

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0009 Introduction of Community managed Libraries

The impact of a reduction in library opening hours on the nine protected equalities characteristics, namely age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex, and sexual orientation.

2. Please give a brief description and explanation of the proposal. What needs or duties are it designed to meet? on/policy/procedure (proposal) you have assessed?

Continuing Government cuts and a Council Tax freeze over the last four years have led to a drastic reduction in finances. Libraries need to reduce their costs accordingly. Also book issues and visits to libraries have fallen.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

The following data was used to make a judgment of discrimination and/or adverse impact:

- Library usage by age, location and gender.
- Stock type and level of materials.
- Attendance at activities and events
- Public Libraries User Survey (PLUS)
- Equalities impact assessment for Community hubs
- Feedback from Community hubs consultation

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

- Across all libraries, the library borrower profile is most likely to be white, female and aged 16-64. Men and BAME communities are less likely to use a library and whilst borrowers are more likely to be aged 16-64 years, there are still less people from this age range using libraries than are in the population around libraries.
- PLUS shows that 92% of library users consider the current opening hours to be very good or good. Of those who responded to the survey, 54% were female, 35% over 60, 23% BME, 8% had mobility problems and 3% LGBT.
- Older people tend to use the service on week days between 10 am and 4 pm. A reduction in opening hours could have an adverse effect on their ability to access the service. Library users are currently being consulted on their preferred staffed opening hours for each library. This survey closes on the 28<sup>th</sup> February 2014.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

People having particular difficulties in accessing the service may be eligible to receive a home library visit. In addition the move of Libraries into community hubs will mean that many libraries will continue to be open even when staff are not present. In addition efforts are being made to develop a network of volunteers to provide support to community libraries which may support extension to their opening hours" and therefore helping to minimise the adverse impact.

6. If the impact cannot be justified, how do you intend to deal with it?

N/a

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

The reduction in library opening hour's proposal is part of the main budget consultation process currently being undertaken by the City Council. The results from this consultation are currently being analysed.

Library users are currently being consulted on their preferred staffed opening hours for each library. This survey closes on the 28<sup>th</sup> February 2014. The equal opportunities monitoring form associated with this will be used to make a revised judgement on the impact this proposal will have on the nine protected equalities characteristics.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

A full judgement will be made after the current consultation on their preferred staffed opening hours for each library is analysed. This survey closes on the 28<sup>th</sup> February 2014.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

The reduction in library opening hour's proposal is part of the main budget consultation process currently being undertaken by the City Council. The results from this are currently being analysed. Some changes to the exact number of hours each library is open could be made in response to comments made after the current preferred staffed opening hours consultation closes.

10. Please explain of whether and how the adopted proposal differs from the original proposal.

The adopted proposal does not differ from the original proposal, however, some changes to the exact number of hours each library is open could be made in response to comments made after the current preferred staffed opening hours consultation closes.

11. What equality actions have you identified?

The following actions have been identified:

- Review best practices amongst libraries on a local and or national level
- Consult with the Council's Equality Team on how best to monitor usage of libraries in the future by the nine protected equalities characteristics.
- Undertake a further adult PLUS survey – May 2015

12. What plans do you have for monitoring the proposal when it is put into effect?

Usage made of libraries by the nine protected equalities characteristics, namely age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex, and sexual orientation will be monitored.

Public satisfaction with Library opening hours

Signature of the lead officer undertaking the analysis:

Full name Robert Johnson

Position: Acting Head of Libraries

Dated: 3/2/2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0011 Commission out the Council's two remaining Residential Children's Homes.

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

The proposal is designed to ensure continuity of service for service users but to seek to transfer the provision from in-house to an external provider.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

The proposal is designed not to impact on provision for current or future service users (Looked after Children) and is in line with the commissioning out of our four other children's homes.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

No adverse impact on particular groups or whole group of users anticipated.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Service provision by external provider will be subject to monitoring by WCC and independent inspectors to ensure no adverse impact.

6. If the impact cannot be justified, how do you intend to deal with it?

Not applicable

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Staff groups have been consulted. Current service users (many of whom may have left by the time of implementation) will be consulted if the proposal is implemented.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

As above, no adverse impact.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

No

10. Please explain of whether and how the adopted proposal differs from the original proposal.

Not applicable

11. What equality actions have you identified?

Not applicable

12. What plans do you have for monitoring the proposal when it is put into effect?

As above, contract monitoring will be in place as will monitoring of individual children in placement. Homes will also be subject to independent inspection by Ofsted.

Signature of the lead officer undertaking the analysis:

Full name: John Welsby

Position: Assistant Director – Children, Young People & Families

Dated: 19 February 2014

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

This initial Equality Analysis is being undertaken to determine the impact of full cost recovery for the Education Library service on the nine protected equalities characteristics, namely age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex, and sexual orientation.

2. Please give a brief description and explanation of the proposal. What needs or duties are it designed to meet?

Continuing Government cuts and a Council Tax freeze over the last four years have led to a drastic reduction in finances. Libraries need to reduce their costs accordingly. Also book issues and visits to libraries have fallen.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

The following data was used to make a judgment of discrimination and/or adverse impact:

- Current usage made of the service
- Stock type and level of materials.
- Feedback from Wolverhampton Schools' Improvement Partnership (WSIP) recently satisfaction survey on the suite of SLA's delivered.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

This is a specific service to local schools and not individuals or community groups and therefore does not have a direct or indirect impact on the nine protected equalities characteristics

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

This is a specific service to local schools and not individuals or community groups. The services provide to local schools will remain the same

6. If the impact cannot be justified, how do you intend to deal with it?

This is a specific service to local schools. The services provide to local schools will remain the same should they which to continue with the SLA so there will not be any impact on individuals or community groups.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

This savings proposal was part of the budget consultation exercise recently undertaken. .

In addition Wolverhampton Schools' Improvement Partnership (WSIP) recently carried out a satisfaction survey on the suite of SLA's delivered. The service scored highly with some schools stating that they would be willing to pay more for the service.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

There is no reason to believe that this will have any negative impact on individuals or community groups at all as this is a specific service to local schools - There will be no reduction in the service provided, just an increase in the SLA charged to schools

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

This proposal was part of the main budget consultation process undertaken by the City Council. There were no negative comments received about this.

In addition Wolverhampton Schools' Improvement Partnership (WSIP) recently carried out a satisfaction survey on the suite of SLA's delivered. The service scored highly with some schools stating that they would be willing to pay more for the service.

10. Please explain of whether and how the adopted proposal differs from the original proposal.

The adopted proposal does not differ from the original proposal

11. What equality actions have you identified?

The following actions have been identified:

- Monitor take up of the service by local schools
- Consult with the Council's Equality Team on how best to monitor usage of this service in the future
- The results from future WSIP surveys will be used to monitor any changes in satisfaction levels.

12. What plans do you have for monitoring the proposal when it is put into effect?

Take up of the service will be monitored.

Review the quality and nature of services to schools by:

1. Arranging meetings for:

- Primary Library Co-ordinators Network
- Secondary School Librarians Network

2. Having a Comments book available at all times in the library

Signature of the lead officer undertaking the analysis:

Full name Robert Johnson

Position: Acting Head of Libraries

Dated: 20/2/2014

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0014 Garden Waste Collection Service – Cessation.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Ceasing to provide a garden waste collection service to households.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Not a statutory service – garden waste can be taken to HWRC sites.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Cabinet member.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? No
10. Please explain of whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? Monthly reports.

Signature of the lead officer undertaking the analysis:

Full name ; C.Huddart

Position: Head of Commercial Services

Dated: 31.01.14

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0015 Audit Services Restructure

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

Audit Services provide an internal audit, benefit and counter fraud, and risk management service to the Council. There is a savings proposal as part of the next round of budget cuts/reduced funding.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

Review of current staffing levels, requirements of the office and equality strands.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There is no evidence to suggest that the proposal could affect some groups of people differently or that there will be an adverse impact?

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Not applicable as there is no adverse impact.

6. If the impact cannot be justified, how do you intend to deal with it?

Not applicable as there is no adverse impact.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Not applicable as there is no adverse impact.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

No negative impact.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

None required.

10. Please explain of whether and how the adopted proposal differs from the original proposal.

Not applicable as the proposal does not differ.

11. What equality actions have you identified?

No equality actions have been identified.

12. What plans do you have for monitoring the proposal when it is put into effect?

Regular review of staff levels and equality strands.

Signature of the lead officer undertaking the analysis:

Full name: Peter Farrow

Position: Head of Audit

Dated: 31 January 2014

### **Equality Analysis Summary Form**

13. What is the name of the service/function/policy/procedure (proposal) you have assessed?

Removal of Council Subsidy for Central Baths (Ref 0013)

14. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

New operating model for the leisure centre's will focus on a commercial approach to the delivery of the business.

15. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

Professional advice has been sort from the Amateur Swimming Association and Sport England to develop the new operating model.

16. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

None

17. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

N/A

18. If the impact cannot be justified, how do you intend to deal with it?

N/A

19. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

User representatives, employees and national governing bodies of sport through face to face meetings. Evidence highlighted the under-utilisation of the facilities and inadequate marketing and communications.

20. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

The new business model will reduce barriers to participation and programming will be customer focused.

21. Were any modifications to the proposal introduced as a result of the analysis and consultation?

None

22. Please explain of whether and how the adopted proposal differs from the original proposal.

N/A

23. What equality actions have you identified?

None

24. What plans do you have for monitoring the proposal when it is put into effect?

Monthly monitoring will be undertaken on usage and financial performance

Signature of the lead officer undertaking the analysis:

Full name Chris Huddart

Position: Head of Service

Dated: 24.02.14

### **Equality Analysis Summary Form**

25. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0014 Audit Services Restructure

26. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

Audit Services provide an internal audit, benefit and counter fraud, and risk management service to the Council. There is a savings proposal as part of the next round of budget cuts/reduced funding.

27. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

Review of current staffing levels, requirements of the office and equality strands.

28. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There is no evidence to suggest that the proposal could affect some groups of people differently or that there will be an adverse impact?

29. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Not applicable as there is no adverse impact.

30. If the impact cannot be justified, how do you intend to deal with it?

Not applicable as there is no adverse impact.

31. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Not applicable as there is no adverse impact.

32. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

No negative impact.

33. Were any modifications to the proposal introduced as a result of the analysis and consultation?

None required.

34. Please explain of whether and how the adopted proposal differs from the original proposal.

Not applicable as the proposal does not differ.

35. What equality actions have you identified?

No equality actions have been identified.

36. What plans do you have for monitoring the proposal when it is put into effect?

Regular review of staff levels and equality strands.

Signature of the lead officer undertaking the analysis:

Full name: Peter Farrow

Position: Head of Audit

Dated: 31 January 2014

### Equality Analysis Summary Form

37. What is the name of the service/function/policy/procedure (proposal) you have assessed?

Remove council subsidy for the operation of the bar at Aldersley Leisure Village (Ref 0016)

38. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

New operating model for the leisure centres (including catering) will focus on a commercial approach to the delivery of the business.

39. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

Professional advice has been sort from the Amateur Swimming Association and Sport England to develop the new operating model.

40. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

None

41. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

N/A

42. If the impact cannot be justified, how do you intend to deal with it?

N/A

43. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

User representatives, employees and national governing bodies of sport through face to face meetings. Evidence highlighted the under-utilisation of the facilities and inadequate marketing and communications.

44. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

The new business model will reduce barriers to participation and programming will be customer focused and secondary spend at the facilities.

45. Were any modifications to the proposal introduced as a result of the analysis and consultation?

None

46. Please explain of whether and how the adopted proposal differs from the original proposal.

N/A

47. What equality actions have you identified?

None

48. What plans do you have for monitoring the proposal when it is put into effect?

Monthly monitoring will be undertaken on usage and financial performance

Signature of the lead officer undertaking the analysis:

Full name Chris Huddart

Position: Head of Service

Dated: 24.02.14

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0017 Removal of Historical Contract Growth for Highways Maintenance
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Contract payments have traditionally increased annually in line with inflation.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. In house service therefore no contractual implications.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. N/A
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A

10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? N/A

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0019 Removal of Historical Contract Growth for Grounds Maintenance & Street Scene
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Contract payments have traditionally increased annually in line with inflation.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. In house service therefore no contractual implications.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. N/A
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? N/A

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0020 Audit Services Restructure

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

Audit Services provide an internal audit, benefit and counter fraud, and risk management service to the Council. There is a savings proposal as part of the next round of budget cuts/reduced funding.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

Review of current staffing levels, requirements of the office and equality strands.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There is no evidence to suggest that the proposal could affect some groups of people differently or that there will be an adverse impact?

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Not applicable as there is no adverse impact.

6. If the impact cannot be justified, how do you intend to deal with it?

Not applicable as there is no adverse impact.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Not applicable as there is no adverse impact.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

No negative impact.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

None required.

10. Please explain of whether and how the adopted proposal differs from the original proposal.

Not applicable as the proposal does not differ.

11. What equality actions have you identified?

No equality actions have been identified.

12. What plans do you have for monitoring the proposal when it is put into effect?

Regular review of staff levels and equality strands.

Signature of the lead officer undertaking the analysis:

Full name: Peter Farrow

Position: Head of Audit

Dated: 31 January 2014

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

Savings Proposal for Youth Services.

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

The Council has a statutory duty under section 507b of the Education Act 1996 to secure services and activities for young people aged 13 to 19, and those with learning difficulties to age 24, to improve their well-being, as defined in Subsection 13.

Whilst the duty does not prescribe what services and activities for young people should be funded or delivered, the Local Authority should take the strategic lead to work with young people and other stakeholders in order to assess needs and secure a sufficient local offer, that **so far as is reasonably practicable**, promotes equality of access for all young people to the positive, preventative and early help they need to improve their well-being, including youth services.

The duty sets out two forms of activity (not mutually exclusive) to improve well-being. The first activity is "educational leisure-time activities". The legislation also includes sufficient educational leisure time activity and associated facilities that are for the improvement of young people's personal and social development. This sub-set relates to activities that are delivered using youth work methods and approaches. The second activity is "recreational leisure-time activities" which includes sports and informal physical activities as well as a wide range of cultural activities including music, performing and visual arts.

A new structure is being proposed to deliver the £1.1 million saving and £750,000 saving identified in the 23 October 2013 and 24 July 2013 Cabinet Reports in respect of the youth offer for young people in Wolverhampton.

The establishment of a strategic youth work lead and integrated targeted youth work team directly managed through Children and Families Support Teams across 8 areas.

A budget of £100,000 to be made available to support a range of provision including; small grants to local community organisations, some commissioned voluntary sector re-provision on local open-access youth provision in areas of particular need, and some specific pieces of targeted needs led work including support for local youth democracy.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

Young people from across the City.

It will also affect their parents and wider family members.

Young people who access any of the following services:

- Open-access youth provision
- All youth service buildings (Except Epic and Graiseley)
- A dedicated Disability team
- Detached youth work
- Sector management
- Support for volunteering
- YOT youth workers
- Music provision (formerly Sam Sharpe)
- Infrastructure support for Youth elections
- Post 16 support
- Holiday activities and summer programme
- Youth Offer development
- Apprenticeship scheme

Closure of a number of Youth Service buildings will also impact on a number of voluntary and statutory partners and community groups who currently use these buildings.

The proposed development of the independent Wolverhampton Youth Zone will offer a range of activities and services to young people, independent of the Council, who may not previously have accessed local authority services.

Census data for the 11-25 population.

Current participation statistics, recorded outcomes, accredited achievements.

Number of voluntary youth organisations within the city.

The views of local communities and community groups, young people, local neighbourhood partnerships, secondary schools, Multi-Agency Support Teams, Youth Organisations Wolverhampton, WVSC, local youth organisations, trade unions, disabilities groups, PCT, Connexions, YOT.

The views of disabled young people and their parents.

A range of stakeholders were consulted with a view to gauging the views of a large range of communities. This generally worked well, however there are some groups who did not provide formal responses.

The youth service works across the city but prioritises local need and thus provides a service disproportionately to those young people requiring a local service.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

The youth service works with young people aged 11 to 21 (and 25 if they have a disability.)

All local authority open-access provision will cease as part of this proposal, and although this loss in provision may be mitigated by the proposed development of an independently managed Wolverhampton Youth Zone, all current users of the service will be affected.

The service currently works with a large constituency across the city which does include those with protected characteristics.

The proposal affects by definition young people who may be considered as having protected characteristics in terms of age.

Young people from a number of disability groups directly supported by the youth service would experience a reduction in this bespoke provision.

Youth provision which directly supports young people from a range of ethnic minorities particularly in neighbourhoods and wards with a particular concentration of population may also be directly affected.

It is more difficult to identify direct discrimination against LGBT populations, although the consultation aimed to target individuals who may be affected by these proposals.

The savings proposal affects the provision of services across the city and should not impact disproportionately on any group with protected characteristics.

The savings proposal aims to mitigate for loss of local neighbourhood services by;

- Support for young people with identified additional unmet needs as part of an integrated targeted youth service.
- Additional support for neighbourhoods by providing seed funding to voluntary and community groups.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Due to the Council's savings programme, the youth service budget reductions will mean that all local authority open-access will cease from the end of July 2014.

This will affect all users including those identified as having protected characteristics. Given the size of the savings required, it is not possible to retain any one of the current youth service facilities. In relation to the specific proposals for the Youth Service – there is no other way to achieve the savings and the proposals for the future Youth Offer are proportionate, necessary and appropriate. Further, both the proposals for the targeted youth service and the funding identified for the voluntary and community sectors for supporting local youth provision will ensure the most vulnerable young people, including those from protected characteristics can continue to access and receive youth services.

6. If the impact cannot be justified, how do you intend to deal with it?

The proposal will mean that all service users across the city will cease to have access to open-access youth provision delivered by the Council.

This cessation of service will affect all of the service's current users.

The users of the Youth Service include young people who have the protected characteristics highlighted above.

Further support for community based youth work will be provided in the form of small grants and commissioned opportunities for local community and voluntary sector providers.

The local authority provision will take the form of targeted youth work based in multi-agency support teams. A significant budget reduction will result in a significant reduction in opportunities available locally, however it is yet to be seen if this will impact on the numbers of young people who are able to access a range of provisions in the future.

Closer co-ordinated links with the voluntary and community sector will be established in order to build on any external funding that can support youth work and youth activity in community settings.

