive correspondence electronically. Please note the service users will need to opt into the service by providing their appropriate electronic contact details. This is in line with the changing expectations of residents and customers. Providing a cost effective and more responsive communication mechanism.

It is acknowledged that people on low incomes or from particular age groups may not have access to electronic communication tools. Therefore, the traditional communication channels will need to remain.

This proposal may also have an impact on Disabled people’, for some this will be an improvement in the way they are able to access and interact with the Council through the use of accessibility tools to support their specific needs. It is recognised that this is not the case for everyone, and that the council has duties under the Equality Act to provide equality of opportunity therefore traditional communication mechanisms such as sending letters, large print etc will remain as a reasonable adjustment where appropriate.

Ongoing review will take place to review impact of implementation.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes

No

Explanation of staff impact

Staff resources will need to adopt new working practices and where appropriate will need development in electronic communications mechanisms. Savings will be derived from reductions in paper and postage costs.

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily: None.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Stuart Anstead

Date: 25th November 2019

Full Equality Impact Assessment – CSD S9.2 Transformation - Journey to Cashless – Reduce Giro Fees

Service area:	Support Services Partnership
Budget reference:	CSD S9.2
Budget reduction proposal:	Journey to cashless – reduce giro fees
Equality impact assessment owner:	Stuart Anstead
Assistant Director/Director sign off:	Richard Penska
Review date:	13 Jan 2020

Budget Ref.	Budget Reduction Proposal	Budget Reduction £				Staffing Reduction (FTE)
		2019/20	2020/21	2021/22	2022/23	2019/20
CSD9.2	Transformation - Cashless journey - reduce giro fees	£23,000				0

Service User Impact (High, medium or low)	
Before mitigating actions	After mitigating actions
Medium	Low

Staff Impact (High, medium or low)	
Before mitigating actions	After mitigating actions
Low	Low

Section 1 – The Proposal

1.1 Background to proposal

Summary of changes:

This proposal seeks to;

- Reduce cash handling in council buildings to allow for a further reduction in cash collections. £6,700
- Significantly reduce council payments in Post Offices is the final stage of a phased reduction which the council has been working towards for a number of years. £23,000

Transaction costs associated with the Post Office (46p per transaction) are significantly higher than alternative payment mechanisms for example Bank payments cost 3p or Direct Debit 1.7p. All marketing of the ability to make payments at Post Offices was withdrawn two years ago as part of a phased approach to reducing the volume of payments. This final phase will engage with service users to promote alternative payment mechanisms.

1.2 Please detail below how this proposal may impact on any other organisation and their customers

Cash Collections from Corporate Buildings

Reducing the frequency of cash collections at council buildings aligns with the decreasing demand and the promotion of electronic payments. A consequence will be an increased security risk as cash will be held in corporate buildings for longer periods of time. However, cash will continue to be held in secure environments in line with insurance thresholds. The reduction in cash collections will be supported by campaigns for example to reduced cheque payments through the promotion of electronic payment mechanisms.

Cash payments made at the Post Office

Currently 7.7% of council tax payment transactions are received via the post office, through direct customer engagement the council will promote alternative and accessible payment mechanisms such as Direct Debits, Bank payments, telephone payments, online payments, or kiosk payments.

Analysis of the 'home address' of customers paying at the Post Office concludes that customers are dispersed consistently across the authority with two peaks in the two most deprived wards (WSM South & WSM Central). The data demonstrates that 6% of people

are of pensionable age (in a particular age group), 25% of people are on low income and 1.6% of people have been classified as vulnerable.

On the basis that the alternative payment mechanisms provide customers with improvements in convenience and security, the campaign to migrate post office customers will focus on the overall benefits to both parties. It should be noted that because the transactions costs are only 'unit-based' then certain exceptions could be made at a modest cost to the authority. The demographic and geographic data will be used to further inform the programme to change the behaviour of council tax bill payers. It should be noted that other services do not provide the facility to make payments via the post office and provide a range of reasonable adjustments for those who need it.

Several historic Post Office transactions have been changed in recent years with a push for online and customer demand to access services 24/7 for example taxpayers can no longer settle their self-assessment Tax bill at the Post Office.

The implementation of this will involve engaging with customers directly, consultation has taken place with the Equality Stakeholder Group in January 2020.

