

Equality Impact Assessments

2021/22 Medium Term Financial Plan

Corporate Services – December 20

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Medium Term Financial Plan Initial Equality Impact Assessment 2021/22



Please add content where << XXX>> is indicated.
Please make Yes or No bold as appropriate.

1. The Proposal

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

Description of the proposal:

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

Summary of changes:

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

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

It is proposed that the budgets associated with the fees and charges levied by the council will be inflated by 1.25% with effect from April 2021 to reflect the policy of annually inflating charges to cover the costs for goods and services. It should be noted that whilst this increase may be higher than some current national inflationary measures such as the Retail Prices Index or the Consumer Prices Index, the proposed budget increase reflects the average increase in costs which the council will incur. This budget saving sum will be shared across all relevant service area budgets.

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

Yes No

If yes, please insert reference number and year of assessment?

CORP S1 – 2020/21 MTFP budget proposal to increase income budgets

2. Customer equality impact summary

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

Insert X into one box per row, for impact level and type.

H = High, M = Medium, L = Low, N = None

+ = Positive, = = Neutral, - = Negative

Impact Level	Impact type						
	H	M	L	N	+	=	-
Disabled people				X			
People from different ethnic groups				X			
Men or women (including those who are pregnant or on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income			X				X
People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X			

3. Explanation of customer impact

Please describe the reasons for the impact level in the table above.

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

An example of this is the inflation to the changes in social care budgets. However, any increase will be kept to a minimum as:

6. Review and Sign Off

Service Manager Review

Insert any service manager comments here:

N/A

Is a further detailed equality impact assessment needed?	Yes	No
If 'yes', when will the further assessment be completed?	No	

Service Manager:

Melanie Watts

Date:

30 November 2020

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Please add content where << XXX>> is indicated.
Please make Yes or No bold as appropriate.

1. The Proposal

Directorate:	Corporate Services Directorate
Service area:	Support Service
Budget reference:	CSD S2
Budget reduction proposal:	ICT asset analysis and postage reduction and replacement telephone system
Budget saving for this financial year:	£110,000

Description of the proposal:

To reduce costs associated with ICT assets by improving the council's ICT asset management, ensuring that the reduction in paper based during COVID relates to a reduction in postage and through the replacement of the "end of life" telephony system.

Summary of changes:

ICT Asset Management: over the last 12 months there have been a substantial change in the council's ICT assets much of which has been delivered at pace to accommodate flexible working. There are a number of cost elements linked to the number of devices, predominantly licence and support costs. The budget reduction associated with this initiative for 21/22 is **£10,000** and is predicated on the fact that analysis of distributed ICT Assets will identify cost reductions opportunities with no impact on staff or customers.

Postage reduction: During the pandemic services have adjusted to predominantly working from home and there has been a consequential reduction in print and postage volumes. The budget reduction associated with this initiative is **£20,000** and reflects the reduction in postage that has occurred as services have found different ways to communicate with service users (predominantly email), this initiative does not assume that paper correspondence (and therefore postage) will not be required for those customers who need to be communicated in that way.

Replacement Telephony system: This is a "live" project underway to replace the current system (that has reached its 'end of life') with a more modern cloud based system, this will better enable the council to support various work profiles and teams physically dispersed as they are working from home. There is no loss of functionality or detriment to the customer though the use of the new platform. The budget

reduction associated with this initiative is **£80,000**. Staff will be able to access this platform via council laptops or via an app on a mobile phone. The deployment of ancillary devices (headsets) will take into account any staff access needs.

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

Yes

No

If yes, please insert reference number and year of assessment?

N/A

2. Customer equality impact summary

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

Insert X into one box per row, for impact level and type.

H = High, M = Medium, L = Low, N = None

+ = Positive, = = Neutral, - = Negative

Impact Level	Impact type						
	H	M	L	N	+	=	-
Disabled people				X			
People from different ethnic groups				X			
Men or women (including those who are pregnant or on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income				X			
People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X			

3. Explanation of customer impact

Please describe the reasons for the impact level in the table above.

There should be no impact on customers either internally or externally. Whilst savings are being made to postage and printing costs etc the council will continue to meet the needs of customers who require printed information. Any changes to the council's telephony system will consider the access needs of our staff.

4. Staff equality impact summary

Are there any staffing implications for this proposal? **Yes** **No**

Explanation of staff impact

If yes, please describe the nature of the impact, including how many posts could be affected. Please state whether they are vacant, or filled permanently or temporarily.

As with any technology, it will be important to ensure that staff are trained on new functionality and equipment, and adjustments made where standard equipment does not suit or support individual staff' needs.

5. Consolidation savings

Please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects?