This particular savings proposal will mean the loss of the traditionally based youth services as a result of the need to make savings. The £100,000 will be used to mitigate in areas where there is evidence that a high number of young people are not using the youth zone in areas where locality provision is needed if this is a viable and affordable option.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

- Social media – publicity of consultation opportunities (Facebook)
- Online Survey Monkey (advertised across social media and stakeholder networks)
- Facilitated meeting with the voluntary/community sector.
- Facilitated young people’s consultations.
- Staff conference.
- Individual staff team meetings
- Formal trade union consultation.

A range of different views were received in response to the proposals. While many respondents recognised the need for the proposals, there was also a significant degree of general opposition to them particularly from employees within the current workforce and young users of the service.

Young people were very vocal in championing the services that they currently receive. They were equally disappointed that any reduction in youth services should be proposed particularly if it affects their own provision directly. There was also concern about the accessibility of the proposed Wolverhampton Youth Zone and their ability to both travel to it and afford to use it.

The voluntary and community sectors were keen for the profession of youth work to be continued to be recognised by the local authority. The sector was also interested in re-providing some local services and championing the role of the community sector.

Objections were more particularly pronounced at staff and trade union consultation meetings. The objections particularly centred on the risk of large scale redundancies across the service and any change in the terms and conditions of youth workers.

A number of respondents expressed the view that decisions had already been made and that they therefore had little confidence that the consultation would have any impact. Many took the view that there was so much detail provided that it was evidence that the outcome of the proposals had already been pre-determined. It was noted that the proposed development of the Youth Zone may be perceived to be at the expense of the local authority youth service.

The Council believes that it has taken all reasonable steps to undertake an effective, meaningful and successful consultation exercise with residents, local communities and other stakeholders; that it has carefully considered all the responses received; and that the responses received have informed the decisions the Council now has to make after all due consideration of the outcome of the consultation exercise.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

The Council acknowledges the views expressed by a number of respondents objecting to the proposals made. The Council also acknowledges the wide range of differing and sometimes opposing views expressed about different aspects of the proposals from various communities and particularly young people who currently use the service and staff employed by the Youth Service. The Council also acknowledges the degree of general anxiety and uncertainty about proposals that will involve changes to current and traditional models of service. The Council is, however, also gratified to note the degree of attachment to, and appreciation of, the youth services that the Council currently provides for the benefit of its local young people and communities.

Whilst the Council sympathises with the concerns expressed that there should be no changes to the existing arrangements, the Council has to balance such wishes with the budget challenges now facing the City. The Council has a duty to local council taxpayers to ensure that all of its community services represent good value for money. The Council believes that its vision for the development of the proposed youth offer is a way to protect some local services whilst achieving the savings necessary. The proposed development of the Wolverhampton Youth Zone as an independent youth provision will go some way to mitigating the loss of local open-access youth services.

The Council notes that the most forceful views expressed in opposition to the proposals were reinforced in consultation with staff and trade unions.

The Council is left with the challenge to maintain services that are clearly valued by local communities while reducing costs in the face of unprecedented Government spending cuts. To address this dichotomy, the Council remains convinced that its vision for the delivery of youth services provides the best model in the longer term for maintaining a level of service albeit delivered differently whilst achieving savings. The Council believes that the recommendations now made will help it to achieve a fair balance between those objectives.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

N/A

10. Please explain of whether and how the adopted proposal differs from the original proposal.

N/A

11. What equality actions have you identified?

An equality action plan will be developed to assess, monitor and address any equality issues raised through the development of the reduced Youth Offer.

12. What plans do you have for monitoring the proposal when it is put into effect?  
Through a clear performance management framework, identified outcomes and an equalities action plan.

Signature of the lead officer undertaking the analysis:

Full name: Robin Morris.  
Position: Youth Service Manager.  
Dated: 5<sup>th</sup> February 2014.

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?  
0022 - Removal of Growth – Increase in Pension Costs of Former Employees
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?  
The proposal removes growth from the budget set aside to meet the ongoing pensions cost of former employees. Financial modelling, incorporating estimates of future inflation and turnover, indicates that the current budget provision is adequate.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.  
The actual pension payments made to former employees will not be affected by this savings proposal. There is no adverse impact on any group.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?  
No differential adverse affects or impacts (see the answer to Question 3).
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?  
Not applicable – no differential adverse impact.
6. If the impact cannot be justified, how do you intend to deal with it?  
Not applicable – no differential adverse impact.
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.  
There was no consultation. Actual pension payments made to former employees will not be affected. The savings proposal removes planned growth to an already adequate budget.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?  
There is no adverse impact on any group. Equality duties will be complied with.
9. Were any modifications to the proposal introduced as a result of the analysis and consultation?  
No modifications.
10. Please explain of whether and how the adopted proposal differs from the original proposal.  
Not applicable – proposal is unchanged.

11. What equality actions have you identified?  
None identified.
12. What plans do you have for monitoring the proposal when it is put into effect?  
. The anticipated adequacy of the budget will be reviewed as part of existing budget monitoring processes.

Signature of the lead officer undertaking the analysis:

Full name

Position:

Dated:

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?  
Savings proposal 0024 Countryside & Parks Strategy
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?  
This proposal is in response to the financial challenge faced by the Council. Over a 5 year period it is planned to increase the income generated by the three countryside sites and heritage parks in council operation, to gradually remove the need for subsidy by developing a robust commercial model.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.  
A desktop analysis of existing usage within parks and countryside sites was undertaken to identify potential revenue streams. Groups and users includes schools, charities, residents and those organisations that stage events within the sites.  
Staff have also been consulted with regard to income generation proposals.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?  
NA
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?  
NA
6. If the impact cannot be justified, how do you intend to deal with it?  
NA
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.  
Face to face with staff.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?  
Initial findings indicate that there are potential new revenue streams that could be realised by the Council. In addition, it is also proposed that fees and charges could be revised.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?  
No
10. Please explain of whether and how the adopted proposal differs from the original proposal.  
NA
11. What equality actions have you identified?  
No
12. What plans do you have for monitoring the proposal when it is put into effect?  
Establish a working group and hold quarterly monitoring meetings.

Signature of the lead officer undertaking the analysis:

Full name Richard Welch

Position: Head of Community Recreation and Acting Head of Parks

Dated: 19<sup>th</sup> February 2014

### **Equality Analysis Summary Form**

1. What is the name of the service / function / policy / procedure (proposal) you have assessed?  
0026 The impact of closure of Heath Town Community Centre and the transfer of St Chads Community Centre to a charitable organisation.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?  
Both of the proposals are in response to the financial challenge faced by the Council.  
Heath Town Community Centre will close and the site will be made secure. It is anticipated that St Chads Community Centre will be transferred to a charitable organisation and the council will surrender its lease with the Diocese. It should be noted that a key dependency for this proposal is the willingness of an appropriate external organisation to pick up full responsibility for the site.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.  
Community Recreation Officers:
  - considered up to date usage programmes (both buildings)
  - contacted individual groups leaders to get a breakdown of users (both buildings)
  - carried out a desktop study to identify alternative accommodation (both buildings)
  - contacted local organisations that have expressed an interest in asset transfer of community buildings previously (St Chads)
  - carried out a desktop exercise on building performance (both buildings)
  - Consulted with the main user group (Luncheon Club) at Heath Town regarding future needs and requirements

- Officers invited to attend Tenants and Residents meeting and responded to concerns about the proposed closure and the master plan of the wider estate.
- Review of existing agreed savings programmes and future savings proposals
- Consultation with city council youth service

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

The centres have a variety of different user groups that could be affected differently. As a result of this proposal, it could be considered that an adverse impact could be experienced as follows:

Heath Town Community Centre

- Luncheon Club (disruption regular members)
- Religious Groups (there may be a lack of alternative available accommodation for large scale events within the immediate area)

St Chads – User Groups include:

- Religious Groups (disruption regular members)
- Peoples Group (disabilities)

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Yes. Both Centres are underutilised, are in extremely poor states of repair and have large backlogs of repairs.

Regarding Heath Town Community Centre, closure is considered as there are no alternative savings proposals identified. Similarly, for St Chads CC, asset transfer (if possible, safeguarding existing use) of this site is considered the most feasible option.

Following consultation with Youth Services and a review of existing savings programmes, it is anticipated that current provision at both sites will end in March 2014. However, if future additional funding is identified for Youth Service delivery, options exist for delivery using Springfield and Graiseley sites. In addition, detached work would be carried out.

Where required, support will be given to the dispersed groups.

6. If the impact cannot be justified, how do you intend to deal with it?

N/A

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Meeting with the main user group at Heath Town where proposals were presented, questionnaires distributed and comments recorded.

Officers were invited to attend Tenants and Residents meeting and responded to concerns about the proposed closure and the master plan of the wider estate.

Meeting held with Head of Youth Service to establish future service delivery requirements in light of existing and future budgetary position.

Drop in session at St Chads to present proposals and questionnaires.

Meeting with charitable organisation to scope potential for transfer.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

By supporting (where possible) user groups to access alternative premises, it could be argued that this will foster good relationships between people from different groups. Similarly, the potential transfer of St Chads Community Centre to a charitable organisation may also contribute towards this duty.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

The proposal remains the same, however additional work will be carried out to attempt to identify alternative venue providers who may be able to accommodate the non-regular users, (specifically those who would have difficulties identifying alternative local venues on religious grounds). For example, discussions have taken place with Wolverhampton Homes to look at the potential to use existing buildings to accommodate some user groups.

Residents at Heath Town expressed concerns over the safety and security of the site if it was to remain vacant. Therefore, it is proposed that additional security measures will be explored.

10. Please explain of whether and how the adopted proposal differs from the original proposal.

Proposal to close Heath Town Community Centre and to transfer St Chads Community Centre to a charitable organisation remains the same.

11. What equality actions have you identified?

The consultation and Equalities Analysis have identified that support should be given to a number of groups.

Heath Town

Religion – support will be given to identify alternative appropriate provision.

Age - Alternative arrangements (with one off grant aid) will be made available for the regular user group which has a long term booking arrangement.

Signposting support will be given to previous users with a view to sourcing alternative accommodation.

12. What plans do you have for monitoring the proposal when it is put into effect?

- Security of the building will be monitored by the caretaking team.
- Monitoring systems will be put in place to monitor any complaints received.
- Equality monitoring on the number of groups unable to access alternative provision in the area will be carried out.

Signature of the lead officer undertaking the analysis:

Full name: Richard Welch

Position: Head of Community Recreation and Acting Head of Parks

Dated: 5<sup>th</sup> February 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

Savings proposal 0027 Subsume the Sports Development Team into the Public Health workforce

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

This proposal is in response to the financial challenge faced by the Council. It is proposed that the Sports Development and Healthy Lifestyle Team, having a very relevant skill mix move into the Public Health team and are resourced from the ring-fenced Public Health allocation.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

A exercise was undertaken having regard to key documents such as the Sports Development & Investment Strategy, Green Open Space Strategy, Pitches Strategy, JSNA, CYP plan, Joint Health & Wellbeing Strategy, evidence base, outcome data and performance data from relevant contracts, services or grants, discussions with Sports England and an understanding of the skill-set within the Sports Development team and the (congruent to Public Health) outcomes they were seeking to achieve. Maintaining this skill set within the organisation, using a consistent approach to public health were more likely to bring about positive outcomes for all relevant groups likely to benefit from increased physical activity and enhanced access to open space.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

This proposal seeks to improve health outcomes for disadvantaged groups particularly in relation to improving participation rates in physical activity and encouraging healthy lifestyle choices.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

NA

6. If the impact cannot be justified, how do you intend to deal with it?

NA

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

A huge amount of detailed consultation using a variety of methods was used to develop strategies utilised in this process such as the:

JSNA, CYPP, Sports Development & Investment Strategy, The Wolverhampton Open Space Strategy & Action Plan, the Open Space, Sport and Recreation Supplementary Planning Document (SPD), and the Pitches Strategy

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

By bringing in the Sports Development Team into the public health workforce generated real potential for more proactive and targeted action that would aim to improve health for all, whilst also meeting the requirements of the equality duty.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

No

10. Please explain of whether and how the adopted proposal differs from the original proposal.

NA

11. What equality actions have you identified?

Only in respect to the question regarding whether the proposal intends to increase equality of opportunity by permitting or requiring action to redress disadvantages? This is considered possible but not fully explored at this stage – we would ensure that it was lawful

12. What plans do you have for monitoring the proposal when it is put into effect?

That the potential benefits from the Sports Development Team working as part of the public health service to improve health and reduce health inequalities with respect to the equality duty are maximized. This will be a key area of focus as the team is transferred and the work programme developed and monitored.

Signature of the lead officer undertaking the analysis:

Full name Ros Jervis

Position: Director of Public Health

### Equality Analysis Summary Form

13. What is the name of the service/function/policy/procedure (proposal) you have assessed?

**0029 2014/15 Voluntary and Community Sector Grants (VCS) Budget Savings Target**

14. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

**Proposal to achieve £1.6 million savings from the grant funding in order to achieve the financial savings identified in the Council's Five Year Budget Strategy.**

15. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

**Individual equalities and economic impact assessment completed for each organisation affected by this proposal. Equalities information was also collected as part on the on going contract monitoring of these grants**

16. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

**Of the 13 organisations whose funding will cease in May 2014 two of these organisations have a specific BME focus. These proposals will adversely affect those organisations.**

17. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

**This is part of a package of significant savings proposals that the Council is required to make over the next 5 years. All Council funding has been subject to rigorous review with the emphasis being on funding statutory services.**

18. If the impact cannot be justified, how do you intend to deal with it?

19. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

**Consultation meetings with the Third Sector Partnership and the Equities Focus group. The Cabinet report contains a full transcript of the Third Sector Partnership feedback.**

20. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

**Where ever possible mitigating actions were put in place to reduce the impact on organisations.**

21. Were any modifications to the proposal introduced as a result of the analysis and consultation?

**The proposal seeks where possible to continue funding throughout 14/15 in order to allow further time for organisations to seek alternative sources of funding. There is a residual of organisations where this has not been possible.**

22. Please explain of whether and how the adopted proposal differs from the original proposal.

**Phased introduction of the savings**

23. What equality actions have you identified?

**Need to monitor the impact of these proposals**

24. What plans do you have for monitoring the proposal when it is put into effect?

**Continued monitoring of the outcomes of those organisations whose funding continues and monitoring of the impact where funding of organisations has ceased.**

Signature of the lead officer undertaking the analysis:  
Full name Viv Griffin  
Position: Assistant Director  
Dated: 03.02.2014

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0030 Depot Rationalisation
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Reduction in number of operational depots and HWRCs.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.  
Wolverhampton is obligated to provide a minimum of one HWRC
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Negotiations with in house services and external service provider.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect?  
Monthly performance reports

Signature of the lead officer undertaking the analysis:

Full name ; C.Huddart

Position: Head of Commercial Services

Dated: 31.01.14

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

Savings project reference 0035 "Reduction in Business Support Supplies & Services Budgets"

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

This budget relates to back office supplies and services. The purpose is to make savings on the budget prior to disaggregation of the budget to service areas on the disbandment of the Directorate's Business Support unit.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

The budget is for back office supplies and services and any reduction in that budget will have no direct impact on service users whether with protected characteristics or not.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There will be no impact on individuals.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Not applicable.

6. If the impact cannot be justified, how do you intend to deal with it?

Not applicable.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Not applicable.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

Not applicable

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

Not applicable

10. Please explain of whether and how the adopted proposal differs from the original proposal.

Not applicable.

11. What equality actions have you identified?

None

12. What plans do you have for monitoring the proposal when it is put into effect?

Not applicable. The budget has been reduced, the savings have been achieved, and there has been no impact on anyone.

Signature of the lead officer undertaking the analysis:

Full name Geoff Tait

Position: Head of Service, Business Support & Improvement (Community)

Dated: 19.02.14

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? Rationalisation of Markets Service.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Relocation/rationalisation of Wolverhampton market.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. The market currently operates with a subsidy and the new Sainsburys development is expected to further impact upon user numbers.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Negotiations with in house staff and market traders.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A

9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect?  
Monthly performance data

Signature of the lead officer undertaking the analysis:

Full name ; C.Huddart

Position: Head of Commercial Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?  
  
Savings project reference 0036 "Reduce Staffing in Management and Sector-Led Improvement"
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?  
  
This proposal envisages a staffing restructure and internal "lift and shift" of a (Sector-Led Improvement) team and the deletion of a Head of Service post.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.  
  
This proposal will have staffing implications (which will be addressed by established HR policy and procedures) but will have no direct impact on service delivery to customers/residents.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?  
  
There will be no direct impact on customers/residents. Any impact on staff will be addressed by established HR policy and procedure.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?  
  
Not applicable.
6. If the impact cannot be justified, how do you intend to deal with it?  
  
Not applicable.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Not applicable. (Consultation with staff will be undertaken in accordance with established HR policy and procedure).

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

Not applicable

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

Not applicable

10. Please explain of whether and how the adopted proposal differs from the original proposal.

Not applicable.

11. What equality actions have you identified?

None

12. What plans do you have for monitoring the proposal when it is put into effect?

Not applicable. This proposal will have no direct impact on customers/residents. All staffing implications will be addressed by established HR policy and procedure.

Signature of the lead officer undertaking the analysis:

Full name Geoff Tait

Position: Head of Service, Business Support & Improvement (Community)

Dated: 19.02.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0037 Review of highway maintenance service
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Proposal still to be formulated.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. No impact on particular groups is anticipated.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? N/A

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Normal council consultation methods / Cabinet members
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? Insurance claims/rectification notices

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

Savings project reference 0038 "Reduce Staffing in Project and Programme Management"

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

This proposal envisages a reduction in the staffing for a project/programme management team with effect from 2018.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

This proposal will eventually (from 2018) have staffing implications (which will be addressed by established HR policy and procedures) but will have no direct impact on service delivery to customers/residents.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There will be no direct impact on customers/residents. Any impact on staff with effect from 2018 will be addressed by established HR policy and procedure.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Not applicable.

6. If the impact cannot be justified, how do you intend to deal with it?

Not applicable.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Not applicable. (Consultation with staff will be undertaken in due course in accordance with established HR policy and procedure).

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

Not applicable

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

Not applicable

10. Please explain of whether and how the adopted proposal differs from the original proposal.

Not applicable.

11. What equality actions have you identified?

None

12. What plans do you have for monitoring the proposal when it is put into effect?

Not applicable. This proposal will have no direct impact on customers/residents. All staffing implications will be addressed in due course by established HR policy and procedure.

