

All Budget 2015-16 Equality Impact Assessments (EIA)

Notes:

- This document contains all the EIAs completed on proposals with a potential impact on service-users and on staff.
- They are listed in the order in which they appear in the savings proposals documents, and numbered sequentially.
- The EIAs included are summaries of the full versions but all impacts and mitigating actions have been included.

A further short paper outlining the cumulative impacts and mitigating actions across all the EIAs accompanies this document (title: ‘Budget 2015-16 Equality Impact Assessments (EIAs) for impacts on Service-Users and Staff: Process, Assessment and Planned Actions’, Appendix 11)

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List of all Equality Impact Assessments – Budget 2015-16

Potential Impacts on Service-Users		
EIA no	Directorate and area	Proposal
'Referendum Budget'		
1	Adult Social Care	Learning Disability Residential
2		Learning Disability Homecare
3		Older People Residential
4		Mental Health Residential
5		Care Home Fees
6		Learning Disability Employment
7		Learning Disability Accommodation
8		Learning Disability Personalised Services
9		Resource Centres
10		Commissioning
11	Assistant Chief Executive	Sports Development
12A		Overview and Scrutiny
13		Mayoralty
14		Museum Charges

15		Libraries
16	Children's Services	Play Services
17		Council Nurseries
18	Deleted	
19		Home to School Transport
20		School Improvement
21		Music and Arts
22	Environment, Development & Housing	Pre-application Charges
23		Supported Bus Routes
24		Parking On Street
25		Housing Adaptations
26		Housing Options / Statutory Homelessness
27		Housing Related Support
28		Car Parks and Garages
29	Finance & Resources	Workstyles and Corporate Landlord
30		Council Tax Reduction
31		Council Tax: Class C and D Discounts
32		Online Claiming and DICE (Digital Inclusion)

33		Benefits Outreach
34		Cemeteries Maintenance
35		Bartholomew's House Security
36	Public Health	Community Safety
'Substitute Budget'		
37	Adult Social Care	Homecare
38	Children's Services	Youth Service
39		Children's Centres
40		Support for Child Care
41	Environment, Development & Housing	City Clean and City Parks - Service Redesign
42		Public Toilets
43		Private Sector Housing – Sustainability Team
44	Finance & Resources	Reduced Counter Service Hours
Further Savings		
45	Assistant Chief Executive	Community, Equality & Third Sector Team – all proposals
12B		Older People's Council
46		Community, Equality & Third Sector Team – Grants

Potential Impacts on Staff

EIA no	Directorate and area	Proposal
'Referendum Budget'		
S1	Adult Social Care	Adults Assessment Service: service redesign to deliver the Care Act and Better Care
S2		Adult Provider Services: Resource Centres, Older People
S3		Adult Provider Services: Learning Disability Services – Able and Willing
S4		Adult Commissioning Service: contract management and commissioning function
S5	Assistant Chief Executive	Policy and Communities Unit
S6	Children's Services	Contact Centres
S7		Music and Arts Service
S7A		Special Educational Needs & Disability (SEND)
S8	Environment, Development & Housing	City Regeneration
S9		Planning and Building Control
S10		Housing Sustainability Team
S11	Finance & Resources	City Services
S12	Legal & Democratic Services	Political Assistants
S13	Public Health	Community Safety
S14		Regulatory Services
'Substitute Budget'		

S15	Adult Social Care	Adult Provider Services: Home Care Services
S16	Children's Services	Children's Centres
S17		Early Years and Childcare Team
S18	Environment, Development & Housing	City Clean
S19		City Parks
S20		Housing
Further Savings		
S21	Environment, Development & Housing	Housing Options

Adult Social Care – Referendum Budget

EIA 1

1. Service Area	ASC Assessment	Impact on Service-users
3. Head of Service	Brian Doughty	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <hr/> <p>Learning Disabilities (LD) - Residential Services provided by the Independent Sector to meet assessed needs. Ongoing process of reducing residential placements and maximising independent living opportunities. Sustain progress on shared lives. Plan to reduce expenditure by 10% year on year. These proposals will impact upon up to 200 people with a learning disability currently living in residential care.</p> <ul style="list-style-type: none"> • Maintain eligibility criteria at substantial and critical as amended by Care Act. • Consider and implement recommendations from the Peer Review. • Target all out of city placements with a purpose of bringing people back into supported living in the City. • A Personal budget to be offered to all recipients of service. • Consider alternative models of care to include supported living. • Ensure appropriate funding streams are in place (eg specialist placements or CCG contribution). • Transitions-explore responsibility for funding over 18s and opportunities from joint commissioning. • Review high cost placements including Supported Living (VfM4). Also on 3rd party spend negotiate rates linked to better use of technology.(VfM4) 	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers</p> <ul style="list-style-type: none"> • Moving people from their current placements which could be disruptive to them and their families/carers. • Perception of loss of services: this is about change rather than a loss in service as we will ensure eligible needs are met. 	

	<ul style="list-style-type: none"> • Carers may perceive this as a reduction in service and unsettling for residents, again we will ensure eligible needs are met • This strategy is targeted at people with a Learning Disability many of whom have physical/health problems which will be addressed through the integrated approach of the Community Learning Disabilities Team taking into account physical and mental health needs.
<p>6. Key actions to reduce negative impacts</p>	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <hr/> <ul style="list-style-type: none"> • We will continue to provide appropriate services and support which will meet assessed need applying the national eligibility criteria enshrined in the Care Act. • Engage with individuals, families and carers to support them through the process • Use of personal budgets will provide greater opportunities to access community resources, employment and training opportunities • We will ensure a Carers Assessment in line with new duties under the Care Act is undertaken to mitigate any impact upon the caring role, this will result in an increase in Assessments which has been taken on board in planning for Care Act implementation • ASC market position statement will provide the framework for the development of personalised services across the city. • Advocacy requirement for all client groups is a key element of new responsibilities under the Care Act, and will be developed in line with these new duties
<p>7. Cumulative impacts</p>	<p>If the proposals from across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that people with a learning disability, who are the recipients of these services, may see a reduction in more than one service that they currently receive.</p>

EIA 2

1. Service Area	ASC Assessment	Impact on Service-users
3. Head of Service	Brian Doughty	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <p>.....</p>	
	<p>Learning Disabilities (LD) - Home Care, Day Care & Direct Payments: Community Care Services provided by the Independent Sector to meet assessed needs.</p> <ul style="list-style-type: none"> • Drive forward the personalisation agenda and increased use of Direct Payments/Personal Budgets and brokerage services with the aim of increasing independence and providing greater choice • Supporting service users to seek cost effective solutions to meet eligible needs in line with the Care Act. • Review high cost placements & third party spend 	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <p>.....</p>	
	<p>Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers</p> <ul style="list-style-type: none"> • Service changes are focussed on people with a learning disability many of whom will have physical/health needs • Some services that are provided over and above required to meet assessed need will be withdrawn. • Some service users will be required to move to different providers of service • Increased choice for service users. • May be a perception of cut in service • Carers of people with a learning disability are often unsettled by change and may perceive this as a loss of service 	
6. Key actions to reduce negative	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <p>.....</p>	

impacts	<ul style="list-style-type: none"> • We will continue to provide appropriate services and support which will meet assessed need applying the national eligibility criteria enshrined in the Care Act. • Engage with individuals, families and carers to support them through the process • Use of personal budgets will provide greater opportunities to access community resources, employment and training opportunities • We will ensure a Carers Assessment in line with new duties under the Care Act is undertaken to mitigate any impact upon the caring role, this will result in an increase in Assessments which has been taken on board in planning for Care Act implementation • ASC market position statement will provide the framework for the development of personalised services across the city. • Advocacy requirement for all client groups is a key element of new responsibilities under the Care Act, and will be developed in line with these new duties • Recognise the need to maintain friendship groups to alleviate social isolation, • Integrated working with health to ensure all social and health care needs are met • Implement recommendations from the peer review responding to service users aspirations for independence
7. Cumulative impacts	<p>If the proposals from across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that people with a learning disability who are the recipients of these services, may see a reduction in more than one service that they currently receive.</p>

EIA 3

1. Service Area	ASC Assessment	Impact on Service-users
3. Head of Service	Brian Doughty	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <hr/> <p>Older People - Residential/Nursing, includes Older People with Mental Health needs (OPMH). Community Care Services provided by the Independent Sector to meet assessed needs.</p> <ul style="list-style-type: none"> • Ensure effective review to reflect any change in needs. Impact of task force in identifying all appropriate funding sources especially people eligibility for Continuing Health Care Funding. • Review housing options. Identify links to Better Care (esp for OP Nursing) and potential sources of funding. • Impact of good results on delayed transfers of care: potential risk share agreement. • Integrated model of working. • Increased scrutiny of placements. • Ensure not paying above set rates and reduce number of cost waivers. • Consider moving people if weekly cost is too expensive compared to comparators. 	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers</p> <ul style="list-style-type: none"> • These proposals relate to older people: promoting independence and supporting more older people is a positive impact. • People requiring residential/nursing home care are likely to have physical health problems and some disability because of their ages • Carers, admission to residential and nursing home care and examining alternatives is often distressing time for carers 	

	<ul style="list-style-type: none"> • More women are placed in residential and nursing home care as a result of the demographics of city • Dependant on effective community services to keep people within their own homes. • Some reduced choice if only focussing on services in the city
6. Key actions to reduce negative impacts	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <hr/> <ul style="list-style-type: none"> • Ensure appropriate health and social care services available to support people in their own communities as part of the Better Care plan • Continuing to develop services which promote greater independence enabling people to live in their own homes and communities. • Engagement with families and carers to explain choice: ensuring carers are fully involved in assessment process and supported through admission and ongoing review and by offering Carers Assessments as part of new duties under the Care Act • Market position statement will identify the need to support carers and ensure staffing supply • Recruitment of Carers is an issue which will be addressed as part of Workforce planning in response to the care act, taking into account the range of factors including the low wage economy, competing employment opportunities, housing costs etc. • The Care Act sets out clarity in relation to Assessment Processes which will be implemented in a way that ensures equity, effectiveness and fairness
7. Cumulative impacts	<p>None</p>

EIA 4

1. Service Area	ASC Assessment	Impact on Service-users
3. Head of Service	Brian Doughty	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <hr/> <p>Adults with Mental Health - Residential. Community Care Services provided by the Independent Sector to meet assessed needs:</p> <ul style="list-style-type: none"> • Apply the national eligibility criteria established by the Care Act and offer a Personal Budget as mandatory. The resource allocation system (RAS) will ensure equity of provision. • Scrutiny of all packages of care to ensure only eligible needs are met and the most cost effective solution to meeting assessed need is in place 	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers</p> <ul style="list-style-type: none"> • Some services that are provided over and above that required to meet assessed needs will be withdrawn • Services for people with mental health needs who may have associated physical difficulties • Increased choice and control for service users. • Change is often difficult for carers and they require support. • Impact on fluctuating health conditions • Impact on whole health and care economy • Increased demand for advocacy 	
6. Key actions to reduce negative	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <hr/>	

impacts	<ul style="list-style-type: none"> • Effective and focussed assessment with the purpose of meeting eligible needs in line with Care Act regulation. • Staff support for change through ongoing care management. • Carers Assessment will be offered where appropriate, full engagement with carers and involvement in assessment process, ensuring appropriate placements are made • Effective and focussed assessment with the purpose of meeting eligible needs applying the National Eligibility criteria and new assessment processes through implementation of Care Act responsibilities • Development of advocacy services in line with Care Act responsibilities • Welfare rights team will maximise benefit entitlement • Ensuring the needs of people with dual/multiple diagnoses are met through an integrated approach with health
7. Cumulative impacts	None

EIA 5

1. Service Area	Adult Social Care - Commissioning & Contracts	Impact on Service-users
3. Head of Service	Anne Hagan	
4. Budget Proposal	<p>What budget changes are proposed? (Use the savings proposal wording and more detail if needed)</p> <hr/> <p>All community care - across all client groups: Fees for services provided by the Independent Care Sector</p> <p>To take a targeted approach to the increase in fees payable to independent and voluntary sector providers that supply care services to those people with eligible social care needs. The sector provides care services to all client groups on behalf of Brighton and Hove City Council Adult Social Care and Brighton and Hove Clinical Commissioning Group. This includes care homes, home care services, shared lives & Supported Living arrangements. (This does not include Community Short Term Services commissioned jointly by BHCC & the NHS: These services are non-chargeable)</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Age (older people), Disability (physical, mental or learning disability)</p> <p>Proposals will be outlined to Health & Wellbeing Board in Feb 2015 that recommend an uplift in fees to those areas where it is most needed:</p> <ul style="list-style-type: none"> • There will be no impact on statutory provision: ie Adult Social Care have a statutory requirement to meet the eligible social care needs of individuals. • People using care services will include those people who are older, have a physical disability, a learning disability, or a mental health need • There are some areas of services where fee levels will not be uplifted. Where fees are not uplifted: people will have a review as appropriate to ensure their care needs are being met. • Carers may be concerned about the impact of any change to services on service users, and also what it may mean for them in terms of the support they receive as carers. 	

	<ul style="list-style-type: none"> • People from the BME community are not disproportionately impacted by this proposal (High diagnosis of dementia in this group are not reported) • Both council and NHS commissioners are working with providers on an individual basis and discussions are being held regarding planned service activity. This includes the development of a Market Position Statement that outlines what services BHCC need to commission in the future. • The proposals have been discussed & approved by the CCG : e.g.They are aware that care homes have limited capacity to provide beds at the rate the Local Authority can pay .This could result in delays in a hospital discharge as a suitable placement is sought at a Local Authority rate. • The market will have to limit their spend in some areas: there may be implications for the quality of services Some individuals may be at risk if the quality of services is affected by the fee paid by BHCC
<p>6. Key actions to reduce negative impacts</p>	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/> <ul style="list-style-type: none"> • Where fees are not uplifted: people will have a review as appropriate to ensure their care needs are being met. Their families would also be fully involved in this process where relevant. This would include people who may have higher levels of need. Some of these Individuals may be eligible for Continuing Health Care funding (non-chargeable to the individual.) • Providers will be asked to highlight if the needs of service users have changed, and if they require a review. • The proposed fees increase will be targeted at those groups where the need is greatest. (e.g people with dementia) • Commissioners informing the recommendations work closely with independent and voluntary sector providers that supply care services on behalf of Brighton & Hove City Council Adult Social Care and Brighton & Hove Clinical Commissioning Group. The recommendations in the 'Fee Level for Adult Social Care Services 2015-16 Report' targets those areas where an increase in fees is most needed. • The needs of individuals are fully taken into account, with a view to maximising their independence. Each person has a support plan that reflects their needs and the outcomes they want to achieve. • Ongoing contracts are being reviewed and discussions with providers taking place, including re-specifying contracts/contract sums to reduce possible impact where relevant. • Carers will be fully involved in the assessment and review processes for individuals. The needs of carers are fully considered in any assessment of an individual. This means that carers will have their own carers assessment. • Discussions are being held with the CCG about the increase in need of individuals who require social care, and the cost of that care to the council. BHCC are working with the CCG to undertake more market development to respond to the changing needs of individuals • Adult Social Care operate a robust system of auditing quality in all care services. Individuals also receive reviews on an regular basis. Any concern about quality is highlighted through an individual safeguarding

	<p>process, or through the Contracts Team in Adult Social Care.</p>
<p>7. Cumulative impacts</p>	<p>All service users supported by Adult Social Care have their needs assessed on an individual basis. People will continue to have services that meet their assessed need</p>

EIA 6

1. Service Area	ASC Provider services	Impact on Service-users
3. Head of Service	Karin Divall	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <hr/> <p>Employment: review opportunities within supported employment, Able & Willing, and day services to develop a different offer to meet aspirations of people with learning disabilities and drive efficiencies.</p> <p>A learning disabilities review suggests that we should focus on promoting independence and in meeting the aspirations of people with a learning disability. A more personalised approach should give the opportunity to deliver savings. Enabling more people to access volunteering, employment and training this will see a shift in investment away from traditional activities and services, meet aspirations of people with a learning disability and drive efficiencies by disinvesting in building based services.</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers</p> <ul style="list-style-type: none"> • If more people are to be supported into education, training and employment then there need to be employment and training opportunities available in the City, otherwise people will be left without alternatives. • People with a learning disability may choose to attend a day service as this gives social opportunities and a chance to make friends and this may be lost if these services are not available in the future. • Carers may prefer building based services as this provides certainty and security for them and enables them to continue with employment and other activities. Any change to service provision might affect a carer's ability to continue to provide care and may result in their family member needing to have a residential service instead of remaining at home. • The service is specifically for people with learning disabilities and for all ages from 18. This is the primary groups affected. 	

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	<ul style="list-style-type: none"> • There will be a disproportionate impact on men who comprise the majority of service users. • Carers for people receiving services may be affected by any change to service delivery. They may not receive the support they need to continue caring responsibilities • The service is provided for people with a learning disability who generally have a smaller per-centage representation of people from black and minority ethnic communities in the City. The impact on people from these communities who use these services will be the same as for all service users.
6. Key actions to reduce negative impacts	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <hr/> <ul style="list-style-type: none"> • Every service user will have a review, be provided with an individual support plan and will be offered a personal budget. There supported employment team will work with each individual to look at how their support can be delivered based on individual needs. • Any changes to service capacity will need to be managed within the wider health and social care service provision which will need to carry out individual assessments to ensure that people’s needs can still be met. • Building based services will still be required for some people with a learning disability who may be unable to sustain training or employment. • Any changes to service provision or re-commissioning will need to be made following a carers assessment or review to ensure that the carers needs can continue to be met
7. Cumulative impacts	<p>If the proposals from across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that people with a learning disability who are the recipients of these services, may see a reduction in more than one service that they currently receive. The reduction in building based services may mean that people are not supported to participate in activities or have social opportunities, and alongside other changes to residential services may mean that they are not able to have the same opportunities as other residents of the City.</p>

EIA 7

1. Service Area	ASC Provider services	Impact on Service-users
3. Head of Service	Karin Divall	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <hr/> <p>Realigning accommodation and supported living including respite to enable service users to live independent lives.</p> <p>A learning disabilities review suggests that we should focus on promoting independence and in meeting the aspirations of people with a learning disability. A more personalised approach to how we provide accommodation and residential services should give the opportunity to deliver savings. Realigning accommodation and supported living including respite to enable service users to live independent lives, and supporting people to move to increase their independence including people who currently live outside the City enabling them to return to living in the City where appropriate.</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers</p> <ul style="list-style-type: none"> • If more people are to be supported into more independent living, then housing options need to be available for them. • Service users and carers may prefer higher levels of support as this provides greater security. • The service is specifically for people with learning disabilities and for all ages from 18. This is the primary group affected. • There will be a disproportionate impact on men who comprise the majority of service users. • The service is provided for people with a learning disability who generally have a smaller per-centage representation of people from black and minority ethnic communities in the City. The impact on people from these communities who use these services will be the same as for all service users. 	
6. Key actions to	What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?	