Section 2 – What Do We Know?

2.1 Customer/staff profile details – what data or evidence is there which tells us who is, or could be, affected?

Cash Collections from Corporate Buildings

The received value of cash collections from council buildings has been analysed and the frequency of collections changed to exploit the £7,500 cash limit and insurance limit of £10,000 to reduce the number of collections. Further analysis will be undertaken of the sources of cash at each location so that promotional work could be undertaken to stimulate the use of electronic payment mechanisms.

Location	Average Value of Collection (Nov 2019)	Legacy Number of Collections per month	Legacy Collection Frequency	Proposed Number of Collections per month	Proposed Collection Frequency
Campus	£607.77	4	Weekly	1	Monthly
Somerset Hall	£472.15	4	Weekly	1	Monthly
Campus Library	£115.83	4	Weekly	1	Monthly
Clevedon Library	£164.20	5	Weekly	1	Monthly
Congresbury Library	£15.80	1	Monthly	1	Monthly
HLC Library	£74.73	2	Bi-Monthly	1	Monthly
Nailsea Library	£185.22	4	Weekly	1	Monthly
Mobile Library	£19.30	1	Monthly	1	Monthly
Portishead Library	£207.47	4	Weekly	1	Monthly
Weston Library	£429.15	4	Weekly	1	Monthly
Worle Library	£214.35	2	Bi-Monthly	1	Monthly
Yatton Library	£128.47	2	Bi-Monthly	1	Monthly
Tropicana Bar	£1,823.00	7	Ad hoc	2	Bi Monthly
The Bay	£287.90	30	Daily	2	Bi Monthly
Kiosk Cash	£2,777.22	8	Weekly	8	Weekly
Cashier Castlewood	£1,000.00	1	Monthly	1	Monthly
Ashcombe Childrens Centre/Nursery	£737.03	2	Monthly	1	Monthly
Littlewaves Children Centre	£400.00	1	Monthly	1	Monthly
Earlybirds	£105.00	1	Monthly	1	Monthly

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28

This revised schedule will see a reduction of 59 collections per month and will generate a financial saving of £6,700.

Cash payments made at the Post Office

Overall the council receives 6.33% of its Council Tax and 1.32% of its Business Rate payment transactions via the post office. Customer / resident payment methods are recorded at an 'address' level in the council tax administration system. The following table represents households who pay via the Post Office and the data has been cross referenced with known discount schemes and vulnerabilities.

Ward	No CTS	Awarded CTS		Grand Total	Individuals from the total identified as:	
		Person of pensionable age	Working Age		Vulnerable	Disabled
Backwell	70	6	7	83	0	0
Banwell & Winscombe	119	7	20	146	0	4
Blagdon & Churchill	63	6	5	74	0	1
Clevedon East	80	5	30	115	1	1
Clevedon South	75	4	16	95	0	0
Clevedon Walton	38	1	7	46	0	0
Clevedon West	57	13	11	81	0	3
Clevedon Yeo	67	2	8	77	0	0
Congresbury & Puxton	71	3	27	101	0	0
Gordano Valley	52	1	4	57	1	0
Hutton & Locking	124	13	17	154	0	0
Long Ashton	117	5	17	139	1	0
Nailsea Golden Valley	30	1	1	32	0	0
Nailsea West End	56	6	13	75	0	0
Nailsea Yeo	67	6	10	83	0	1
Nailsea Youngwood	40	4	9	53	0	1
Pill	90	11	35	136	1	1
Portishead East	44	1	10	55	0	0
Portishead North	47	7	8	62	0	1
Portishead South	49	1	7	57	0	0
Portishead West	74	3	15	92	1	1
Weston-super-Mare Central ¹	208	12	78	298	4	0