Signature of the lead officer undertaking the analysis:

Full name Geoff Tait

Position: Head of Service, Business Support & Improvement (Community)

Dated: 19.02.14

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0039 A Reduction in Training Budget based on an historical underspend.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? The training budget is utilised to procure and deliver learning and development solutions to adult social care employees in line with service delivery requirements
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Financial data shows that this budget is historically underspent comfortably by the amount of savings in the proposal. The reduction will not impact on any group.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No Impact as this is an historical underspend.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Consultation was with senior managers in adult social care responsible for service delivery.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? This is an historical underspend of training budget which will not impact on equality duties
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? None required.
10. Please explain of whether and how the adopted proposal differs from the original proposal. N/A – proposal unchanged
11. What equality actions have you identified? None as this is an historic underspend of training budget.
12. What plans do you have for monitoring the proposal when it is put into effect? On-going financial monitoring of the training budget.

Signature of the lead officer undertaking the analysis:

Full name: Susan Serventi  
Position: Strategic Workforce Development Manager  
Dated: 6<sup>th</sup> November 2013.

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0040 Research activity reduction

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

This is a top slice of the Policy team research budget of £10k in 2014-15. There will still be research activity undertaken, however we will seek to maximise efficiency through using in house resources, survey monkey, smaller sample sizes as much as possible.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

Research activity captures important information about the city and its residents, including information relating to different groups. Whilst there will be less externally commissioned research, we will still have a mechanism for capturing feedback, information and evidence in order to analyse service provision. For example, including equalities monitoring questions will remain a key part of the approach. There is a risk that with smaller sample sizes and less frequent data there is a lessened understanding and knowledge base or that new data is not directly comparable with previous data sets due to a different methodology.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There is a risk that by using cheaper and more on-line based methods of research that groups less likely to engage on line are excluded such as older people.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

However, in planning research activity this will be accompanied with advice and guidance from the Policy & Equality team on how research is conducted to ensure this risk is minimised. A standard monitoring form for equalities data has been developed, and should be used in all questionnaires to ensure this is monitored.

6. If the impact cannot be justified, how do you intend to deal with it?

If the monitoring suggests that certain groups are not engaging with research activity, then the methods used and associated budget will be reviewed.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

This proposal has been consulted upon with the Policy Team, who have provided advice and guidance on how to amend research activity in light of the reduced budget.

The proposal was also consulted at the Confident Capable Council Scrutiny Panel. No concerns were raised.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

Whilst there is a reduction in research budget, activity will still take place, and equalities monitoring included. The purpose of the research activity is to provide an evidence base to support the council in eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

No

10. Please explain of whether and how the adopted proposal differs from the original proposal.

None

11. What equality actions have you identified?

To continue to ensure equality monitoring questions are included, and to develop an approach of looking cumulatively across activity to ensure certain groups are not disadvantaged from participating in research. This is supported by the reorganisation of the Policy Team which has brought the research and equalities function together in one team.

12. What plans do you have for monitoring the proposal when it is put into effect?

As above.

Signature of the lead officer undertaking the analysis:

Full name: Charlotte Johns

Position: Head of Policy

Dated: 6/2/14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0041 Reconfiguration of residual waste collection service
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Changes to the type & frequency of collection of domestic household waste

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Proposal details still need formulating, however no impact on particular groups anticipated.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? N/A
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Neighbourhood forums and negotiations with service provider.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? Monthly performance reports

Signature of the lead officer undertaking the analysis:

Full name ; C.Huddart

Position: Head of Commercial Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0042 —Restructure of Children with Disabilities Assessment and Care Management Team — Social Work

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?
3. The team carries out statutory duties in respect of the Corporate Equalities Function assessment/ review of the needs of

disabled children and young people. The team also carries out statutory duties in respect of safeguarding children and young people.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

Information relating to staff held within teams, and also with HR has been considered as part of the process.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There is no evidence currently to support the view that the proposal could affect some groups of people differently or have an adverse impact, suffice to say that this proposal relates to changing the skills mix within the social work team in order to deliver the Council's duties in relation to disabled children and young people more cost effectively.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Any impact from making changes to the composition of the social work team can be justified on the basis that a more cost effective, revised model will enable the Council to realise the savings target identified more quickly.

6. if the impact cannot be justified, how do you intend to deal with it?

N/A

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

This proposal has been identified for years 2015/16 but may be brought forward to 2014/15 as part of work currently being explored to remodel the composition of disability social work teams for children and adults. Consultations are not currently required, but will be undertaken in a timely manner as appropriate.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

N/A

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

N/A

10. Please explain of whether and how the adopted proposal differs from the original proposal.

N/A

11. What equality actions have you identified? No specific actions have been identified at this time.

12. What plans do you have for monitoring the proposal when it is put into effect?

This proposal is reported on monthly to the relevant Assistant Director and also reported corporately, along with all other current proposals.

Signature of the lead officer undertaking the analysis

Full name Suzanne Smith

Position: Head of Service-All Age Disability

Dated: 19.02.14

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

Savings project reference 0043 "Reduce Staffing in Information Management and ICT Support"

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

This proposal envisages a restructure, relocation and reduction in the staffing and budgets for different Business Support teams.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

This proposal has staffing implications (which are being addressed by established HR policy and procedures) but has have no direct impact on service delivery to customers/residents.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There will be no direct impact on customers/residents. Any impact on staff is being addressed by established HR policy and procedures.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Not applicable.

6. If the impact cannot be justified, how do you intend to deal with it?

Not applicable.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Not applicable. (Consultation with staff is being undertaken in in accordance with established HR policy and procedures).

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

Not applicable

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

Not applicable

10. Please explain of whether and how the adopted proposal differs from the original proposal.

Not applicable.

11. What equality actions have you identified?

None

12. What plans do you have for monitoring the proposal when it is put into effect?

Not applicable. This proposal will have no direct impact on customers/residents. All staffing implications are being addressed by established HR policy and procedures.

Signature of the lead officer undertaking the analysis:

Full name Geoff Tait

Position: Head of Service, Business Support & Improvement (Community)

Dated: 19.02.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0046 Review of systems

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

This is a top slice of the Policy team systems budget of £5k in 2014-15. We are seeking to maximise efficiency through using alternative systems and hosting contracts for performance management and local information systems.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

The purpose of the performance and local information systems is to share data and intelligence easily and freely both within the authority and amongst partners. The change of hosting contracts/systems will have minimal impact on different groups.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

None at present.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

None at present.

6. If the impact cannot be justified, how do you intend to deal with it?

None at present.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

This proposal has been consulted upon with the Policy Team, who have provided advice and guidance on how to change software solutions in light of the reduced budget.

The proposal was also consulted at the Confident Capable Council Scrutiny Panel. No concerns were raised.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

Whilst there is a reduction in research budget, activity will still take place, and equalities monitoring included. The purpose of the software is to openly provide information and data to inform an evidence base to support the council in eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

No

10. Please explain of whether and how the adopted proposal differs from the original proposal.

None

11. What equality actions have you identified?

Going forward, satisfaction surveys of software users should be planned in. This will include equalities monitoring questions.

12. What plans do you have for monitoring the proposal when it is put into effect?

As above.

Signature of the lead officer undertaking the analysis:

Full name: Charlotte Johns

Position: Head of Policy

Dated: 6/2/14

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0047 Review of bank holiday waste collections
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Transfer bank holiday collection days to previous Saturday.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Affected households would be informed of changes through normal communication channels.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? N/A
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Neighbourhood forums and negotiations with service provider.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? Monthly performance reports

Signature of the lead officer undertaking the analysis:

Full name ; C.Huddart

Position: Head of Commercial Services

Dated: 31.01.14

## Equality Analysis Summary Form

13. What is the name of the service/function/policy/procedure (proposal) you have assessed?

Children Short Breaks Service

14. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

The proposal is to re-model children residential short breaks services to offer families more choice and control over the services they receive and to offer families the option of a personal budget

15. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

This proposal affects families with disabled children. Data from the local services was analysed, alongside information from national organisation, and different service models from different areas were evaluated.

16. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

The proposals recommend that two short breaks services merge together into one building, the children who will be moving into the new building will need to be supported through the changes.

17. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

The aim is to provide a better quality of service. The building being used is being adapted to improve the environment. The aim is also to encourage families who do not want to use the existing services to reconsider and use the new service because it will be able to meet the needs of their children.

18. If the impact cannot be justified, how do you intend to deal with it?

19. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Consultation has been undertaken with all families who use the services, young disabled people, the service provider, health, third sector groups, and Councillors.

20. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

The service is designed to meet the needs of disabled children and young people, families are involved to make sure that the new services meet the needs of the young people who will be using it

21. Were any modifications to the proposal introduced as a result of the analysis and consultation?

The proposal has been significantly changed as a result of consultation with families. The base for the new service has changed and the size of the residential service has been maintained.

22. Please explain of whether and how the adopted proposal differs from the original proposal.

As above

23. What equality actions have you identified?

The service is specifically designed to meet the needs of disabled children and young people

24. What plans do you have for monitoring the proposal when it is put into effect?

The impact of these proposals will be monitored by the commissioning team.

Signature of the lead officer undertaking the analysis:

Full name Kathy Roper

Position: Manager - All Age Disability Commissioning Team

Dated: 24.2.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0049 Implement reduced cost delivery model for Neighbourhood Support Carelink and Telecare services by transferring the current services to an external market provider

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

Implement reduced cost delivery model for Neighbourhood Support Carelink and Telecare services by transferring the current services to an external market provider

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

A wide range of data was used in order to determine the potential impact of this proposal on different groups:

- Demography data from the updated Joint Strategic Needs Assessment (JSNA)
- Census (2011) data from POPPI
- Usage data from Information Management Team performance data

- Quality data from the Quality Assurance and Compliance team
- Regulated services data from the Care Quality Commission
- Cost data from Financial Services team

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

The transfer of these services to an alternative provider will not have an adverse impact

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

The transfer of these services to an alternative provider will not have an adverse impact.

6. If the impact cannot be justified, how do you intend to deal with it?

The transfer of these services to an alternative provider will not have an adverse impact.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

The exact methodology for the consultation/engagement process will be determined as part of the overall programme development subject to Cabinet approval.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

The exact methodology for the consultation/engagement process will be determined as part of the overall programme development subject to Cabinet approval.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

The revised proposal to proceed with a single programme approach will be adopted subject to Cabinet approval on 26 February 2014.

10. Please explain of whether and how the adopted proposal differs from the original proposal.

The proposal to proceed with a single programme approach will be adopted subject to Cabinet approval on 26 February 2014.

11. What equality actions have you identified?

The revised proposal to proceed with a single programme approach will be adopted subject to Cabinet approval on 26 February 2014.

12. What plans do you have for monitoring the proposal when it is put into effect?

This proposal will be managed through the Information Management Dashboard and through the contract and quality standards

Signature of the lead officer undertaking the analysis:

Full name     Helen Rowney  
Position:     Commissioning Officer  
                  Older People - Commissioning  
Dated:         February 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? Increase in non-residential Adult Social Care services Contribution Rates (0055)
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? To reduce the Council's contribution to the costs of non-residential, including Very Sheltered Housing and Supported Living, services by applying corresponding increases in individual service user contributions of between £0.34 (4.4%) and £5.95 (10.2%) from April 2014.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. By: using data reports generated from the Social Care electronic case recording system – CareFirst – and Wolverhampton in Profile statistics to compare the groups of people with protected characteristics in Wolverhampton generally with those receiving Adult Social Care services; by undertaking calculations to ensure that the proposed increases will comply with government guidance on 'Fairer Charging' leaving customers with at least the threshold amount of disposable income taking the amount of the proposed contribution and a reasonable amount for disability-related expenditure into account.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? There will be direct adverse equality implications for people with disabilities who are existing (or prospective) Adult Social Care chargeable non-residential service users because they are the directly affected target group, and because these proposals envisage that the majority of the target group will be expected to increase their financial contributions towards the cost of the services provided for them.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? These proposals acknowledge that they will have the adverse impacts described above, because those direct adverse impacts on people with disabilities are the unavoidable consequence of requiring increased financial contributions from people with disabilities who rely on the non-residential Adult

Social Care services provided for them. Any indirect adverse impacts are the unavoidable consequence of the Council's duty to consistently apply the government's statutory "Fairer Charging" policy guidance, which does not allow for any difference of treatment between different equality groups (so that its contributions policy is "demonstrably fair as between different service users").

6. If the impact cannot be justified, how do you intend to deal with it? N/A

Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. In writing via a briefing document; via an 'easy to read' version of the briefing; verbally at meetings; verbally from the Consultation Response Line and electronically on the Council's website. The majority of people making a comment expected contributions to be increased although there was some concern expressed about the larger increase applied to Band D/E customers – those with Attendance Allowance/DLA care and an amount for severe disability.

What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? We have consciously considered the need to eliminate discrimination, advance equality of opportunity and foster good relations between different groups of people however; an adverse impact on disabled people cannot be avoided by this proposal as they are the directly affected target group.

7. Were any modifications to the proposal introduced as a result of the analysis and consultation? No
8. Please explain of whether and how the adopted proposal differs from the original proposal. N/A
9. What equality actions have you identified? None
10. What plans do you have for monitoring the proposal when it is put into effect? The Council will continue to monitor the impact of its contributions policy on all affected service users, including those with the relevant protected characteristics. As the Council currently records and monitors data on Adult Social Care service usage only in respect of age, sex, race and disability, it is also considering ways of improving its recording and monitoring of the impact of its policies on the following protected characteristics: religion or belief; sexual orientation; gender reassignment; marriage & civil partnership; pregnancy and maternity.

Signature of the lead officer undertaking the analysis:

Full name: Helen Winfield

Position: Acting Service Manager – Financial Support Services

Dated: 6/2/2014

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0057 - Provide alternative options to meet care needs
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? There are approximately older 4000 people who access or may access our services, and many will be supported by family members as carers. The saving will be made by developing low and no cost service options which meet people's effectively in different ways.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. We have piloted the review process which indicates that we can achieve the savings by negotiating better use of resources with the service provider and adjusting the care package to meet the needs more appropriately. This might mean that the persons needs can be more appropriately in a different setting, if this situation occurs we will ensure that any change is made sensitively and complies with relevant legislation.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? None, the care arrangements will be individually determined and service options will be tailored to appropriately meet the individuals assessed needs.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/a
6. If the impact cannot be justified, how do you intend to deal with it? N/a
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Not applicable as the screening assessment indicated that there was unlikely to be an impact.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? Not applicable see 7 above.
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? Not applicable
10. Please explain of whether and how the adopted proposal differs from the original proposal. Not applicable
11. What equality actions have you identified? Not applicable
12. What plans do you have for monitoring the proposal when it is put into effect? There will be a clear set of parameters established for the change and these will be regularly and openly measured

Signature of the lead officer undertaking the analysis:

Full name :Michael Murphy

Position: Interim Head of Service

Dated: 18/2/2014

### Equality Analysis Summary Form

25. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0059 Reduction in the budget that fund Housing Related Support Services

26. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

These services support vulnerable people from the age of 16 plus to remain in their own tenancies, the services offer support to people to learn how to maintain their tenancy, pay bills, and learn independent living skills.

27. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

We have consulted with providers who have the best in-depth understanding about their services, the demographics of their service uses and how their service can be provided differently to minimise the impact. We have also used information from service reviews undertaken in the last two years to risk assess the impact

28. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

The evidence is that all service user groups will be affected equally because of the scale of the budget reduction. The impact is being managed through partnership working with the service providers to understand how services can be re-modelled to minimise the impact. These are not statutory services.

29. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

These are not statutory services.

30. If the impact cannot be justified, how do you intend to deal with it?

31. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Consultation has been undertaken with all service providers, the Housing Support Partnership Board and the Expert by Experience group have also been engaged in the discussions about how to manage the impact of the budget reduction and how to prioritise the existing resources.

Feedback from providers evidenced a clear understanding of the need to reduce the budget and they came up with a number of innovative ideas about how to prioritise the existing resources and deliver services in a different way.

32. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

Some services are commissioned to meet the needs of specific groups within the Equalities duty, the proposals will need to ensure that the needs of these groups continue to be met even if the service design changes.

33. Were any modifications to the proposal introduced as a result of the analysis and consultation?

The proposals were endorsed

34. Please explain of whether and how the adopted proposal differs from the original proposal.

The proposals are the same

35. What equality actions have you identified?

There are some disability and BME specific services the new proposals need to ensure that these groups of people continue to have access to a service

36. What plans do you have for monitoring the proposal when it is put into effect?

The impact of these proposals will be monitored through the multi-agency partnership board

Signature of the lead officer undertaking the analysis:

Full name Kathy Roper

Position: Manager - All Age Disability Commissioning Team

Dated: 24.2.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0061 - Review high Cost Care packages

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

There are approximately 100 older people who are in high cost packages, with Private sector providers, these proposals relate to these people.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

We have piloted the review process which indicates that we can achieve the savings by negotiating better use of resources with the service provider and

adjusting the care package to meet the needs more appropriately. This might mean that the persons needs can be more appropriately in a different setting , if this situation occurs we will ensure that any change is made

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? It is anticipated that here will be no adverse effect as a result of implementing this project.

Signature of the lead officer undertaking the analysis:

Full name Michael Murphy

Position: Interim Head of Service

Dated: 19/2/14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0062 Phase two of the review of the Regulatory Services function to deliver the remainder of the required savings.

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

The proposal is to reconfigure the service structure and arrangements in order to deliver additional savings following on from the removal of vacant posts.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

Initial assessment has examined the levels of demand for various services currently provided and consideration of the impact of reducing response times / service standards and/or removing the service completely.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There is no evidence to suggest the proposal could affect some groups differently at this stage because the service will be reduced across the city and all groups will arguably be equally affected. In fact, for some areas of service, a potential outcome will be the prioritisation of resource to areas experiencing the worst problems. These areas are likely to be the more deprived areas.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Not known at this stage. Further monitoring will be necessary.

6. If the impact cannot be justified, how do you intend to deal with it?

If necessary and evidenced through the monitoring / analysis of data – resources would be re-prioritised to deal with any unjustifiable impact.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Further monitoring will need to take place in order to determine whether a full analysis is required. This will detailed involve analysis of service demand, comparisons to other service providers, analysis of complaint levels/trends etc.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

Not known at this stage.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

N/A at this stage

10. Please explain of whether and how the adopted proposal differs from the original proposal.

N/A at this stage

11. What equality actions have you identified?

N/A at this stage

12. What plans do you have for monitoring the proposal when it is put into effect?

Continuation of monitoring described in 7. Above.