<p>reduce negative impacts</p>	<ul style="list-style-type: none"> • Every service user will have a review, be provided with an individual support plan and will be offered a personal budget. • Any changes to service capacity will need to be managed within the wider health and social care service provision which will need to carry out individual assessments to ensure that people's needs can still be met. • Residential care will still be required for some people with a learning disability who may be unable to sustain independent and supported living.
<p>7. Cumulative impacts</p>	<p>If the proposals from across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that people with a learning disability who are the recipients of these services, may see a reduction in more than one service that they currently receive. The reduction in registered residential and supported accommodation may mean that people will have less choice about living within a group home, and alongside other changes to day services may mean that they are not able to have the same opportunities as other residents of the City.</p>

EIA 8

1. Service Area	ASC Assessment	Impact on Service-users
3. Head of Service	Brian Doughty	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <hr/> <p>A more personalised approach through reviews should avoid high cost packages and personal budgets should result in lower spend per individual and different support plans</p> <p>A learning disabilities review suggests that we should focus on promoting independence and in meeting the aspirations of people with a learning disability. A more personalised approach and the provision of personal budgets will give the opportunity to deliver savings. Enabling more people to access volunteering, employment, training and the use of community assets, will see a shift in investment away from traditional activities and services, meet aspirations of people with a learning disability and drive efficiencies by increasing choice.</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers</p> <ul style="list-style-type: none"> • If more people are to be supported into education, training and employment then there need to be employment and training opportunities available in the City, otherwise people will be left without alternatives. • People with a learning disability may choose to attend a day service as this gives social opportunities and a chance to make friends and this may be lost if these services are not available in the future. • Carers may prefer building based services as this provides certainty and security for them and enables them to continue with employment and other activities. Any change to service provision might affect a carer's ability to continue to provide care and may result in their family member needing to have a residential service instead of remaining at home. • The service is specifically for people with learning disabilities and for all ages from 18. This is the primary groups affected. • There will be a disproportionate impact on men who comprise the majority of service users. • Carers for people receiving services may be affected by any change to service delivery. They may not receive 	

	<p>the support they need to continue caring responsibilities</p> <ul style="list-style-type: none"> • The service is provided for people with a learning disability who generally have a smaller per-centage representation of people from black and minority ethnic communities in the City. The impact on people from these communities who use these services will be the same as for all service users.
<p>6. Key actions to reduce negative impacts</p>	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <hr/> <ul style="list-style-type: none"> • Every service user will have a review, be provided with an individual support plan and will be offered a personal budget. The social work team will work with each individual to look at how their support can be delivered based on individual needs. • Any changes to service capacity will need to be managed within the wider health and social care service provision which will need to carry out individual assessments to ensure that people’s needs can still be met. • Building based services will still be required for some people with a learning disability who may be unable to sustain training or employment. • Any changes to service provision or re-commissioning will need to be made following a carers assessment or review to ensure that the carers needs can continue to be met
<p>7. Cumulative impacts</p>	<p>If the proposals from across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that people with a learning disability who are the recipients of these services, may see a reduction in more than one service that they currently receive. The reduction in building based services may mean that people are not supported to participate in activities or have social opportunities, and alongside other changes to residential services may mean that they are not able to have the same opportunities as other residents of the City. The use of personal budgets will ensure greater equity in service provision across all client groups</p>

EIA 9

1. Service Area	ASC Provider services	Impact on Service-users
3. Head of Service	Karin Divall	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <hr/> <p>Resource Centres Older People: Craven Vale, Knoll House, Ireland Lodge (Mental Health), Wayfield Avenue (Mental Health): review criteria for the bed services and reduce numbers of beds funded through Social Care.</p> <p>The council's older people resource centres (Residential Care) are jointly commissioned and funded by Adult Social Care and Health and are part of the wider joint health and social care delivery. Two of the Resource Centres are focused on short term support to enable people to return home from hospital, or to avoid hospital admission. Two of the Resource Centres provide care for people with mental health needs. ASC receive some funding from the CCG to support this work. The Council provided services differ from those in the independent sector in that they provide short term services that enable people to return home.</p> <p>As part of the wider work being carried out to integrate health and social care service delivery, a review of these services will determine whether they are funded correctly and whether we are providing the right model and size of service.</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers</p> <ul style="list-style-type: none"> • If the service was reduced as a result of the financial savings and it was not possible to attract additional funding then the number of beds would be reduced and this might impact on older people who may have to wait longer in hospital for a service. This may impact on their ability to return to more independent living and may mean more people have to move into residential care rather than being able to continue living in their own homes.. • The service is specifically for older people, disabled people, people with learning disabilities and people with mental health issues. These are the primary groups affected. • Carers for people receiving services may be affected by any change to service delivery. They may not receive the support they need to continue caring responsibilities e.g. short term service that provides support to the person they are caring for. • There will be an impact on women who comprise the majority of service users. 	

	<ul style="list-style-type: none"> The per-centage of older people from black and minority ethnic communities is generally lower than for younger people in the City. Therefore the proportion of older people from these communities who use these services is lower.
6. Key actions to reduce negative impacts	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <hr/> <ul style="list-style-type: none"> A full EIA will be required for any changes to the service. Any changes to service capacity will need to be managed within the wider health and social care service provision which will need to carry out individual assessments to ensure that people's needs can still be met. Any delays in providing short term services may impact on the people's ability to re-gain skills for independent living or mean that more people have to move into residential care rather than being able to return home. Carers: Any changes to service provision or re-commissioning will need to be made following a carers assessment or review to ensure that the carers needs can continue to be met.
7. Cumulative impacts	<p>If the proposals across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that women, older people, older people with mental health needs and people with a learning disability who are the main recipients of services, will see a reduction in more than one service that they currently receive. The reduction in short term bed services may mean that people do not receive the rehab and reablement that they need in order to live independently in the community, and alongside this other changes to day services and residential services may mean that there are not able to have the same opportunities as other residents of the City to live independently. The cumulative impact may mean that fewer people are able to continue to live independently in their own homes as they age. The impact of short term reablement and rehabilitation services is measured on a monthly basis and results in about 55% of service users requiring no further care when they return home.</p> <p>There are proposals within Housing services whereby supported living options may be but these are unlikely to contribute to any cumulative impact across with these ASC proposals, as these involve people living in their own homes or who may need to move into registered care homes, rather than people living in supported housing.</p>

EIA 10

1. Service Area	Adult Social Care - Commissioning & Contracts	Impact on Service-users
3. Head of Service	Anne Hagan	
4. Budget Proposal	<p>What budget changes are proposed?</p> <hr/> <p>Opportunity to procure Adult Social Care services in a more efficient way through commissioning against individual outcomes. Continue to use the commissioning prospectus approach where appropriate.</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Age (older), Disability (inc Learning Disabilities), Carers</p> <ul style="list-style-type: none"> • A reduction in funding for some contracts where the needs of service users have changed and services need to be reviewed as a result. e.g. a person with a learning disability may have received a traditional day service but may be offered a more personalised service using a community resource • People using care services will include people with a learning disability and or a physical disability & mental health needs; any proposed changes may have a greater impact on older service users some of whom may also have dementia and mobility needs. • People living in & using commissioned social care services have high needs associated with a learning and or physical disability. • Carers may be concerned about the impact of any change to services on service users, and also what it may mean for them in terms of the support they receive as carers • Change in the way services are procured will enable individuals to have their needs met in a way that ensures that the outcomes they want to achieve. • Staff and families feel that the impact of change on some service users (e.g some service users with a learning disability could be negative and potentially result in regressive behaviour and anxiety. • There will be no impact on statutory provision 	
6. Key actions to reduce negative	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/>	

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impacts	<ul style="list-style-type: none"> • The needs of individuals are fully taken into account, with a view to maximising their independence. Each person has a support plan that reflects their needs and the outcomes they want to achieve – their families would also be fully involved in this process where relevant • Ongoing contracts are being reviewed and discussions with providers taking place, including re-specifying contracts/contract sums to reduce possible impact where relevant • The Adult Social Care Commissioning Prospectus supports the aim in Brighton and Hove to foster the development of services across local communities which promote and improve the health and well-being of people living in the City. • The Prospectus approach to funding will strengthen existing arrangements, introduce new opportunities for partnership & innovation & improve the capacity to meet emerging need. • Commissioners from Adult Social Care/ Public Health/Communities & Equality/ Clinical Commissioning Group will be working together to commission services that meet outcomes & achieve more efficient use of resources • Service users, carers (and where relevant – independent sector care providers & Community Works) would be involved in decision making. Any changes to services would be fully communicated. • Any changes to commissioned services in the voluntary sector would involve a consultation with the people using the services & the organisation concerned • Carers will be fully involved assessment & review processes for individuals. The needs of carers are fully considered in any assessment of an individual.
7. Cumulative impacts	None

Assistant Chief Executive – Referendum Budget

EIA 11

1. Service Area	Sports Development	Impact on Service-users
3. Head of Service	Jan Sutherland, Sport and Physical Activity Manager	
4. Budget Proposal	<p>What budget changes are proposed?</p> <hr/> <ul style="list-style-type: none"> • The services of the Sports Development Team are being reviewed and re-designed to merge the sport and physical activity programmes and budget with the physical activity function of Public Health. The delegated responsibilities will transfer from the Assistant Chief Executive Directorate to Public Health. • There will be a £200,000 budget saving in the Sports Development budget reducing sport and physical activity engagement opportunities. • A number of programme proposals have been reviewed with the intention to maintain focus targeted work with protected characteristic groups and priority neighbourhoods as identified in the JSNA for Physical Activity as needing the most support to take up sporting opportunities. • Public Health outcomes and objectives within the Sport and Physical Activity Strategy have been considered with priority sports being developed where possible. 	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Impacts are possible on all the protected groups</p> <p>1 - Active for life – Reduce these accessible activity programmes and events for residents that are experiencing the highest levels of inequality, barriers to participation and living in the least active communities.</p> <ul style="list-style-type: none"> a) Reduction in printed publicity and marketing materials which may prevent targeted groups and residents being aware of opportunities available to them. b) Community venue hire bookings will be reduced in priority neighbourhoods which could impact on community groups. c) Weekly targeted sport and physical activity programmes will be reduced, providing fewer opportunities for service users to be active; many who face social, economic and cultural barriers. d) The provision of activities and information at engagement events across the city including within priority neighbourhoods will be reduced impacting on service users and community groups. e) Core staffing hours will be reduced and fewer experienced qualified coaches/instructors will be employed to 	

deliver community based activities impacting on all service users.

2 - Healthwalks –

a) Same as 1 a)

3 - TAKEPART –

a) Same as 1a),

b) The events and activities delivered within the successful two week free sport and physical activity festival will be reduced providing fewer opportunities in various locations across the city. Service users from priority neighbourhoods and protected characteristics could be affected, since the programme offers inclusive and accessible ‘taster’ sessions.

4 - Summer Fun Holiday Programme –

a) End funding for the established Summer Fun Holiday programme, which provides 1000 places for children and young people to take part in sport and physical activity courses. This will impact on carers and parents who may rely on this provision for respite and childcare and who are unable to afford alternative sports provision.

b) Same as 1b)

c) Children and young people will not have the opportunity to be active (1 in 5 children attending the programme do less than the recommended level of physical activity) and try different activities (46%% had never tried that activity before).

d) Children and young people will also not have the opportunity to link with local club opportunities which will also impact on sustainable activity levels and community clubs. (65% were not already members of clubs)

5 - Active Brighton and Hove – The community engagement activities and promotion varies depending on sport and external project funding but reductions in funding are likely to impact on protected groups.

a) Same as 1a above

b) Same as 1b above

c) Delivery of free or low cost targeted programmes which support major city sporting events will be reduced.

d) Training courses (e.g. safeguarding and equalities) to enable clubs and groups to sustain opportunities in the community will no longer be available which will impact on all service users and protected groups.

6. Key actions to reduce negative

What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?

impacts

Actions can be taken to reduce most of the impacts (described here) and defined priority groups can be protected from most impacts. However, there will be impacts on community groups who run venues, due to reduced venue hire; and there will be fewer sports/physical activity opportunities which are inclusive and accessible.

1 - Active for Life –

- a) Redesign and produce joint promotional and publicity materials using focus groups and maximise social media promotion.
- b) Sign post other activity providers to hire community venues in priority neighbourhoods.
- c) Communicate changes in provision to partners and residents as soon as possible and try to source external funding to develop, deliver and sustain low cost, local and inclusive opportunities.
- d) Provide support and advice to sports clubs, schools, leisure centres and community groups to further develop collaborative working to maximise resources and reduce impact to participants that face potential barriers to participation.
- e) Advise colleagues, coaches and community as soon as possible and recruit coaches from protected groups or with previous inclusion experience.

2 - Healthwalks –

- a) Same as 1a above

3 - TAKEPART –

- a) Same as 1a,b,c,d above

4 - Summer Fun Holiday Programme –

a) The impact of no longer delivering general mainstream activities needs to be communicated to service users and providers as early as possible and sign post to other activity providers. The programme is to be reviewed with Freedom Leisure with the possibility of enhancing their existing holiday programmes.

- b) Same as 1b

c) Sport and physical activity programmes will focus on groups who need the most support (low income, target groups, priority neighbourhoods) and will be delivered in partnership with clubs through the Active For Life programme. Promote compass card activities as widely as possible and signpost service users to other opportunities.

- d) Same as 1d

5 - Active Brighton and Hove –

	<p>a) Same as 1a and develop an online A-Z on sport and physical activities on the council's website. Ensure quality assurance processes are in place and further developed. Sign-post clubs and volunteers to other training providers. Support clubs and groups to apply for funding for key safeguarding and inclusion courses and specific sessions that are inclusive for protected characteristic groups.</p>
<p>7. Cumulative impacts</p>	<p>Public Health Exercise Referral programme is being decommissioned. Physical activity support to patients in primary care will be delivered by health trainers as part of a one year pilot.</p>

EIA 12A

1. Service Area	Overview & Scrutiny (O&S)	Impact on Service-users
3. Head of Service	Giles Rossington (acting)	
4. Budget Proposal	<p>What budget changes are proposed? (Use the savings proposal wording and more detail if needed)</p> <hr/> <p>Deletion of the service to deliver a minimum function that meets statutory requirements. Development of a basic scrutiny function.</p> <p>Overview & Scrutiny enables the authority to meet statutory scrutiny requirements. As part of the council's decision making processes it a) checks & reviews policy b) monitors performance c) holds the council, its partners & external agencies to account. The service also supports the Older People's Council, Tenant Scrutiny & the Health & Wellbeing Board.</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: potentially all protected groups</p> <ul style="list-style-type: none"> • There are statutory responsibilities for the council in relation to scrutiny which must be maintained. • The focus of much past O&S work has been on services for vulnerable/disadvantaged groups. Previous panels have focused on dementia, services for children/adults with Autism, Travellers, sexual violence, Trans communities, youth offending and homelessness. This level of work will not be able to be maintained by the authority. This potentially means missed opportunities for a co-ordinated, city-wide approach to improving services and accessible provision for these groups. • The ability of the authority to undertake a rolling overview process on key issues through cross party working (for example the Seafront) will be reduced. 	
6. Key actions to reduce negative impacts	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/> <p>Work will be undertaken between Policy and Communities and Legal and Democratic services to ensure the authority is able to meet its statutory responsibilities as they relate to scrutiny.</p>	

	<ul style="list-style-type: none">• The Policy and Communities Team programme will need to focus even more keenly on working with council teams and other external partners to identify needs and gaps clearly, and to support improvement of services both in the council and across the city.
7. Cumulative impacts	None identified

1. Service Area	Civic Mayor's Office	Impact on Service-users
3. Head of Service	Richard Butcher Tuset	
4. Budget Proposal	<p>What budget changes are proposed?</p> <hr/> <p>Service redesign reducing the Mayoralty to basic functions including removing staffing support. No administrative support for organising events such as Remembrance Day.</p> <p>The Mayor promotes the presence and activity of all communities within the city, including minority groups, through attendance at upward of 800 civic and community engagements each year (between the Mayor and Deputy Mayor).</p> <p>The budget proposal is to reduce the role of Mayor to the statutory function as Chairperson of Council meetings and a small number of other civic duties (see below). This will include the deletion of a dedicated Civic Mayor's Office and associated chauffeurs, and associated staffing and supplies and services budget, with remaining, minimal diary support provided through the Leadership Support Service and Democratic Services (the latter around formal council business only). As there will no longer be a Mayor's Service any previous support to the Youth Mayor/Deputy Youth Mayor would have to be withdrawn.</p> <p>Remaining duties:</p> <ul style="list-style-type: none"> • Full Council Meetings (Chair) • Annual Meeting of the Council (Mayor Making) • Remembrance Services • Armistice Day two minutes silence • The Chattri Service • Citizenship Ceremonies • Royal Visits to the City <p>Though the Mayor will still have a presence at Remembrance the council will no longer be able to organise and coordinate the programme of events as it has done.</p>	
5. Summary of	Highlight the main / most significant potential impacts which will need to be mitigated or avoided	

impacts	<p>Groups affected: The large number of groups that meet with the Mayor every year will be affected by this proposal, but none specifically or disproportionately. However, the removal of the role of Youth Mayor has potential to impact on young's people involvement in democracy and engagement in civic activities.</p> <p>The Mayor provides a popular and high profile civic role which has provided an open and inclusive offer of recognition and support for all groups and communities in the city. The proposals mean that this offer is no longer available.</p>
6. Key actions to reduce negative impacts	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <ul style="list-style-type: none"> • It is recommended that the role of promoting communities within the city is not restricted to the Mayor alone and therefore be acknowledged through the work of other Members and council officers and partner organisations. • It is proposed that the Mayor continue to have a presence at the civic events listed above.
7. Cumulative impacts	<p>None identified</p>

EIA 14

1. Service Area	Royal Pavilion & Museums – Admissions Charges	Impact on Service-users
3. Head of Service	Janita Bagshawe	
4. Budget Proposal	<p>What budget changes are proposed?</p> <hr/> <p>Introduction of admission charges across Museum sites; Booth Museum of Natural Science, Hove Museum & Art Gallery and Brighton Museum & Art Gallery for non residents of Brighton & Hove.</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <ul style="list-style-type: none"> • There are potential impacts on all visitors to the city, but no disproportionate or specific impacts on any particular groups, except for people on low incomes. People from groups which traditionally do not access museums are likely also to experience this as a greater barrier. • B&H resident perceptions that charges apply to them • Potential financial impact on non-residents across all protected characteristics. • Impact on visitor numbers of residents & non-residents across all sites 	
6. Key actions to reduce negative impacts	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/> <ul style="list-style-type: none"> • Advertising changes so B&H residents (from all communities) know that they get in for free and that no-one is excluded from this offer. Use range of methods, including website, CVS, community newsletters, press, radio, etc. • Introduce sliding scales & concessions based on model used at Pavilion, including for disabled people, older people, and those on low incomes. Consider free entry for under 16s and family rates. • Introduce “Friends of B&H” rate if visiting with residents (proof required) • Free entry for those involved in time-limited projects with Royal Pavilion and Museums • Continue targeted work with specific community groups across the city through grant funded activity. • Complete full EIA 	

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1. Service Area	Libraries – new charging framework	Impact on Service-users
3. Head of Service	Sally McMahon	
4. Budget Proposal	What budget changes are proposed? (Use the savings proposal wording and more detail if needed)	
	Establish new libraries charging framework – introducing charges for services previously provided free of charge. These include: charging for events and activities for adults and children, and charging for computer use after one hour free.	
5. Summary of impacts	Highlight the main / most significant potential impacts which will need to be mitigated or avoided	
	Groups affected: Age (older and younger), Disability, Child Poverty <ul style="list-style-type: none"> • Impact of new charges on children and families with low incomes - • Activities and services for children and adults that used to be free will be charged for, so some people may find this a barrier. 	
6. Key actions to reduce negative impacts	What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?	
	<ul style="list-style-type: none"> • Consultation process in place to identify public views on the new charges. Charges have been kept to a reasonable level, and in line with similar charges being proposed in other services e.g. Children’s centres. • Exemptions and concessions will apply for those on low income or in receipt of benefits. Every user will get one free hour of computer use a day, and those entitled to concessions and exemptions will get more free time. • Exemptions to charges are provided for children or adult with learning disabilities. Concessions (half price) are provided for people on low income or who are in receipt of benefits. • We also propose to offer some activities and services free to targeted groups in the community where it fits in with the Libraries Plan and Community Strategy. • We will ensure that we communicate widely on any changes which are agreed, explaining who is eligible for concessions and what proofs are needed. 	
7. Cumulative impacts	The potential impact on benefit claimants being able to carry out their claim online using public computers in libraries is mitigated by the fact that the proposals specifically allow longer sessions for people who are unemployed, and that libraries will be offering special job seeking help sessions which will be provided free.	