If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving

6. Review and Sign Off

Service Manager Review

Insert any service manager comments here:

N/A

Is a further detailed equality impact assessment needed? **Yes** **No**

If 'yes', when will the further assessment be completed? **No**

Service Manager: Stuart Anstead

Date: 14 December 2020

Medium Term Financial Plan

Initial Equality Impact Assessment 2021/22



Please add content where << XXX >> is indicated.
Please make Yes or No bold as appropriate.

1. The Proposal

Directorate:	Corporate Services
Service area:	Support Services
Budget reference:	CSD S3 (part 1)
Budget reduction proposal:	Review of Business Support, storage and printing costs
Budget saving for this financial year:	£190,000

Description of the proposal:

The budget reduction proposed relate to the opportunity to reduce costs in areas positively impacted by changed working arrangements through the increased use of Teams and Microsoft 365 and working from home. They relate to the costs of physical and electronic storage, business support requirements (both those contracted and provided in-house) and a reduction in print.

Summary of changes:

Review of contracted Business Support: This proposal relates to a review of the council's specification for business support to ensure that it reflects new ways of working and meets the council's requirements. The budget reduction associated with the review is **£50,000**. It will require engagement with all the council services that current receive business support through the support services contract.

Review of retained Business Support: Similar to the above proposal, the council's current business support function should be reviewed to ensure that it supports new ways of working with a presumption that this will result in a reconfigured service with a reduced cost. The budget reduction associated with this review is **£20,000**. It will require engagement with those officers that are supported by the current arrangements.

Review of physical storage with Dataspace: The council has a long-standing contract with Dataspace for the off-site retention of physical documents. This arrangement is not providing value for money nor the level of records management the council requires. The budget reduction associated with this review is **£20,000**. It will be part of a much broader exercise across the council to support the council's Information Strategy.

Review of electronic storage: The council is changing its data centre provider and the new Microsoft Azure platform will provide better functionality and security, which will enable the council to better control the volume of information stored electronically and to reduce cost. The budget reduction associated with this change is **£50,000**. It will be part of a much broader exercise across the council to support the council's Information Strategy.

Reduce printing facilities: Due to the high percentage of staff working from home, the requirement for office printing has reduced substantially and this proposal reflects a reduction in MFDs and print volumes associated with a more home based workforce. The budget reduction associated with this change is **£50,000**. The review of the workforce strategy, smarter working initiatives and office reconfiguration will be subject to separate and more detailed EIAs as this projects develop.

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

Yes

No

If yes, please insert reference number and year of assessment?

<<Text here>>

2. Customer equality impact summary

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

Insert X into one box per row, for impact level and type.

H = High, M = Medium, L = Low, N = None

+ = Positive, = = Neutral, - = Negative

Impact Level	Impact type						
	H	M	L	N	+	=	-
Disabled people				X			
People from different ethnic groups				X			
Men or women (including those who are pregnant or on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income				X			
People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X			

3. Explanation of customer impact

Please describe the reasons for the impact level in the table above.

The proposal outlined are not predicated on delivering different outcomes or impact to customers.

4. Staff equality impact summary

Are there any staffing implications for this proposal? **Yes** **No**

Explanation of staff impact

If yes, please describe the nature of the impact, including how many posts could be affected, please state whether they are vacant, or filled permanently or temporarily.

The proposal that has a council staff impact is the review of in-house Business Support although the saving attributed to this element is minor (£20,000) and could be managed with limited impact on staff.

5. Consolidation savings

Please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects?

If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
	Total

6. Review and Sign Off

Service Manager Review

Insert any service manager comments here:

Is a further detailed equality impact assessment needed? **Yes** **No**

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

Service Manager: Stuart Anstead

Date: 15th December 2020

Medium Term Financial Plan

Initial Equality Impact Assessment 2021/22



Please add content where << XXX>> is indicated.
Please make Yes or No bold as appropriate.

1. The Proposal

Directorate:	Corporate Services
Service area:	Customer Services
Budget reference:	CSD S3 (Part 2)
Budget reduction proposal:	Transformation - Introduce a new Target Operating Model for Customer Services: Introduce a new target operating model for Customer Services. Close Gateway/reduce hours and/or introduce a one-call contact centre for all services

Budget saving for this financial year: £75,000

Description of the proposal:

The Town Hall gateway reception will no longer be staffed full time and the enquiry desk will only be open for pre-booked appointments.

Face-to-face appointments will be available by prior arrangement, with the request triaged over the phone to check whether a visit is necessary. This will mean that the contact centres will first assess whether the matter can be dealt with either over the phone or digitally. If it cannot (example, help completing a blue badge application), then an appointment will be arranged. Support for completing blue badge applications is to move over to the Library service in 2021 as this is the area of highest demand and it would be beneficial to customers if support was available more locally to them through the Library network.