Signature of the lead officer undertaking the analysis:

Full name: Andrew Jervis

Position: Head of Regulatory Services

Dated: 14/11/2013

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0063 - Review of Direct Payments

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

Direct Payments are the mechanism by which service users can arrange their own services through their employment of personal assistants. This leads to greater flexibility, but creates packages that need focused review.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

We have piloted this process which indicates that we can achieve the savings by negotiating better use of resources with the service user and adjusting the care package to meet the needs more appropriately. This might mean that the persons needs can be more appropriately met , if this situation occurs we will

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

None, the care arrangements will be individually determined and service options will be tailored to appropriately meet the individuals assessed needs.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? It is anticipated that the proposal will have no adverse effect.

6. If the impact cannot be justified, how do you intend to deal with it?

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

10. Please explain of whether and how the adopted proposal differs from the original proposal.

11. What equality actions have you identified?

12. What plans do you have for monitoring the proposal when it is put into effect?

Signature of the lead officer undertaking the analysis:

Full name Michael Murphy

Position: Interim Head of Service

Dated: 19/02/2014

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0065 —Restructure of Learning Disabilities Assessment and Care Management Team — Social Work

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

The team carries out statutory duties in respect of the assessment/ review of the needs of adults with a learning disability. The team also carries out duties in respect of safeguarding adults.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

Information relating to staff held within teams, and also with HR has been considered as part of the process.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There is no evidence currently to support the view that the proposal could affect some groups of people differently or have an adverse impact, suffice to say that this proposal relates to changing the skills mix within the social work team in order to deliver the Council's duties in relation to disabled children and young people more cost effectively.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Any impact from making changes to the composition of the social work team can be justified on the basis that a more cost effective, revised model will enable the Council to realise the savings target identified more quickly.

6. If the impact cannot be justified, how do you intend to deal with it?

N/A

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

This proposal has been identified for years 2015/16 but may be brought forward to 2014/15 as part of work currently being explored to remodel the composition of disability social work teams for children and adults. Consultations are not currently required, but will be undertaken in a timely manner as appropriate.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

N/A

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

N/A

10. Please explain of whether and how the adopted proposal differs from the original proposal.

N/A

11. What equality actions have you identified? No specific actions have been identified at this time.

12. What plans do you have for monitoring the proposal when it is put into effect?

This proposal is reported on monthly to the relevant Assistant Director and also reported corporately, along with all other current proposals.

Signature of the lead officer undertaking the analysis: Full name Suzanne Smith  
Position: Head of Service-All Age Disability  
Dated: 19.02.14

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0066 - To increase the proportion of Older People receiving service in their Community
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? There are approximately older 4000 people who access or may access our services, and many will be supported by family members as carers. Of those, approximately 900 are placed in residential and nursing home care. The Authority currently places about 350 people per year into residential and nursing care, which is 30 more than the national average. The saving will be achieved by strengthening community alternatives to admission.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

None, the care arrangements will be individually determined and service options will be tailored to appropriately meet the individuals assessed needs.

Signature of the lead officer undertaking the analysis:

Full name Michael Murphy

Position: Interim Head of Service

Dated: 19/2/14

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0067 Restructure of Schools, Skills and Learning.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? A restructure of the services within SSL to ensure that they are fit for purpose in meeting statutory duties and remain whilst meeting savings targets. .
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. The assessment took account of the imperative to rationalise the number and size of teams within SSL whilst retaining an appropriate balance in operational and management posts.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No evidence.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? Not applicable.

6. If the impact cannot be justified, how do you intend to deal with it? N/A.
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Consultation will commence when the council has approved the savings and restructure proposals.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? Assessed as meeting all parts of the equality duty.
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? No.
10. Please explain of whether and how the adopted proposal differs from the original proposal. No changes were made.
11. What equality actions have you identified? That when implementing the restructure to ensure that all equality processes are followed.
12. What plans do you have for monitoring the proposal when it is put into effect? Ongoing reporting to E&E DMT and SEB and briefings for the Lead Member.

Signature of the lead officer undertaking the analysis: James McElligott

Full name James McElligott

Position: Assistant Director E&E

Dated: 2/10/13

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0068 - Post Hospital Reviews
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?  
There are approximately older 4000 people who access or may access our services, and many will be supported by family members as carers. Of those, approximately 10 people per week are discharged from hospital with a care package. These packages should be reviewed after 6 weeks as in many cases the immediate need for care will have reduced and the care package can be safely reduced. This reduction is following a legally robust, well defined and routine review process. The saving will be achieved by ensuring that more reviews are undertaken at 6 weeks.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. We have piloted the use of this approach and the savings indicated are based on this pilot . The core processes, rights and legislative background for the service will not change. Any reduction will be based on a legally robust re-assessment and if a reduction is not possible it will not be made.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

5. It is not anticipated that there will be any adverse impact from this proposal

Signature of the lead officer undertaking the analysis:

Full name Michael Murphy

Position: Interim Head of Services

Dated: 19/2/14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 071 -Review Joint funding Responsibilities
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

There are approximately older 4000 people who access or may access our services, and many will be supported by family members as carers. There are around 100 older people who are placed in nursing homes, who have complex needs, for whom both health and social care have some joint responsibility. The project aims to ensure that people have the right proportion of Health and Social Care funding of their care. This will be achieved by a review of the persons needs and negotiation with the NHS.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

We have piloted the review process which indicates that we can achieve the savings by negotiating better use of resources with the service provider and adjusting the care package to meet the needs more appropriately. This might mean that the persons needs can be more appropriately in a different setting, if this situation occurs we will ensure that any change is made

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? It is anticipated that there will be no adverse effect as a result of implementing this project.

Signature of the lead officer undertaking the analysis:

Full name Michael Murphy

Position: Interim Head of Service

Dated: 19/2/14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0074 Learning Disabilities Assessment & Care Management —  
Packages of Care

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

This proposal aims to reduce high cost residential placements and supported living packages in identified service areas without reducing the quality of provision. The aim is to bring the cost of residential/nursing provision in line with regional benchmarks through robust reviewing processes. The proposal also supports a reduction in the need for long term high cost support plans, by utilising assistive technology, thorough OT assessment and reablement services.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

There are several elements to this proposal and each was considered separately for any likely impact on different groups and collectively in respect of any potential interdependencies. Scrutiny of existing data management systems (Care First) supported these processes.

The quality of placement/provision should not be unduly affected by this proposal. Promoting opportunities to develop and maintain independence is both a local and national driver. There is no evidence currently to support a view that the proposal could affect some groups of people differently or have an adverse impact.

4. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

No adverse impact identified.

5. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. There has been local consultation/discussion between Commissioners employed by WCC and local providers, with the aim of reducing costs and stimulating the market.

6. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

No issues identified.

7. Were any modifications to the proposal introduced as a result of the analysis and consultation? No modifications.

8. Please explain of whether and how the adopted proposal differs from the original proposal.

N/A

9. What equality actions have you identified? No specific actions identified.

10. What plans do you have for monitoring the proposal when it is put into effect?

This proposal is reported on monthly, via a highlight report to the relevant Assistant Director and also corporately, in addition to all other current savings proposals

Full name Suzanne Smith

Position: Head of Service

Dated: 19.02.14



## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0075 The re-tender of the external market domiciliary care contracts.

- The establishment of a framework agreement for between 6- 8 city wide Providers.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?
    - The re-tender of the external market domiciliary care contracts.
    - The establishment of a framework agreement for between 6- 8 city wide Providers.
  3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

A wide range of data was used in order to determine the potential impact of this proposal on different groups:

- Demography data from the updated Joint Strategic Needs Assessment (JSNA)
  - Census (2011) data from POPPI
  - Usage data from Information Management Team performance data
  - Quality data from the Quality Assurance and Compliance team
  - Regulated services data from the Care Quality Commission
  - Cost data from Financial Services team
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

No adverse impact has been identified

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

No adverse impact has been identified

6. If the impact cannot be justified, how do you intend to deal with it?

No significant negative impact has been identified

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

This is a re-tender of an existing service provision and as such will not be the subject of a consultation process. Those users in receipt of a service will continue to receive a service that meets their assessed needs

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

This is a re-tender of an existing service provision and as such will not be the subject of a consultation process. Those users in receipt of a service will continue to receive a service that meets their assessed needs

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

This is a re-tender of an existing service provision and as such will not be the subject of a consultation process. Those users in receipt of a service will continue to receive a service that meets their assessed needs

10. Please explain of whether and how the adopted proposal differs from the original proposal.

This is a re-tender of an existing service provision and as such will not be the subject of a consultation process. Those users in receipt of a service will continue to receive a service that meets their assessed needs

11. What equality actions have you identified?

This is a re-tender of an existing service provision and as such will not be the subject of a consultation process. Those users in receipt of a service will continue to receive a service that meets their assessed needs

12. What plans do you have for monitoring the proposal when it is put into effect?

This proposal will be monitored through the Information Management team and the Quality Assurance and Compliance Team

Signature of the lead officer undertaking the analysis:

Full name Jas Kakkar  
Position: Project Officer  
Older People - Commissioning

Dated: February 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0076 Review use of organists at Bushbury crematorium
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Installation of high tech electronic music system at the crematorium will remove the need for organists, unless the public specifically request them, in which case, they can arrange via their Funeral Director

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Organist provision is still possible via the Funeral Director.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Discussions with Organists and Funeral Directors.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? Feedback from Funeral Directors and from customer surveys.

Signature of the lead officer undertaking the analysis:

Full name ; S.Wright

Position: Head of Operational Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 077 Renegotiation of commercial contracts across the Delivery Directorate.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? To reduce contractual payments through negotiations with partners and contractors.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. No impact on particular groups is anticipated. Performance management data will be used as a basis to formulate proposals.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Partnership meetings with service provider/ staff consultation meetings.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? Insurance claims/rectification notices

Signature of the lead officer undertaking the analysis:

Full name ; C.Huddart

Position: Head of Commercial Services

Dated: 31.01.14

### Equality Analysis Summary

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0078 Retender External Block Contracts for Day Centres

A reduction in current external market block contracts for day services and an increase in the performance bar resulting in improved efficiencies.

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

A reduction in current external market block contracts for day services and an increase in the performance bar resulting in improved efficiencies.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

A wide range of data was used in order to determine the potential impact of this proposal on different groups:

- Demography data from the updated Joint Strategic Needs Assessment (JSNA)
- Census (2011) data from POPPI
- Usage data from Information Management Team performance data
- Quality data from the Quality Assurance and Compliance team
- Regulated services data from the Care Quality Commission
- Cost data from Financial Services team

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

No adverse impact has been identified

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

No adverse impact has been identified

6. If the impact cannot be justified, how do you intend to deal with it?

No significant negative impact has been identified

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

This is a reduction of current external market block contracts for day services and as such will not be the subject of a consultation process. Those users in receipt of a service will continue to receive a service that meets their assessed needs

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

This is a reduction of current external market block contracts for day services and as such will not be the subject of a consultation process. Those users in receipt of a service will continue to receive a service that meets their assessed needs

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

This is a reduction of current external market block contracts for day services and as such will not be the subject of a consultation process. Those users in receipt of a service will continue to receive a service that meets their assessed needs

10. Please explain of whether and how the adopted proposal differs from the original proposal.

This is a reduction of current external market block contracts for day services and as such will not be the subject of a consultation process. Those users in receipt of a service will continue to receive a service that meets their assessed needs

11. What equality actions have you identified?

This is a reduction of current external market block contracts for day services and as such will not be the subject of a consultation process. Those users in receipt of a service will continue to receive a service that meets their assessed needs

12. What plans do you have for monitoring the proposal when it is put into effect?

This proposal will be monitored through the Information Management team and the Quality Assurance and Compliance Team

Signature of the lead officer undertaking the analysis:

Full name     Jas Kakkar  
Position:     Project Officer  
                  Older People - Commissioning

Dated:         February 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0080 Restructure of Mental Health Care . Layers and Spans – Staffing group and staffing restructuring

2. Please give a brief description and explanation of the proposal. What needs or duties are it designed to meet?

In the early years of the financial plan an enhanced level of care assessment and care management will be required from the social work teams. This will ensure that there will be an intensive review and reassessment of care packages to release savings from individual care packages and increase reablement / resettlement opportunities. As this work completes in the latter three years of the plan and there is a more stable level of care packages, consideration will be given to the skill mix of the social work team with a reduced level of social workers and an increased level of care assistants. An invest to save bid has been made for the first two years of the financial plan to enable the reviews to be completed at an accelerated pace and savings to be released.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

The team was assessed for skills base and training needs and a training plan is in development as a result. Staff data was analysed to ensure that protected groups would not be adversely affected by the proposals.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

Any impact on service users would be monitored through care plans and 1:1s. Any impact on staff would be monitored through staff meetings and 1:1 meetings; however, any impact is not known at this stage.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

The proposal can be managed if the team is structured in a specific way that includes support staff to perform specific tasks that then frees the AMHPs to manage the demand on the assessments under the Mental Health Act. If staff are required to undertake more work outside of their working hours, this may impact upon childcare arrangements, work/ life balance and their cultural activities.

6. If the impact cannot be justified, how do you intend to deal with it?
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.
- 1:1
  - Group consultation
  - Meetings
  - Information by email

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

Consultation is ongoing

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

Not at this stage; however, the service is sufficiently flexible to make modifications if required.

10. Please explain of whether and how the adopted proposal differs from the original proposal.

At present, the proposal remains the same; however, an alternative could be considered if necessary.

11. What equality actions have you identified?

Continue to analyse data relating to performance, complaints and staff and service user feedback

12. What plans do you have for monitoring the proposal when it is put into effect?

- Staff meetings
- 1:1s
- Staff briefings
- Complaints received
- Feedback from service users
- Information from Performance Management

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0081 Reducing costs within in-house services for older people by transferring the current services to an external market provider

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

Reducing costs within in-house services for older people by transferring the current services to an external market provider

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

A wide range of data was used in order to determine the potential impact of this proposal on different groups:

- Demography data from the updated Joint Strategic Needs Assessment (JSNA)
- Census (2011) data from POPPI
- Usage data from Information Management Team performance data
- Quality data from the Quality Assurance and Compliance team
- Regulated services data from the Care Quality Commission
- Cost data from Financial Services team

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

The transfer of these services to an alternative provider will not have an adverse impact.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

The transfer of these services to an alternative provider will not have an adverse impact.

6. If the impact cannot be justified, how do you intend to deal with it?

The transfer of these services to an alternative provider will not have an adverse impact.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

The exact methodology for the consultation/engagement process will be determined as part of the overall programme development subject to Cabinet approval.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

The exact methodology for the consultation/engagement process will be determined as part of the overall programme development subject to Cabinet approval.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

The revised proposal to proceed with a single programme approach will be adopted subject to Cabinet approval on 26 February 2014.

10. Please explain of whether and how the adopted proposal differs from the original proposal.

The proposal to proceed with a single programme approach will be adopted subject to Cabinet approval on 26 February 2014.

11. What equality actions have you identified?

The revised proposal to proceed with a single programme approach will be adopted subject to Cabinet approval on 26 February 2014.

12. What plans do you have for monitoring the proposal when it is put into effect?

This proposal will be managed through the Information Management Dashboard and through the contract and quality standards

Signature of the lead officer undertaking the analysis:

Full name     Helen Rowney  
Position:     Commissioning Officer  
                   Older People - Commissioning  
Dated:         February 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? Reduction in vacant Planning Officer posts.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? This is relatively a very minor saving proposal.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Judgement based on knowledge and information about existing service.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? n/a
6. If the impact cannot be justified, how do you intend to deal with it? n/a
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Part of a wider corporate consultation on savings proposals.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? This is relatively a very minor saving proposal.
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? No
10. Please explain of whether and how the adopted proposal differs from the original proposal. n/a
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? n/a

Signature of the lead officer undertaking the analysis:

Full name Stephen Alexander

Position: Head Of Planning

Dated: 19/2/14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?  
  
0083 Mental Health In House Provision
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?  
  
Recovery House offers in house mental health provision for service users who are in need of residential care.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.  
  
The driver behind this proposal is driven by national agendas for Mental Health service personalisation and achieving value for money. We identified which services were used, individual care packages and, from this, identified that the impact would be minimal to specific groups.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

Any impact for individuals would be monitored through individual care plans and mitigating actions put in place to address any issues.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

We will continue to monitor to ensure that no individual is discriminated against in respect of equality.

6. If the impact cannot be justified, how do you intend to deal with it?  
We will monitor and review the service as the proposal is rolled out to ensure no individuals or groups of individuals are discriminated against.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Consultation is ongoing and involves a range of methods, such as Face to face group consultation, questionnaires for staff, staff briefings, team meetings, formal consultation with service users and other stakeholders ( formal meetings and questionnaires) and drop in sessions for service users by invitation.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

Consultation is ongoing at this time.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

Consultation is ongoing; however, the service is sufficiently flexible to adopt change if this is needed to ensure equality of opportunity for service users, providers and staff.

10. Please explain of whether and how the adopted proposal differs from the original proposal.

The original proposal remains the same.

11. What equality actions have you identified?

The service intends to monitor the proposal as it is implemented and address any areas of discrimination if they arise.

12. What plans do you have for monitoring the proposal when it is put into effect?

The service intends to monitor the proposal as it is implemented.

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0084 Transfer the Ekta Day Centre assessed In-house Day Service

2. Please give a brief description and explanation of the proposal. What needs or a duty is it designed to meet?

Ekta Day Services is a city-wide service and meets the critical and substantial care needs of Asian Elders.

Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

There has been a general decline in attendance levels at 26% of their block contract and this figure was used to inform the original proposal and the potential unit and wasted cost.

3. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

N/A

4. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

N/A

5. If the impact cannot be justified, how do you intend to deal with it?

N/A

6. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

A three month consultation on the proposal to 'Transfer Ekta Assessed In-house Day Service' commenced on 11 November 2013 and closed on 6 January 2014.

A total of 70 people participated in the consultation process and all comments, questions and responses from the events were noted.

The following consultation events were attended by service users, carers and members of the public:

- Service user/carer event held at Ekta 27 November 2013
- Public/stakeholder meeting held at Warstones Resource Centre 6 December 2013
- Three project group meetings held to identify and appraise a variety of options – 11/12/13; 20/12/13 and the 14/01/14

7. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

This proposal will advance equality of opportunity between people from different groups and foster good relations between people from different groups by ensuring the continuation of cultural sensitive services.

In addition the new Provider will be accountable to prevent any unlawful discrimination; The Provider shall also ensure that they promote equal opportunities and good community relations between people from different racial/social groups where possible.

8. Were any modifications to the proposal introduced as a result of the analysis and consultation?

During the course of the consultation a project group was formed which identified and evaluated the strengths and weaknesses of six options. To transfer Ekta Day Services, a revised option was developed as part of the cluster of all in-house services to an external provider

9. Please explain of whether and how the adopted proposal differs from the original proposal.

The project group identified their preferred option as transferring the service as a unit and keeping the Ekta brand together with all the other in-house service as a cluster.