Children's Services – Referendum Budget

EIA 16

1. Service Area	Stronger Families Youth and Communities: Youth - Play Service		Impact on Service-users
3. Head of Service	Chris Parfitt		
4. Budget Proposal	What budget changes are proposed?		
	<p>We are unable to sustain the current level of General Fund expenditure on the Play Service. It has been agreed that a more targeted service will be provided on our council estates and for that to be funded by HRA resources if it is considered a priority. Public Health have also agreed to fund elements of the service. If this does not prove feasible or acceptable we will end the service as a reduced one is unlikely to make economic sense.</p>		
5. Summary of impacts	Highlight the main / most significant potential impacts which will need to be mitigated or avoided		
	<p>Groups Affected: Age (younger), Disability, Ethnicity, Gender, Child Poverty</p> <p>The universal inclusive play offer will be reduced by the proposal if additional funding is not secured. The BHCC Play Service will be focused on supporting families and children most in need through offering supported inclusive play opportunities. The service will need to assess the viability of the Play Bus. We will explore how schools can be supported in the maintenance and development of play opportunities.</p> <p>The play service only keeps records of numbers of users not information and demographics due to the nature of the current play offer so we are not able to give detailed analysis.</p> <p>Disability: Current Play service provision includes support to special schools: currently one session per week term time is delivered to one special school. This session will be reviewed as part of the necessary delivery model change should the budget be agreed. As part of this we will explore alternative funding routes for school based delivery.</p> <p>Travellers: The service has provided, as requested, to support travellers. Funding for this work has come from other parts of Children's Services. We are exploring options on continued funding and delivery and whether this</p>		

	<p>continues will be clearer after the budget decision.</p> <p>Gender: Main carers in vulnerable communities or families with low income will have reduced options for their children to be involved in universal organised play activities. However we will be focusing the delivery model on maintaining the reach to communities and families most in need.</p>
<p>6. Key actions to reduce negative impacts</p>	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/> <p>Already funding has been secured from other corporate budgets to maintain a core play service and work is continuing to explore other avenues of funding. There has been investment in open play spaces across the city through the Play Build programme, regenerating play facilities and play grounds. There is strong evidence that positive health, mental, cognitive and social benefits can be attributed to good school based break time play interventions which are provided by most primary schools. We will explore how schools can be schools supported in the maintenance and development of play opportunities in school time.</p> <p>To coordinate remaining activity across council departments to maintain an offer of play activities, culture, leisure, libraries, CVS and schools. If we are to retain the Play Service DAF Lorry, specially converted to deliver play activities, we will need to find alternative funding: for example leasing to another organisation or provider to cover costs and raise income or it will be disposed of.</p> <p>We will work to coordinate play activity across council departments and partners: culture, leisure, libraries, CVS groups and schools to maintain an offer of play activities</p> <p>To drive the play bus the driver needs to hold a HGV licence and the vehicle needs special permission regarding where it is parked up when not in use. The only place we have this permission and access for is Carden Junior School. Managing it being hired out is a possibility, but this could incur administrative costs which would need to be absorbed by the financial gain from hiring out. The service has always encouraged other services to use the bus where appropriate.</p> <p>Once the decision is made on budget allocation, a full EIA will be completed</p>
<p>7. Cumulative impacts</p>	<p>There will be other proposed reductions to services to children and families from other departments that may impact on families and therefore indirectly to young people in those families. The cumulative impact will not be clear until the saving plan is agreed but managers across services are where possible sharing plans.</p>

<p>1. Service Area</p>	<p>Early Years - Council Nurseries</p>	<p>Impact on Service-users</p>
<p>3. Head of Service</p>	<p>Caroline Parker</p>	
<p>4. Budget Proposal</p>	<p>What budget changes are proposed?</p> <hr/> <p>Review and consult on options to remove the subsidy for Council run nurseries and Turnerland Nursery School. This will include:</p> <ul style="list-style-type: none"> • identifying in-house efficiencies where possible and in the longer term, • considering alternative providers including schools, staff mutuals and the private and voluntary sector, • no longer providing full day care and focussing on free early education for low income 2 year olds and 3and 4 year old, • reducing opening hours, increasing fees, changes to staffing and the potential for combining with other services. <p>It is likely that different options will be developed for each nursery and that the implementation of changes across all of the nurseries may need to be staggered.</p>	
<p>5. Summary of impacts</p>	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <ul style="list-style-type: none"> • The impact will depend on the outcome of the review and the future shape of the nurseries. It is most likely that any changes will have the greatest impact on children under 5 and women. • The impact on disabled children will depend on the outcome of the review. The Jump Start and Roundabout nurseries have higher than average levels of children with special educational needs. There is no proposal to change the level of additional support for children with disabilities which is available to all nurseries. Children with disabilities are entitled to free part time childcare places for two year olds. • Monitoring shows that around 20% of all children attending council nurseries are from BME groups and the proportion varies between nurseries. The impact will depend on the outcome of the review which will consider the BME profile of each nursery. The Ethnic Minority Achievement Service work with BME groups at risk of poor outcomes to support children to take up nursery places. • Any change is likely to have a greater impact on women who tend to take responsibility for arranging childcare. • Two year olds from families on out of work benefits and working families on low incomes are entitled to free 	

	<p>part time early education places. Around a third of children (900) are eligible. The Government has announced the introduction of a pupil premium for 3 and 4 year olds from families on out of work benefits in free early education places from April 2015. Working families on low incomes can claim the childcare element of the Working Tax Credit to support their childcare costs.</p> <ul style="list-style-type: none"> • The Jump Start and Roundabout nurseries have high numbers of children on a child protection plan.
<p>6. Key actions to reduce negative impacts</p>	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/> <p>Groups affected: Age, Ethnicity, Gender, Religion & Belief, Child Poverty, Child Protection</p> <ul style="list-style-type: none"> • The review will consider how to continue to secure free childcare places for 2 year olds in low income families, the particular issues for each nursery and the supply of childcare in the rest of the city. • Complete a full EIA as part of the service review. • Ensure consultation with a wide range of stakeholders to include different perspectives.
<p>7. Cumulative impacts</p>	<p>The proposed changes to children’s centres to focus on the most disadvantaged children and families will reduce services for children under 5 and women who are not disadvantaged.</p>

EIA 19

1. Service Area	Children's Services – Home to School Transport	Impact on Service-users
3. Head of Service	Jo Lyons	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <hr/> <p>Home to School Transport - Transport between home and school for children who live beyond the statutory walking distance. The appropriate school is the nearest maintained school to the child's home that is suitable to their age, educational needs and has a place available.</p> <p>Saving of £500,000 from a budget of £2,351,000. Savings opportunities on this budget include:</p> <ul style="list-style-type: none"> • Reducing the number of children with special educational needs (SEN) requiring taxi transport through the promotion of independent travel training • Increased scrutiny of need for transport assistance linked with the Education, Health and Care Plan (EHCP) assessment process • Retendering all transport contracts for home to school transport for new contracts commencing September 2015 • Reviewing the levels of support in the Post 16 Education Transport Policy • Reviewing and reducing the number of children's services vehicles 	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups Affected: Age (younger), Disability</p> <ul style="list-style-type: none"> • The Council has a statutory duty to provide transport for children with special educational needs, disability or mobility problems which mean that they cannot reasonably be expected to walk to their school. The proposed assumption of independent travel applies to secondary age children attending Cedar Centre, Downs Park Patcham House, Homewood College and the Pupil Referral Unit (total 113 children) • There could be a negative impact on disabled students and those who have a statement of special educational needs if new contracts result in less favourable or less flexible arrangements • Children with SEND may not have the confidence to travel independently and attendance at school may be affected • Pre-school children with SEND may have less ready access to pre-school assessment facilities 	

	<ul style="list-style-type: none"> • Post-16 young people with SEND may have less ready access to alternative colleges outside the city
<p>6. Key actions to reduce negative impacts</p>	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <ul style="list-style-type: none"> • All disabled pupils who have a statutory entitlement to transport on account of disability and distance will continue to receive support from the LA: individual assessments for each child linked to the Education, Health and Care Plan (EHCP) process and independent travel training provided by schools will ensure that the assumption that a child can travel to school in ways other than by taxi is reasonable and where this is not the case a taxi will continue to be provided, and this provision kept under review as independent travel skills improve • Consultation with schools, parents, students and stakeholder groups on revisions to the home to school transport policy will be held in November 2014 • Schools will be assisted in providing independent travel training to their secondary age students • As part of the EHCP assessment process the opportunity to include home to school transport within personal budgets will be considered in consultation with families so that they may make their own transport arrangements • Parents of children with special educational needs have been consulted on the specification for new transport contracts and their responses have been taken into account in the preparation of tender documents to be issued at the end of October; more carefully specified contracts will assist in assuring the quality of service provided under the new contracts from 2015 • Continue to develop earlier assessment of eligibility for transport to special schools linked to the EHCP assessment process and annual reviews, so that routes and vehicle occupancy can be planned well in advance in consultation with schools • Council wide development of an Integrated Transport Unit will assist in ensuring cost effective and efficient transport services which may also be part of the transport offer for children with SEND • Funding for transport for pre-school children with SEND to pre-school settings is being considered in consultation with the pre-school settings concerned • Children of families with low incomes are entitled to transport assistance (normally a bus pass) if they live more than 2 miles from school rather than more than 3 miles as for other children
<p>7. Cumulative impacts</p>	<p>There are other proposals from Transport around supported bus routes: Children's Services and Environment (Transport) teams will work together to mitigate any cumulative effects of proposals from the two Directorates</p>

<p>1. Service Area</p>	<p>Community Learning</p>	<p>Impact on Service-users</p>
<p>3. Head of Service</p>	<p>Jo Lyons</p>	
<p>4. Budget Proposal</p>	<p>Briefly and simply explain what budget changes are proposed.</p> <hr/> <p>School Improvement - Primary, secondary and special advisors, primary and secondary national strategies, school training & development, governor support, family learning and schools data service.</p> <p>Remove the remaining Council subsidy from Community Learning, with the service becoming fully dependent upon grant funding (currently c 80%). The Council delivers its Adult and Community Learning in partnership with other providers. On top of the grant provided for this provision the Council provides a subsidy to support management of the programme. We are proposing that a provider takes on responsibility for managing the grant and ensuring provision continues so the subsidy would no longer be needed.</p> <p>Saving of £44,000 (£67,000 in a full year). Total funding for the service is £391,000 of which £324,000 is made up of grants from the Skills Funding Agency and the Education Funding Agency. £60,000 from these grants is allocated to three community hubs (Whitehawk Inn, The Bridge and Hangleton and Knoll Project) to provide Neighbourhood Learning in Deprived Communities programmes.</p> <p>Potential impacts include:</p> <ul style="list-style-type: none"> • some reduction in learning opportunities choice for families who access Family Learning and for those who are disadvantaged or have low skills • Transfer of Skills Funding Agency(SFA) grant to other providers because SFA not prepared to fully fund management and admin costs • Loss of capacity to support three community hubs providing Neighbourhood Learning in Deprived Communities programmes 	
<p>5. Summary of impacts</p>	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p>	

	<p>Groups Affected: Poverty – adults and children</p> <ul style="list-style-type: none"> • In13-14, the Community Learning (CL) Team ran 128 courses for 692 adult learners (977enrolments) and 473 children in 37 community settings, including 20 schools and seven Children’s Centres • Potential loss of learning opportunities and guidance for adults who are disadvantaged and with low levels of learning and skills • Potential loss of Family Learning opportunities (developing literacy, numeracy and parenting skills) provided in primary schools and Children’s Centres in more disadvantaged parts of the city • Potential loss of guidance, learning and volunteering opportunities provided through three community hubs
<p>6. Key actions to reduce negative impacts</p>	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <hr/> <p>Negotiate with Skills Funding Agency commitment to transfer grant funding to a partner provider in the city</p> <p>Negotiate with a partner provider to continue the programmes currently offered by the Community Learning Team and the community hubs</p> <p>Reach agreements with Children’s Centres and primary schools for the continuation of Family Learning programmes, working with the partner provider</p>
<p>7. Cumulative impacts</p>	<p>No cumulative impacts identified.</p>

<p>1. Service Area</p>	<p>Music & Arts</p>	<p>Impact on Service-users</p>
<p>3. Head of Service</p>	<p>Peter Chivers</p>	
<p>4. Budget Proposal</p>	<p>What budget changes are proposed? (Use the savings proposal wording and more detail if needed)</p> <hr/> <p>The Music & Arts Service presently receives a subsidy from the Local Authority approx. 15 % of total service funding which is focused on providing a subsidy scheme to support access to learning for CYP form families on low incomes. Through the further development of the music hub the savings are to be met from a combination of:</p> <ul style="list-style-type: none"> • accessing new source of funding, • deletion of a post, • reorganisation of the support team, • potentially relocation of Saturday Music Centre, • new charging model for Music Centre activities, • reducing subsidies for CYP of parents on low incomes from 100% to 80% • increase in fees above inflation and • remodelling of provision. 	
<p>5. Summary of impacts</p>	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Disability, Ethnicity, Child Poverty</p> <ul style="list-style-type: none"> • Potential impact on the number of CYP from low income families to be able to develop their musical interest and potential. 19% of our present young musicians or approx. 500 young people learning instruments each week, increasing the cost to parents/carers from £0 to £55.98 per year per plus £22.44 if hiring an instrument. And 14 for other music activities from £0 to £43.26 per year • Reduction in pupil numbers resulting in less teaching hours required which would impact on number of teacher hours required • Impact on the numbers of CYP accessing dance due to the deletion of a range of dance activities - 45 currently attend regular sessions – this would be and reduced to zero 	

	<ul style="list-style-type: none"> • We do not have data on disability or ethnicity of our current users. Service users in challenging circumstances can be reliant on financial support to access activities. A reduction in funding may be a barrier to access. • Currently approximately 19% of children accessing the service receive financial support towards the cost of tuition. A reduction in funding may restrict access for these children.
<p>6. Key actions to reduce negative impacts</p>	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/> <ul style="list-style-type: none"> • The level of 100% subsidy for Looked After Children would remain • Improved sign posting for service users to charities and grant giving bodies. • Collect and collate equality data over the coming year, to identify trends in uptake and impacts of these changes. • Exploring links with other agencies that provide dance activities • Explore with partners other funding streams such as Pupil Premium.

Environment, Development & Housing – Referendum Budget

EIA 22

1. Service Area	Planning and Building Control	Impact on Service-users
3. Head of Service	Martin Randall	
4. Budget Proposal	<p>What budget changes are proposed?</p> <hr/> <p>A business plan to be prepared to support the implementation of pre-application charges to secure fee income as part of the corporate value for money programme.</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Disability, Poverty</p> <ul style="list-style-type: none"> • The pre-application charges will need to be set fairly without prejudicing the involvement in planning of those people on low incomes by adding to the overall cost of development or restricting opportunities for homes to be adapted for disabled people. • Pre-application charging for all applications might mitigate against home adaptation work if fees were set prohibitively high • An additional charge for development could limit people on low incomes from pursuing home improvements 	
6. Key actions to reduce negative impacts	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/> <ul style="list-style-type: none"> • Fees for pre-application discussions will initially apply to major developments only where they can be more readily factored in as part of overall development costs. • Early communications with representatives of the Planning Agents' Forum have taken place. Planning professionals are familiar with the concept as many Las in the region charge for this service. • Initially only major developments would attract charges. Pre-application discussion can assist in generating certainty and avoiding unnecessary expenditure and/or abortive applications. • A fair system of charging will be established. Initially, charges will only apply to major planning applications 	
7. Cumulative Impacts	None.	

EIA 23

1. Service Area	Transport – Supported Bus Routes	Impact on Service-users
3. Head of Service	Mark Prior	
4. Budget Proposal	<p>What budget changes are proposed? (Use the savings proposal wording and more detail if needed)</p> <hr/> <p>Reduction of expenditure by early termination of 7 Supported Bus Contracts.</p> <p>This proposal does not affect in any way the provision of School Bus Contracts. The specific reductions affect services 21, 38A, 21A, 21B, 81A and 84. This</p> <p>The Council currently supports 26 bus contracts, including school buses to various parts of the city that are not commercially viable.</p>	
5. Summary of	Highlight the main / most significant potential impacts which will need to be mitigated or avoided	

impacts	<p>Groups affected: Age (older people), Disability, Ethnicity, Religion and Belief</p> <p>Following service user survey carried out in 2011 it is clear that a number of groups will be affected by a reduction in bus service:</p> <ul style="list-style-type: none"> • Age (older people): The city has a very active older population which makes use of late evening buses, eg: to access leisure and cultural activities and visit family and friends. • Disability: Disabled people are more reliant on buses than the general population. For those who are unable to drive public transport can be their only method of travel. Their ability to travel any significant distance to access a bus stop can also be limited so although a nearby alternative service may be available for the general population this will not necessarily be the case for mobility-impaired people. Many disabled people work and some work shifts which means that they will also be impacted by the removal of evening buses and those at weekends. • Ethnicity: A higher percentage of people from minority ethnic groups are economically disadvantaged and bus passenger surveys indicate that a disproportionately high number of people from ethnic minorities use buses. A reduction in bus services, particularly those that serve areas with a large number of ethnic minority inhabitants, is likely to particularly affect ethnic minorities. • Religion and Belief: There are only a limited number of faith schools and religious buildings in the city and therefore it may be necessary for people to travel long distances to attend one of these. A reduction in bus services, particularly those that stop near faith schools or religious buildings, may have a disproportionate effect on faith groups.
6. Key actions to reduce negative impacts	<p>Due to the geography of the city and the outlying areas that are served by these service there would be very little that the council could do to off-set the impacts.</p>
7. Cumulative Impacts	<p>None identified.</p>

1. Service Area	Transport Operations	Impact on Service-users
3. Head of Service	Austen Hunter	
4. Budget Proposal	<p>What budget changes are proposed?</p> <hr style="border-top: 1px dashed black;"/> <ol style="list-style-type: none"> 1. Reduce need to maintain, replace and collect cash from Pay & Display machines £225,000 Replace 50% of Pay & Display Machines with Pay by Phone only: In 2017, a new £1 coin will be introduced, requiring recalibration of 1,300 existing Pay & Display machines - cost over £600,000. In addition, majority of city's 1,300 machines will be life expired and need replacing at potentially much higher cost. An alternative is to phase out Pay & Display and switch to combination of Pay by Phone, PayPoint (cash payments in convenience stores) and on-street card payments. As part of a two-year phased programme to remove all on-street cash accepting machines by 2017, 50% of machines could be removed in 2015/16. 2. Additional permit and transient income £60,000 Introduction of new parking schemes in Lewes Road Triangle, Bakers Bottom, Wish Park / Bolsover Road to improve access for residents and those with greatest need. 3. Improved management of PCN debt £40,000 4. Enhanced investigation operations in partnership with East Sussex and Sussex Police £5,000 Reduce Blue Badge fraud (people using Blue Badges incorrectly) through enhanced investigation operations in partnership with East Sussex and Sussex Police. 5. Review of P&D and Permit Tariffs £571,000 Increase Pay & Display and permit parking tariffs by circa 4%. Re-balancing the levels of off-street and on-street parking tariffs creating a fair balance between the needs of pedestrians and cyclists, public transport users and motorists 6. Reduction in support to Community Events Budget including provision of free parking bay suspensions 	

	<p>and associated direct contractual costs. Community events reliant on provision of free parking bays will need to rationalise the use of free bays and consider alternative locations with less impact on city centre parking. Potential Impacts on external visitor related events. These proposals will not impact on Remembrance Day or Pride Events.</p>
<p>5. Summary of impacts</p>	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Age (older), Disability, Poverty</p> <ol style="list-style-type: none"> 1. It will become less easy to pay using cash. In some areas, where there is no nearby PayPoint outlet, there may be no practical cash option. This may have an adverse impact on older people, and disabled people who are not Blue Badge holders (see below). 2. Parking controls may: <ul style="list-style-type: none"> • Make it harder for car owners on low income & Travellers to park. • Limit the amount of time vehicles can remain in one place. • Make it harder for people who rely on carers 3. PCN debt: No disproportionate impacts identified 4. Blue badge Fraud: Stress caused to people using Blue Badges who are challenged 5. Pay & Display Tariffs: <ul style="list-style-type: none"> • Increasing the cost of parking will make it harder for people on low income to access the city by car. • Impacts on disabled people with a Blue badge will be minimised due to discounted cost parking permits 6. It will become more expensive to put on a community event such as Pride or the Kemp Town Carnival. Increased cost for community events may make the holding of some events non viable. This may be due to size of the organisation, or membership in areas of low wage or unemployment.
<p>6. Key actions to reduce negative impacts</p>	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/> <ol style="list-style-type: none"> 1. Cash options will be available at nearby PayPoint outlets (cash payments in convenience stores). In addition, cash accepting Pay & Display machines will be available (albeit the distance to walk to a machine may be longer in areas where machines are removed). Consideration will be needed to providing

adequate communications for how the system will work.

- Removal of machines to be staggered across the city with reference to PayPoint options and retention of cash accepting machines at reasonable intervals.
- In some areas, where there is no nearby PayPoint outlet, there may be no practical cash option.
- Blue Badge holders will continue to benefit from concessions which allow them to park for free throughout Brighton and Hove in any Pay and Display or Shared use parking bay. As such they would not need to use this service provided that their badge is correctly displayed. For other disabled groups the pay by mobile framework agreement includes the ability to pay for parking by cash at retail locations in Brighton and Hove. Almost all of these are fully accessible to disabled drivers, whether or not they are blue badge holders. For hard of hearing and deaf groups, there is the option to register online or via text and carry out each subsequent transaction by text. The service provider is also required to ensure that suitable customer service channels are available for this group
- Sensitivity to potential language barriers as part of the communications plan. For service users whose first language is not English, the registration process can include an option to be transferred to a translator who will be able to help set up their registration for the service and explain how the service can be subsequently used by text, website (which can also be translated), smart phone applications etc.
- Some customers could find the use of this technology daunting but traditional P&D parking will remain available

2. Parking schemes: The council's strategy is to increase alternative options to car use – e.g. buses, cycling, walking

- Tariffs are adjusted according to area e.g. more residential areas have a lower tariff for paid-on street parking than the city centre
- Carer badges are available
- Work closely with Travellers' Liaison regarding unauthorised parking and information on authorised travellers' sites

3. PCN debt: Not actions required

4. Blue Badge Fraud: Ensure that enforcement staff are well trained and able to provide good information about the reasons for the initiative and the options available.

5. Pay & Display Tariffs: The increase in cost will be limited to an incremental change. Discounted cost parking permits are available for groups with the greatest need. The council continues to invest in alternative transport such as bus travel, walking and cycling. However, increased fees will inevitably have an impact on people on low incomes.

	<p>6. No specific mitigation proposed.</p>
<p>7. Cumulative impacts</p>	<ol style="list-style-type: none"> 1. None 2. None 3. Any changes to debt collection operations for charges in other services (eg: Revenues and Benefits) could add pressure to people in financial difficulty. 4. None 5. A rise in Council Tax or other council charges could have a cumulative impact on people with a low income 6. Events organisers may incur a range of other costs including licenses, street cleaning, road closures, policing, ambulance and other emergency services

EIA 25

1. Service Area	Housing Adaptations Service	Impact on Service-users
3. Head of Service	Martin Reid	
4. Budget Proposal	<p>What budget changes are proposed?</p> <hr/> <p>1) Housing Revenue Account (HRA) to fund an Occupational Therapy (OT) resource at £16,000, given that dedicated OT hours are used to support HRA households to make informed choices about their housing options. This includes supporting people through the housing application and lettings process; advising on the suitability of the HRA properties; accompanying disabled HRA applicants to view offers of council properties.</p> <p>2) Deletion of Senior Occupational Therapist (OT) post (0.78fte) saving £34,000</p> <p>Brighton & Hove has a rising demand for housing adaptations across all tenures in the City as people live longer at home with more complex needs. The Housing Adaptations Service enables disabled adults and children to live as independently as possible at home for as long as possible in line with national evidence that timely housing adaptations can: significantly improve people’s quality of life; deliver direct savings in relation to care costs; defer entry into residential care; and, prevent unnecessary hospital admissions.</p> <p>The Service enables independent living through assessment and delivery of disabled housing adaptations and assistance across all tenures in the City. The Housing Adaptations Service is responsible for the discharge of statutory housing duties, including Community Care Act & Housing Grants, Construction and Regeneration Act requirements in relation to delivery of major housing adaptations. The team also commission newly built adapted and accessible homes and help ensure best use of our existing adapted and accessible homes through our Accessible Housing Register.</p> <p>In 2013/14 £2.16m was spent on delivering 1,229 housing adaptations (Council & private sector) including 436 major adaptations (over £1,000).</p>	
5. Summary of impacts	Highlight the main / most significant potential impacts which will need to be mitigated or avoided	

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Groups affected: Age (older), Disability, Ethnicity.