Ward	No CTS	Awarded CTS		Grand Total	Individuals from the total identified as:	
		Person of pensionable age	Working Age		Vulnerable	Disabled
Weston-super-Mare Hillside	129	5	48	182	2	2
Weston-super-Mare Kewstoke	149	16	28	193	3	1
Weston-super-Mare Mid Worle	114	10	31	155	0	3
Weston-super-Mare Milton	172	8	34	214	1	4
Weston-super-Mare North Worle	134	15	22	171	1	2
Weston-super-Mare South ²	245	41	170	456	8	0
Weston-super-Mare South Worle	163	14	30	207	2	6
Weston-super-Mare Uphill	174	12	48	234	4	3
Weston-super-Mare Winterstoke	151	2	36	189	1	0
Wick St Lawrence & St Georges	56	4	12	72	0	1
Winford	52	2	7	61	0	1
Wroughton	64	7	8	79	0	0
Yatton	143	13	28	184	2	4
Grand Total	3384	267	857	4508	33	41

Percentage of the overall total 75% 6% 19% 0.7% 0.9%

¹ Most deprived 5% nationally

² Most deprived 1% nationally

The definition of Pensioner/Person of pensionable age relates to the qualifying age for state pension credit which is changing from 60 (before April 2010) to 66 (from April 2020).

2.2 What does the data or evidence tell us about the potential impact on diverse groups, and how is this supported by historic experience/data?

Cash payments made at the Post Office

The number of customers that could be considered as having a low income (awarded CTS), when compared to whole council tax base are comparable for people of a pensionable age (of all Council Tax payments 5.5% are CTS 'pensioner' customers). However, the level of working age customers awarded CTS is significantly higher than the average of 7.1%.

The data demonstrates that families on a low income of working age are more likely to physically pay at the Post Office.

The council currently provides accessible alternatives to physically paying in the areas of highest deprivation for example payment kiosks in the Town Hall and the Healthy Living Centre.

2.3 Are there any gaps in the data, for example across protected characteristics where information is limited or not available?

Cash payments made at the Post Office

Whilst the data identifies CTS claimants both working age and of pensionable age, it is not possible to interrogate the age of the 'Non-CTS customers'. Therefore, we do not have any insight into the age groups of these non-CTS customers. Additionally, the available data prevents analysis of gender/ethnicity as this information is not held.

2.4 How have we involved or considered the views of the people that could be affected?

Consultation with the Equality Stakeholder Group took place on the 13th January 2020.

2.5 What has this told us?

Consultation Comment	Response
Consider the impact on those people who may not have a bank account and those who manage their personal budget in cash.	Communications with customers will be targeted based on available demographic information. Where appropriate links to external support for individuals to access new bank accounts will be provided.
Communication about the changes needs to be broad, not everyone has web access.	Communications will be via letter.
Need to clarify if people can pay at a bank where they do not have an account	Banks will only accept payments where the payee has an account.
The EIA refers to 'vulnerable' people. How are they classified?	The classification is broad and is primarily used as a system flag to ensure support is provided where appropriate.
Some people in this cohort will be challenging to move across to pay via other means as they may not trust banks/direct debits etc	The campaign will seek to promote the benefits of alternative payment mechanisms for customers e.g. improved security, extended access to services and automation.
Paying in cash could be 'cultural' for some groups.	Understood, payment kiosks will continue to be located around the authority.
Can the gender split of those making payments at post offices be included within the EIA?	No data is held on the gender of the person making the payment. Council Tax liabilities are inconsistently registered across properties e.g. joint liability, or one named individual who may be cohabiting with a partner.
Note that pay points remain in Healthy Living Centre and Town Hall, could any other locations be considered?	We also have a payment Kiosk in Clevedon.
Thinking in advance to the move to cashless parking this could have an impact on those in an abusive relationship as location will be identified through bank records	Receipts for parking charges reference a broad area.
Group welcomed the proposal as 'encouraging' people to change the way they make payments rather than forcing them by stopping the facility all together.	Accepted.
EIA should note that for some (perception that this particularly affects older people) that 'a trip to the post office' has an important social and community value and	Residents will be encouraged and not forced to change their payment mechanisms.

could have an impact on individual's mental health and the longer term sustainability of post offices	
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2.6 Are there any gaps in our consultation, what are our plans for the future?

Residents will be engaged in the process and encouraged to change payment mechanisms through the promotion of benefits to customers.