10. What equality actions have you identified?

The Equality Analysis will be a working document and will be reviewed at every stage of service development.

11. What plans do you have for monitoring the proposal when it is put into effect?

The monitoring of the proposal will be part of the service specification and contract with the provider which will be reviewed and monitored on an annual basis

Signature of the lead officer undertaking the analysis:

Full name     Santosh Kumari  
Position:     Commissioning Officer  
Dated:         6 February 2014

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0085 - Risk Management and Insurance Services – reduction in insurance programme.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Reduction in terrorism insurance protection for all buildings to selected properties only.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Assessment and evaluation of insurance and claims information. Proposal relates to the financial protection of Council properties. There is no effect on different groups
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No differential adverse affects or impacts. Proposal relates to financial protection following physical damage to property.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A - no adverse impact
6. If the impact cannot be justified, how do you intend to deal with it? N/A – no adverse impact.
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. N/A – no consultation
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? No adverse affects – equality duty met.
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? No modifications
10. Please explain of whether and how the adopted proposal differs from the original proposal. N/A – proposal unchanged
11. What equality actions have you identified? None required
12. What plans do you have for monitoring the proposal when it is put into effect? Ongoing review of claims incidents

Signature of the lead officer undertaking the analysis:

Full name David Johnston

Position: Head of Risk Management and Insurance

Dated: 30/01/14

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?  
Revenues and Benefits - Technology improvements
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?  
To implement electronic services which will enable certain changes to council tax accounts and applications for benefit to be made on-line.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.  
The proposal offers an optional additional method for accessing the service and therefore it was not considered necessary to assess effects on different groups. The Council's Digital Inclusion Strategy aims to improve access to digital services.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?  
The proposal widens access to the service. There is no plan to remove existing channels so personal assistance and the same level of service will remain available to anyone needing extra help or unable to transact on-line.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?  
N/A
6. If the impact cannot be justified, how do you intend to deal with it?  
N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.  
N/A
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?  
There is no evidence that the proposal may be directly or indirectly discriminatory, or that the proposal would be likely to have an adverse or differential impact.
9. Were any modifications to the proposal introduced as a result of the analysis and consultation?  
No
10. Please explain whether and how the adopted proposal differs from the original proposal.  
N/A
11. What equality actions have you identified?  
None

12. What plans do you have for monitoring the proposal when it is put into effect?  
As a matter of course, uptake of the new on-line services will be monitored.

Signature of the lead officer undertaking the analysis:

Full name Sue Martin

Position: Head of Revenues & Benefits

Dated: 31 January 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? Savings Proposal – 0088 Deletion of Posts in the Welfare Rights & Financial Assessments Services
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? To reduce the Welfare Rights Service and Financial Assessments Service staffing budget by £185,000 as part of overall restructure
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Analysis of staffing structure
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Consultation with employees and UNISON via email and face to face meetings
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? Equality duty met
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? Part of overall restructure that has been modified through the consultation process
10. Please explain of whether and how the adopted proposal differs from the original proposal. This proposal remains the same but it now forms part of an overall restructure where roles and responsibilities have been changed
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? As part of regular service reviews

Signature of the lead officer undertaking the analysis:

Full name Helen Winfield

Position: Acting Service Manager – Welfare Rights, Financial Assessments and Direct Payments

Dated: 18/2/2014

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0090 - Risk Management and Insurance Services – revision of workflow and procedures.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Risk Management, Insurance and Financial Protection - revision to operational practice to comply with the liability claims handling changes as a result of Ministry of Justice reforms and the use of the 'Claims Portal'.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. The changes to operational practice are in direct response to the Ministry of Justice reforms – we have to meet legal compliance.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No differential adverse affects or impacts.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? Not applicable – no differential adverse impact
6. If the impact cannot be justified, how do you intend to deal with it? Not applicable – no differential adverse impact
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. No consultation – we have to meet Ministry of Justice requirements.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? No adverse affects.
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? No modifications.
10. Please explain of whether and how the adopted proposal differs from the original proposal. N/A – proposal unchanged
11. What equality actions have you identified? N/one identified
12. What plans do you have for monitoring the proposal when it is put into effect? Ongoing review of compliance

Signature of the lead officer undertaking the analysis:  
Full name David Johnston  
Position: Head of Risk Management and Insurance  
Dated: 30/01/14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0091 Fees and Charges review – Bereavement Services
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Annual review of Bereavement fees and charges.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. The increases proposed are the same for burial and cremation and therefore do not discriminate against any particular faith group.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? N/A
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Cabinet member/Funeral Directors
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? Benchmarking with neighbouring authorities

Signature of the lead officer undertaking the analysis:  
Full name ; S.Wright  
Position: Head of Operational Services  
Dated: 31.01.14

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0092 —Restructure of Physical Disabilities Assessment and Care Management Team — Social Work

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

The team carries out statutory duties in respect of the assessment/ review of the needs of adults with a learning disability. The team also carries out duties in respect of safeguarding adults.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

Information relating to staff held within teams, and also with HR has been considered as part of the process.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There is no evidence currently to support the view that the proposal could affect some groups of people differently or have an adverse impact, suffice to say that this proposal relates to changing the skills mix within the social work team in order to deliver the Council's duties in relation to disabled children and young people more cost effectively.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Any impact from making changes to the composition of the social work team can be justified on the basis that a more cost effective, revised model will enable the Council to realise the savings target identified more quickly.

If the impact cannot be justified, how do you intend to deal with it?

N/A

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

This proposal has been identified for years 2015/16 but may be brought forward to 2014/15 as part of work currently being explored to remodel the composition of disability social work teams for children and adults. Consultations are not currently required, but will be undertaken in a timely manner as appropriate.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

N/A

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

N/A

10. Please explain of whether and how the adopted proposal differs from the original proposal.

N/A

11. What equality actions have you identified?

No specific actions have been identified at this time.

12. What plans do you have for monitoring the proposal when it is put into effect?

This proposal is reported on monthly to the relevant Assistant Director and also reported corporately, along with all other current proposals.

Signature of the lead officer undertaking the analysis: Full name Suzanne Smith

Position: Head of Service-All Age Disability

Dated: 19.02.14

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? Reduction in Regeneration supplies and services budgets.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? A review of supplies and budgets to identify savings
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. This is a very minor proposed saving and there are no or minimal equalities implications.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? This is a very minor proposed saving and there are no or minimal equalities implications.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? n/a
6. If the impact cannot be justified, how do you intend to deal with it? n/a
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. n/a
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? This is a very minor proposed saving and there are no or minimal equalities implications.
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? n/a
10. Please explain of whether and how the adopted proposal differs from the original proposal. n/a
11. What equality actions have you identified? This is a very minor proposed saving and there are no or minimal equalities implications.
12. What plans do you have for monitoring the proposal when it is put into effect? This is a very minor proposed saving and there are no or minimal equalities implications.

Signature of the lead officer undertaking the analysis:

Full name Stephen Alexander

Position: Head of Planning

Dated: 19/2/14

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?  
0094 Vacate Offices within Sainsbury Building

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?  
To relocate staff from the revenues office at the Sainsbury building to the Civic Centre
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.  
The current office accommodation does not meet DDA standards as it is on the first floor with the only access via a staircase. The relocation therefore will be beneficial as accessibility for staff will be improved
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?  
There is no evidence of adverse impact or that the proposal will affect some groups differently.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?  
N/A
6. If the impact cannot be justified, how do you intend to deal with it?  
N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.  
N/A
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?  
There is no evidence that the proposal may be directly or indirectly discriminatory, or that the proposal would be likely to have an adverse or differential impact.
9. Were any modifications to the proposal introduced as a result of the analysis and consultation?  
No
10. Please explain whether and how the adopted proposal differs from the original proposal.  
N/A
11. What equality actions have you identified?  
None
12. What plans do you have for monitoring the proposal when it is put into effect?  
None

Signature of the lead officer undertaking the analysis:

Full name Sue Martin

Position: Head of Revenues & Benefits

Dated: 6 February 2014

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0095 Physical Disabilities Assessment & Care Management —  
Packages of Care

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

This proposal aims to reduce high cost residential placements and supported living packages in identified service areas without reducing the quality of provision. The aim is to bring the cost of residential/nursing provision in line with regional benchmarks through robust reviewing processes. The proposal also supports a reduction in the need for long term high cost support plans, by utilising assistive technology, thorough OT assessment and reablement services.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

There are several elements to this proposal and each was considered separately for any likely impact on different groups and collectively in respect of any potential interdependencies. Scrutiny of existing data management systems (Care First) supported these processes.

The quality of placement/provision should not be unduly affected by this proposal. Promoting opportunities to develop and maintain independence is both a local and national driver. There is no evidence currently to support a view that the proposal could affect some groups of people differently or have an adverse impact.

4. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

No adverse impact identified

5. If the impact cannot be justified, how do you intend to deal with it?

N/A

6. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

There has been local consultation/discussion between Commissioners employed by WCC and local providers, with the aim of reducing costs and stimulating the market.

7. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

No issues identified.

8. Were any modifications to the proposal introduced as a result of the analysis and consultation?

No modifications.

9. Please explain of whether and how the adopted proposal differs from the original proposal.

N/A

10. What equality actions have you identified? No

specific actions identified.

11. What plans do you have for monitoring the proposal when it is put into effect?

This proposal is reported on monthly, via a highlight report to the relevant Assistant Director and also corporately, in addition to all other current savings proposals.

Signature of the lead officer undertaking the analysis:

Full name Suzanne Smith

Position: Head of Service

Dated: 19.02.14

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0096 - Risk Management and Insurance Services – revision of service provision.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?  
Risk Management, Insurance and Financial Protection - revision to operational structure to comply with the liability claims handling changes as a result of Ministry of Justice reforms and the use of the 'Claims Portal'
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Assessment and evaluation of insurance, claims information and workflow within the Service.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? All staff potentially affected are female
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? The staff occupying the posts under consideration are all female
6. If the impact cannot be justified, how do you intend to deal with it?  
Not applicable
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Restructure will be carried out in compliance with Council policy.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? No adverse affects - Restructure will be carried out in compliance with Council policy.
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? No modifications.
10. Please explain of whether and how the adopted proposal differs from the original proposal. Proposal unchanged
11. What equality actions have you identified? None required.
12. What plans do you have for monitoring the proposal when it is put into effect?  
Ongoing review of workload .

Signature of the lead officer undertaking the analysis:

Full name David Johnston

Position: Head of Risk Management and Insurance

Dated: 30/01/14

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? Review R & M budget in Bereavement Services
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Top slice R & M budget by £10k
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Facilities will still be maintained to a decent standard – improvements will no longer be possible through the revenue budget.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. No consultation necessary.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? Closer budgetary monitoring will be required.

Signature of the lead officer undertaking the analysis:

Full name ; S.Wright

Position: Head of Operational Services

Dated: 31.01.14

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0098 Review staffing levels in Bereavement Services
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Delete one post from existing staffing establishment.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. This reduction has already been achieved through natural wastage.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Normal staff consultation methods.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? N/A

Signature of the lead officer undertaking the analysis:

Full name ; S.Wright

Position: Head of Operational Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?  
0101 Revenues and Benefits Review of Charges for Liability Orders
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?  
To charge a more realistic cost for taking legal action to recover unpaid council tax and business rates
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.  
No equalities data is collected in respect of council tax or business rates accounts. The proposals relate to all householders or businesses within the city who have failed to meet their liability for council tax or business rates.

It should be noted that the Magistrates' Court decide whether the Council's application for costs is reasonable.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?  
There is no evidence to suggest that any particular group is more or less likely to be a non-payer.

The possible adverse impact of this policy is to increase the amount of council tax / business rates to pay through the addition of costs. This will only occur however in the event of non-payment and after at least one reminder. Collection and recovery documentation clearly states the action that will be taken in the event of non-payment.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?  
The level of costs to be applied is justified as a reasonable reflection of the cost to the council of taking legal action to enforce debt recovery.

The proposal includes a lower rate of charge for smaller council tax debts in recognition that these may be owed by families reliant on council tax support. Families receiving council tax support are more likely to include a disabled person or be a single parent household.

6. If the impact cannot be justified, how do you intend to deal with it?  
N/A

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.  
No public consultation however rates have been benchmarked against other councils

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?  
There is no evidence that the proposal may be directly or indirectly discriminatory, or that the proposal would be likely to have an adverse or differential impact.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?  
No

10. Please explain of whether and how the adopted proposal differs from the original proposal.  
N/A

11. What equality actions have you identified?  
None

12. What plans do you have for monitoring the proposal when it is put into effect?  
Record and review cases where legal action has been taken

Signature of the lead officer undertaking the analysis:

Full name Sue Martin

Position: Head of Revenues & Benefits

Dated: 31 January 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0102 Review Management Structure in City Services
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Restructuring of Fleet, Public Realm & Commercial Services to reduce management and/or supervisory posts & achieve savings.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Impacts upon staff only.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Normal staff consultation methods / HR / Trade Unions etc.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? N/A

Signature of the lead officer undertaking the analysis:

Full name ; C.Huddart

Position: Head of Commercial Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0103 Review the provision of the free city centre bus
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Cease operation of the city centre free bus if and when Wolverhampton Market closes.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. This proposal is entirely dependent upon the Market closing therefore an EIA should be carried out once the decision had been made.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? This proposal only affects shoppers
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), Consultation will be required with Elected Members and potentially market traders.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. Depends on the outcome of the decisions over the future of the Market and/or the possible relocation to a new site
11. What equality actions have you identified? None at this stage
12. What plans do you have for monitoring the proposal when it is put into effect? None at this stage

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?  
0104 Revenues and Benefits Reconfiguration of mail services
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?  
To improve the mailing of correspondence from the revenues and benefit service to improve customer communication and reduce costs

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.  
The proposal is restricted to improving the efficiency and reducing the cost of issuing council tax/business rates bills and benefit notifications. There will be no impact on the customer and therefore it was not considered necessary to assess effects on different groups.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?  
There is no evidence of adverse impact or that the proposal will affect some groups differently.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?  
N/A
6. If the impact cannot be justified, how do you intend to deal with it?  
N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.  
N/A
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?  
There is no evidence that the proposal may be directly or indirectly discriminatory, or that the proposal would be likely to have an adverse or differential impact.
9. Were any modifications to the proposal introduced as a result of the analysis and consultation?  
No
10. Please explain whether and how the adopted proposal differs from the original proposal.  
N/A
11. What equality actions have you identified?  
None
12. What plans do you have for monitoring the proposal when it is put into effect?  
None

Signature of the lead officer undertaking the analysis:

Full name Sue Martin

Position: Head of Revenues & Benefits

Dated: 31 January 2014

Signature of the lead officer undertaking the analysis:

Full name ; S Wright

Position: Head of Operational Services

Dated: 31.01.14

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0105 Transportation

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

Service Review to secure the required budget savings whilst ensuring the Council's statutory and legal obligations to maintain and develop a safe and efficient transportation and highways network continues to be met.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

The main groups affected will be existing staff, residents and businesses in Wolverhampton who use the non-statutory aspects of the Service that may be cut or reduced in scope. Staff records will be used to monitor impacts based on their protected characteristics and work undertaken. All requests from members of the public are recorded and monitored again to allow evaluation of the impacts of these savings proposals.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

None anticipated – However, it would be monitored as detailed above.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Not applicable

The Service provided would be one that meets all statutory and legal obligations under Equalities and Disabilities Legislation and any adverse impacts outside this scope would therefore be justifiable, although wherever possible appropriate mitigation measures would also be sought to remove or reduce the impact.

6. If the impact cannot be justified, how do you intend to deal with it?

Not applicable. See above

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

N/a

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

N/a

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

N/a

10. Please explain whether and how the adopted proposal differs from the original proposal.

N/a

11. What equality actions have you identified?

N/a

12. What plans do you have for monitoring the proposal when it is put into effect?

On going monitoring on the effects of the cut backs on this service, and any complaints/concerns raised from residents.

WCC will continue to monitor its workforce under the principles of relevant equalities legislation and obligations.

Signature of the lead officer undertaking the analysis:

Full name Lydia Barnstable

Position: Head of Transportation

Dated: 14/11/13

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0106 Review school bus drivers terms and conditions
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet. To change bus driver terms and conditions to term time only contracts (44 weeks).
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. This proposal will only affect staff
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? This proposal is limited to school bus drivers only. Staff that drive buses for Social Care purposes will not be affected.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), Staff, HR, Trade Unions.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? None at this stage
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? None at this stage

10. Please explain whether and how the adopted proposal differs from the original proposal. N/A.
11. What equality actions have you identified? None at this stage
12. What plans do you have for monitoring the proposal when it is put into effect?  
None at this stage

Signature of the lead officer undertaking the analysis:

Full name ; S Wright

Position: Head of Operational Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?  
0107 Corporate health and safety function
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?  
Deletion of a vacant FTE health and safety officer post. The post-holder assists the organisation to meet its legal health and safety obligations in providing and maintaining safe and healthy environments for employees, contractors, visitors and all who use our services
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.  
Not applicable
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?  
No evidence to support this.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?  
Not applicable.
6. If the impact cannot be justified, how do you intend to deal with it?  
Not applicable.
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.  
Deletion of post due to impending reduction in Council services and budget constraints.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?  
Not applicable; see numbers 2 and 7

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?  
Not applicable
10. Please explain of whether and how the adopted proposal differs from the original proposal.  
Not applicable
11. What equality actions have you identified?  
Not applicable
12. What plans do you have for monitoring the proposal when it is put into effect?  
On-going monitor will take place to determine the effects of deleting this post and if required a mitigation action plan will be formulated. Monitoring will include service demand, legal compliance, accident and incident analysis, and compliance audits.