1. The first budget proposal seeks to review the appropriate level of HRA funding toward the non statutory services supporting existing and new disabled council tenants through the lettings process and making the best use of the adapted council housing stock. Vulnerable residents of the city are over represented within the council's social housing stock. Approaching half of all households awaiting assessment for major housing adaptations across all tenures in the City are council tenants, a highly disproportionate figure given that council housing makes up a very small proportion of overall housing stock.

We do not anticipate any impact on service users arising from this proposal.

2. The second budget proposal is the deletion of a Senior OT post in the team. We anticipate a significant impact on service users arising from this proposal. The loss of the Senior OT post would:
 - Increase waiting times for specialist OT assessment and time taken to deliver housing adaptations across all tenures in the City, both as a result of the reduction in assessment capacity particularly around the most complex needs cases and supervisory support to less experienced OTs. Current average number of referrals to the team stands at 40 to 50 per month with the Service currently assessing all referrals within the national guideline time.
 - Reduce capacity to support commissioning of new affordable accessible homes, through loss of capacity to input at the pre-planning application design stages, linking the supply of new affordable accessible homes to meeting the housing needs of disabled people on the council's Housing Register or as an alternative to costly/disruptive adaptations.
 - Reduce capacity in making best use of the council's existing adapted and accessible housing stock, through loss of capacity for input into mainstream capital programmes, refurbishment programmes, e.g. sheltered housing refurbishments, loft/extensions project, proactively increasing the supply of accessible homes better managing the demand for reactive adaptations.
 - Reduction in the supervisory capacity in the team, where the Senior OT is responsible for the clinical supervision of less experienced OTs, and leads on professional development and service improvements.
 - Age: Link between ageing population and disability means older people, 65+ are a significant majority of service users, reduced capacity will impact on assessment and delivery of adaptations across all tenures.
 - Disability: All clients referred are assessed under Community Care Act, have a permanent and substantial disability to be eligible for the service, reduced capacity will impact on the assessment and delivery of housing adaptations to disabled households.
 - Ethnicity: there will be reduced capacity for assessment and supervision of complex housing adaptation cases affecting households from all ethnic and national origins, including for younger households from more diverse backgrounds who also face additional Housing pressures such as overcrowding.

	<ul style="list-style-type: none"> • Carers: Reduced capacity for assessment and supervision of complex cases including the needs of carers, formal or informal.
6. Key actions to reduce negative impacts	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/> <p>Reduce/avoid potential negatives impacts through re-prioritising existing workload, including :</p> <ul style="list-style-type: none"> • Increase waiting times for specialist OT assessment, reduce Senior OT cover for the Housing Adaptations OT team inbox , currently covered Mon – Friday, reduce Senior OT input on all work other than assessment and clinical supervision of other OTs; • Reduce capacity to support commissioning of new affordable accessible homes – delegate to less experienced OTs/reduce input; • Reduce capacity in making best use of the council’s existing adapted and accessible housing stock – delegate to less experienced OTs/reduce input; • Reduction in the supervisory capacity in the team – reduce frequency of OT supervisions. • Provide more/better info to CVS including Age UK locally, CAB, ASC teams, The Fed – Centre for Independent Living, Tenants Disability Network.
7. Cumulative impacts	<p>Disabled Facilities Grant (DFG) falls within the Better Care fund in 2015/16: this is likely to impact on team’s involvement in developing linked Performance Indicators to outcomes – reduced Senior OT capacity will impact on capacity to do this and implement service improvements going forward.</p>

EIA 26

1. Service Area	Housing Options / Statutory Homelessness	Impact on Service-users
3. Head of Service	Sylvia Peckham	
4. Budget Proposal	<p>What budget changes are proposed?</p> <hr/> <ol style="list-style-type: none"> 1. Removal of post that delivers housing advice to inmates of Lewes prison immediately pre-release (this is not a statutory obligation). The work will be picked up by other teams in housing options. Reduction in housing options officer post with work to be spread across remaining team. 2. Loss of a further 1 Full Time Equivalent (FTE) Housing Options Officer and 1.5 FTE admin support to front line homeless prevention service. 	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Age, Disability, Gender (men)</p> <ol style="list-style-type: none"> 1. Lewes prison housing advice: <ul style="list-style-type: none"> • Increase in male ex-offenders who will become street homeless. As rough sleeping is increasing we need to ensure we consult with probation and police and street services teams. • Men of all ages (over 18) are being released from prison who are in need of accommodation to prevent re-offending. Loss of this resource will have an impact on all ages. • Those who are older or disabled are at more risk if we cannot prevent homelessness as they will have to go through the homelessness service and be in B&B which is likely to have a more detrimental impact on their health and wellbeing. • People being released from prison often have multiple complex needs which include mental and physical health problems. • We have a disproportionate number of single vulnerable people coming through homelessness who have mental and/or physical disabilities and so the loss of an officer will have a disproportionate impact. • The Officer is based in Lewes Prison which is a male only prison and so loss of this post will only affect men leaving prison. 	

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	<p>2. Other staff members:</p> <ul style="list-style-type: none"> • Potential decrease in prevention of homelessness and increase in statutory homeless who we need to provide accommodation for. • People who are older are at more risk if we cannot prevent homelessness as they will have to go through the homelessness service and be in B&B which is likely to have a more detrimental impact on their health and wellbeing. • We have a disproportionate number of single vulnerable people coming through homelessness who have mental and/or physical disabilities and so the loss of an officer will have a disproportionate impact.
<p>6. Key actions to reduce negative impacts</p>	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/> <ul style="list-style-type: none"> • There will be consultation with agencies who benefit from this service to see if effects can be mitigated. • We will also advise street services outreach teams of likely increase in rough sleepers who may need to be worked with. • Consultation with partner agencies whose work will be impacted by the withdrawing assistance from ex-offenders to see if this can be mitigated. • Realign the Housing Options service to mitigate the loss of an officer.
<p>Cumulative impacts</p>	<p>None</p>

EIA 27

1. Service Are	Housing Related Support Budget	Impact on Service-users
3. Head of Service	Narinder Sundar	
4. Budget Proposal	<p>What budget changes are proposed?</p> <hr/> <p>The budget changes proposed to deliver savings include: decommissioning services; re-modelling services; consolidation and merging contracts; internal transfer of budget to lead commissioners in the organisation (ie, substance misuse to Public Health; domestic violence to Community Safety).</p> <p>Please refer to the Policy and resources Committee 22nd January Housing Related Support Commissioning Plan report which can be found via this link: http://present.brighton-hove.gov.uk/ieListDocuments.aspx?CId=689&MId=5093&Ver=4</p> <p>In 2014/15, the budget for Homeless Prevention Grant and Housing Related Support external contracts totals £7.87m and a further £2.95m forms part of the Council’s base budget spend on homelessness prevention and housing related support services (the latter being “in house” services).</p> <p>At the 4th December 2014, Policy & Resources Committee, the Budget Update report noted savings proposals for the 2015/16 financial year which included a full year effect £2m reduction to the external contracts total in 1.2 above, with £1m savings to be achieved in the 2015/16 financial year.</p> <p>A full year effect reduction of approximately 25% of the housing related support budgets in 2015/16 will undoubtedly mean that next year will see a significant amount of change in the way services will be delivered and capacity will reduce. The Council needs to be clear about what we will stop doing, start doing and what we will change about the way we work and the services we commission. In order to achieve savings of this level, some contracts will come to an end on 31st March 2015 and not be renewed and some will be extended for up to a year; however by the end of the financial year a phased procurement process to retender all services will have taken place and new delivery models will have begun.</p>	
5. Summary of	Highlight the main / most significant potential impacts which will need to be mitigated or avoided	

impacts

Groups affected: Age (older and younger people), Disability, Ethnicity, Gender (men), Child Poverty, homeless people and families in temporary accommodation

Overall impacts:

- A reduction in of housing-related support provision may lead to tenancy breakdown/failure;
- Increase rough sleeping/homelessness, antisocial behaviour, emergency / A&E hospital admissions,
- Increased demand on residential care, increase in drug-related deaths associated with chronic drug/alcohol use; increase in waiting list for existing residential rehabilitation services;
- Increases in adult safeguarding alerts.

Age:

- Loss of bedspaces for young people; loss of floating support for young people;
- Any reduction in housing-related support service provision will negatively impact rough sleepers who are aged between 25-49 years.
- Band 2 & 3 supported accommodation has higher levels of 18-25 year olds and higher levels of over 45's than rough sleeping population.
- Alarm Services for older people under review – any reduction in provision will negatively impact older people.

Disability:

- Increase in complex, enduring health & social care needs of aging homeless client group (ie, alcohol related dementia; korsakoff's syndrome and other physical disabilities / multiple, complex needs. (ie, mental health; substance misuse; offending).

Ethnicity:

- 2011 Census indicated Brighton & Hove's BME population is 19.5%; this is reflected in band 2 & 3 supported accommodation client profiles.
- Proposal to decommission sheltered housing for people of Jewish faith (18 unit) will have a negative impact on this ethnic/religious group.

LGBT

- Positive impact expected as a result of the city wide Domestic Violence re tender which will comply with Equality Act

Gender:

- Of 723 rough sleeper clients in 2012, 91% were male and 9% female. This is similar for band 2 & 3 supported accommodation

Child poverty:

- Young families in temporary accommodation – family nurses report increasingly that young families are being poorly accommodated
- Young people's floating support service supports families in temporary accommodation and some of these families may be considered to be living in poverty in line with welfare reform changes.

	<p>Other groups:</p> <ul style="list-style-type: none"> • Homeless people are more likely to suffer a range of inequalities: access to health, education, training, employment, housing, building social networks to avoid isolation and therefore experience multiple deprivations.
<p>6. Key actions to reduce negative impacts</p>	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <ul style="list-style-type: none"> • Overall actions: <ul style="list-style-type: none"> ○ 'Task & Finish' Groups have been set up to focus on specific service areas/client groups (ie, floating support, older people) and changes to services will be carefully managed through these groups with consultation with service providers to minimise negative impacts of changes. ○ A review of specific service areas will be undertaken (ie, Integrated Support Pathway services for single homeless people; residential rehab review for people with substance misuse issues; ASC review of older people's services) to improve referral and access of housing-related support to clients. ○ Work with commissioning and delivery partners (such as Clinical Commissioning Group, Public Health and third sector external service providers) will continue through various existing boards (ie, Homeless Integrated Care Board, Better Care) to minimise negative impacts by improving co-ordination of health and social care support to vulnerable homeless clients. • Age: <ul style="list-style-type: none"> ○ Any new service specification for generic, wider floating support service to include a specialism for young people (including looked after children & care leavers) ○ Integrated Support Pathway EIA (services for single homeless) will be reviewed alongside review of service delivery model • Ethnicity: <ul style="list-style-type: none"> ○ There will be a review of services, including the needs of older Jewish people. • Child poverty, homelessness: <ul style="list-style-type: none"> ○ Any new service specification for generic, wider floating support service to include a specialism for young families, services for single homeless people, and the needs of people in temporary accommodation. ○ New framework agreement for temporary accommodation will improve quality of temporary accommodation <p>There are no key actions identified to reduce the negative impacts for</p> <ul style="list-style-type: none"> • Disability • Gender

7. Cumulative impacts

Budget reductions across the organisation for services for vulnerable adults at a time of increased pressures on services (homelessness and rough sleeping in the city continue to rise), welfare reform changes and rising rents will lead to considerable negative cumulative impacts on vulnerable people in the city with housing and support needs.

1. Service Area	Housing – Car Parks and Garages	Impact on Service-users
3. Head of Service	Angela Smithers	
4. Budget Proposal	<p>What budget changes are proposed?</p> <p>To increase the charges to all car parks and garages on Housing Revenue Account (HRA) land by an average of 5%. This will increase revenue to the HRA by an estimated £45,000 in 2015/16.</p> <p>However this increase may not be applied to all pricing categories or all geographical areas. This could impact on the overall revenue prediction.</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <ul style="list-style-type: none"> • Since 2010 only inflationary increases have been applied to charges. This raise will be above inflation which currently stands at 1.2% to increase the revenue stream from this department. • If the 5% charge is spread across all licence holders, the impacts will be spread among both council tenants and private sector residents who also have the right to rent car parking spaces and garages managed by Housing. • There is managed parking at a number of sheltered housing schemes especially in the central zone. These residents pay the highest charges for renting spaces. • 19% of residents renting car parking spaces or garages are blue badge holders, with the majority tenants and leaseholders. The small increases for this group are balanced by having alternative options available should they choose not to continue renting. • Carers may rent car parking spaces/garages to provide regular and ongoing support to residents and therefore may be negatively impacted by a larger increase • The increase in income will be used to improve services to council tenants and leaseholders. 	
6. Key actions to	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p>	

<p>reduce negative impacts</p>	<ul style="list-style-type: none"> • Renting a car park or garage is a choice and other options are available: people over retirement age are entitled to a free bus pass and there are good public transport links throughout the city that cater for all groups. Also on street parking which cost significantly less for all age groups. • There is alternative on-street parking and where this is enforced the cost of parking is significantly lower for all persons and only £5 a year for residents with a disabled parking permit (known as a ‘blue badge’). In addition, blue badge holders are prioritised to ensure their needs are met as swiftly as possible. • A blanket increase of 5% to all car parking spaces and garages will impact on council tenants and leaseholders who make up 76% of total renters. • We have various levels of charges and discounts according to status. Council tenants and council leaseholders (resident in their accommodation) are eligible for lower charges to rent these facilities than private residents. Therefore, proportionally, the increase is higher for private sector tenants. For example, council tenants with a blue badge will face an increase of between 6p per week to 24p per week; whereas private sector renters will face larger increases from 23p per week to £1.08 per week. See appendix 1 for the full charges for each group in each area. • People with carers badges have the right to park freely on street for up to an hour where there is enforcement of the charges – this is to enable them to carry out their duties to the person they are caring for. • Good public transport links throughout the city cater for all groups. Disabled users can usually access transport as an alternative to using car parking spaces. • Tenants above retirement age will be entitled to a free bus pass should they wish to claim it. For those tenants who require extra support, this can access via customer services or for those in sheltered services via their scheme managers. • A decision could be made to apply the 5% increase to zones with high demand and to certain types of licence holder, for example private renters. With an inflationary increase for all other licence holders.
<p>7. Cumulative impacts</p>	<p>This rise in charges can be seen in conjunction with other increases in charges to rent and service charges. However, as stated, renting a car park and/or garage is a choice. Moreover, private sector residents proportionally bear the largest charges and make up 24% of total renters. Council tenants who are affected do have alternatives to renting these facilities, albeit these might not be as convenient or desirable as their current arrangements.</p>

Finance & Resources and Law – Referendum Budget

EIA 29

1. Service Area	Property & Design	Impact on Service-users
3. Head of Service	Angela Dymott	
4. Budget Proposal	<p>What budget changes are proposed? (Use the savings proposal wording and more detail if needed)</p> <hr/> <p>Property & Design budget proposals include</p> <ul style="list-style-type: none"> • 15/16 savings for Workstyles, agreed at Special Policy & Resources Committee September 2013. The Workstyles Phase 3 programme commenced in 2013 and has achieved the re-location of relevant teams to refurbished Bartholomew House, Montague House, Portslade Town Hall and the temporary decanting of staff to enable the refurbishment of Hove Town Hall. The programme is enabling flexible working for staff with appropriate technology, improved customer experience and service delivery as part of the modernisation agenda. • Corporate Landlord continues to provide efficiencies and economies of scale through smarter procurement of corporate service (ie cleaning) and maintenance contracts. • The Planned maintenance budget is to be reduced by approx. 7.5% keeping the focus on priority buildings identified though the Asset Management Plan and Building Maintenance Strategy. 4) Additional income will be achieved from the commercial portfolio and property related consultancy fees. 	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Disability, Religion & Belief</p> <ul style="list-style-type: none"> • The ability for staff to work more flexibly in improved working environments facilitated by the workstyles project will impact positively on business service reviews enabling improved productivity in the remaining services and staff in scope and improved customer interaction through better access arrangements for citizens. 	

	<ul style="list-style-type: none"> • The reduction in the planned maintenance budget will have little immediate impact on the 5 year programme but will add to the required maintenance backlog. • Specific access and support needs of disabled staff, visitors and customers will be assessed within the overarching Workstyles programme and the individual EIAs for services. The Workstyles approach encourages positive effect of increased and improved access for all customers and staff through appropriate technological and environmental solutions. • The current multi-faith space provision in Hove Town Hall will be temporarily re-located under Workstyles Phase 3 to Kings House. A new space has been identified for this function in the refurbishment of HTH.
6. Key actions to reduce negative impacts	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/> <ul style="list-style-type: none"> • Workstyles 3 will improve customer and services access through all channels of communication, will improve access and will support service delivery changes for staff and councillors in scope. • The reduction in the planned maintenance budget will be monitored through the asset management process assessing the condition, suitability and capacity of the strategic priority buildings to support service delivery. The impact on the public should be negligible as priority areas will be allocated appropriate maintenance resources. • An EIA has been completed for each phase of the Workstlyes programme. These are being reviewed and updated for phase 3 with learning from previous phases being incorporated. All services in scope of Phase 3 will be carrying out their own service EIAs which will be monitored through the Workstyles Phase 3 programme board.
7. Cumulative impacts	<p>Reduction of City Clean's public toilet provision at HTH</p> <p>Reduction of service delivery could impact on increased vacant and surplus to requirement buildings. Alternative service delivery models could impact of building transfers and re-locations.</p>

<p>1. Service Area</p>	<p>Revenues and Benefits – Council Tax Reduction</p>	<p>Impact on Service-users</p>
<p>3. Head of Service</p>	<p>Graham Bourne</p>	
<p>4. Budget Proposal</p>	<p>What budget changes are proposed?</p> <hr/> <p>To change the Council Tax Reduction (CTR) scheme for working age people due to a reduction in the funding from government.</p> <p>The proposed changes would mean most working age people in receipt of CTR would have to pay more council tax next year.</p> <p>The specific proposals are to:</p> <ul style="list-style-type: none"> • increase the minimum amount people on CTR have to pay from 8.5% to 25%; For a person on Job Seekers Allowance in a band A property this would mean a person currently pays £1.67 per week and they would have to pay £4.91 per week. For current claimants any increase in the amount to pay will be limited to £5 per week • reduce the amount of savings a person can claim and be entitled to CTR from £16,000 to £6000; • To count Child Benefit as an income in the assessment of CTR; • To remove Second Adult Rebate • To double the amount non-dependants are expected to contribute towards Council Tax before CTR is paid • To increase the earnings disregard (the amount of weekly earnings ignored as income when calculating a CTR entitlement) for some disabled people and some carers 	
<p>5. Summary of impacts</p>	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Age (working age, especially under 25s), Gender (women)</p>	

The key impact of the first four measures would be that claimants of Council Tax Reduction would have to pay a higher amount of Council Tax than they have in previous years. A full and detailed equality impact assessment is being carried out alongside the work required to make these changes. A report which sets out the changes, and that will consider the full equality impacts will go to the Policy and Resources committee and to Council in December. Areas where disproportionate impact may occur are identified below

The key impact of the final measure (increasing the earning disregard) is that for those affected the scheme would be more generous than it would have been otherwise. Although due to the first four changes the overall impact is still likely to be that they have to pay a net higher amount than they would have done in previous years.

The changes will not affect claims made by people of pensionable age but all people of working age will have to pay a higher amount of Council Tax.

This change will not affect people in receipt of income based benefits like Income Support. This means those with the least income will not be affected by this measure.

- Single people under 25 face losing a higher % of their overall income because they receive less benefits overall than others.
- The specific measure to increase the earnings disregard for disabled people in receipt of a disability premium is a positive change because it will increase the amount of CTR a person would get compared with what they would get otherwise.
- Changes to the way child benefit is counted will impact on 1255 families where the parents are in an opposite-sex relationship; 6 where the parents are in a same-sex relationship (in all cases lesbian couples). The change would affect 1961 single parents of which 1846 are women and 98 are men.
- The measure to include child benefit in the assessment of CTR will specifically mean some families with children will have to pay a greater amount of Council Tax than they would otherwise. This will affect 3171 families in all. These will tend to be families who are in work and receive partial amounts of CTR.
- The specific measure to increase the earnings disregard for people in receipt of a carer's premium will increase the amount of CTR a person would get compared with what they would get otherwise.