Section 3 – Assessment of Impact

Impact Level, before mitigation Insert X into one box per row, for impact level and type.					Impact type			Summary of Impact
	High	Med	Low	No	Positive	Neutral	Negative	
Disabled people				X				
People from different ethnic groups				X				
Men or women				X				
Lesbian, gay or bisexual people				X				
People on a low income		X					X	Data suggests that residents who have been awarded CTS are more likely to pay at the Post Office
People in particular age groups		X					X	Data suggests that residents who have been awarded CTS and are of working age are more likely to pay at the Post Office
People in particular faith groups				X				
People who are married or in a civil partnership				X				
Transgender people				X				
Women who are pregnant or whilst on maternity leave				X				
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X				

Does this proposal have any potential Human Rights implications? If 'yes', please describe	No
Could this proposal have a Cumulative Impact with any other budget savings? <i>This is an impact that appears when you consider services or activities together; a change or activity in one area may create an additional impact somewhere else</i> If 'yes', please describe?	No

Section 4 – Action Plan

Where you have listed that there will potentially be negative outcomes, you are required to mitigate the impact of these. Please detail below the actions that you intend to take.

Action taken/to be taken	How will it be monitored?
Customer specific engagement will be undertaken to encourage Post Office payments wherever possible.	A project to implement the transition will be governed and monitored.
Where a genuine need for a specific customer to make payments via the Post Office, exceptions will be made.	A project to implement the transition will be governed and monitored.
If negative impacts remain, please provide an explanation below.	

CSD10 – Office Accommodation Income

1. The Proposal

Service area:	Support Services Partnership
Budget reference:	CSD S10
Budget reduction proposal:	Office Accommodation Income
Budget saving for this financial year:	£30,000

Description of the proposal:

The existing Support Service contract commitment to rent office accommodation ends in September 2020. This proposal seeks new future income from Agilisys via a rental commitment which will yield £30,000 in 2020/21.

Summary of changes:

Agilisys will commit to renting contact centre accommodation (27 seats) for one year.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact type				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X		X	
People from different ethnic groups				X		X	
Men or women (including pregnant women or those on maternity leave)				X		X	
Lesbian, gay or bisexual people				X		X	
People on a low income				X		X	
People in particular age groups				X		X	
People in particular faith groups				X		X	
People who are married or in a civil partnership				X		X	
Transgender people				X		X	

Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X		X	
--	--	--	--	---	--	---	--

3. Explanation of customer impact

There is not expected to be a customer impact as a result of this change.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes

No

Explanation of staff impact

No impact on staff.

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily:

None

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Stuart Anstead

Date: 25th November 2019

CSD S14 – Internal Audit Contract Reductions

1. The Proposal

Service area:	Corporate Services – Internal Audit Contract
Budget reference:	CSD S14
Budget reduction proposal:	Internal audit contract reductions
Budget saving for this financial year:	£10, 000

Description of the proposal:

Undertake a review the contract for internal audit services.

Summary of changes:

Internal audit services are currently provided to the council by One West, who provide a range of specialist professional support to public sector stakeholders across the south of England. The current contract includes delivery of an annual audit programme, risk management reviews, governance support and fraud and investigation services. It is proposed to review the contract to ensure alignment with the latest organisational structure, current risk profile and audit programme requirements.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact type				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X			
People from different ethnic groups				X			
Men or women (including pregnant women or those on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income				X			
People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			

Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X			

3. Explanation of customer impact

It is not anticipated that there will be any impact on customers as a result of this proposal.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes

No

Explanation of staff impact

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Not Applicable

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 24th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Melanie Watts

Date: 25 November 2019

CSD S15 – Introduce Empty Homes Premium



1. The Proposal

Service area:	Council Tax
Budget reference:	CSD S15
Budget reduction proposal:	Introduce Empty Homes Premium
Budget saving for this financial year:	£100,000

Description of the proposal:

Implement a policy which allows the council to charge a council tax premium to owners of empty homes. If approved the saving will be delivered through receipt of additional council tax income. This proposal supports the Govt initiative to empower LAs to reduce empty homes within their areas by way of a financial charge.

However, it should be noted that core data for empty homes is difficult to obtain as it relies on owners to declare empty properties, and difficult to maintain and enforce as residents could change their behaviours to avoid the surcharge.

Initial values indicate that the council has around £400,000 of income from empty properties, which could generate an initial benefit of around £100,000, although forecasts show this value to partially reduce.