Signature of the lead officer undertaking the analysis:

Full name Dawn Phillips

Position: Safety Health and Wellbeing Manager

Dated: 21 November 2013

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?  
Review of Households Receiving Council Tax Single Person Discount
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?  
To verify and validate household details where council tax single person discount (SPD) is being claimed to establish that there is entitlement to the discount
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.  
The process of reviewing and where appropriate removing council tax discounts will only impact on households that have negligently or deliberately continued to claim a discount to which they are not entitled. There is no evidence to suggest that different groups are more or less likely to have made an incorrect claim for discount.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?  
There is no evidence of adverse impact or that the process will affect some groups differently.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?  
N/A
6. If the impact cannot be justified, how do you intend to deal with it?  
N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.  
N/A
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?  
There is no evidence that the process may be directly or indirectly discriminatory, or that the proposal would be likely to have an adverse or differential impact.
9. Were any modifications to the proposal introduced as a result of the analysis and consultation?  
No
10. Please explain whether and how the adopted proposal differs from the original proposal.  
N/A
11. What equality actions have you identified?  
None
12. What plans do you have for monitoring the proposal when it is put into effect?  
None

Signature of the lead officer undertaking the analysis:

Full name Sue Martin

Position: Head of Revenues & Benefits

Dated: 31 January 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0109 Review Bereavement advice service
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Remove face to face Tell Us Once service
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Service will still be available to bereaved families albeit via alternative means. Impacts upon staff only.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A

6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Discussions with DWP/ Normal staff consultation methods / HR / Trade Unions etc.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? Monitored by DWP

Signature of the lead officer undertaking the analysis:

Full name ; S.Wright

Position: Head of Operational Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0111 Review fees and charges registrars
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Annual review of non-statutory registration service fees.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. All proposed fees have been benchmarked with neighbouring authorities and applies to all faith groups.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Cabinet Member.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect?  
Regular monitoring of user of the service.

Signature of the lead officer undertaking the analysis:

Full name ; S Wright

Position: Head of Operational Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0112 Council Tax Reduction Scheme.

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

The Council Tax Reduction Scheme is designed to assist working age charge payers on low incomes to pay their Council Tax. Pensioners are protected by a national scheme which is administered locally. The proposed new scheme replaces an interim scheme which was introduced for one year in April 2013 following the abolition of Council Tax Benefit. This interim scheme included a one off grant from Central Government of £600,000 which has now been removed.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

The proposed policy will affect all residents of working age if they have a low income and are liable to pay Council Tax. It will also affect people who have a reduction in income in the future.

All working age people will be expected to pay at least 12% of their Council Tax liability. However, additional premiums and allowances will be used to assist those with the lowest incomes or are considered to have greater expenditure requirements such as those people who are disabled or have children.

Disability

44% of respondents to the consultation considered that disabled people were adversely affected by the proposals.

The council accepts that disabled people will receive less benefit as a result of these proposals. However, the proposals include additional premiums to assist disabled people and to continue to disregard Disability Living Allowance and Personal Independence Payments as income.

The Council also intends to introduce a Discretionary Discount Policy to assist people experiencing hardship.

## Sex

Data from the 2011 census shown below shows the employment status for all lone parents irrespective of an existing claim for Council Tax Reduction.

	% of Lone Parent Households	% of Lone Parents in part-time employment		% of Lone Parents in full-time employment		% of Lone Parents not in employment	
		W-ton	England	W-ton	England	W-ton	England
Male	8.8%	1.1%	1.4%	4.1%	5.1%	3.6%	3.2%
Female	90.3%	26.3%	32%	19.7%	20.9%	45.1%	37.4%

Women head the majority of one parent households and will be much more likely to claim a Council Tax Reduction due to either not working or working part-time. Women head 647 one parent households and will be affected by the proposal to take Child Benefit into account as income for second and subsequent children. This compares to 976 couples and 32 single parent households headed by men with two or more children.

The proposed scheme will disregard the following incomes for all parents;

- Child Benefit for the oldest child in full. Child Benefit is paid at two different rates £20.30 per week for the oldest child and £13.40 per week for subsequent children,
- Part of any earned income,
- Part of Working Tax Credit for lone parents if working over 16 hours per week,
- Part of Working Tax Credit for couples if working over 24 hours in total per week,
- Child Maintenance in full if paid by an absent parent.

In addition up to £300 weekly child care costs for working parents will be deducted from eligible earnings.

The proposed scheme also recognises the additional living expenses of families with children through the award of an addition to the needs allowance for each dependent child.

The council also intends to introduce a Discretionary Discount Policy to assist people experiencing hardship.

### Ethnic Background

We hold data on the ethnic background of just over 50% of working age people currently receiving a Council Tax Reduction. Of those people who have provided information 69.6% are of a White British ethnic background, the other notable ethnic groups are Asian British people of Indian descent 7.5%, Black British people of Caribbean descent 7.2% and mixed White and Black British of Caribbean descent 4.4% . This compares to the 2011 census of the Wolverhampton population as a whole, white British 64.5%, Asian-British of Indian descent 12.9%, Black British of Caribbean descent 3.8% and mixed White and Black British of Caribbean descent 3.4%.

The council will attempt to obtain more comprehensive data from customers when initial contacts are made. As mentioned earlier approximately 25% of new claims are received electronically from the Department for Work and Pensions (DWP) but no information is provided in respect to ethnic background. The DWP will be reminded again that this information should be provided to enable the council to comply with its public sector duty as defined in the Equality Act 2010. However, the council has no control in this matter.

### Age

People of pensionable age are excluded from this policy as Council Tax Support will continue as a national scheme for this group. However, people of working age will all be affected as the proposed restrictions and exclusions apply to all residents of working age. Single people under the age of twenty five have a lower needs allowance and therefore would be expected to pay a larger proportion of their income towards their Council Tax Liability if they are not receiving means tested benefits such as Income Based Job Seeker's Allowance. This reflects the current situation in relation to Council Tax Support, Housing Benefit and other state benefits.

### Gender Reassignment

People who have had their gender reassigned or are proceeding towards this will have their Council Tax support assessed in the same way as claimants not in this group.

### Pregnancy and Maternity

All claimants irrespective of pregnancy or maternity will be affected by these changes. There is no evidence that the proposed scheme adversely affects this group.

### Religion or Belief

All claimants of working age irrespective of religion or belief will be affected by these changes. There is no evidence that the proposed scheme adversely affects this group. A person's religion or belief has no bearing on the assessment process and no information is collected.

## Sexual Orientation

All claimants irrespective of sexual orientation will be affected by these changes. A person's sexual orientation has no bearing on the assessment process and no information is collected.

The Wolverhampton LGBT group submitted comments as part of the consultation process suggesting that LGBT people were much more likely to live in single person households. They had found that 60% of people who had responded to a survey said they lived alone and they would be adversely affected by the proposal to restrict Council Tax liability to 88% before any other discounts are calculated such as a Single Person Discount if they were claiming Council Tax Support.

The 2011 census did not collect data about sexual orientation. Therefore, we are unable to determine the percentage of people who live alone and are LGBT compared to those who live alone and describe themselves as Heterosexual. There is no evidence that the proposed scheme adversely affects this group.

However, the council also intends to introduce a Discretionary Discount Policy to alleviate hardship.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

The proposals have an adverse effect on all people of working age on a low income as they will all lose some support. However, pensioners are protected from any reductions by a national scheme.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

The adverse impact is as a direct result of the abolition of Council Tax Benefit as a national scheme and the removal of £3.2M Central Government subsidy.

6. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

The consultation was extensive and involved sending a copy of the council's proposals to every residential property in the city. Road shows were arranged in shopping centres and markets and the proposals were advertised extensively in public buildings, the council's website and via social media. Staff were made available to visit and talk to any groups who expressed an interest.

The council's website included a simple to use on-line calculator that allowed any resident to check and compare their entitlement under the current and proposed schemes

There were 806 formal responses:

- 48% of respondents either agreed or strongly agreed with the overall proposal (rising to 60% when those who replied 'don't know' or 'no opinion' are removed)
- 33% of respondents either disagreed or strongly disagreed with the overall proposal (rising to 40% when those who replied 'don't know' or 'no opinion' are removed)
- 20% of respondents neither agreed or disagreed or didn't know.

7. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

The proposals adversely affect all working age people on a low income. Vulnerable groups, which are likely to have higher expenditure such as disabled people or families with children are awarded additional premiums and allowances.

8. Were any modifications to the proposal introduced as a result of the analysis and consultation?

Yes, based on the consultation, not the equality analysis.

9. Please explain whether and how the adopted proposal differs from the original proposal.

The amended proposals increase the amount of capital that may be held by £3,000 to £6,000 before all assistance is withdrawn.

10. What equality actions have you identified?

Greater emphasis to be placed on collecting the ethnic background information of customers when they make initial claims. However, 25% of claims are received directly from DWP where equalities information is not shared with local councils. The DWP will be reminded of their responsibilities to share the information it holds so that the council can meet its public sector duty as defined by the Equalities Act.

11. What plans do you have for monitoring the proposal when it is put into effect?

The policy will be reviewed twelve months following its implementation to monitor its impact on equalities.

Signature of the lead officer undertaking the analysis	
Full name	Sue Martin
Position	Head of Revenues & Benefits
Dated	4 December 2013

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? Phase 2 - Service Review and Reduction - Planning
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Restructure of Planning to contribute to savings.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Judgement based on knowledge and information about existing service. A draft proposal will be subject to former consultation with staff and responses considered.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? None to date – the equality analysis is on-going as part of the consultation process.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? n/a
6. If the impact cannot be justified, how do you intend to deal with it? n/a
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.  
A draft proposal will be subject to former consultation with staff and responses considered.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? A draft proposal will be subject to former consultation with staff and responses considered.
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? A draft proposal will be subject to former consultation with staff and responses considered.
10. Please explain of whether and how the adopted proposal differs from the original proposal. n/a
11. What equality actions have you identified? None to date.
12. What plans do you have for monitoring the proposal when it is put into effect? n/a

Signature of the lead officer undertaking the analysis:

Full name Stephen Alexander  
Position: Head Of Planning  
Dated: 19/2/14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0146: Re-commissioning of Early Intervention Services including Reduction in Connexions Service

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

Within the broader requirement to find savings across the Council, specific savings requirements were placed on funds which had formerly been part of the Early Intervention Grant (EIG) regime. The proposals set out how this savings requirement would be met. The proposal identified 7 service areas for reduction in funding.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

Services funded via EIG have been subject to successive rounds of review and evaluation as the funding available has been reduced. Approaches to assessing the effectiveness of funded work including self-evaluation have been developed and implemented. These approaches have increased the knowledge base which has added significantly to that held by managers from the Local Authority and the Voluntary Sector. This has provided an overview of the strategic context of each project and of the uniqueness and value of each piece of work. Assessments of proposals have taken into account matters of equality, seeking to ensure a spread of savings options and avoiding specific cuts that singly or taken with others would seriously disadvantage particular communities of service users.

In formulating proposals attention has been paid to the identification of possible alternative sources of funding particularly for pieces of work that do not fit into the evolving scope of Early Intervention.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

The financial pressures facing the Council mean that savings have to be made in order to allow the Council to meet its legal requirement to set a balanced budget. EIG is making a proportionate contribution to the savings requirement.

6. If the impact cannot be justified, how do you intend to deal with it?

n/a

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Service providers have been informed of the proposals to reduce their funding both verbally and in written form.

There was a wider stakeholder consultation which included information being made available on the Corporate website and specific groups being directly contacted. In addition there was media coverage of the overall savings proposals

There has been no feedback specifically relating to the EIG savings proposals.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

The specific savings proposals were identified with reference to seeking to ensure as far as possible that any adverse impact on the equality duty would be minimised.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

No

10. Please explain of whether and how the adopted proposal differs from the original proposal.

n/a

11. What equality actions have you identified?

Need to improve the collection, collation, analysis and reporting of equality information going forward.

12. What plans do you have for monitoring the proposal when it is put into effect?

Service providers will work with monitoring officers to provide information in order to carry out comparative analysis to measure the impact of service changes brought about by reductions in funding with particular reference to the equalities impact.

Signature of the lead officer undertaking the analysis:

Full name: Nick Price

Position: Acting Commissioning Manager – Children, Young People and Families

Dated: 4/2/14

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0113 A reduction in the level of warranty for desktop PCs and laptops

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

Council desktop PCs and laptops are covered for a period of 3 years by a manufacturer's warranty. Extended warranty has been provided for all devices over 3 years of age. The impact of the proposal will remove the extended warranty on devices over 3 years of age.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

The level of faults on desktop and laptop devices over 3 years has remained relatively low. A reduction in the staffing numbers across the council has enabled a small stock of devices to be established. Devices which experience a fault in the future will be swapped for a stocked item whilst the fault device is repaired. This approach to fault resolution is already in operation ensuring all desktop and laptop users have minimal delays when a fault occurs.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There is no evidence to suggest there are any adverse effects on any groups differently to others. All ICT services are provided in accordance with a defined Service Level Agreement with all requests continually monitored and reported and reviewed on a weekly basis.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

The proposal will not have an adverse impact on any groups or individuals.

6. If the impact cannot be justified, how do you intend to deal with it?

Not applicable.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

A review of the fault calls for desktops and laptops was undertaken by ICT to understand the level of faults to ensure the proposal would not have an adverse impact on agreed Service Levels.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

The proposal to reduce the level of warranty for desktop and laptop PCs will not impact any of the council's desktop and laptop users.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

No modifications to the proposal have been introduced as a result of the analysis.

10. Please explain of whether and how the adopted proposal differs from the original proposal.

There has been no change to the original proposal.

11. What equality actions have you identified?

No equality actions have been identified as a result of reviewing this proposal.

12. What plans do you have for monitoring the proposal when it is put into effect?

All faults are currently reported and monitored by ICT. This will continue. If there is a significant rise in the number of reported faults for desktop PCs and laptops then a review of the desktop refresh policy will be undertaken.

Signature of the lead officer undertaking the analysis:

Full name Andy Hoare

Position: Head of ICT

Dated: 3<sup>rd</sup> February 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0115 Vehicle hire costs
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? To reduce expenditure on vehicle hire costs.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. N/A
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? N/A
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. N/A

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? N/A

Signature of the lead officer undertaking the analysis:

Full name ; S.Wright

Position: Head of Operational Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0117 Renegotiation of ICT software contracts.

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

As ICT contracts for the provision, licencing, and support and maintenance of software expire new agreements will be established following a review of the benefits and ensuring value for money of the services provided.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

The renegotiation and renewal of software support contracts does not have an impact on different groups. If the continued use of the software is required then new contracts will be established.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There is no evidence to suggest this proposal will affect different groups of people in different ways.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

The proposal will not have an adverse impact on any groups or individuals.

6. If the impact cannot be justified, how do you intend to deal with it?

Not applicable.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Following discussions with individual software suppliers user groups may be consulted over any benefits achieved as a result of the new agreement to understand if, how and when the benefits can be taken advantage of i.e. when to introduce an update to the software.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

The proposal to renegotiate software contracts will not impact any of the council's users of software and ICT services.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

No modifications to the proposal have been introduced as a result of the analysis.

10. Please explain of whether and how the adopted proposal differs from the original proposal.

There has been no change to the original proposal.

11. What equality actions have you identified?

No equality actions have been identified as a result of reviewing this proposal.

12. What plans do you have for monitoring the proposal when it is put into effect?

The provision of ICT services is continually monitored and reviewed on a weekly basis. The provision of supplies and services by external parties is continually monitored and any non-conformance is addressed through the commercial agreements with each supplier.

Signature of the lead officer undertaking the analysis:

Full name Andy Hoare

Position: Head of ICT

Dated: 3<sup>rd</sup> February 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?  
0119 Improve Council Tax Collection Rate (Households Receiving Council Tax Support)
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

To increase income by collecting a greater percentage of the amount of council tax due from households receiving council tax support

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.  
The local council tax support scheme gives additional assistance to families including someone with a disability, caring responsibilities and families with children meaning that these households have a lower amount to pay from the outset.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?  
There is no evidence to suggest that any particular group, amongst those receiving council tax support, is more or less likely to be a non-payer.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?  
N/A
6. If the impact cannot be justified, how do you intend to deal with it?  
N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.  
N/A
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?  
There is no evidence that the proposal may be directly or indirectly discriminatory, or that the proposal would be likely to have an adverse or differential impact.
9. Were any modifications to the proposal introduced as a result of the analysis and consultation?  
No
10. Please explain whether and how the adopted proposal differs from the original proposal.  
N/A
11. What equality actions have you identified?  
None
12. What plans do you have for monitoring the proposal when it is put into effect?  
None

Signature of the lead officer undertaking the analysis:

Full name Sue Martin  
Position: Head of Revenues & Benefits  
Dated: 31 January 2014

## Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0120 Reduction in the number of telephony landlines for use by council staff.

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

Due to the reduction in the number of council staff, the introduction of mobile and agile working including 'hot desking', and the increase in the use of mobile telephony, the demand for fixed telephony landlines is and will continue to diminish. Telephone lines that are no longer used or have low utilisation will be removed.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

The removal of unused or unwanted telephone landlines will not have an impact on different groups.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There is no evidence to suggest this proposal will affect different groups of people in different ways.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

The proposal will not have an adverse impact on any groups or individuals.

6. If the impact cannot be justified, how do you intend to deal with it?

Not applicable.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Telephone users will be consulted at the time when decisions are being made about each telephone landline. Only lines no longer required will be removed.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

The proposal to reduce the number of landlines will not impact any of the council's telephony users.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

No modifications to the proposal have been introduced as a result of the analysis.

10. Please explain of whether and how the adopted proposal differs from the original proposal.

There has been no change to the original proposal.

11. What equality actions have you identified?

No equality actions have been identified as a result of reviewing this proposal.

12. What plans do you have for monitoring the proposal when it is put into effect?

The ICT service will continue to provide telephony services. The range of telephony services will continue to be available to users who need to access and use them.

Signature of the lead officer undertaking the analysis:

Full name Andy Hoare

Position: Head of ICT

Dated: 3<sup>rd</sup> February 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0121Catering efficiency savings and increased production
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Expectation of greater returns from the catering service by reviewing all processes and increasing the current meal uptake %
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. If more meals are served then different groups across the Council will benefit
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? It is unlikely that the proposal will adversely affect groups of people differently.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? The proposal should only have a positive impact due to an increase in meal numbers
6. If the impact cannot be justified, how do you intend to deal with it? Full impact will be reviewed on a regular basis following implementation
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Any consultation will occur at parent evenings and on the annual service consultations with clients
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? It is considered that the proposal will meet each part of the equality duty due to the increase in meal numbers

9. Were any modifications to the proposal introduced as a result of the analysis and consultation? No, please see point 8
10. Please explain of whether and how the adopted proposal differs from the original proposal. No, please see point 8
11. What equality actions have you identified? No, please see point 8
12. What plans do you have for monitoring the proposal when it is put into effect? Full monitoring will take place on a weekly basis

Signature of the lead officer undertaking the analysis:

Full name Chris East

Position: Head of Service - Facilities

Dated: 19/02/14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0122 Externalise the management of the Council's mobile telephony contract.