6. Key actions to

What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?

reduce negative impacts

Informal consultation has been undertaken in July and August 2014 with the community and voluntary sector to help shape the proposals and to disseminate information about the possible changes.

Further to this the service will;

- Undertake specific consultation from Sept – Oct 2014 about the changes including distributing information about the consultation to all working age CTR recipients;
- Complete a full EIA as a part of the specific decision making process around CTR;
- Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics;
- Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances according to the criteria determined by Council in December 2012 (reviewed and confirmed in December 2013). The discretionary scheme will be reviewed again in December 2014;
- Ensure there is availability of money advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work. Scope and funding to be determined; This links strongly with the work of the financial inclusion commission but a separate analysis is still required to see if CTR recipients will require specific provision next year. This decision will be taken before the scheme is made.
- Provision was made in the first year of the scheme to increase the earnings disregard for single people. This was designed to incentivise work and to help single people (including people under 25) to mitigate this impact.
- Specific information to be made available to agencies that support female single parents.

7. Cumulative impacts	<p>The government's welfare reform programme has been ongoing since 2010 the impact of which has been that many people who receive state benefits have seen the level of those benefits reduce or increase at rates less than inflation. The impact of these changes cannot be seen in isolation from broader issues affecting financial wellbeing including living costs relating to essential utilities and goods, and the state of the economy and its impact on the availability of employment.</p> <p>These elements create an extremely complex picture about which it is very difficult to generalise given individuals and families varying levels of capability, resilience and capacity to work. Advice services report pressure on the services they provide.</p>
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1. Service Area	Revenues & Benefits – Class C and D Discounts		Impact on Service-users
3. Head of Service	Graham Bourne		
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <hr/> <p>The removal of certain council tax discounts namely: <u>Remove the Class C discount</u> Currently a Council Tax discount is available while a property is unfurnished and unoccupied. This discount lasts for up to four weeks, or until the property is furnished or occupied whichever date is earlier. The proposal is to not make any awards from 1 April 2015 and in respect of April 2015 onwards. (There are currently approximately 18,000 awards per annum ranging between one and 28 days)</p> <p><u>Remove the class D uninhabitable discount</u> Currently a council tax discount is available on uninhabitable properties for up to 12 months, or six months after work is complete, if the property is still empty after remedial works. (the definition of uninhabitable is lengthy but is in relation to 'major' repairs re roofs, external walls, foundations, floors and some internal supporting wall repairs). The proposal is to not make any awards from 1 April 2015 and in respect of April 2015 onwards. (There are currently 1,000 awards per annum ranging between 1 day and 12 months)</p>		
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Possible impact on Age and Disability</p> <ul style="list-style-type: none"> • Possible increased effect on elderly (but only as more likely to own property and for that property to be in a high band) • Potential occupancy issues may be related to the property not being suitably adapted. • For the change to be successful the service will need to retain a discretion to provide support in exceptional circumstances that would warrant sympathetic consideration. (see section 6) • There is a range of exemptions that apply to unoccupied properties that will remain in place and cover sensitive issues such as probate and moving to permanent residential care. (see section 6) • There will be a financial impact on those liable for council tax where their property is unoccupied and unfurnished or uninhabitable. Mainly this change will affect 		

	<ul style="list-style-type: none"> • landlords of properties that are empty between lets - sometimes being refurbished. • owners/landlords of properties that are being substantially refurbished. • the Local Authority where properties cannot be let immediately due to damage/eviction/abandonment by tenant .
<p>6. Key actions to reduce negative impacts</p>	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <p>It is proposed to keep a residual discretionary fund that may be used to award a maximum discount of four weeks in exceptional circumstances that may include:</p> <ul style="list-style-type: none"> • situations where an element of unforeseen complexity, such as localised flooding • exceptional personal circumstances that leave an individual unable to deal with their affairs and without anyone else able to help Exceptional circumstances do not include situations that are standard or common between lets or ownership. For example: • refurbishment and cleaning between lets • the process of finding a new tenant or buyer, even if that becomes an extended process. • awaiting planning permission, or another official process, before proceeding with work <p>Existing exemptions already exist that cover specific unoccupied property situations. These will remain unaltered.</p> <p>Impacts on specific groups (eg: older people) will be mitigated by officer knowledge of advice and support specific for elderly such as adult social care, age concern, pension service etc.</p> <p>Where a house is being specially adapted because of disability the customer will be considered for a Council Tax band reduction. Referrals are made to Private Sector housing for disabled facility grant</p> <p>Referrals may also be The Empty Properties Team and the Acquisitions team to ensure properties are subsequently brought back to the market.</p>
<p>7. Cumulative impacts</p>	<p>There have been no cumulative impacts identified from the changes introduced in April 2013 (Class C reduction from six months maximum to six weeks, with discretion for a further six weeks) and April 2014 (Class C reduction from six weeks to four weeks).</p>

1. Service Area	Revenues & Benefits – Claiming Online & DICE	Impact on Service-users
3. Head of Service	Graham Bourne	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <p>-----</p> <p>It is proposed that from April 2015 customers can only claim housing benefit and council tax reductions on-line.</p> <p>The budget saving relates to reduced printing costs and the rationalisation of other paper forms and their supply.</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <p>-----</p> <p>Groups affected: Age (older), Disability, poverty</p> <p>A 100% commitment to on-line claiming means that those with limited or no access to the internet or with limited or no computer literacy skills may have difficulty claiming. This may disproportionately affect older people, those on lower incomes and disabled people.</p> <p>While many DWP benefits are moving to predominantly on-line it is recognised that a significant minority of customers will, initially at least, need assistance. The current on-line claiming facility for Housing Benefit has been running for over 3 years and we are projecting to receive 4500 on line claims in 14/15, just over 25% of claim forms completed.</p> <p>The voluntary sector and support workers are already familiar with on-line claiming for DWP benefits and the current system, however initially this group may need additional support with on-line being used for every claim. We will liaise with the CVS and Advice Services Network through regular channels to ensure they are prepared for the change and take any of their concerns on board.</p> <p>The Council's on-line claiming system is design to streamline the claiming process by guiding customers to complete their applications more accurately and in providing the correct supporting documents with the application. However it is not available in any other language than English, which may disadvantage speakers of other languages.</p>	

	<p>There is a significant minority in the city who struggle with dealing independently with the current benefit claiming arrangements because of their literacy skills. This group will have similar difficulties with the on-line system.</p>
<p>6. Key actions to reduce negative impacts</p>	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <hr/> <p>The change will need to be advertised and promoted, including through the CVS.</p> <p>Arrangements will need to be made to ensure there is sufficient resources to provided assisted claiming; face to face or over the phone.</p> <p>Staff are experienced in dealing with customers where English is not their first language and current arrangements can be adapted</p> <p>Prior to the cut off point work will need to be done with the voluntary sector, housing associations and relevant officers in housing and social care to ensure full familiarity with the on-line claiming system.</p> <p>The on-line claiming system is designed to be easy to use and navigate. The system will be reviewed to see whether it would benefit from further tweaks or enhancements if it is going to be the dominant claiming channel.</p> <p>The DWP are moving to an on-line claiming model and this proposal is in keeping with the future direction of benefit administration. We will consult with the DWP to try and promote a unified approach to the transition.</p> <p>Other authorities have already made the transition to on-line only. We will consult with them to understand the best approach. Similarly other organisations are operating in this way and we will try and glean any lessons we can from their experience.</p> <p>We will change benefit related letters to ‘nudge’ customers towards on-line self help in advance of the full change.</p> <p>As with any change in the benefits service there has been careful consideration in the proposals to the impact on service capacity. Not only are there customer implications in under resourcing the service or not having resilience to deal with increases in demand, but significant financial repercussions that could be counter productive to the saving intent and impact on other council services.</p> <p>The service has a continual programme that focuses on the rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost. This work encompasses</p>

	<p>the intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p> <p>There is an unknown factor in terms of the potential impact on customer demand of future welfare reform proposals. This position is being monitored and any emerging pressures will be reported.</p>
<p>7. Cumulative impacts</p>	<p>Benefit claims are completed or accepted in areas of Adult Social Care and Housing. The introduction of on-line claiming would have to be co-ordinated with these services in the context of any budget savings that may have impact on resources in these areas.</p>

1. Service Area	Revenues & Benefits - Outreach	Impact on Service-users
3. Head of Service	Graham Bourne	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <hr/> <p>Reduce the Benefit administrative budget by reducing commitments to outreach work. Specifically we have one post dedicated to 'working the seams' between adult social care (ASC), housing, and the DWP identifying vulnerable cases and ensuring they claim full benefit entitlements. The major internal beneficiary of this work is ASC financial assessments. Additionally the Benefit Service has a Special Accommodation Team that has responsibility for assessing benefit entitlements in respect of temporary accommodation, placements and hostels. Traditionally this team's work extends into outreach, supporting the Council's own private sector housing teams and charitable and social organisations providing the accommodation. In this respect it is specifically proposed that the team;</p> <ul style="list-style-type: none"> • No longer provides a support officer for the emergency placement team (daily) • No longer provides an outreach officer at the DWPs Brighton and Hove offices (afternoon a week) • No longer conducts outreach visits to the 'shared lives' project • No longer conducts outreach visits to the Youth Advice centre 	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Age (older and younger), Disability, Gender (men) Others: Rough sleepers, Homeless, Victims of Domestic abuse, Substance abusers, Offenders, Care Leavers</p> <ul style="list-style-type: none"> • The work of the individual officer primarily focusses on older people and/or very vulnerable, particularly those who have difficulty engaging with service providers. • The outreach work from the team tends to be mostly around the single young people under 25, homelessness and rough sleepers with the associated vulnerabilities; some of the customers who are beneficiaries will be elderly and vulnerable. • There is a high proportion of mental health related disability in the groups concerned. • The under 25, homeless and rough sleeper groups tend to be predominantly men. 	

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<p>6. Key actions to reduce negative impacts</p>	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <ul style="list-style-type: none"> • While the work of skilled benefit experts cannot be completely replicated there is mitigation that could ensure a lesser but still valuable contribution. • In terms of the individual officer role the availability of DWP systems to ASC officers who enable more direct identification of service users requiring additional support and this could be signposted to appropriate agencies. However it is not certain at this stage that this facility will be made available. The increasing use of on-line claiming systems incorporating self help guidance should, in the longer term, make assisted claiming easier for non benefit experts. • The team changes would mean changes in relationships with the services involved and involvement with individual cases by exception. There would be a need to change some internal processes and again it is expected that on-line claiming will emerge as a feature. Its use internally can be promoted by training. For the external agencies it may involve more visits to the customer service centre as well as a familiarisation with supporting and assisting online claiming. It is not yet known, with their capacity likely to be inhibited by funding cuts as to whether these agencies will be able to provide this support. • As with any change in the benefits service there has been careful consideration in the proposals to the impact on service capacity. The changes have to have an associated drop in workload for the proposed reduction in two posts in the service Not only are there customer implications in under resourcing the service or not having resilience to deal with increases in demand, but significant financial repercussions that could be counter productive to the saving intent and impact on other council services. • The service has a continual programme that focuses on the rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost. This work encompasses the intelligent use of technology in terms of automated communication with other benefit agencies and online claiming. • There is an unknown factor in terms of the potential impact on customer demand of future welfare reform proposals. This position is being monitored and any emerging pressures will be reported.
<p>7. Cumulative impacts</p>	<p>Depending on the mitigation there may be an impact, both in terms of financial cost and service cost on other Council Services. This may be further adversely impacted by proposed budget reductions in these related services. Therefore the position may need looking at as a whole, particularly across ASC and private sector housing to be certain of the effectiveness of the combined saving proposals and future service plans.</p>

1. Service Area	Life Events – Reduction of cemetery maintenance contract between Bereavement Services and City Parks	Impact on Service-users
3. Head of Service	Paul Holloway	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <hr style="border-top: 1px dashed black;"/>	
	<p>A new realistic City Parks maintenance contract is being proposed, prioritising cemetery areas where citizens regularly visit graves, and reducing levels of maintenance in less used cemetery areas where there is no new burial space, and it is known there are less customer visits. This reduction in City Parks service will relieve a £130k pressure which needs to be cross referenced with City Parks VFM budget proposals.</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr style="border-top: 1px dashed black;"/>	
	<p>Groups affected: Age, Disability</p> <p>A reduced service contract may potentially have a very high impact. This is a reduction in service, and will be a visible decrease in standards of "upkeep" in the cemeteries. Older cemetery areas will visually appear less accessible, causing potential issues for elderly customers and visitors, and those with mobility problems. Full H&S risk assessments will however be carried out regularly</p>	
6. Key actions to reduce negative impacts	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <hr style="border-top: 1px dashed black;"/>	
	<ul style="list-style-type: none"> • There are eight cemeteries across Brighton & Hove. Five of the cemeteries are full to capacity, with some space still available in certain areas that has already been pre-booked. (No new burial plots are available in these cemeteries.) • A priority schedule is to be drawn up, allocating more grounds maintenance resourcing in the cemeteries where we have most regular visits to graves. These areas will receive a higher level of maintenance. The priority areas will therefore be kept to a high standard, and there will be no visual impact, or other impacts to existing customers and visitors. • The older cemetery areas, where the graves are less frequently visited, will have less maintenance / upkeep resources allocated. In these areas, grass cutting will be kept to a minimum, with concentration more 	

	<p>on borders and pathways, to ensure access is still possible. Grass in the centre of grave areas will be cut less frequently, with a likely “meadow effect” created, with pathways being maintained, so still ensuring access to individual plots and groups of graves.</p> <ul style="list-style-type: none"> • Full Health and Safety risk assessments will be carried out to ensure safe access is maintained where possible. Some cemetery areas are very old and do have access limitations already. New proposals will seek to ensure current access levels are maintained. • The areas less frequently maintained will be visually apparent. They will though favour wildlife and nature preservation. • All cemetery areas across the city will continue to have regular inspection regimes, and react to works as considered necessary, with special attention paid where there are risks to Health and Safety of customers and visitors to our cemetery grounds.
<p>7. Cumulative impacts</p>	<p>These budget savings proposals are made in conjunction with City Parks, and a review carried out jointly to agree the reduction in maintenance of our cemeteries, with ongoing reviews and reaction to any major issues, especially around H&S. Some cemetery areas will visually appear to be better maintained than others, and access may be easier in different areas of our cemeteries.</p>

1. Service Area	Life Events –reduce the security officer presence at Bartholomew House Customer Service Centre	Impact on Service-users
3. Head of Service	Paul Holloway	
4. Budget Proposal	Briefly and simply explain what budget changes are proposed.	
	This proposal reduces the presence of security officers at Bartholomew House Customer Service Centre, from 2 officers to 1 officer during the hours that services are open to customers. Services affected would be Housing Strategy, Revenues and Benefits, Adult Social Care, Environmental Health and Licensing, and Concessionary Travel. All services would continue to provide customer interface arrangements in the same way.	
5. Summary of impacts	Highlight the main / most significant potential impacts which will need to be mitigated or avoided	
	Customers would be minimally impacted by a visual reduction in security officer presence (from 2 to 1) at the Customer Service Centre. A reduction in security officer presence will also have minimal impact on staff providing front-line services, including “Reception” and “meeter greeter” services. Management of the customer interface would continue to be provided in the same way. Consistency of service, along with speed and quality of service provision should not be affected.	
6. Key actions to reduce negative impacts	What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?	
7. Cumulative impacts	Welfare Benefit changes, and the introduction of Universal Credit (the date for Universal Credit introduction in Brighton & Hove is not yet known.) may see an increase in the numbers of customers who attend the Customer Service Centre. This would obviously result in an increase in demand for Benefits services and some Housing services, potentially.	
	Increases in customer attendance will be carefully monitored, and security provision changed, if necessary.	

Public Health – Referendum Budget

EIA 36

1. Service Area	Community Safety	Impact on Service-users
3. Head of Service	Linda Beanlands	
4. Budget Proposal	<p>What budget changes are proposed?</p> <hr/> <p>Release vacant post of Prevent engagement officer working with those individuals most at risk and vulnerable to being drawn into radicalisation.</p> <p>End post of Communities Against Drugs (CAFTA) Co-ordinator following end of Interreg (European), project funding</p> <p>Restructure and service redesign of Community Safety services overall; the approach will:</p> <ul style="list-style-type: none"> i) achieve value for money savings through re-commissioning domestic/sexual violence services, including with East Sussex and re-aligning remaining communities against drugs work with re-commissioned substance misuse services ii) reduce service capacity overall, but prioritising retention of front line and casework capacity 	
5. Summary of impact	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Disability, Ethnicity, Gender (men and women), Gender Re-assignment, Sexual Orientation, Religion/Belief</p> <p>A reduction in Prevent engagement could particularly affect those individuals, families and communities most at risk and vulnerable to being drawn into radicalisation: most commonly young men. There is also a potential impact on community cohesion.</p> <p>The end of the CAFTA post and the subsequent re-aligning of Communities Against Drugs work is occurring</p>	

	<p>within the wider re-commissioning of substance misuse services and so will not have any significant impact on vulnerable communities: No impacts identified.</p> <p>The value for money savings to be achieved through re-commissioning domestic/sexual violence services will have a positive impact on vulnerable victims through more effective and co-ordinated services at point of delivery: No impacts identified.</p> <p>The wider restructure and service redesign of community safety services could have an impact on vulnerable victims, including the characteristics of religion, belief, race , disability, sexual orientation, gender and gender re-assignment</p>
<p>6. Key actions to reduce negative impacts</p>	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <p>The functions of two posts, the manager for Community Cohesion and the Policy Officer for Migrants are being reviewed to incorporate prioritised functions within wider role of the Prevent engagement officer, thereby largely mitigating the effect of the loss of that post.</p> <p>The restructuring and service redesign of community safety services overall, will firstly focus on changes to management capacity and responsibilities, thus reducing the effect on front line services which are delivered to vulnerable victims. Any restructuring of casework services will continue to prioritise those victims who are considered to be at highest risk and with the highest level of vulnerability.</p>
<p>7. Cumulative impacts</p>	<p>Restructuring community safety services overall will result in decreased capacity at a time of increased demand and emerging new priorities, such as increased risks from radicalisation, child sexual exploitation and modern slavery.</p> <p>Anticipated reductions in police services, particularly neighbourhood policing, will increase demand on community safety.</p>

Adult Social Care – Substitute Budget

EIA 37

1. Service Area	ASC Provider services	Impact on Service-users
3. Head of Service	Karin Divall	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <hr/> <p>The council's directly provided homecare services have recently become part of a wider joint health and social care team focused on short term support to enable people to return home from hospital, or to avoid hospital admission. ASC receive some funding from the CCG to support this work.</p> <p>As part of the wider work being carried out to integrate health and social care service delivery, a review of this model of service will determine whether the services are funded correctly and whether the right staffing structure is in place. The proposals will include seeking additional funding from health and if this is un-successful there will be reduced staffing.</p> <p>The service provides personal care for people within their own homes, and about 100 people are in receipt of these services at any one time.</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers</p> <ul style="list-style-type: none"> • If the service was reduced as a result of the financial savings and it was not possible to attract additional funding then the size of the service would be reduced and this might impact on older people who may have to wait longer in hospital for a service. This may impact on their ability to return to more independent living and may mean more people have to move into residential care. • The service is short term (up to six weeks) and so there would be no impact on people using the service. The impact would be with reduced staff that the team's capacity would be reduced and therefore people may have to wait longer for this service and stay in hospital for longer. • The service is specifically for older people, disabled people, people with learning disabilities and people with mental health issues. These are the primary groups affected. 	