Summary of changes:

Approximately 120 properties are identified on the council tax base as long term empty for over 2 years, these properties will be charged a 100% premium on council tax. Of these properties a smaller proportion (around 20 properties) have been long term empty for 5 years or more and these will attract a premium charge of 200%. Property owners will be individually notified, and the additional charge levied as part of the 2020/21 annual billing. There is no formal requirement to consult on this change.

Is this a continuation of a previous medium-term financial plan saving?

Yes
 No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact Level				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X			
People from different ethnic groups				X			
Men or women (including pregnant women or those on maternity leave)				X			

Lesbian, gay or bisexual people				X			
People on a low income				X			
People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X			

3. Explanation of customer impact

The Revenues Service does not collect any customer profile data in respect of empty homes accounts, and it is therefore not possible to evaluate if any customers with certain characteristics will be adversely impacted.

The purpose of the premium, although it will generate additional council tax income, is primarily to encourage owners to bring properties into occupation, therefore it is not anticipated that there will be an impact on service delivery.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes No

Explanation of staff impact

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Richard Penska

Date: 5th November 2019

CSD S17 – Review of capital charges, linked to Programme and Asset Review

1. The Proposal

Service area:	Corporate Services – Corporate Finance
Budget reference:	CSD S17
Budget reduction proposal:	Review of capital recharges, linked to Programme and Asset Review
Budget saving for this financial year:	£150,000

Description of the proposal:

The council will review its accounting policy with regards to recharging internal costs to capital expenditure projects in order to reduce the overall net impact on the revenue budget.

Summary of changes:

In 2019 the council created the Infrastructure Delivery Team (IDT) within the corporate services directorate which brought together staff and resources from across the council into a single capital programme delivery unit.

Prior to the creation of the new strategic team, individual budget managers recharged their time and overhead costs to a range of capital schemes to reflect the nature of their involvement with project delivery. It is proposed to realign the capital recharge mechanism within the IDT team to ensure that it is consistent and in accordance with our internal accounting policy – projections show that this process will increase the value of works chargeable to the capital programme.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact type				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X			
People from different ethnic groups				X			
Men or women (including pregnant women or those on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income				X			

People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X			

3. Explanation of customer impact

This proposal is largely driven by an adjustment to financial and accounting policies and so there are no impacts on service delivery or customers.

4. Staff equality impact summary

Are there any staffing implications for this proposal? Yes No

Explanation of staff impact

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 26th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Melanie Watts, Head of Corporate Accountancy

Date: 25th November 2019

CSD S19 – Reduce frequency of NS Life printed editions – Digital Journey

1. The Proposal

Service area:	Marketing and Communications
Budget reference:	CSD S19
Budget reduction proposal:	Reduce frequency of NS Life printed editions – Digital journey
Budget saving for this financial year:	£30,000

Description of the proposal:

The proposal is to reduce the frequency of North Somerset Life magazine from six editions a year to three editions a year.

Summary of changes:

The magazine will be published in March, July and November each year and will continue to be distributed to every household, complemented by monthly digital newsletters.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact type				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people			X				X
People from different ethnic groups				X			
Men or women (including pregnant women or those on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income			X				X
People in particular age groups			X				X
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			

Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				x				
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3. Explanation of customer impact

North Somerset Life magazine is delivered to every household in the area (with the exception of households that have opted out of receiving unaddressed mail). For a number of households – particularly those in the more rural areas – it is the only printed local news they receive.

While we don't have any recent audience insight data (since the loss of the Residents' Survey) we do know that when we asked residents for a view about preference for digital news or printed news from the council (2014 Residents Survey): "Only having the e option has the same effect among older, especially retired (and some groups of disabled) people." Reducing the availability of free printed news is also likely to have some impact on lower income residents who might not have access to the internet.

The magazine will still be delivered though, once every four months, instead of once every two months, and we will tailor the content towards communities less likely to access council news via digital means. The publication dates (March, July and November) have been chosen deliberately to enable us to include information about the council budget (March), summer messages (July) and winter preparedness (November).

At the same time we are increasing the frequency of our digital newsletter and sending that out once a month to 40,000 subscribers, and investing more time into developing our digital communications.

The magazine frequency has already reduced in the current financial year and we have received no negative feedback from any groups or individuals.