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

The proposal is for a commercial mobile telephony provider to supply and manage the mobile telephony requirements of the council, including ordering of devices, supply directly to the user, user support including the management and resolution of faults, billing and contract termination.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

The proposal will not affect different groups in different ways. The service is currently provided by a team within the ICT service to all council staff. The proposal is to provide the same service but using a commercial mobile telephony provider.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There is no evidence to suggest this proposal will affect different groups of people in different ways.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

The proposal will not have an adverse impact on any groups or individuals.

6. If the impact cannot be justified, how do you intend to deal with it?

Not applicable.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

All staff will be advised of the changes once a commercial provider has been established. As now, a help desk and web portal will be available to request services.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

The proposal to externalise the management of the council's mobile telephony contract will not impact the council's mobile telephony users. The service will be available to all council staff through a minimum of the existing request channels.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

No modifications to the proposal have been introduced as a result of the analysis.

10. Please explain of whether and how the adopted proposal differs from the original proposal.

There has been no change to the original proposal.

11. What equality actions have you identified?

No equality actions have been identified as a result of reviewing this proposal.

12. What plans do you have for monitoring the proposal when it is put into effect?

The provision of ICT services is continually monitored and reviewed on a weekly basis. The provision of supplies and services by external parties is continually monitored and any non-conformance is addressed through the commercial agreements with each supplier.

Signature of the lead officer undertaking the analysis:

Full name Andy Hoare

Position: Head of ICT

Dated: 3<sup>rd</sup> February 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0123 Reduction in cleaning hours for public building cleaning
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? A 10% cut in cleaning hours to save expenditure for WCC

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. No assessment completed as the effects would be the same for all different groups
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? Unlikely as the sites would not be as cleaned as frequently as before
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? Initial impact can be completed and reviewed in due course
6. If the impact cannot be justified, how do you intend to deal with it? If unjustified a full review of the 10% reduction would have to be carried out.
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Consultation will take place at individual buildings as required
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? No conclusion identified as yet
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? No modifications identified as yet
10. Please explain of whether and how the adopted proposal differs from the original proposal. No changes made as yet
11. What equality actions have you identified? None as the 10% reduction would affect all parties
12. What plans do you have for monitoring the proposal when it is put into effect? Full monitoring will take place in due course

Signature of the lead officer undertaking the analysis:

Full name Chris East

Position: Head of Service - Facilities

Dated: 19/02/14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0124 Replacement of management of public toilets by an external contractor to management by internal services
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Replacement of management of public toilets by an external contractor to management by internal services

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. No impact as there is no change in service
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No evidence as there is no change in service
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? No evidence as there is no change in service
6. If the impact cannot be justified, how do you intend to deal with it? No evidence as there is no change in service
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. No consultation required as no change in service, only change in management of service
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? No conclusions as no change in service, only change in management of service
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? No modifications as no change in service, only change in management of service
10. Please explain of whether and how the adopted proposal differs from the original proposal. No proposal differences as no change in service, only change in management of service
11. What equality actions have you identified? No equality actions as no change in service, only change in management of service
12. What plans do you have for monitoring the proposal when it is put into effect? Full monitoring on usage figures will be provided in due course

Signature of the lead officer undertaking the analysis:

Full name Chris East

Position: Head of Service - Facilities

Dated: 19/02/14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0125 FM restructure
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Reduction in staff numbers as an efficiency exercise
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Facilities

Management employs a high % of women and people from BME background, any reduction in numbers of staff may affect the high % currently employed.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? Facilities Management employs a high % of women and people from BME background, any reduction in numbers of staff may affect the high % currently employed. At this stage it is difficult to assess the impact as due processes will have to be followed.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? Facilities Management employs a high % of women and people from BME background, any reduction in numbers of staff may affect the high % currently employed. At this stage it is difficult to assess the impact as due processes will have to be followed
6. If the impact cannot be justified, how do you intend to deal with it? Facilities Management employs a high % of women and people from BME background, any reduction in numbers of staff may affect the high % currently employed. At this stage it is difficult to assess the impact as due processes will have to be followed
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. No consultation carried out as yet, however, consultation will take place at the relevant time according to City Council procedures.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? None as yet
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? No as no consultation completed yet
10. Please explain of whether and how the adopted proposal differs from the original proposal. No as no consultation completed yet
11. What equality actions have you identified? None as no consultation completed yet
12. What plans do you have for monitoring the proposal when it is put into effect? Once completed full monitoring will be completed.

Signature of the lead officer undertaking the analysis:

Full name Chris East

Position: Head of Service - Facilities

Dated: 19/02/14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0126 Reduction in corporate provision for bad debts.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Change the way in which un-recoverable debts are

written out of the accounts, directly to service budgets rather than a corporate debt provision.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. This is a stepped change in the way in which the council looks at this accounting practice, and is driven from the implementation of the new Agresso ERP solution.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? N/A
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. N/A
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain of whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? N/A
12. What plans do you have for monitoring the proposal when it is put into effect?  
Financial monitoring on service budgets.

Signature of the lead officer undertaking the analysis:

Full name Simon Lunn

Position: Head of Operational Finance

Dated: 31 January 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? Increase SOR price to schools
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Increase the price for schools meals to school by 2.5%
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. The increase in charges to schools applies to all, however it is for schools to determine whether there is to be an actual increase in price to parents

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? The increase in charges to schools applies to all, however it is for schools to determine whether there is to be an actual increase in price to parents.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? The increase in charges to schools applies to all, however it is for schools to determine whether there is to be an actual increase in price to parent
6. If the impact cannot be justified, how do you intend to deal with it? The increase in charges to schools applies to all, however it is for schools to determine whether there is to be an actual increase in price to parent
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. The increase in charges to schools applies to all, however it is for schools to determine whether there is to be an actual increase in price to parent. Any consultation with parents should take place after any decision by schools is taken to increase the price.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? None as stated before it is for the schools to determine whether prices should increase to parents.
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? None as stated before it is for the schools to determine whether prices should increase to parents
10. Please explain of whether and how the adopted proposal differs from the original proposal. None as stated before it is for the schools to determine whether prices should increase to parents
11. What equality actions have you identified? None as stated before it is for the schools to determine whether prices should increase to parents
12. What plans do you have for monitoring the proposal when it is put into effect? Monitoring of meal numbers is carried out on a weekly basis and actions plans implemented as a result of any increase or decrease.

Signature of the lead officer undertaking the analysis:

Full name Chris East

Position: Head of Service - Facilities

Dated: 19/02/14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

Savings proposal 0137 Commissioning of Early Years and Children's Services using Public Health funding

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

This proposal is in response to the financial challenge faced by the Council. Over the two year period from 2014/15 to 2015/16 this proposal seeks to replace £1 million of mainstream children's social care budget with public health funds, the commissioning approach that will developed and led by public health, be prevention and early intervention focussed, evidence based, cost-effective and make a positive contribution to the achievement of indicators for children and young people within the Public Health Outcome Framework. This will be informed by the Joint Strategic Needs Assessment, support the delivery of the Health & Wellbeing Strategy and the Children and Young People Plan. Its primary aim will be to reduce health inequalities in Wolverhampton and reduce demand on high cost services across the life course.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

Reference was made to key documents such as the JSNA, CYP plan, Joint Health & Wellbeing Strategy, the evidence base and outcome data and performance data from relevant contracts services. Public Health have also established a joint multi-agency commissioning group for children. Its initial focus is on early years (0 to 5 years) to discuss and explore options regarding relevant interventions and services aimed at improving long-term outcomes through a targeted approach during early years. This group facilitates on-going professional consultation, assessment and scrutiny of services commissioned and the impact they aim to achieve.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

Until we are clear as to what services this proposal will support in order to improve health outcomes and reduce health inequalities this question cannot be answered fully, however if this does affect some groups differently it will not have an adverse impact, on the contrary it seeks to improve health outcomes for disadvantaged groups.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

NA

6. If the impact cannot be justified, how do you intend to deal with it?

NA

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

A huge amount of detailed consultation using a variety of methods was used to develop strategies utilised in this process such as the:

JSNA, CYPP, and the Joint Health & Wellbeing Strategy

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

By the bringing together of public health expertise and funding with relevant commissioners (both in and outside the council) we aim to generate and commission proactive and targeted action that seeks to improve health for all, whilst also meeting the requirements of the equality duty.

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

No

10. Please explain of whether and how the adopted proposal differs from the original proposal.

NA

11. What equality actions have you identified?

Only in respect to the question regarding whether the proposal intends to increase equality of opportunity by permitting or requiring action to redress disadvantages? This is considered possible but not fully explored at this stage – we would ensure that it was lawful

12. What plans do you have for monitoring the proposal when it is put into effect?

As and when decisions are made as to the services that receive both public health input and funding, the resultant contracts or service level agreements will be outcome based and have a robust monitoring framework aligned to them.

Signature of the lead officer undertaking the analysis:

Full name Ros Jervis

Position: Director of Public Health

Dated: 21st February 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

Family Advice and Support Team (FAST)

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

The current function of the FAST team, to provide rapid response to in need children to prevent them becoming looked after children, will in future be provided by the social work units in our New Operating Model. This change will take place after the restructure of the Children in Need and Child Protection Service which FAST is a part of.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.  
The service is available to all children in need and their families whatever race or gender. The New Operating Model Social Work Units will continue to provide the FAST response to service users. The New model is informed by the principals of Hackney's Reclaiming social work model which has been evaluated by Forester 2013, Tilda Goldberg Centre for Social Work and Social Care.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?  
There is no evidence to suggest that the proposal will affect some groups differently.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?  
The proposal is part of our determination to offer a more effective and efficient integration of resources between agencies involved in Safeguarding children.
6. If the impact cannot be justified, how do you intend to deal with it?  
We will listen to constructive criticism and adjust our proposals accordingly
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.  
Consultation took place at 4 briefings in December 2013 and feedback from practitioners was received until 17 January 2014. Three further briefings were held in early February 2014.  
Employees have accepted the proposals and are waiting to take part in selection processes depending on which ring fence they are in. Some will assimilate and be invited to express a preference about which role they would prefer come April 2014.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?  
It was concluded that equality duties are met within the proposal
9. Were any modifications to the proposal introduced as a result of the analysis and consultation?  
No modifications were introduced as a result of analysis and consultation
10. Please explain of whether and how the adopted proposal differs from the original proposal.  
Adopted proposal does not differ from the original
11. What equality actions have you identified?  
The growing number of east European migrants to the city means briefings to social workers will be useful to inform practitioners of good practice approaches with these groups. This will be done by social work managers in collaboration with the Travellers education team.
12. What plans do you have for monitoring the proposal when it is put into effect?

A monitoring and evaluation framework will be in place from the start date of the proposal and a first report will be provided 6 months after the start date.

Signature of the lead officer undertaking the analysis:  
Full name A Campbell  
Position: Head of Children in Need and Child Protection  
Dated: 19 02 2014

### **Equality Analysis Summary Form**

13. What is the name of the service/function/policy/procedure (proposal) you have assessed?

Savings project reference 0147 "Restructure of Assistant Directors, Heads of Service and Commissioning"

1. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

This is a staffing proposal that envisages a restructure of and reduction in Assistant Director, Heads of Service and Commissioning posts in the Community Directorate.

2. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

This proposal has staffing implications (which will be addressed by established HR policy and procedures) but will have no direct impact on service delivery to customers/residents.

3. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There will be no direct impact on customers/residents. Any impact on staff will be addressed by established HR policy and procedures.

4. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Not applicable.

5. If the impact cannot be justified, how do you intend to deal with it?

Not applicable.

6. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Not applicable. (Consultation with staff will be undertaken in accordance with established HR policy and procedures).

7. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

Not applicable

8. Were any modifications to the proposal introduced as a result of the analysis and consultation?

Not applicable

9. Please explain of whether and how the adopted proposal differs from the original proposal.

Not applicable.

10. What equality actions have you identified?

None

11. What plans do you have for monitoring the proposal when it is put into effect?

Not applicable. This proposal will have no direct impact on customers/residents. All staffing implications will be addressed by established HR policy and procedures.

Signature of the lead officer undertaking the analysis:

Full name Geoff Tait

Position: Head of Service, Business Support & Improvement (Community)

Dated: 19.02.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

Savings project reference 0148 "Restructure of Administration and Personal Assistant Support across the Community Directorate"

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

This is a staffing proposal that envisages a restructure of and reduction in Administration and Personal Assistant support.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

This proposal has staffing implications (which will be addressed by established HR policy and procedures) but is not expected to have any direct impact on service delivery to customers/residents.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

There is not expected to be any direct impact on customers/residents. Any impact on staff will be addressed by established HR policy and procedures.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Not applicable.

6. If the impact cannot be justified, how do you intend to deal with it?

Not applicable.

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Not applicable. (Consultation with staff will be undertaken in accordance with established HR policy and procedures).

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

Not applicable

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

Not applicable

10. Please explain of whether and how the adopted proposal differs from the original proposal.

Not applicable.

11. What equality actions have you identified?

None

12. What plans do you have for monitoring the proposal when it is put into effect?

Not applicable. This proposal is not expected to have any direct impact on customers/residents, although the position will be reviewed as soon as a final implementation plan has been confirmed. All staffing implications will be addressed by established HR policy and procedures.

Signature of the lead officer undertaking the analysis:

Full name Geoff Tait

Position: Head of Service, Business Support & Improvement (Community)

Dated: 19.02.14

**Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0151 The proposal to identify alternative delivery models for Bantock House Museum

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

The proposal is designed to make a saving to the Council's revenue budget of £197,000, as part of a £695,000 savings programme for Culture Arts and Heritage. The Council wishes the site to be run on a cost neutral basis and an alternative model of delivery has to be identified through consultation.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

Culture Arts and Heritage undertakes audience surveys to understand who visits the site and we have longitudinal data sets to monitor changing visitor patterns. Volunteers complete monitoring forms to monitor age, ethnicity and disability

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

At present there is no evidence to suggest that this proposal would affect some groups of people differently

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

6. If the impact cannot be justified, how do you intend to deal with it?

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Consultation is on-going and will help to shape the options for future delivery. Three public consultation meetings are being arranged.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

Consultation has not yet concluded

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

10. Please explain of whether and how the adopted proposal differs from the original proposal.

11. What equality actions have you identified?

12. What plans do you have for monitoring the proposal when it is put into effect?

Signature of the lead officer undertaking the analysis:  
Full name Corinne Miller  
Position: Head of Culture Arts and Heritage  
Dated: 5 February 2014

### Equality Analysis Summary Form

1. What is the name of the service/function/policy/procedure (proposal) you have assessed?

0154 Reductions to Overall Cultural Service (including Art Gallery)

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

The service has to reduce the cost to the Council by £695,000 over five years. Phase one of the reductions in the service will come in to effect on 1 April. One senior management post will be deleted and one administration post. The Head of Service will take redundancy on 1 December. A staff restructure will be required to deliver the service.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

The proposals were assessed against current audience data and the elements of the service that work directly with visitors.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

No evidence has been identified although the audience development activity will reduce from 1 April and there may be a reduction in visitors.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

To make the savings the staffing levels have to be reduced as many of the service costs are non controllable and relate to the historic buildings that the service manages.

6. If the impact cannot be justified, how do you intend to deal with it?

Not applicable

7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Staff consultation has taken place and staff were given the opportunity to comment on the proposed restructure

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

There was no evidence that the proposal would prevent the service from meeting each part of the equality duty

9. Were any modifications to the proposal introduced as a result of the analysis and consultation?

Some minor amendments to job titles and direct reports were made.

10. Please explain of whether and how the adopted proposal differs from the original proposal.

The adopted proposal does not differ from the original proposal

11. What equality actions have you identified?

We have not identified any equality actions

12. What plans do you have for monitoring the proposal when it is put into effect?

All work programmes will have to be reviewed to ensure there are sufficient resources in place to deliver the programme this will be monitored against the service plan and the plans linked to policies and strategies in the service forward plan.

Signature of the lead officer undertaking the analysis:

Full name Corinne Miller

Position: Head of Culture Arts and Heritage

Dated: 21 February 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0163 Review lunchtime crossing patrols
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? To delete patrols that no longer meet the required criteria.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. The outcome of this proposal still enables the service to operate within the National Scholl Crossing Patrol Guidelines.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? N/A

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. N/A - however the schools & staff affected were briefed.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? N/A

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0164 Reduction in Public Realm Admin Support
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? To reduce admin support staff as a result of new technology.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Integral part of an internal re-structure.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. Staff, HR, Trade Unions.

8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? N/A

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0165 Reduction to the Highways Drainage budget.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Reduction in budget
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. No impact.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), N/A
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None

12. What plans do you have for monitoring the proposal when it is put into effect?  
N/A

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0166 Optimise Winter Gritting fleet.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Reduce the number of grittier vehicles.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. No impact workload absorbed within the remaining winter gritting fleet.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), N/A
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect?  
N/A

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0167 Review Highway Maintenance establishment.
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Delete one highway operative post.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. No impact the core resource will be reconfigured to ensure service provision prevails.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), HR procedures will apply
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? N/A

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0168 Reduction in sign de-illumination program (accelerate the proposal is being considered no additional saving will be made by bringing the proposal forward)

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Increase de-illumination program timescale
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. No impact.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), Cabinet Member
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? N/A - Confirm data base

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? Transfer Shopmobility to the voluntary sector
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet. The Shopmobility Service will close in 2017 (lease ends on the premises) unless it can be transferred to a voluntary organisation, the Wulfrun/Mander Centre and/or be granted charitable status. Current staffing who operate the service are agency employed.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Unknown at this stage because of the options available as part of the review of the Shopmobility Service - Transfer to a voluntary organisation, transfer to the Wulfrun/Mander Centre and/or be granted charitable status. We are hoping to avoid closure of the service. (Obviously if Shopmobility were to close there would be an adverse impact on people with disabilities in which case a full equality analysis would be carried out).
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No because we are actively pursuing the transfer of the Shopmobility Service to an alternative provider.
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? No adverse impact envisaged.
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), Consultation with interested voluntary groups and disability groups.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? None at this stage
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? None at this stage
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A.
11. What equality actions have you identified? None at this stage
12. What plans do you have for monitoring the proposal when it is put into effect? None at this stage

Signature of the lead officer undertaking the analysis:

Full name ; S Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0170 Reduction in Highway thin surfacing budget
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Reduce expenditure on road surface dressings

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. No impact top slice existing budget.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), Cabinet Member
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? Internal consultation with Transportation
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None
12. What plans do you have for monitoring the proposal when it is put into effect? Surveys of footway and carriageways

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0172 Review of street lighting establishment
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Review of staffing establishment
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Impact only on employees.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), Staff, HR, Trade Unions
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? Asses once consultation is completed
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A at this time
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? None at this time
12. What plans do you have for monitoring the proposal when it is put into effect? In line with HR Policy & Procedures

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0173 To review and reduce the number of play areas across the city (including decommissioning two existing play areas whenever a new facility is provided 106 agreements).l
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Review the condition of play areas across the city, and decommission obsolete equipment/play areas as necessary and assessing play value in line with councils play strategy (in conjunction with the Community Directorate).
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. The impact of this proposal is to reduce the number of play areas but to improve the quality of those play areas that remain.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this

adverse impact? The better spread of facilities across the city means that net there is no adverse effect as this approach will minimise this. Even if there is adverse impact on some disabled people (carers or children) this approach will demonstrate that we have done all that we can to minimise the impact within the available budgets.