	<ul style="list-style-type: none"> • There will be a disproportionate impact on women who comprise the majority of service users. • Carers for people receiving services may be affected by any change to service delivery. They may not receive the support they need to continue caring responsibilities • The service is provided for older people who generally have a smaller percentage representation of people from BME communities in the City. The impact on people from these communities who use these services will be the same as for all service users.
<p>6. Key actions to reduce negative impacts</p>	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <hr/> <ul style="list-style-type: none"> • A full EIA will be required for any changes to the service. • Any changes to service capacity will need to be managed within the wider health and social care service provision which will need to carry out individual assessments to ensure that people's needs can still be met. • Any delays in providing short term services may impact on the people's ability to re-gain skills for independent living or mean that more people have to move into residential care. • Carers: Any changes to service provision or re-commissioning will need to be made following a carers assessment or review to ensure that the carer's needs can continue to be met • More women are supported by the Homecare Team and more likely to be affected by changes to services. If there are reductions in service then these service users are more likely to move into residential care, or be admitted to hospital, or stay in hospital for longer. • Fewer people from a BME community will generally be supported by the service (because of the city demographic), although as the BME population ages these difference will reduce. The impact on people from these communities will be the same as for other service users.
<p>7. Cumulative impacts</p>	<p>If the proposals from across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that women, older people, older people with mental health needs and people with a learning disability who are the main recipients of services, may see a reduction in more than one service that they currently receive. The reduction in homecare services may mean that people are not supported to live independently in the community, and alongside this other changes to day services and residential services may mean that they are not able to have the same opportunities as other residents of the City.</p>

Children's Services – Substitute Budget

EIA 38

1. Service Area	Stronger Families Youth & Communities: Youth Service	Impact on Service-users
3. Head of Service	Chris Parfitt	
4. Budget Proposal	What budget changes are proposed? (Use the savings proposal wording and more detail if needed)	
	<hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> • Cease the provision of universal, open access youthwork delivered by the council's Youth Service. Continue to design the council youth work delivery to provide targeted early help youth work interventions to vulnerable young people focused only on targeted level 2/3* young people (*as referenced in the BHCC Threshold document 2014). • Ending of the commissioning arrangements with Brighton and Hove Youth Collective contract held with Impact Initiatives, for universal and open access youth work, • Youth Employability Service: The saving will be made in not filling current vacancies and efficiency savings 	
5. Summary of impacts	Highlight the main / most significant potential impacts which will need to be mitigated or avoided	
	<hr style="border-top: 1px dashed black;"/> <p>Groups affected: Age (younger), Gender, Child Poverty</p> <ul style="list-style-type: none"> • Data has been collected and analysed for protected characteristics and will be used to inform the planned full EIA. • BHCC Youth Service - there will be no universal youthwork provision delivered by BHCC since to make the saving vacancies will not be filled and the youth support work team reconfigured. Approximately 850 young people participating will be affected • B&HYC contract ending will reduce the number of young people across the city having access to youth work activities. • Main carers in vulnerable communities or families with low income will have reduced options for their children to be involved in positive activities. • CVS - there will be no funding of universal provision contracted via the Brighton and Hove Youth Collective access and participation to youth work opportunities will be reduced across the city. Approximately 1480 	

	<p>young people 13 – 19 participating will be affected</p> <ul style="list-style-type: none"> • Youth Employability Service - The saving will be made in not filling current vacancies and efficiency savings
<p>6. Key actions to reduce negative impacts</p>	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/> <ul style="list-style-type: none"> • It is local authorities' duty to secure, so far as is reasonably practicable, equality of access for all young people to the positive, preventative and early help they need to improve their well-being. • By focusing the remaining BHCC Youth service on targeted youth work interventions, integrated in the Early Help strategy to support the personal and social development of young people. Building the capabilities they need for learning, work, and the transition to adulthood; helping those young people at risk of dropping out of learning or not achieving their full potential to engage and attain in education or training; and raising young people's aspirations, building their resilience, and enabling them to inform their decisions and thereby reducing teenage pregnancy, risky behaviours such as substance misuse, and involvement in crime and anti-social behaviour. • Working on a coordinated approach across the local authority, community and voluntary sector (including uniformed and faith organisations), to construct an offer to young people, providing opportunities to take part in a wide range of sports, arts, music and other social activities. Through this offer they can develop and socialise safely with their peers, enjoy social mixing, and develop relationships with adults they trust. This can connect young people with their communities, enabling them to belong and contribute to society, including through volunteering • The relationship with the community provision delivered and the reach to young people with the focus on open access youth work will be compromised without the collective. Reduction on the spend on young people will reduce reach and this will need to be addressed as part of the above points and reconfiguring of existing resources and creating capacity. • The Youth Employability Service team will reconfigure delivery to ensure that there is minimal disruption to service delivery for example increased use of IT-based access for young people and where it does not take the team away from core tasks there will be a strategy to income generate funding from sources outside of the authority • Alternative uses and management of youth centres will need to be explored. This could include leasing or selling the property. Explore shared use by Children's services, and other providers such as community and/or school groups where and if possible. This could reduce or increase the opportunity for young people to participate in activities. • Support to CVS to explore alternative funding strategies which are less / non reliant on LA funding. • Improved information and links for young people friendly activities provided by other BHCC departments and youth sectors such as uniformed and faith based groups.

	<ul style="list-style-type: none"> • Once the decision is made on budget allocation, a full EIA will be completed. • Disability: Any review of service specification and delivery needs to reflect the need of young people with SEND. Better data is need recording SEN. Decisions on funding have not been made regarding disability work – see section 7 below. • Ethnicity: Any review of service specification and delivery needs to reflect the need of young people and ethnicity/ race and barriers and changes. Decisions on funding have not been made regarding BME work – see section 7 below. • Sexual orientation: Decisions on funding have not been made regarding LGBTU young people – see section 7 below. • Economically disadvantaged people: the work of the collective works takes place in areas of high deprivation and poverty across the city, including Whitehawk, Moulsecoomb, Hangleton and Knoll, Turner and areas of the city centre. Economically disadvantaged people / young people and the most vulnerable people in our communities will be disproportionately affected.
<p>7. Cumulative impacts</p>	<p>There are planned reductions to the overall youth: Youth Offending Team and Youth Employability Service. There will be other proposed reductions to services to families from other departments that may impact on families and therefore indirectly to young people in those families.</p> <p>Impact of budget proposals for sports development and the reduction overall therefore of non-educational development opportunities for young people (none youth-work) in the city will impact on their physical and mental well-being, general development, and socialising skills.</p> <p>Allsorts, BMEYPP and Extra Time: specific commissioned equalities youth service provision that the council has been contracted from April 2012 to March 2015 funding £15,000 per organisation is coming to the last quarter of the contract period. Decisions on this funding have not been made and there needs to be an evaluation of the current contact and decisions made following due process based on this regarding March 2015 onwards. Discussions have started.</p> <p>The cumulative impact will not be clear until the saving plan is agreed but managers across services where possible are sharing plans.</p>

<p>1. Service Area</p>	<p>Early Years - Children's Centres</p>	<p>Impact on Service-users</p>
<p>3. Head of Service</p>	<p>Caroline Parker</p>	
<p>4. Budget Proposal</p>	<p>What budget changes are proposed?</p> <hr style="border-top: 1px dashed black;"/> <p>Reduce funding for the children's centre service by 30%.</p> <p>Redesign the Children's Centre service taking into account a public consultation. The redesign will include the following elements.</p> <ul style="list-style-type: none"> • Reduce the number of designated CCs from 12 to 8. The following children's centres would no longer be designated as statutory: West Hove, Cornerstone, City View and Hollingbury and Patcham. These venues will continue to be used for health visiting and limited outreach from the main centres. • A revised core offer in the context of the early help strategy to focus council resources on those families in the greatest need of support and to use interventions which have the best evidence for improving outcomes • The Healthy Child Programme delivered by health visitors and free early education for low income 2 year olds and all 3 and 4 year olds will form the main universal service. • Reduce universal groups including Baby and Stay and Play activities and deliver time limited, evidenced based groups to support new parents and the development of children under 2 with reserved places for target families. The emphasis will be on the critical first two years when parents, especially new parents, need the most support. • Reduce home visiting and encourage targeted families to attend groups, where appropriate. • Reduce council staff to achieve savings and deliver the new offer • Reduce council funding for voluntary sector partners in line with the revised core offer (Early Childhood Project, Brighton Unemployed Centre) and reduce council funded groups provided in libraries and other community venues. • Reduce funding for respite childcare and encourage families to access relevant children's centre groups. • Explore the option of income for accommodating health visitors and midwives. • Explore whether other children and family services including those provided by voluntary organisations can be delivered from children's centres at no cost to the council. • To transfer funding for the Sensory Needs Service (£22k) to support deaf children under 3 to funding for 	

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	<p>special needs and disabilities. This alternative funding has been agreed.</p> <ul style="list-style-type: none"> • To transfer funding for additional Speech and Language Therapy in SCT (£47k) in Children's Centres for children under 5 to the Dedicated Schools Grant. This alternative funding has been agreed. • Encourage community and family capacity by supporting volunteering, and sign posting families to services in their communities. • Improve pathways for families to access other children's and adult's council, health and voluntary sector services; • Changes in children's centre services will specifically impact on children under five and their families. The current integrated delivery of the Healthy Child programme (HCP), delivered by health visitors, and the free entitlement for early education places for disadvantaged two year olds and all three and five years will continue to be delivered.
<p>5. Summary of impacts</p>	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Main groups affected: Age (younger), Ethnicity, Gender (women), Poverty</p> <ul style="list-style-type: none"> • The service supports children under five and the vast majority of adults who use the service are women (88%). Any changes in the services may therefore disproportionately impact on these groups. • Monitoring of services users shows that across the city some 35% of children and families using the services are BME. The largest group is White Other (13%) followed by Other Mixed (4%). There is a variation in attendance across the city with the Tarner children's centre having the largest attendance. Any changes in the services may therefore disproportionately impact on BME groups. • Families living in poverty are one of the main target groups for children's centres and will be impacted by the change in services. There will also be an impact on families on low incomes who do not qualify for free early education for two year olds.
<p>6. Key actions to reduce negative impacts</p>	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/> <ul style="list-style-type: none"> • A public consultation on changes to the children's centre service including all relevant stakeholder and representative groups • Completing a full EIA taking account of the consultation; • Council funded children's centres services will focus on evidence based interventions that improve outcomes for the most disadvantaged children, including expanding the free entitlement programme for 2 year olds from low income families, in line with national targets. • Two year olds from families on out of work benefits and working families on low incomes are entitled to free

	<p>part time early education places. Around a third of children (900) are eligible.</p> <ul style="list-style-type: none"> • The increased number of health visitors working as part of the integrated children’s centre service will increase the delivery of the universal elements of the Healthy Child Programme including the offer of universal reviews for children by age 1 and 2.5 to identify needs. • The integrated model with health visiting ensures that the need of all early children and their families is assessed and the identified support is provided based on these needs taking into account protected characteristics. • Disabled children are a targeted group for children’s centre services and will continue to be supported. • Consider the impact of the proposals on each children’s centre area. • Working with the Ethnic Minority Achievement Service to increase the take up of two year old places by BME groups. • Continuing to offer Bilingual Families Groups and the MOSAIC group in children’s centres.
<p>7. Cumulative impact</p>	<p>Proposals to reduce support for childcare and review council run nursery provision will also impact on women and children under 5.</p>

EIA 40

1. Service Area	Early Years – support for childcare	Impact on Service-users
3. Head of Service	Caroline Parker	
4. Budget Proposal	<p>What budget changes are proposed?</p> <hr/> <p>Reduce support for out of school childcare:</p> <ul style="list-style-type: none"> • reduce staff who provide advice and support to out of school childcare providers • no longer run the four week Moulsecoomb summer playscheme (attended by 53 children in 2014) and consult Moulsecoomb Primary School about whether they will take over running the scheme. • no longer fund any reduced price places for Free School Meals (FSM)/economically disadvantaged children in holiday school age childcare and non-school based after school child care. • Reduce sustainability funding for voluntary sector out of school providers. <p>Reduce funding for Childcare Workforce Development:</p> <ul style="list-style-type: none"> • withdraw all funding for playwork qualifications.. • reduction in early years qualification funding with priority for settings with funded 2 year olds and requires improvement judgements, • reduction in short course programme, • increase in income generated (achieved by increasing course costs and adverts in the Job Vacancy List), • reduced support for childminders and staffing restructure. <p>Review and reduce support for childminders:</p> <ul style="list-style-type: none"> • reduce the number of staff who provide advice and support to childminders • reduce the number of childminder drop-ins provided in children’s centres and focus support on childminders with a requires improvement Ofsted judgement 	
5. Summary of	Highlight the main / most significant potential impacts which will need to be mitigated or avoided	

impacts	<p>Main groups affected: Age (younger), Disability, Gender (women), Ethnicity, Poverty, Child Protection</p> <p>The greatest impact will be on:</p> <ul style="list-style-type: none"> • Primary school age children from families on free school meals/or who are economically disadvantaged who may no longer be able to access reduced price places; • The majority of the childcare workforce are women (national figures are 98% in early years and 90% in out of school) so any reduction in support for training and qualifications will have a greater impact on women. Monitoring of the take up of childcare training shows that 94% of participants are women. • Children with special educational needs and child protection children who have attended the four week Moulsecomb Summer playscheme if this no longer runs. To date this financial year 42% of reduced price places in out of school childcare were used by disabled children or those with a special educational need. • 81% of children attending the Moulsecomb playscheme in the summer of 2014 were White British and 19% were BME. To date this financial year 21% of reduced price places in out of school childcare were used by BME children • There will be an impact on children on child protection places: 4% of the children attending the Moulsecomb Playscheme
6. Key actions to reduce negative impacts	<p>What actions will you take to reduce/avoid potential negative impacts and increase positive impacts?</p> <ul style="list-style-type: none"> • Schools have pupil premium funding to support children on free school meals/economically disadvantaged and are responsible for deciding the best way to spend this to close the gap in attainment for these children. The Government has changed the requirements for the registration of out of school childcare (including relaxing rules about staff ratios and qualification requirements) with the aim of making it easier and cheaper for schools and others to provide childcare places. Low income working parents can claim the childcare element of the Working Tax Credit for school run or registered out of school childcare. • Early Years and Childcare providers are encouraged to research other funding for qualifications before accessing the CEYC bursary fund. For workers under 24 year olds, the employer should consider apprenticeship funding, which is paid directly to the training provider. Students older than 24 should consider the 24+advanced learning loan (repayments start when the salary reaches £21k).
7. Cumulative impacts	<p>Women who are also impacted by proposed changes to the children’s centre service and council run nurseries.</p>

Environment, Development & Housing – Substitute Budget

EIA 41

1. Service Area	Cityclean and City Parks	Impact on Service-users
3. Head of Service	Richard Bradley	
4. Budget Proposal	<p>What budget changes are proposed?</p> <hr/> <p>We have commenced a comprehensive service redesign across City Clean and Parks informed by customer feedback and benchmarking data designed to improve efficiency and integration across all aspects of these services and generate income, eg through commercial waste collection, to offset some of the budget savings.</p> <p>The savings levels will require some fundamental changes to how the service operates including further mechanisation of street cleaning as well as reduced service levels in some lower priority areas. .</p> <p>There will be some reductions in the scope of CityClean services in particular street sweeping in suburban areas and the model for supporting and maintaining parks and open spaces will need to change.</p> <p>The redesign is based on a 5 year business plan and it is not anticipated that there will be significant impacts on service users in the coming financial year. However the final proposals will be subject to equality impact assessments.</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: None identified at this stage.</p>	
6. Key actions to reduce negative impacts	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/> <ul style="list-style-type: none"> Detailed proposals will be subject to equality impact assessments. 	

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EIA 42

1. Service Area	Cityclean and City Parks	Impact on Service-users
3. Head of Service	Richard Bradley	
4. Budget Proposal	<p>What budget changes are proposed? (Use the savings proposal wording and more detail if needed)</p> <p>Closure of a number of public toilets (8 sites) and reduced opening times at other sites (11 sites). Maintain provision as far as possible in destination locations (eg sea front, green flag parks).</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <p>Groups affected: Age (older), Disability, Carers</p> <ul style="list-style-type: none"> Reducing public toilet provision will have an impact on older people, young children and their parents and people with certain medical conditions or impairments who need to use the facilities more regularly, as well as their carers. Closing toilets can limit their ability to go about their daily lives. Based on qualitative evidence gathered as part of toilet scrutiny in July 2013: Older people may need to use toilet facilities more frequently and lack of facilities can limit their ability to go out. People with young children may also need to use toilet facilities more frequently, and will be particularly affected by any closures close to play areas 	
6. Key actions to reduce negative impacts	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <ul style="list-style-type: none"> Opportunities for mitigation are limited as the proposals will result in a service reduction. Where possible toilet provision is already included in the leases of park cafes. Proposed closures will be targeted to sites where there is lower foot fall or where alternative facilities are relatively close or where people are likely to be closer to their homes. Signage is in place to advise people of the nearest alternative provision. Alternative forms of provision such as 'Use Our Loo' scheme being explored as part of Toilet Scrutiny Recommendations but opportunities are limited as there is limited interest from businesses to open their toilets to non-customers. 	

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1. Service Area	Private Sector Housing - Housing Sustainability Team	Impact on Service-users
3. Head of Service	Angela Smithers	
4. Budget Proposal	<p>What budget changes are proposed? (Use the savings proposal wording and more detail if needed)</p> <hr/> <p>Loss of Housing Sustainability Team – (PHR 026 Energy Efficiency).</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: Age (older and younger people), Disability, Child Poverty</p> <p>Improving Housing Quality - Decent Warm Homes is an emerging priority in the City-wide Housing Strategy aligned to Home Energy Conservation Act statutory duties, including investing in home energy efficiency.</p> <p>The City has an ageing housing stock, an ageing population and a high proportion of households with a support need. 12% of households are in fuel poverty, higher than the South East average of 8.9%, (2012). The Joint Strategic Needs Assessment identifies the relationship between poor housing and poor health outcomes, in particular fuel poverty and poor thermal comfort commonly found in hard to treat homes that comprise a significant proportion of private sector housing in the City.</p> <p>Investment in home energy efficiency reduces costs elsewhere, in particular for Health & Social Care. Chartered Institute of Environmental Health & Building Research Establishment toolkit indicates the following cost of poor housing for Brighton & Hove - more than 1,200 excess cold & falls in the home incidents each year impact on quality of life and cost society £20m per annum (£8m NHS costs & £12m in lost work & the need for benefits & support). The cost to adapt & improve this housing is estimated at £2m.</p> <p>Fuel Poverty is defined as a household needing to spend more than 10% of its income to maintain an adequate level of warmth. With higher energy prices poorer more vulnerable households across all age groups are at more risk of being fuel poor and living in homes with poor thermal comfort.</p>	

	<p>Older people, very young children, disabled people and those with medical conditions who are living in fuel poverty are at greater risk of ill health. We have an aging population in the City with a particular increase in vulnerable households over the age of 85. Older fuel poor vulnerable households living in homes with poor thermal comfort are a particular concern of Public Health when measuring excess winter deaths.</p> <p>In 2012 it was estimated that 14,337 (11.8%) households living in the city were fuel poor. The lower layer super output area with the 2nd highest percentage of households in fuel poverty was found in the Moulsecoomb & Bevendean ward with 21% fuel poor, a ward with a high percentage of families with dependent children.</p>
<p>6. Key actions to reduce negative impacts</p>	<p>What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?</p> <hr/> <p>Identifying investment opportunities for home energy efficiency measures, in particular in relation to private sector housing, is continuing to prove a significant challenge following:</p> <ul style="list-style-type: none"> • The end of public sector capital investment in Private Sector Housing Renewal funding; • Impact of reduction in Feed In Tariffs (scheme whereby energy suppliers have to make regular payments to householders and communities who generate their own electricity from renewable or low carbon sources such as solar electricity panels (PV)); • Slow take up of Green Deal; • Changes to availability of Energy Company Obligation. <p>In light of financial challenges and to meet savings required the Housing General Fund, budget proposals include deletion of the Private Sector Housing Sustainability Team as a 2015/16 savings opportunity to support additional savings.</p> <p>The Housing Sustainability Team are currently wholly funded as part of the overall Private Sector Housing General Fund budget.</p> <p>We will we continue to look to identify and review all funding options to support a resource to access alternative funding streams for home energy efficiency measures for private sector housing and council housing in the City.</p> <p>In particular, we propose to continue to work with Your Energy Sussex (YES) local authority partnership seeking Local Enterprise Partnership & Energy Company Obligation (ECO) funding to improve home energy efficiency. YES aims to bring together all 14 local authorities in West Sussex, Brighton & Hove and East Sussex to deliver a range of projects focussed on energy efficiency and renewable energy generation aiming to benefit all residents and businesses.</p>

Removal of Housing General Fund budget supporting the Housing Sustainability Team will result in deletion of the two posts outlined undertaking the range of work detailed in this EIA. This will cause additional pressure on remaining staff and risk our performance given improving home energy efficiency and exploring investment options to deliver against this corporate and city-wide priority are likely to remain an area of strategic focus for both the Council and Brighton & Hove Connected (the Local Strategic Partnership).

We propose to review remaining service delivery and staff resources to identify any alternative funding sources, efficiencies/streamlining and ensure resources are deployed in the most effective manner to enable continued delivery against corporate and city-wide home energy efficiency priorities. Overall, staff are aware of the need to make savings and deliver more for less.