We will also continue to produce and distribute large print and audio editions of the magazine.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes

No

Explanation of staff impact

The member of staff responsible for writing the magazine will use the time she would have spent on the printed editions researching and writing the digital editions.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2020

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Vanessa Andrews

Date: 1 November 2019

CSD S20 – Increase in income from Legal and Democratic Services

1. The Proposal

Service area:	Legal & Democratic Services
Budget reference:	CSD S20
Budget reduction proposal:	Increase in income from Legal & Democratic Services
Budget saving for this financial year:	£30,000

Description of the proposal:

To increase the income from Legal & Democratic Services -

Summary of changes:

The budget for income from administration of appeals and registrations at the increased level which is currently being achieved.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact Level				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X			
People from different ethnic groups				X			
Men or women (including pregnant women or those on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income				X			
People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			

Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X			
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3. Explanation of customer impact

Customers are other authorities or schools who purchase services such as appeals. They have the option as to where to purchase the services from and NSC has been successful in acquiring additional customers. Service is demand led and additional income arises from additional demand.

4. Staff equality impact summary

Are there any staffing implications for this proposal? Yes No

Explanation of staff impact

Potential requirement for additional casual or overtime work to meet increased service demand.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed? Yes No

If 'yes', when will the further assessment be completed?

Service Manager: Nicholas Brain

Date: 25th October 2019

CSD S21 – Reduction in Chairman’s budget

1. The Proposal

Service area:	Members
Budget reference:	CSD S21
Budget reduction proposal:	Reduction in Chairman's budget
Budget saving for this financial year:	£2,000

Description of the proposal:

Reduction in Chairman's budget for incidental costs/hospitality budget

Summary of changes:

A reduction in the chairman’s incidental costs/hospitality budget, may result in the reduction of events facilitated by the chairman or their attendance at community events.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact type				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X			
People from different ethnic groups				X			
Men or women (including pregnant women or those on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income				X			
People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X			

3. Explanation of customer impact

The Council currently has a budget of £16,000 to cover the costs of the Chairman - this includes £9,000 for an allowance and £7,000 for incidental costs such as hospitality, travel, gifts or donations to charity. This proposal suggests reducing the incidental costs/hospitality element of the budget by £2,000. There is a small possibility that the number of attendances within the community may decrease but that number varies each municipal year in any event dependent on the availability of the chairman e.g. chairmen who are in employment may not be able to attend as many events as those who are in retirement. Any reduction would not disproportionately affect any particular equality group.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes

No

Explanation of staff impact

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Nicholas Brain

Date: 25th October 2019

CSD S22 – Introduce leave buy-back scheme

1. The Proposal

Service area:	Corporate Services
Budget reference:	CSD S22
Budget reduction proposal:	Introduce leave buy-back scheme
Budget saving for this financial year:	£30,000

Description of the proposal:

To enable staff to purchase additional leave to add to their existing leave entitlement.

Summary of changes:

An option to allow staff to purchase additional leave over and above their usual annual leave entitlement is being developed. Full details of the scheme are under active consideration at the time of writing this initial EIA with the intention to generate an option for staff to purchase additional time off in a planned way.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact type				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X			
People from different ethnic groups				X			
Men or women (including pregnant women or those on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income			X				X
People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify: Carers			X		X		

3. Explanation of customer impact

It is not anticipated that this proposal will have a negative effect on customers as the approval of leave will be subject to an approval process which will include consideration of any service delivery impacts.

The above table has been completed with staff in mind. There could be a potential negative impact for those who are in low income households as this may not be an option that they are able to consider. For some, including parents and carers, this option may enable them to better manage their commitments outside of work.

4. Staff equality impact summary

Are there any staffing implications for this proposal? Yes No

Explanation of staff impact

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily. As described above, no posts effected.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed? Yes No

If 'yes', when will the further assessment be completed?

Service Manager: Paul Morris, Head and Performance Improvement and Human Resources

Date: 25th November 2019

CSD S23 – Community Safety Budget Efficiencies

1. The Proposal

Service area:	Corporate Services
Budget reference:	CSD S23
Budget reduction proposal:	Community Safety Budget efficiencies
Budget saving for this financial year:	£10,000

Description of the proposal:

A review of all non-service budgets will be undertaken to deliver £10,000 savings, it is not envisaged to have any impact on service delivery, the savings will be made from a review of areas such as supplies and services.