5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), Consultation will be required with user groups and will be undertaken by the Community Directorate.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? None at this stage
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? None at this stage
10. Please explain whether and how the adopted proposal differs from the original proposal. Depends on the outcome of playground assessments and community consultation.
11. What equality actions have you identified? None at this stage
12. What plans do you have for monitoring the proposal when it is put into effect? None at this stage

Signature of the lead officer undertaking the analysis:

Full name ; S Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0174Review of the inspection and repair contract for play equipment
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Review of current external contracts for repairs and maintenance of play equipment
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. N/A.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), N/A
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? N/A
12. What plans do you have for monitoring the proposal when it is put into effect?  
Monitor performance of new contractor

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0175 Review Highway Technician staffing levels
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Review of staffing establishment
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. N/A.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A

7. Give a brief description of the consultation methods used (if appropriate), Staff, HR, Trade Unions
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? N/A
12. What plans do you have for monitoring the proposal when it is put into effect? N/A

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0176 Ranger Service review
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. A comprehensive review the current Ranger Service establishment with a view to f transferring some functions to E&E.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. There are no anticipated effects on different groups as this proposal is entirely related to staff.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), Consultation may be required with Staff, Unions, Members, other service areas etc.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A

9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. Depends upon outcome of internal discussions with E&E
11. What equality actions have you identified? N/A
12. What plans do you have for monitoring the proposal when it is put into effect? N/A

Signature of the lead officer undertaking the analysis:

Full name ; S Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0177 Reduce floral bedding displays
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Reduce spring and summer floral bedding displays city wide
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. N/A.
4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
  1. If the impact cannot be justified, how do you intend to deal with it? N/A
2. Give a brief description of the consultation methods used (if appropriate), N/A
3. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
4. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
5. Please explain whether and how the adopted proposal differs from the original proposal. N/A
6. What equality actions have you identified? N/A

7. What plans do you have for monitoring the proposal when it is put into effect?  
N/A

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

8. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0178 West Park Conservatory
9. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Transfer to third sector/voluntary/community group
10. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. N/A.
11. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
12. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
13. If the impact cannot be justified, how do you intend to deal with it? N/A
14. Give a brief description of the consultation methods used (if appropriate), Community Directorate are carrying out the consultation
15. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
16. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
17. Please explain whether and how the adopted proposal differs from the original proposal. N/A
18. What equality actions have you identified? N/A
19. What plans do you have for monitoring the proposal when it is put into effect?  
N/A

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

20. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0179 Grounds Maintenance Optimisation Conservatory
21. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Review methods of operation, routes and rounds and staffing levels
22. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. N/A.

Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No

23. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
24. If the impact cannot be justified, how do you intend to deal with it? N/A
25. Give a brief description of the consultation methods used (if appropriate), If staffing is affected HR, Trade Unions and staff will be consulted
26. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A

Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A

Please explain whether and how the adopted proposal differs from the original proposal. N/A

27. What equality actions have you identified? N/A
28. What plans do you have for monitoring the proposal when it is put into effect? Grounds maintenance performance standards

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

What is the name of the service/function/policy/procedure (proposal) you have assessed? 0180 Review spend on grounds maintenance

Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Reduce expenditure on grounds maintenance (materials/sub-contact provision)

29. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. N/A.

Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No

30. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
31. If the impact cannot be justified, how do you intend to deal with it? N/A
32. Give a brief description of the consultation methods used (if appropriate), if staffing is affected. N/A
33. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
34. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
35. Please explain whether and how the adopted proposal differs from the original proposal. N/A
36. What equality actions have you identified? N/A
37. What plans do you have for monitoring the proposal when it is put into effect?  
Grounds maintenance performance standards

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

38. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0181 Bring back in-house the remaining grounds maintenance contract (Amey).
39. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Following the end of the term of the remaining only externalised grounds maintenance contract delivered by Amey it will be returned to in-house service provision
40. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. N/A.

41. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
42. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
43. If the impact cannot be justified, how do you intend to deal with it? N/A
44. Give a brief description of the consultation methods used (if appropriate), If staffing is affected. N/A
45. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
46. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
47. Please explain whether and how the adopted proposal differs from the original proposal. N/A
48. What equality actions have you identified? N/A
49. What plans do you have for monitoring the proposal when it is put into effect? N/A

Signature of the lead officer undertaking the analysis:

Full name ; S.Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0182 Parking Services charging review
2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? Review current car park charges and introduce charges on and off -street at other locations in the city.
3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Proposed charges apply to all users with the exception of Blue Badge holders. 6% of all parking spaces on Council car parks will be allocated as

disabled bays and be free of charge to Blue Badge holders.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
5. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
6. If the impact cannot be justified, how do you intend to deal with it? N/A
7. Give a brief description of the consultation methods used (if appropriate), Cabinet
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
10. Please explain whether and how the adopted proposal differs from the original proposal. N/A
11. What equality actions have you identified? N/A
12. 2. What plans do you have for monitoring the proposal when it is put into effect?  
Income and user numbers

## Equality Analysis Summary Form

50. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0189 Centralisation and rationalisation of City Services
51. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. A comprehensive review of all City Services functions in order to achieve financial efficiencies and economies of scale.
52. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. No firm proposals at this stage.
53. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? Not at this stage
54. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
55. If the impact cannot be justified, how do you intend to deal with it? N/A
56. Give a brief description of the consultation methods used (if appropriate), Consultation may be required with Staff, Unions, Members, other service areas etc.
57. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
58. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
59. Please explain whether and how the adopted proposal differs from the original proposal. N/A
60. What equality actions have you identified? N/A
61. What plans do you have for monitoring the proposal when it is put into effect?  
N/A

Signature of the lead officer undertaking the analysis:

Full name ; C Huddart

Position: Head of Commercial Services

Dated: 31.01.14

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## Equality Analysis Summary Form

62. What is the name of the service/function/policy/procedure (proposal) you have assessed?  
  
Reduction in Looked After Children

63. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

We aim to develop more effective early intervention services to support families in line with S17 Children Act (1989) and other related duties with a view to reducing the numbers of children coming into the care system. This presents an enormous challenge to which a specific savings target is difficult to attach but will be monitored (see 12).

64. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

Developments are being built on the basis of national research on more effective means of early intervention and on local independently conducted research that identified additional services we could develop to support families.

65. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?

The proposals will affect the most vulnerable families across the City and will therefore tend to be of most benefit to families to disadvantaged families which would include families with disabled children and families from other groups more liable to disadvantage including some ethnic minorities.

66. If the service, function, policy or procedure does have an adverse impact, can that impact be justified?

Impact will be beneficial if successful especially on disadvantaged group.

67. If the impact cannot be justified, how do you intend to deal with it?

Not applicable.

68. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.

Based on research into reasons why children locally have come into the care system.

69. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?

As above, proposal is likely if anything to benefit disadvantaged groups.

70. Were any modifications to the proposal introduced as a result of the analysis and consultation?

No

71. Please explain of whether and how the adopted proposal differs from the original proposal.

Not applicable

72. What equality actions have you identified?

As above, work will be targeted at most disadvantaged groups.

73. What plans do you have for monitoring the proposal when it is put into effect?

We will monitor impact on numbers of children being managed in the community rather than through the care system and consequent financial impact.

Signature of the lead officer undertaking the analysis:

Full name: John Welsby

Position: Assistant Director – Children, Young People & Families

Dated: 19 February 2014

### **Equality Analysis Summary Form**

1. What is the name of the service/function/policy /procedure (proposal) you have assessed?

0190 Centralising external legal spend budget.

2. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?

Concentrates the mind on the need to instruct external lawyers and avoids labour intensive recharging.

3. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used.

This is merely transferring costs to a different central budget and does not impact on individuals or groups.

4. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact?  
No. None.
5. If the service, function, policy or procedure does have an adverse impact can that impact be justified?  
N/A
6. If the impact cannot be justified, how do you intend to deal with it?  
N/A
7. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings.  
Discussed at DDLT. No consultation required.
8. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty?  
N/A
9. Were any modifications to the proposal introduced as a result of the analysis and consultation?  
N/A
10. Please explain of whether and how the adopted proposal differs from the original proposal.  
N/A
11. What equality actions have you identified?  
None
12. What plans do you have for monitoring the proposal when it is put into effect?  
Compare to previous budgets.

Signature of the lead officer undertaking the analysis:

Full name: Wendy Louise Trainor

Position: Chief Legal Officer

Dated: 18/02/201

### **Equality Analysis Summary Form**

74. What is the name of the service/function/policy/procedure (proposal) you have assessed? Christmas decorations
75. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet. Reduction in expenditure on the provision of Christmas decorations city wide.

76. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. N/A
77. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
78. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
79. If the impact cannot be justified, how do you intend to deal with it? N/A
80. Give a brief description of the consultation methods used (if appropriate), N/A.
81. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? N/A
82. Were any modifications to the proposal introduced as a result of the analysis and consultation? N/A
83. Please explain whether and how the adopted proposal differs from the original proposal. N/A.
84. What equality actions have you identified? N/A
85. What plans do you have for monitoring the proposal when it is put into effect? N/A

Signature of the lead officer undertaking the analysis:

Full name ; S Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

### **Equality Analysis Summary Form**

86. What is the name of the service/function/policy/procedure (proposal) you have assessed? 0199 The Central Service functions of the Council
87. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet? The centralisation of service functions from the individual Directorates to deliver efficiencies e.g. ICT, Property etc.
88. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. The proposal has not been fully developed therefore the full implications on staff are not yet known.
89. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No – until the finalisation of the future staffing structures

90. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? No adverse impact is currently projected
91. If the impact cannot be justified, how do you intend to deal with it? n/a
92. Give a brief description of the consultation methods used (if appropriate), and a summary of the overall findings. As the future staffing structure are developed fully consultation will take place with staff and their trade unions
93. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? To be determined after staff consultation
94. Were any modifications to the proposal introduced as a result of the analysis and consultation? To be determined after staff consultation
95. Please explain of whether and how the adopted proposal differs from the original proposal. n/a
96. What equality actions have you identified? To be determined after staff consultation
97. What plans do you have for monitoring the proposal when it is put into effect? n/a

Signature of the lead officer undertaking the analysis:

Full name

Position:

Dated:

**The following savings proposals were discussed at the Budget Working Party in February and are not numbered.**

### **Equality Analysis Summary Form**

25. What is the name of the service/function/policy/procedure (proposal) you have assessed? Cease the Asbestos waste collection service.
26. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. The council currently provide a collection service to householders for disposal of asbestos at a nominal fee that is subsidised by council. There are private sector operators that can replace the council in providing this service (it is not a legislative requirement for the council to provide this service).
27. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. N/A.
28. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
29. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
30. If the impact cannot be justified, how do you intend to deal with it? N/A
31. Give a brief description of the consultation methods used (if appropriate), Discussion with current service provider (Amey)
32. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? None at this stage
33. Were any modifications to the proposal introduced as a result of the analysis and consultation? None at this stage
34. Please explain whether and how the adopted proposal differs from the original proposal. N/A
35. What equality actions have you identified? None at this stage
36. What plans do you have for monitoring the proposal when it is put into effect? Monthly Performance Reports

Signature of the lead officer undertaking the analysis:

Full name ; C.Huddart

Position: Head of Commercial Services

Dated: 31.01.14

### Equality Analysis Summary Form

37. What is the name of the service/function/policy/procedure (proposal) you have assessed? Explore alternative funding for clinical waste service
38. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. The council currently provides a service to some householders for the collection and disposal of infectious clinical waste. This proposal is merely to investigate the possibility of a change in funding.
39. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. N/A.
40. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
41. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
42. If the impact cannot be justified, how do you intend to deal with it? N/A
43. Give a brief description of the consultation methods used (if appropriate), Discussion with Public Health & current service provider (Amey)
44. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? None at this stage
45. Were any modifications to the proposal introduced as a result of the analysis and consultation? None at this stage
46. Please explain whether and how the adopted proposal differs from the original proposal. N/A
47. What equality actions have you identified? None at this stage
48. What plans do you have for monitoring the proposal when it is put into effect? Monthly Performance Reports

Signature of the lead officer undertaking the analysis:

Full name ; C.Huddart

Position: Head of Commercial Services

Dated: 31.01.14

## Equality Analysis Summary Form

49. What is the name of the service/function/policy/procedure (proposal) you have assessed? Delete one Pest Control operative post
50. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. A comprehensive review the Pest control Service required if the proposal to stop the subsidy received from Environmental Health is agreed (reduction in treatment for the free service).
51. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. E&E will need to carry out an EIA in order to realise the effects on different (low income families).
52. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? None at this stage
53. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? None at this stage
54. If the impact cannot be justified, how do you intend to deal with it? N/A
55. Give a brief description of the consultation methods used (if appropriate), Staff if the subsidy for the free service is stopped, Elected Members, Unions.
56. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? None at this stage
57. Were any modifications to the proposal introduced as a result of the analysis and consultation? None at this stage
58. Please explain whether and how the adopted proposal differs from the original proposal. Depends upon outcome of internal discussions with E&E.
59. What equality actions have you identified? N/A
60. What plans do you have for monitoring the proposal when it is put into effect? Not known at this stage links to EE and Public Health significance.

Signature of the lead officer undertaking the analysis:

Full name ; S Woodward

Position: Head of Public Realm Services

Dated: 31.01.14

## Equality Analysis Summary Form

61. What is the name of the service/function/policy/procedure (proposal) you have assessed? Reduction in the number of loaders on the domestic waste collection rounds.
62. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Reduce by one operative per round on the domestic waste refuse collection service (including food).
63. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. N/A.
64. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
65. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
66. If the impact cannot be justified, how do you intend to deal with it? N/A
67. Give a brief description of the consultation methods used (if appropriate), Elected Members, Staff & current service provider (Amey)
68. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? None at this stage
69. Were any modifications to the proposal introduced as a result of the analysis and consultation? None at this stage
70. Please explain whether and how the adopted proposal differs from the original proposal. N/A
71. What equality actions have you identified? None at this stage
72. What plans do you have for monitoring the proposal when it is put into effect? Monthly Performance Reports

Signature of the lead officer undertaking the analysis:

Full name ; C.Huddart

Position: Head of Commercial Services

Dated: 31.01.14

## Equality Analysis Summary Form

73. What is the name of the service/function/policy/procedure (proposal) you have assessed? To review corporately subscriptions and membership's fees paid out by all Council departments to external and/or professional organisations.
74. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. Review and cease all payments Corporately that are not essential to the council business.
75. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. N/A
76. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
77. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
78. If the impact cannot be justified, how do you intend to deal with it? N/A
79. Give a brief description of the consultation methods used (if appropriate), Internal consultation between Directorates.
80. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? None at this stage
81. Were any modifications to the proposal introduced as a result of the analysis and consultation? None at this stage
82. Please explain whether and how the adopted proposal differs from the original proposal. Depends on the outcome of consultation.
83. What equality actions have you identified? None at this stage
84. What plans do you have for monitoring the proposal when it is put into effect?  
N/A

Signature of the lead officer undertaking the analysis:  
Full name ; Charlotte Johns  
Position: Head of Policy  
Dated: 31.01.14

## Equality Analysis Summary Form

85. What is the name of the service/function/policy/procedure (proposal) you have assessed? Closure of the Wholesale Market
86. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. This proposal is entirely dependent upon either the externalisation or transfer of the Passenger Transport Service to an alternative provider and/or the introduction of personal budgets by the Community Directorate for users.
87. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. Community Directorate as the client function will need to determine impact on users by carrying out an EIA.
88. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse pact? Not at this stage.
89. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? Not at this stage
90. If the impact cannot be justified, how do you intend to deal with it? N/A
91. Give a brief description of the consultation methods used (if appropriate), Drivers, Elected Members, Unions, Delivery and Community Directorates.
92. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? None at this stage
93. Were any modifications to the proposal introduced as a result of the analysis and consultation? None at this stage
94. Please explain whether and how the adopted proposal differs from the original proposal. Depends upon outcome of internal discussions with the Community Directorate.
95. What equality actions have you identified? None at this stage
96. What plans do you have for monitoring the proposal when it is put into effect? Not known at this stage links to EE and Public Health significance.

Signature of the lead officer undertaking the analysis:

Full name ; S Wright

Position: Head of Operational Services

Dated: 31.01.14

## Equality Analysis Summary Form

97. What is the name of the service/function/policy/procedure (proposal) you have assessed? Full cost recovery (reinstatement of grounds & cleansing) following events in Parks, Open Spaces, City and Town centres.
98. Please give a brief description and explanation of the proposal. What needs or duties is it designed to meet?. The council currently pays for damage and repairs to Parks & Open spaces, City & Town Centres following events. The Council also undertakes cleaning during and after some events in Parks, & Open spaces, City & Town Centres. This proposal seeks to recover the costs of cleansing and damage from the event organisers through Event Management Team in E&E.
99. Please explain how the proposal was assessed for its likely effects on different groups, with clear references to the information and research used. N/A.
100. Is there any evidence to suggest that the proposal could affect some groups of people differently? Is there an adverse impact? What are the reasons for this adverse impact? No
101. If the service, function, policy or procedure does have an adverse impact, can that impact be justified? N/A
102. If the impact cannot be justified, how do you intend to deal with it? N/A
103. Give a brief description of the consultation methods used (if appropriate), E&E with Events organisers.
104. What conclusions were reached through the analysis and consultation as to the likely ability of the proposal to meet each part of the equality duty? None at this stage
105. Were any modifications to the proposal introduced as a result of the analysis and consultation? None at this stage
106. Please explain whether and how the adopted proposal differs from the original proposal. N/A
107. What equality actions have you identified? None at this stage
108. What plans do you have for monitoring the proposal when it is put into effect? N/A

Signature of the lead officer undertaking the analysis:

Full name ; S Woodward

Position: Head of Public Realm Services

Dated: 31.01.14