Finance & Resources – Substitute Budget

EIA 44

1. Service Area	Revenues & Benefits	Impact on Service-users
3. Head of Service	Graham Bourne	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <p>.....</p>	
	<p>Reduce the Benefit administrative budget by reducing overall counter and/or phone hours. Condensed customer demand could more effectively be dealt with reduced resources. A service redesign could fast-track high impact work and re-direct low impact work to online self service. While overall opening hours would be reduced there is an opportunity to make the service more accessible for working customers.</p>	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <p>.....</p>	
	<p>Groups affected: No specific or disproportionate impacts are identified on any particular group</p> <p>Any reduction in Benefit Administration capacity has the potential to impact on the speed and quality of the service and therefore must be delivered with improved efficiency in place. The Benefit customer base naturally encompasses those on low incomes and a high proportion of vulnerable customers. This specific change may reduce the overall availability of the service but not to the relative disadvantage of any group or characteristic in comparison to another.</p>	
6. Key actions to reduce negative	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <p>.....</p>	

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<p>impacts</p>	<p>The redesign/review has only just commenced and the final model is yet to be established. However the principles are established in that the redesign / review;</p> <ul style="list-style-type: none"> • Would maximise the use of staff as a resource i.e. reduce the amount of unproductive officer time spent waiting for a call or customer. • Allow for resources to concentrate on doing value work quickly so customers do not need to chase • Direct low value enquiries to web pages so customers can self help. • Filter phone calls so urgent work is prioritised • Review letters and telephone messages so customers are 'nudged' to the most effective channel of communication • Use newly accumulated customer contact data to better predict peaks in demand and plan to manage resources around these peaks accordingly <p>As with any change in the benefits service there has been careful consideration in the proposals to the impact on service capacity. Not only are there customer implications in under resourcing the service or not having resilience to deal with increases in demand, but significant financial repercussions that could be counter productive to the saving intent and impact on other council services.</p> <p>The service has a continual programme that focuses on the rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost. This work encompasses the intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p> <p>There is an unknown factor in terms of the potential impact on customer demand of future welfare reform proposals. This position is being monitored and any emerging pressures will be reported.</p>
<p>7. Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)</p>	<p>The delay to the introduction of Universal Credit means that the service has had to delay its preparatory plans which has made resource management difficult. The proposed changes to the Council's CTR scheme may increase demand on the service at the same time as these proposals are being introduced. A similar peak in demand may occur when Universal does pick up pace (probably April 2016 onwards). The transfer to Universal Credit will provide an opportunity to move customers onto a new model that would be more effective in supporting customers to access and sustain work to improve their income and social inclusion. The delay in introducing the operational structure around Universal Credit and any further welfare reform changes may place additional administrative burden on the Council in the interim. This may manifest in extra demand on the Council's discretionary funds, a significant proportion of which are administered by the Revenues and Benefits Service. It is against this backdrop that the service will make the budget savings.</p>

Assistant Chief Executive – Further Savings

EIA 45

1. Service Area	Communities Equality & Third Sector Team	Impact on Service-users
3. Head of Service	Richard Butcher Tuset	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <hr/> <p>Equalities: Saving of £20,000 from a net budget of £243,000</p> <ul style="list-style-type: none"> • Deletion of budget for direct delivery of equalities events and move to an enabling role supporting others to access other funding for activities/events. Mainstreaming of diversity mentoring scheme into council's learning and development programme. <p>Grants: Saving of £150,000 from a net budget of £1,806,000</p> <ul style="list-style-type: none"> • BHCC Community Grants: Team delivers the annual and three year grant programmes supporting community and voluntary activity in the city. The team also provides a Grant Finder Service supporting Third Sector organisations in securing external funding. • Please note at the 2014 Budget Council a saving of £165k was taken from the discretionary grants programme but deferred until 2015/16. These two savings total £315,000 and will take effect from April 2015. <p>Communities: £200,000 from Year 2 and 3 of the Communities and Third Sector Commissioning Prospectus. In Year 2 (2015/16) the full year savings will be reduced by using £100k of reprofiled commissioning funds carried over from 2014/15. Full savings of £200,000 will come into effect in 2016/17 (Year 3). There is potential for recommissioning across a much wider service and funding area to mitigate the pressure through improved efficiencies.</p> <ul style="list-style-type: none"> • The Third Sector Prospectus went live on 1 July 2014, pooling money from the Communities Team, Public Health and the Clinical Commissioners' Group to fund Third Sector Infrastructure, Community Development and Community Engagement. 	
5. Summary of	Highlight the main / most significant potential impacts which will need to be mitigated or avoided	

<p>impacts</p>	<p>Groups Affected: All protected characteristic groups</p> <p>Equalities projects:</p> <ul style="list-style-type: none"> • Events now supported by the projects budget are now minimal, as alternative sources of support have been developed for most. This approach will continue (see Mitigating Actions) so impacts of this proposal are small for all groups • Pride is a key feature of the city's calendar for LGBT staff and straight allies. Our staff float is a high profile visible means of demonstrating our support for LGBT staff and communities with potential loss of this impacting on our reputation as an employer and city ambassador <p>Discretionary Grants tend to be particularly effective at supporting Third Sector (or CVS) organisations that work with and support communities with legally protected characteristics, and those who are marginalised and vulnerable, including those experiencing poverty/financial exclusion.</p> <p>The proposed reduction of Discretionary Grants funding will potentially result in:</p> <ul style="list-style-type: none"> • decreased capacity to meet some corporate priorities with specific impacts on characteristics protected in law, • reduced capacity for CVS groups which support community resilience and reduce reliance on statutory services, • potential wider impact on ability to attract match funding. <p>Communities:</p> <p>The Prospectus specifically commissioned work with and for BME, LGBT, parents and families, disabled people including carers, and economically excluded communities. As a result of the proposal these groups will have reduced support to engage with the council around their needs and develop solutions both with and independent to the council; increasing rather than diverting demand on public services. In addition infrastructure support to community and voluntary equalities groups in the city will be reduced specifically those working with the communities above causing a cumulative negative impact for these groups.</p>
<p>6. Key actions to reduce negative impacts</p>	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p>

	<p>Equalities projects:</p> <ul style="list-style-type: none"> • Reduced projects budget: discussions have begun with affected groups to identify other options and support. Council support will continue to be offered, including to mark civic events. • Workers' forums funding: Pooling of resources for council initiatives and increasing the numbers of joint activities to maximise impact of funding. There are significant commitments to improvement for these staff groups in the council's workforce development action plan. <p>The proposed reduction of Discretionary Grants funding will require:</p> <ul style="list-style-type: none"> • Closer analysis of existing grant funded organisations and activities to ensure the greatest protection for groups with protected characteristics and other vulnerabilities. Any proposal will be subject to an EIA process and will be considered by the Lead Member for Communities & Equalities. There will also be a role for the Members Advisory Group and Community Works in commenting on the options. • Ongoing communications to CVS groups about funding decisions, alternative sources of support (where these still exist) and potentially support to enable groups to close with minimum disruption and impact to service-users. <p>Communities:</p> <ul style="list-style-type: none"> • Reprofile 2014/15 commissioning budget to free up £100,000 and carry over to cover some of the 2015/16 budget reduction • Work is in progress with third sector organisations to look at combining a number of related funding streams into a single new commission from April 2016. This will enable us to take a strategic approach to third sector funding reductions based on the outcomes that the city wants to achieve which will minimise the impact of this reduction. An EIA will accompany the options analysis.
7. Cumulative impacts	None

EIA 12B

1. Service Area	Older People's Council (Overview & Scrutiny)	Impact on Service-users
3. Head of Service	Giles Rossington (acting)	
4. Budget Proposal	What budget changes are proposed? (Use the savings proposal wording and more detail if needed)	
	<p>Dissolving the Older People's Council and replacing this with an Older People's consultative forum. Development of a basic scrutiny function.</p> <p>Proposal is to cease funding 4 yearly OPC elections – to include the election due to take place in July 15. This will save C £10,000 pa (£30,000-£40,000 election costs). The £9,000 pa funding currently used to support OPC activities (admin support and expenses) will be reinvested to help develop an older people's consultative forum.</p>	
5. Summary of impacts	Highlight the main / most significant potential impacts which will need to be mitigated or avoided	
	The OPC represents and lobbies on behalf of older people (over 60) and the planned savings could, without mitigation, result in a loss of representation.	
6. Key actions to reduce negative impacts	What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?	
	<p>The replacement representative forum, through engagement and learning from elsewhere, should ensure any possible impacts of this saving are minimised. In addition representative/lobbying work could also be picked up by other bodies responsible for older people services. These could potentially include:</p> <ul style="list-style-type: none"> • Age Friendly City Steering Group (commissioner/provider forum) • Age Friendly City Forum (this is the CCG's 'gateway' group for engagement with older people across the city) • Older People's Forums – in localities (potential to develop ongoing ASC work to develop role of locality service-user groups) • LATs – could be developed as consultative body 	
7. Cumulative impacts	None identified	

EIA 46

1. Service Area	Communities Equality & Third Sector Team	Impact on Service-users
3. Head of Service	Richard Butcher Tuset	
4. Budget Proposal	<p>Briefly and simply explain what budget changes are proposed.</p> <hr/> <p>Grants: Saving £1,000,000 – delete the grants service: grants, related posts and ancillary budget and retain some commissioning.</p> <ul style="list-style-type: none"> • BHCC Community Grants: delivering the annual and three grant programmes supporting community and volunteering activity in the city. The team also provides a Grant Finder Service supporting Third Sector organisations in securing external funding. Proposal is delete the grants programme and the posts delivering the programme and the supporting budget for supplies and services. • Note that this budget is already scheduled to be reduced by £165,000 in April 2015 as a result of the 2014/15 savings which Members deferred for 1 year. 	
5. Summary of impacts	<p>Highlight the main / most significant potential impacts which will need to be mitigated or avoided</p> <hr/> <p>Groups affected: potentially all groups – see notes below.</p> <p>Discretionary Grants tend to be particularly effective at supporting Third Sector (or CVS) organisations that specifically work with and support communities with legally protected characteristics, and those who are marginalised and vulnerable, including those experiencing poverty/financial exclusion.</p> <p>The proposed deletion of Discretionary Grants funding will result in:</p> <ul style="list-style-type: none"> • decreased capacity to meet some corporate priorities with specific impacts on characteristics protected in law, in particular children and young people • reduced capacity of CVS groups to engage in and facilitate community engagement work with council services to improve delivery. • reduced capacity for CVS groups which support community resilience, and provide early interventions to 	

	<p>reduce reliance on statutory services,</p> <ul style="list-style-type: none"> • potential wider impact on ability to attract match funding from other local and national sources <p>The range of organisations in receipt of three year grant funding covers all protected characteristics. Furthermore whilst the more generic organisations in receipt of grant funding do not necessarily focus only on communities/individuals with specific protected characteristic they are more likely to provide tailored provision responding to the needs of people arising from their protected characteristic.</p> <p>In context of the above when categorising the groups funded: Explicitly, seven target support to BME communities, 25 support children and young people, 8 support disabled people, 6 support men or women, 4 support LGBT communities and four support older people.</p>
<p>6. Key actions to reduce negative impacts</p>	<p>What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?</p> <hr/> <p>The proposed deletion of Discretionary Grants funding will:</p> <ul style="list-style-type: none"> • Require ongoing communications to CVS groups about funding decisions, and re-prioritise internal staff work to support groups to apply for alternative sources of funding (where these still exist) or to support groups to close with minimum disruption and impact to service-users. • Continue but change the emphasis of the current infrastructure commission (Community Works Partnership) to focus more of its resources on supporting groups at risk as a result of the deletion of the grants programme, significantly reducing its support to the wider sector • Require continued work with Sussex Community Foundation on establishing a Brighton and Hove Endowment Fund as an alternative source of funding. This will have limited impacts in the short-term due to the time required to establish and build up the fund.
<p>7. Cumulative impacts</p>	<p>None</p>

Budget Staffing Equality Impact Assessments 2015-16 – identified impacts and actions

Overview

Individual equality impact assessments have been completed at this stage with the known data for all proposals that include a direct staffing impact and potential reduction in posts. The equality duty (in the Equality Act 2010) is an ongoing duty, therefore assessment of equality needs and impacts will continue through the consultation processes and in the implementation of any changes.

For any group over 20 staff affected an analysis of equalities data has taken place. This document identifies where the profile of the potentially affected staff varies from the Directorate and/or council profile. This has informed consideration of mitigating actions to address impacts.

Where there are fewer than 20 staff affected data has not been produced to protect the confidential sensitive equalities information provided by staff. EIAs have been completed in these instances with regard to known information about the staff group and proposals made.

The outcome of EIAs will guide the consultation process and inform the implementation of changes.

Impacts identified, by protected characteristic:

- Overall the groups affected by budget proposals are broadly in line with the make-up of the Council's workforce in terms of age, with over 40% of those at risk between the ages of 40 and 54.
- A slightly higher proportion of those at risk are females in lower grade ranges (61.63% compared to 56.1% of the total workforce in this category).
- The proportion of BME and White Irish staff at risk is marginally lower than representation across the council from these groups, but is higher in relation to white other staff (7.74% compared to 5.9%). Ensuring there are no language barriers in relation to our change processes will be particularly important in some areas.
- The proportion of disabled staff affected by proposals is marginally higher than the Council average and within the detail of proposals there are some significant areas where reasonable adjustments through our processes will need to be particularly considered. With regard to Able and Willing there will be additional measures and support through the Supported Employment Team.
- LGBT staff affected are marginally higher than council averages in the middle grade ranges (15.36% compared to 13.38% across the council).

In addition to the specific mitigations identified in each service area the Council has guidance, procedures and approaches for managing change that are designed to ensure change is managed fairly and groups with protected characteristics are not negatively impacted:

- When developing any further detailed proposals take account of the staffing equalities data to inform decision making and/or continue assessing staff equality impacts.
- Ensure the council's relevant policies and procedures are equitably and appropriately applied (management of change protocol, redeployment, job evaluation processes etc.) to ensure that no adverse impact is created for employees related to their protected characteristics.

- Review vacant posts, use of agency employees etc to minimise the impact on current substantive post holders.
- Where proposals may result in a reduction of posts, consider the offer of voluntary redundancy to mitigate the impact of potential compulsory redundancy processes.
- Where a reduction in posts will mean compulsory redundancy ensure that selection processes are clear and free from bias, and that processes take into account any individual needs.
- Ensure processes and criteria related to selection for voluntary redundancy are clear and transparent and use the compensation panel appropriately.
- Ensure managers involved in selection have completed corporate recruitment and selection training and are signposted to the Equality & Diversity e-learning module.
- Ensure that managers delivering service changes are appropriately supported and advised by HR in relation to all employee equalities issues.
- Ensure all employees are offered one to one meetings to discuss their circumstances and any concerns they may have, and are offered interview skills and CV writing training.
- Attach the summary EIA to each consultation document, and continue to assess equality impacts through the consultation process.

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EIA No.	EIA Proposal	
S1	Adults Assessment Services – Service redesign to deliver the Care Act and Better Care. Review of staffing structures and working practices to achieve a reduction of people going into residential care, drive forward the personalisation agenda, ensure effective reviews and a review of placements at social work level.	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
The service employs proportionately higher number of disabled employees, BME staff and male employees. There are fewer LGBT staff than the council target.	The proposals could have a disproportionate effect on identified groups, particularly if reasonable adjustments for staff with disabilities are not made The service area employs above average BME staff when compared to the council average and therefore any reductions in staff in this area could negatively impact on representation of staff in these groups. The	<ul style="list-style-type: none"> • Ensure all reasonable adjustments are made for disabled staff. • Signpost staff to relevant workers forums. • Offer employees more detailed job application and interview support. • Consider the need for appropriate support and training to re-skill in new working methods. • Positive action to include training on interview skills,

	services employs a higher proportion of males than other areas in Adults Services (or the Council), and therefore reductions in this area could disproportionately affect men. Reductions in staff in this area could also further erode the representation of LGBT staff.	<p>coaching and signposting to relevant forums.</p> <ul style="list-style-type: none"> • Review communications approach (plain English etc) and monitor understanding. • Use of 121 meetings to consider individual situations related to caring responsibilities and other specific needs.
EIA No.	EIA Proposal	
S2	<p>Adult Provider Services, Resource Centres - Older People Services (i.e. Craven Vale, Ireland Lodge, Wayfield Avenue, Knoll House) – Review criteria for the bed based services and reduce number of beds funded through social care. Potential impact on joint service delivery and integration plans within Better Care and short term services. £1m savings aligned to services.</p> <p>No expected impact on outcomes provided that full cost recovery of health costs is achieved. There are no current proposals with direct staffing implications. Proposals would only emerge if the full cost recovery of health costs is not achieved.</p> <p>Approx 187 employees are currently employed in this service area. (167 employed on Sc6 or below and 20 employed on SO1/2 and above)</p>	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
The proposals have the potential to have a disproportionately negative impact on older workers, disabled workers, some minority ethnic groups, male employees and employees with a religion or belief.	The service area has a higher proportion of disabled employees when compared to council and services averages, and the target. The service has below the average and council targets in relation to BME and LGBT staff, and therefore these proposals could further erode representation of these groups.	<ul style="list-style-type: none"> • Offer all employees job application and interview support. • Ensure all appropriate reasonable adjustments are made for disabled employees and specifically consider needs in relation to any need for staff to move location. • Positive action including skills interview training and internal coaching as well as signposting to appropriate Workers Forums and mentoring schemes. • Review communication approach options and monitor understanding.
EIA No.	EIA Proposal	

S3	<p>Adult Provider Services – Learning Disability Services – Able and Willing (Supported Business) – Review Business plan and reduce subsidy from Sept 2015 as agreed by budget council in Feb 2014. Reduce subsidy by further £100k from Sept 2015 (£200k from April 2016).</p> <p>Plan to reduce the subsidy invested by the council in Able & Willing (A&W) by generating additional new business. If new business is not generated to balance the budget then a review of the service will be undertaken to identify alternative options to provide a sustainable service going forward. No reviews of the service or detailed plans have been conducted at the time of writing.</p> <p>Approx 26 employees are employed in this service area (24 employed on Sc6 or below and 2 employed on SO1/2 and above)</p>	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
<p>A significant number of staff in Able and Willing are disabled. The service also has a comparatively higher representation of older workers and lower than council average for BME workers.</p> <p>The service is a Supported Business for disabled employees so will always employ a high proportion of disabled employees in comparison to the Adult Directorate and Council.</p>	<p>There is potential for these proposals to have a disproportionate impact on disabled staff.</p> <p>Disabled staff in the service may experience particular barriers in accessing information and getting their views heard. There may also be significant barriers in finding alternative employment if there is a reduction in posts in this area..</p>	<p>In addition to the generic actions described above:</p> <ul style="list-style-type: none"> • Ensure individual reasonable adjustments through processes are made as necessary. • Utilise the support of the Council’s Supported Employment team and appropriate non council agencies to support employees. • Positive action including skills interview training and internal coaching as well as signposting to Disability Workers and Carers’ Network and mentoring schemes. • Review communications approach options and monitor understanding. • Ensure appropriate support at 121 meetings. • Positive action to include training and signposting for BME employees. • Utilise the support of the Council’s Supported Employment team and appropriate non council agencies to support employees;
EIA No.	EIA Proposal	

S4	<p>Adult commissioning service – Review contract management and commissioning function & explore scope for joint working. Opportunity for efficiencies through better alignment of functions. Focus on statutory functions, review monitoring arrangements in the light of the Care Quality Commission. Clarify roles between commissioning, contracts, procurement and partners. Service review being undertaken Dec 2014. Detailed proposals to emerge early 2015. £130k savings aligned to service area.</p> <p>Approx. 39 employees are currently employed in this service area (8 employed on Sc6 or below, 27 employed on SO1/2 to M7 and 4 at M8 or above).</p>	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
A disproportionate number of disabled employees and male employees are potentially impacted. The service is below council average and targets for some BME groups and LGBT staff and therefore proposal has the potential to further erode representation of this group.	The proposals could impact disproportionately on disabled employees. These staff may need specific adjustments or additional support through the process.	<ul style="list-style-type: none"> • Reasonable adjustments to be considered and made (where appropriate) in the application of all Council policies and procedures. • Occupational Health Service advice to be sought as necessary. • Positive action including skills interview training and internal coaching as well as signposting to workers forums. • Ensure managers involved in selection have completed corporate recruitment and selection training. • Review communications approach and monitor understanding.
EIA No.	EIA Proposal	
S5	<p>Policy and Communities Team – The proposal covers the deletion of the Overview & Scrutiny Team, the deletion of the Mayoral Office and the restructure of the Leadership Support & the Communities, Equality and Third Sector Team.</p> <p>There are 17 staff at risk of redundancy within the proposal at a variety of grades.</p>	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
Group affected are under 20 therefore the people data for the	The service is above the BME, White Other and White Irish group targets, and employs	<ul style="list-style-type: none"> • Equality impacts and needs will continue to be explored with the line manager and staff, through

wider Policy and Communities team has been referred to. This identifies that the proposals could have a negative impact on BME and White Other employees, LGBT employees and female employees.	a higher proportion of female employees than the council average, and a significantly higher proportion of LGBT staff.	consultation. <ul style="list-style-type: none"> • Signposting to training support for interviews and signposting to Workers Forums. • Signpost to LGBT Workers' Forum. • Offer / signpost to Council's mentoring schemes
EIA No.	EIA Proposal	
S6	<p>Children's Services – Contact Centres – Achieve savings of £200,000 from total Children's Centres budget of £1,089,000.</p> <p>Restructure of Contact service. This service provides supervised contact for children and their families. The proposal is to reduce the management structure and change job descriptions to cover management responsibilities more effectively.</p> <p>There are currently 30 staff employed in the service.</p>	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
<p>In broad terms the proposal to reduce staffing has the potential to have a disproportionately negative impact on:</p> <ul style="list-style-type: none"> • Age • Gender 	<p>The service has a comparatively older workforce than the council and Children's Services as a whole. The proposals impact posts at a management level which tend to be occupied by older employees and therefore are disproportionately impacted by these proposals.</p> <p>The service area employs significantly more female employees compared to the council and but proportionately less than Children's Services as a whole and significantly exceeds the council target. Therefore male representation in the service, Children's Services as whole and the council will be disproportionately impacted by the proposals.</p>	<ul style="list-style-type: none"> • Offer all employees job application and interview support. • Consider the need for appropriate support and training to re-skill employees in new working methods.
EIA No.	EIA Proposal	

S7

Children’s Services – Music and Arts Service – The Music & Arts Service presently receives funding from the Council which represents approximately 15% of total service funding amounting to £136k. This is focused on providing a subsidy scheme to support access to learning for children and young people (CYP) from families on low incomes. It is proposed that this funding is reduced by either 57k or 67k in 2015/16.