Summary of changes:

A reduction in the overall budget to contribute to items such as printing and supplies.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact Level				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X			
People from different ethnic groups				X			
Men or women (including pregnant women or those on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income				X			
People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing.				X			
Please specify:							

3. Explanation of customer impact

It is not anticipated that there will be an impact on customers as a result of this proposal.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes

No

Explanation of staff impact

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Paul Morris, Head of Performance Improvement and Human Resources
Date: 25th November 2019

CSD S26 – PA Support Team Service Review – Digital Journey

1. The Proposal

Service area:	Corporate Services - Senior Leadership Support Team
Budget reference:	CSD S26
Budget reduction proposal:	PA support team service review - Digital journey
Budget saving for this financial year:	£15,000

Description of the proposal:

Reduction in service delivery costs following a review of the Senior Leadership Support Team.

Summary of changes:

A review of the Senior Leadership Support Service will be carried out to ensure alignment to the current management structure and core business delivery requirements.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact type				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X			
People from different ethnic groups				X			
Men or women (including pregnant women or those on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income				X			
People in particular age groups			X				X
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:			X				X

3. Explanation of customer impact

The proposal is to delete a vacant apprentice post. Such posts are more likely to be suitable for young people and are sometimes filled by care leavers. However, experience with this specific post was that the team was not suitable for an apprentice role. Efficiencies in support services reduce the need to make savings in front-line services.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes

No

Explanation of staff impact

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily.

One post would be deleted. This post is currently vacant so there would be no redundancy.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Not Applicable

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: John Wilkinson

Date: 1 November 2019

CSD S27 – Increase investment interest and reduction in capital costs

1. The Proposal

Service area:	Corporate Services - Capital Financing & Investment Interest
Budget reference:	CSD S27
Budget reduction proposal:	Increase in investment interest and reduction in capital costs
Budget saving for this financial year:	£400,000

Description of the proposal:

The council will seek to achieve a net reduction in the amount it pays for its capital financing costs and also increase the investment yields it achieves on its investments, broadly £200,000 pa from each area.

Summary of changes:

The council currently generates interest on its surplus cash balances by investing these sums in accordance with the approved treasury management strategy – it is anticipated that higher returns could be generated through a combination of rising bank interest rates and also changes within levels of cash-flow and the portfolio mix.

The council has a series of long-term loans which have been taken out in previous years to finance expenditure charged to the capital programme, which are largely fixed in terms of both interest rate and repayment period. The revenue budget is charged with the associated capital financing costs, which include the annual interest payable to the lender, as well as a sum set aside in respect of the repayment of the principal sums.

The council's current approved capital programme also has a borrowing requirement which means that some of the expenditure will be financed from new long-term loans however, the council does have the flexibility within its overall treasury management strategy to utilise its surplus cash balances to fund the capital expenditure and therefore defer the need to borrow until a future period. This would mean that savings could be made within the external interest budget. Clearly such decisions would form part of the overall treasury considerations as they are linked to the availability of cash balances and the differential interest rates.

Other options to reduce capital financing costs are available to council, for example should any of the loans be repaid before their maturity date or similar loans be entered into at current prices, then lower repayment costs would be incurred as interest would either no longer be payable or at a reduced rate. However, any debt restructuring options would need to consider the overall financial impact before they are approved or implemented, i.e. the reduction in interest payable on the loan, redemption penalties and the associated loss of investment income on cash balances.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact Level				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X			
People from different ethnic groups				X			
Men or women (including pregnant women or those on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income				X			
People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X			

3. Explanation of customer impact

There will be no impact on customers. The council may increase its risk exposure by diversifying its investment strategy.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes No

Explanation of staff impact

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Melanie Watts, Head of Corporate Accountancy

Date: 25th November 2019

CSD S28 – Reduction in former employee pension costs

1. The Proposal

Service area:	Corporate Services - Insurance
Budget reference:	CSD S28
Budget reduction proposal:	Reduction in former employee pension costs
Budget saving for this financial year:	£30,000

Description of the proposal:

The savings proposal aims to reduce the council's former employee costs charged to the revenue budget by £30, 000 p.a.