Through the further development of the music hub model savings are to be met from a combination of accessing new sources of funding and the following:

- Remodelling provision
- Review of staffing
- Relocation of Saturday Music Centre
- New charging model for Music Centre activities
- Increase in fees above inflation
- Potentially reducing the level of subsidy for music tuition.

Reductions in hours across administration and finance functions in the service have already been achieved by not replacing hours that have been vacated.

The proposal (subject to consultation) regarding the staffing of Music & Arts service, in addition to the above is to delete the Dance Development Officer post, review present dance service provision and explore other delivery models in partnership with other agencies such as South East Dance. Although the ambition would be to continue some of the present offer outside of the service it is likely that some areas of activity will cease

Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
<p>Due to the numbers of staff affected, to preserve employee confidentiality, no employee equalities data has been gathered or analysed from the council’s employee database. Comments are based on evident information. Men are in a minority in the council and in Children’s Services. The service has slight male under-representation when</p>	<p>Low representation of BME, disabled and LGBT staff could be further eroded by proposals.</p>	<ul style="list-style-type: none"> • Generic actions across council will apply, but no further mitigating actions identified as necessary.

compared to the council average but this would not be further impacted under this proposal.		
EIA No.	EIA Proposal	
S7A	Children's' Services - SEN team (including Educational Psychology Service and Children and Adolescent Mental Health Service) Potential reduction in costs across the services and review of staffing. No specific proposals are currently defined on how this saving will be achieved.	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
<p>In broad terms the proposal to reduce staffing has the potential to have a disproportionately negative impact on the following protected characteristics:</p> <ul style="list-style-type: none"> • Age • Disability • Ethnicity • Gender • Sexual Orientation • Religion/Belief 	<p>The service has a comparatively older workforce than the council. The service has above the average and target of disabled staff that are all in the middle grade range. Almost all posts in the service are middle or higher grades with slightly more in the middle range, The proportion of BME staff in this service is above average for the council and is above the council target. Consequently this group could be disproportionately impacted by any staff reductions as they are over represented.. The service area employs significantly more female employees on compared to the council but less than Children's Services generally and significantly exceeds the council target. The proposals could reduce the representation of men in this service area. The service area employs a slightly lower average number of LGBT employees compared to both the council and Children's Services. LGBT under</p>	<ul style="list-style-type: none"> • Offer all employees job application and interview support, and highlight potential training opportunities such as apprenticeships for younger workers. • Positive action including skills interview training and internal coaching as well as signposting to LGBT Forum & mentoring scheme. • Consider the need for appropriate support and training to re-skill employees in new working methods. • Ensure that all appropriate reasonable adjustments are made for disabled employees. • Utilise the support of the council's Supported Employment Team and appropriate non council agencies to support employees where appropriate and necessary. • Positive action including skills interview training and internal coaching as well as signposting to Disability Workers Forum & mentoring schemes. • Review communications approach options (plain English etc) and monitor understanding.

	representation in the service area may be further eroded by the proposals.	
EIA No.	EIA Proposal	
S8	<p>Environment Development and Housing – City Regeneration – A service restructure is proposed to meet the budget savings of £90k. The aims of the restructure are to:</p> <ul style="list-style-type: none"> • Develop a more integrated ‘One Regeneration Unit’ that facilitates greater coordination of projects and greater collaboration across teams through a programme management approach. • Deliver value for money. • To improve the balance of the management team structure in terms of spans of control. • To address the imbalances in administrative and project management support that currently exists across the service. 	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
<p>The impact of a reduction in posts will have the potential to have a disproportionately negative impact on groups of employees with protected characteristics re:</p> <ul style="list-style-type: none"> • Religion or Belief • Sexual Orientation • Ethnicity <p>There is a high proportion of unknown equality data in some areas.</p>	<p>The service area is in line with the BME target and above council averages. White Irish employees are above the target and above council averages. City Regeneration is a relatively small unit and therefore the proposals may erode the representation of BME or White Other employees in the service area. The service is below the LGBT Target and Council average. Therefore LGBT representation in the service and council may be further eroded by the proposals. LGBT employee groups are more likely to suffer from a lack of employer awareness and information regarding LGBT issues.</p>	<ul style="list-style-type: none"> • Positive action to include training on interview skills, coaching and signposting to relevant forums e.g. BME workers forum that run a mentoring scheme. • Review communications approach options (plain English etc.) and monitor understanding. • Encourage completion of equalities data to reduce the number of unknowns to enable more accurate data.
EIA No.	EIA Proposal	

S9	Environment, Development and Housing - Planning – Budget savings of £252k have been identified in Planning and Building Control. The Service had recently been through a large scale restructure and is still bedding in the changes. Therefore the budget savings will be found through a mixture of deleting vacant posts and Voluntary Severance.	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
Part-time workers	The Council and EDH are below the disability, BME target. Planning is significantly below the disability target. If disabled or LGBT staff volunteer for VS it will further impact on disabled employee representation in Planning and EDH. The service has a high representation of male employees.	<p>A further EIA is completed if needed/required Longer term to consider how to widen representation of ethnic groups and disabled employees.</p> <ul style="list-style-type: none"> • Discuss reasons for applying for VS to identify if the VS request relates to any barriers employees may be facing in the workplace. • Ensure that all appropriate reasonable adjustments are made for disabled employees • Positive action including skills interview training and internal coaching as well as signposting to Disability Workers Forum. • Consider and take account of any disability issues.
EIA No.	EIA Proposal	
S10	Environment, Development and Housing – Housing sustainability team – This proposal consists of loss of the Housing Sustainability Team- 1.61 FTE – (Housing General Fund budget PHR 026 Energy Efficiency). The proposal (subject to consultation) regarding the Housing Sustainability Team is to delete 2 management posts. The Housing Sustainability Team are currently wholly funded as part of the overall Private Sector Housing General Fund budget with a particular focus on: improving home energy efficiency; improving thermal comfort; reducing fuel poverty and CO2 emissions through home energy efficiency measures; discharge of Home Energy Conservation Act duties.	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the

		generic actions identified above)
Due to the numbers of staff affected, to preserve employee confidentiality, no employee equalities data has been gathered or analysed from the council's employee database – no significant impacts identified.	NA	Likely to be resolved through Voluntary Severance
EIA No.	EIA Proposal	
S11	Finance and Resources – Review of the management and support layers within City Services to prepare for future changes and demands on the services, Council wide. Proposals look to introduce more accountability and responsibility for service delivery across management posts. 13 x posts Sc5-M8 will be deleted, and 11 x posts Sc5 – M8 will be created.	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
The combined groups of affected staff within City Services include lower male representation (30%) when compared to averages within the council (41%), Directorate (48%), and City Services (42%). No specific mitigation: Council policies and support processes to be equitably applied.	A low proportion of the affected employees (31%) are male when compared to the council average. Male employees are in a minority in the council and below target. Therefore male representation in the service area is proportionate to the council, although may be further eroded by the proposals.	No specific actions: relevant processes and procedures to be undertaken in an equitable manner. Positive action to include training on interview skills
EIA No.	EIA Proposal	

S12	Legal and Democratic services – Political Assistants – Political Assistants - there are 3 political assistants (one for each group) supporting Members by providing research, advice, administrative and clerical support. The proposal means the Council will cease to have Political Assistants, but some basic support being provided to Political Groups from existing Democratic Services.	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
Due to the numbers of staff affected, to preserve employee confidentiality, no employee equalities data has been gathered or analysed from the council's employee database – no significant impacts identified.	All 3 posts deleted so potentially 3 redundancies	<ul style="list-style-type: none"> • Avoiding any compulsory redundancies via offering VS and through redeployment. • Support has also been offered via interview skills training and CV writing workshops.
EIA No.	EIA Proposal	
S13	<p>Public Health – Community Safety – Review community safety function. Opportunity for efficiencies through better alignment of functions. Service review being undertaken Dec 2014.. £158k savings aligned to service area.</p> <p>Approx. 23 employees are currently employed in this service area (1 employed on Sc6 or below, 21 employed on SO1/2 to M7 and 1 at M8 or above).</p>	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
The Public Health Directorate is currently proposing changes across a variety of service areas to achieve current and future required budget savings. Emerging proposals are to delete several posts, transfer some posts to other council teams and TUPE transfer some posts to the private sector. In broad terms the proposals have the potential to have a	Employees in the service area are on average younger than the directorate and council average, and service is above the disability target. The service area is significantly below directorate and council averages and targets for BME, White Other and White Irish. Subsequently the proposals have the potential to further erode representation in these minority groups.	<ul style="list-style-type: none"> • Reasonable adjustments to be considered and made (where appropriate) in the application of all council policies and procedures. • Occupational Health Service advice to be sought as necessary. • Positive action including skills interview training and internal coaching as well as signposting to Disability Workers Forum, women's forum, LGBT and BME forum. • Ensure managers involved in selection have completed corporate recruitment and selection training.

<p>disproportionately negative impact on various groups of employees with protected characteristics re:</p> <ul style="list-style-type: none"> • Disabled employees • Minority ethnic groups • Male employees • Employees with a religion/belief system • LGBT employees 	<p>A higher proportion of staff in the service area are male and therefore the proposals could further erode representation of female staff.</p> <p>The service area is significantly above target in relation to sexual orientation, employing a significantly higher proportion of LGBT employees compared to both council and Directorate.</p>	
EIA No.	EIA Proposal	
S14	<p>Public Health – Regulatory Services – Redesign of service of function to achieve 11% savings and make service sustainable in the future. Focus on delivery of statutory services.</p> <p>Emerging proposals: Opportunity for efficiencies through better alignment of functions (disband health & safety team to create public health project team & develop a self funded wildlife management team. Service review being undertaken Dec 2014. £235k savings aligned to service area. This will result in the deletion of vacancies, the internal transfer of some posts to the PH Team and the management of redundant posts through voluntary severance processes.</p> <p>Approx. 101 employees are currently employed in this service area (43 employed on Sc6 or below, 52 employed on SO1/2 to M7 and 6 at M8 or above).</p>	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
<p>The Public Health Directorate is currently proposing changes across a variety of service areas to achieve current and future required budget savings.</p> <p>In broad terms the proposals have the potential to have a disproportionately negative impact on various groups of employees with protected characteristics re:</p>	<p>The council and Directorate and service are above the disability target. The service area is above and council average but below the Directorate average. Therefore the proposals may disproportionately impact on the number of disabled employees in the service area when compared to the council.</p> <p>The service area is above directorate and council averages and targets for BME but remains off target. Subsequently the</p>	<ul style="list-style-type: none"> • Reasonable adjustments to be considered and made (where appropriate) in the application of all council policies and procedures. • Occupational Health Service advice to be sought as necessary. • Positive action including skills interview training and internal coaching as well as signposting to Disability Workers Forum LGBT and BME workers forum. • Ensure managers involved in selection have completed corporate recruitment and selection training.

<ul style="list-style-type: none"> • Disabled employees • Minority ethnic groups • Male employees • LGBT employees 	<p>proposals have the potential to disproportionately impact on BME representation in the service when compared to the Directorate and council. The service area is significantly below target employing a significantly lower proportion of LGBT employees compared to both council and Directorate. Therefore LGBT representation in the service and council may be further eroded by the proposals.</p>	
EIA No.	EIA Proposal	
S15	<p>Adult Provider Services, Home Care Services – Review staffing structure. Review criteria for services. Potential to invest in community rather than in beds. Commission independent sector. Change of culture and efficiencies through health and social care integration. Reduce service and agree funding with NHS.</p> <p>Potential impact on service delivery and integration plans with Better Care and short term services. Specification and funding to be agreed with the NHS re bed based review in early 2015. No detailed proposals have been made at the time of writing. Report to follow in the New Year.</p> <p>Approx 158 employees are currently employed in this service area (138 employed on Sc6 or below and 20 employed on SO1/2 and above). £400k savings aligned to the service.</p>	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
<p>The proposals have the potential to have a disproportionately negative impact on disabled staff, some minority ethnic groups, male employees and employees with a religion or belief.</p>	<p>There is a disproportionately low representation of disabled employees in this area and therefore this could be further eroded. The service employs an above average number of BME staff compared with the council and adults directorate average and targets, therefore BME representation may be disproportionately affected.</p> <p>There are fewer male employees in the</p>	<ul style="list-style-type: none"> • Ensure all appropriate reasonable adjustments are made for disabled employees; • Offer skills interview training and internal coaching as well as signposting to the relevant workers forums and mentoring schemes; • Review communication approach and monitor understanding of staff; • Consider any disability related issues in the relocation of staff;

	service than the council average.	
EIA No.	EIA Proposal	
S16	<p>Children's Service – Children's Centres – Achieve savings of £779,000 from total Children's Centres budget of £2,471,000. This to be achieved by realigning services to focus on those most in need and merging Children's Centres where demand is lower. As a result staffing levels to be reduced.</p> <p>There are currently 45.78 Full Time Equivalent (FTE) posts in the service (approximately 145 employees). The proposed staffing reductions are for three specific posts totalling approximately 11 FTE across these posts.</p>	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
<p>In broad terms the proposal to reduce staffing has the potential to have a disproportionately negative impact on the following protected characteristics:</p> <ul style="list-style-type: none"> • Age • Disability • Ethnicity • Gender • Sexual Orientation • Religion/Belief 	<p>The service has a comparatively younger workforce than the council.</p> <p>The service has above the average and target of disabled staff and a higher proportion of lower grade employees are disabled than from higher grades. Lower grade posts make up the vast majority of posts in the service and all posts affected in this proposal are lower graded.</p> <p>If BME staff are either redeployed or made redundant as a result of these proposals this could further erode this under represented group.</p> <p>The service area employs significantly more female employees on compared to the council and Children's Services and significantly exceeds the council target.</p> <p>The proposals could reduce the representation of men in Children's Centres. This is an area where it has been traditionally more difficult to recruit men.</p> <p>The service area employs a below average number of LGBT employees compared to</p>	<ul style="list-style-type: none"> • Offer all employees job application and interview support, and highlight potential training opportunities such as apprenticeships for younger workers. • Positive action including skills interview training and internal coaching as well as signposting to LGBT Forum & mentoring scheme. • Consider the need for appropriate support and training to re-skill employees in new working methods. • Ensure that all appropriate reasonable adjustments are made for disabled employees. • Utilise the support of the council's Supported Employment Team and appropriate non council agencies to support employees where appropriate and necessary. • Positive action including skills interview training and internal coaching as well as signposting to Disability Workers Forum & mentoring schemes. • Review communications approach options (plain English etc) and monitor understanding.

	both the council and Children's Services. LGBT under representation in the service area may be further eroded by the proposals.	
EIA No.	EIA Proposal	
S17	<p>Children's Services Early Years and Childcare team – Proposed savings of £102,000 out of a total budget of £660,000. This to be achieved through reduction in support for out of school childcare, no longer run Moulsecoomb summer playscheme or fund reduced price places for Free School Meals children in holiday school age childcare and non-school based after school care, retain reduced sustainability funding for voluntary out of school providers, withdrawal of all playwork qualification funding, reduction in early years qualification funding with priority for settings with funded 2 year olds and requires improvement judgements, reduction in short course programme, increase in income generated (achieved by increasing course cost to £50 for a full day and £60 for adverts in the Job Vacancy List), reduced support for childminders and staffing restructure.</p> <p>20 staff are employed in this service.</p>	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
As not more than 20 employees affected to preserve employee confidentiality, no employee equalities data has been gathered or analysed from the council's employee database. Comments below are based on evident information. Men are in a minority in the council and in Children's Services. The service has male under representation when compared to the council average and may be further reduced as a result of these proposals.	<p>A low proportion of the affected employees (30%) are male when compared to the council average.</p> <p>Male employees are in a minority in the council and below target. aft</p> <p>Therefore male representation in the service area and council may be further eroded by the proposals.</p>	<ul style="list-style-type: none"> • Relevant processes and procedures to be undertaken in an equitable manner. • Positive action to include training on interview skills

EIA No.	EIA Proposal	
S18	Environment, Development and Housing – City Clean – Reduction in Street cleansing to meet budget savings through a move toward greater use of mechanical sweeping and less manual cleansing. The exact number of posts impacted is not available at the time of writing. The introduction of a flexible, multi-skilled core nucleus of staff that moves around services to meet the needs of residents and operational demands.	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
<p>The service is undertaking a full service review and full details of plans are not available however it is anticipated that there will be a reduction of staff within Street Cleansing.</p> <p>The impact of a reduction in Street Cleansing staff will have the potential to have a disproportionately negative impact on groups of employees with protected characteristics re:</p> <ul style="list-style-type: none"> • Female employees • BME workers • White – other workers • Disabled employees • Sexual orientation • Employees with a religion/belief system 	<p>The service age profile is broadly in line with that of the Council with a slightly higher number of staff aged between 20 – 29 years and 40 – 49 years.</p> <p>The service is slightly above the average for disabled employees therefore proposals may disproportionately impact on the representation of disabled employees in the service.</p> <p>The service area is significantly below the BME target and council averages. Therefore the proposals may further erode the relatively low representation BME employees in the service area.</p> <p>The service area is significantly above the ‘White – Other’ target and Council averages. Therefore White-Other representation may be disproportionately impacted by the proposals.</p> <p>Proposals may further erode the relatively low representation of female employees in the service area.</p> <p>10% of employee disability data is not known in the service area. The analysis above is based on declared date only.</p>	<ul style="list-style-type: none"> • Ensure that all appropriate reasonable adjustments are made for disabled employees. • Positive action including skills interview training and internal coaching as well as signposting to the Disability workers Forum & mentoring schemes and women’s workers forum. • Review communications approach options (plain English etc.) and monitor understanding. • Consider and take account of any disability issues. • Consider how we can use the learning resource centre to support staff through change • Positive action to include training on interview skills, coaching and signposting to relevant forums e.g. BME workers forum that run a mentoring scheme. • Review communications approach options (plain English etc) and monitor understanding.

EIA No.	EIA Proposal	
S19	<p>Environment, Development and Housing city parks – In recognition of reduced budgets the review in City Parks proposes a reduction in Gardening posts to meet budget savings. The exact number of posts impacted is not available at the time of writing but it estimated approximately 8 – 10 posts across the service. It is also proposed to refocus the Ranger service to engage more with residents and volunteers.</p> <p>The proposed delivery model proposes the introduction of a flexible, multi skilled core nucleus of staff that moves around services within City Clean and Parks to meet the meets of residents and operational demands.</p>	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
<p>The impact of a reduction in Gardening posts will have the potential to have a disproportionately negative impact on groups of employees with protected characteristics re:</p> <ul style="list-style-type: none"> • Female employees • BME workers • Disabled employees • Sexual orientation 	<p>The service area is below the Council disability average and the Council target, and for BME and White Other staff, LGBT staff and has significantly lower representation from female staff.</p> <p>Therefore the proposals may further erode the relatively low representation of these groups in the service. Note: 12.59% of employee disability data is not known in the service area and 25% of LGBT data. The analysis above is based on declared data only.</p>	<ul style="list-style-type: none"> • Ensure that all appropriate reasonable adjustments are made for disabled employees. • Positive action including skills interview training and internal coaching as well as signposting to the Disability workers Forum & mentoring schemes, and BME workers forum. • Review communications approach options (plain English etc.) and monitor understanding. • Consider and take account of any disability issues. • Encourage completion of equalities data to reduce the number of unknowns to enable more accurate data.
EIA No.	EIA Proposal	
S20	<p>Environment Development and Housing - Housing – Deletion of 1.00 FTE office manager funded by GF Deletion of 1 FTE PA support to Head of Housing/Service which is currently covered by agency staff. Head of Temporary Accommodation and Head of Housing Strategy to share PA support and remaining PA to support Head of Housing. Change of line management for current PA to Head of Housing Strategy to office managers.</p>	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the

		generic actions identified above)
Due to the numbers of staff affected, to preserve employee confidentiality, no employee equalities data has been gathered or analysed from the council's employee database. Comments are based on evident information. PA support is wholly female	None	Voluntary Severance is being offered to staff and a number of staff have already come forward regarding this. It is likely however that this will be resolved through redeployment.
EIA No.	EIA Proposal	
S21	Environment Development and Housing – Housing Options – Loss of 2.64 Full Time Equivalent (FTE) Housing Options Officer delivering front line homeless prevention work. Loss of 1.5 FTE admin providing support to front line homeless prevention service, Deletion of 0.5 FTE Allocation Manager post (temporary accommodation and supported accommodation) and 0.27 FTE of Band 3 supported accommodation move-on officer.	
Groups potentially impacted	Impacts identified	Specific Mitigating Actions (in addition to the generic actions identified above)
Due to the numbers of staff affected, to preserve employee confidentiality, no employee equalities data has been gathered or analysed from the council's employee database – no significant impacts identified.	None	Voluntary Severance is being offered to staff and a number of staff have already come forward regarding this. It is very likely that the saving will be achieved through VS.