Summary of changes:

The council's revenue budget currently has provision of approximately £1.58m to cover the costs associated with employees leaving, or those that have left the organisation. The majority of the budget relates to the ongoing pension costs of former employees and it is this cost which reduces naturally over time as the council's obligations cease. The savings proposal reflects the realignment of the budget mapped to actual levels of cost.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact Level				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X			
People from different ethnic groups				X			
Men or women (including pregnant women or those on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income				X			
People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			

Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X			

3. Explanation of customer impact

There will be no impact on customers, current or previous staff.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes

No

Explanation of staff impact

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Melanie Watts, Head of Corporate Accountancy

Date: 25th November 2019

CSD S29 – Reduction in insurance premiums

1. The Proposal

Service area:	Corporate Services - Insurance
Budget reference:	CSD S29
Budget reduction proposal:	Reduction in insurance premiums (subject to procurement)
Budget saving for this financial year:	£60,000.

Description of the proposal:

The savings proposal aims to reduce the council's insurance costs charged to the revenue budget by £60,000

Summary of changes:

The council's insurance arrangements currently include a mixed provision of external and insurance cover in order to manage the variety of risks we face across the many operational services we deliver to our customers, stakeholders and visitors.

The external contracts are currently being re-procured as the Long-Term Agreement (LTA) expires on 31 March 2020. It is proposed to review the external insurance policies during the procurement process to ensure the most up-to-date nature and quantum of underlying risk. The review will also reflect the reduced nature of risk following the changing shape and size of the organisation, for example, it is anticipated that there will be further reductions to the schools' portfolio of assets and their associated liabilities as schools transfer to academy status. The annual review has also considered the detailed supporting schedules within each policy in order to identify and remove any areas of duplication.

In addition, the council will also reduce its internal insurance premium, which is the sum set aside each year to fund the individual claims excesses and stop-losses. Should claims increase beyond budgeted levels then additional costs would need to be met from either the contingency budget or the insurance reserve.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact type				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people				X			
People from different ethnic groups				X			
Men or women (including pregnant women or those on maternity leave)				X			

Lesbian, gay or bisexual people				X			
People on a low income				X			
People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X			

3. Explanation of customer impact

There will be no impact on customers. The council may increase its risk exposure by reducing its range of insurance cover or internal premium.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes No

Explanation of staff impact

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Melanie Watts, Head of Corporate Accountancy

Date: 25th November 2019

CSD S30 – Use of S38 highways income to fund staffing cost

1. The Proposal

Service area:	Corporate Services – Corporate Finance
Budget reference:	CSD S30
Budget reduction proposal:	Use of S38 highways income to fund staffing cost
Budget saving for this financial year:	£60,000

Description of the proposal:

The council will increase its income budget linked to highways S38 agreements, and also review the accounting arrangements surrounding how the income, and the associated earmarked reserve is used to finance the annual staffing costs.

Summary of changes:

The council is entitled to receive monies from developers and land owners to enable the adoption of privately constructed highways in their role as the local highways authority (LHA). A Section 38 agreement (or S38) is a section of the Highways Act 1980 that can be used when a developer proposes to construct a new estate road for residential, industrial or general purpose traffic that is then offered to the Highway Authority for adoption as a public highway.

It is proposed to align the annual fee income and the earmarked reserve so that they are directly linked to the cost of the S38 activity delivered by the highways delivery team, thereby recognising the funding stream for this service area.

Is this a continuation of a previous medium-term financial plan saving?

Yes

No

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Impact Level Insert X into one box per row, for impact level and type.	Impact type				Impact type		
	High	Medium	Low	None	Positive	Neutral	Negative
Disabled people			X				X
People from different ethnic groups				X			
Men or women (including pregnant women or those on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income				X			
People in particular age groups				X			

People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X			

3. Explanation of customer impact

It is not envisaged that there will be any negative impact arising from this proposal, although the S38 highways inspection works carried out may improve accessibility in some areas.

4. Staff equality impact summary

Are there any staffing implications for this proposal?

Yes

No

Explanation of staff impact

If yes, how many posts could be affected? State whether they are current vacant, or filled permanently or temporarily.

5. Consolidation savings – please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 25th November 2019

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed?

Service Manager: Melanie Watts, Head of Corporate Accountancy

Date: 25th November 2019