Due to Covid 19 we have been trialling this approach by default. We have found that there are very few enquiries which can't be dealt with over the phone or digitally. Customers can contact us in multiple ways: by telephone, by online enquiry form, complaint request, online reporting, etc.

Volume comparison for September is:

September 2019	2781 appointments
September 2020	11 appointments

Latest numbers for November 2020: 10 appointments, 8 of which are blue badges.

In terms of consultation, the proposal was taken to the Community and Corporate organisation policy and scrutiny panel in November 2020 and will be discussed at an online session with the Citizens Panel in December 2020. It is anticipated that there will be consultation in January 2021 with the Equalities Group and further consultation as we move forward with the proposal.

Summary of changes:

Appointments which are usually carried out by the Agilisys reception team will be by appointment only and arranged after triage. Blue badge enquiries will move to Libraries.

Some investment will be made into the Council Connect contact centre to support any additional calls and to triage and arrange appointments.

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

Yes No

If yes, please insert reference number and year of assessment?

2. Customer equality impact summary

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

Insert X into one box per row, for impact level and type.

H = High, M = Medium, L = Low, N = None

+ = Positive, = = Neutral, - = Negative

Impact Level	Impact Level				Impact type		
	H	M	L	N	+	=	-
Disabled people		X					X
People from different ethnic groups			X				X
Men or women (including those who are pregnant or on maternity leave)				X		X	
Lesbian, gay or bisexual people				X		X	
People on a low income		X					X
People in particular age groups			X				X
People in particular faith groups				X		X	
People who are married or in a civil partnership				X		X	
Transgender people				X		X	
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:							

3. Explanation of customer impact

Please describe the reasons for the impact level in the table above.

- Whilst the opportunity to have a face to face appointment will still exist, it will require a phone call in order to be triaged.
- It will no longer be possible walk into the building and expect to be seen immediately.

- There will be more limited times in which people can be seen face to face, although in reality we could be flexible where needed.
- It may be more expensive for some people to call than to walk in if they live locally.
- If English is not your first language, you may have a preference for seeing someone face to face. This will still be possible, but not on demand.
- Some older people may have a preference for talking directly to someone, but again, this will be possible but not on demand.
- There may be an impact on some disabled people, for example those who have poor motor skills so cannot complete forms online or those with hearing impairments that cannot use the phone may prefer to talk to someone face to face.

Through consultation and review of the information held about the service thought is being given to the mitigating actions that will be implemented to continue to support those who cannot access services online and or over the phone.

4. Staff equality impact summary

Are there any staffing implications for this proposal? No Yes

Explanation of staff impact

If yes, please describe the nature of the impact, including how many posts could be affected, please state whether they are vacant, or filled permanently or temporarily.

There will be an impact on the staff who currently provide the service. More detailed information will be provided in the detailed Equality Impact Assessment.

5. Consolidation savings

Please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects?

If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Town Hall gateway reception*	£75,000
Total	£75,000

*This saving is one element of the a number of savings listed in CSD S3.

6. Review and Sign Off

Service Manager Review

Insert any service manager comments here:

Is a further detailed equality impact assessment needed? Yes

If 'yes', when will the further assessment be completed?
January 2021

Service Manager: Simone Davey

Date: 14th December 2020

Medium Term Financial Plan Initial Equality Impact Assessment 2021/22



Please add content where << XXX>> is indicated.
Please make Yes or No bold as appropriate.

1. The Proposal

Directorate:	Corporate services Directorate
Service area:	Whole Directorate
Budget reference:	CSD S4
Budget reduction proposal:	Staffing savings - Corporate Services restructure and review of vacant posts
Budget saving for this financial year:	£255,000

Description of the proposal:

To review the senior management structure and also vacancies.

Summary of changes:

We had a new administration last year and agreed a new vision and set of priorities in a new corporate plan with new organisational values. The refreshed corporate plan, to take account of Covid, was agreed at council a few months ago. We also received a 'Requires Improvement' judgement for its Children's Services, reflecting a lack of sustained improvement. We are also facing some significant financial challenges, along with other LAs across the country, which Covid has made worse and little clarity from Government on long term funding.

All these changes have led to the CEO reviewing and evaluating the strengths and weaknesses of the current leadership structure. As a result of her review, and in the light of the new strategic agenda, she has made a series of proposals. The first was to change the senior leadership structure reporting to her, reflecting priorities, resources and risk – this was supported by the Executive and e-mailed to staff in October.

This has subsequently led to a further set of proposals sent to Corporate services staff w/c 16th November as a formal consultation document last week. The proposed changes would reconfigure the structure and realign some remits in order to achieve greater coherence of delivery and realise cost savings to form part of the MTFP.

The formal consultation process regarding these proposals for Corporate Services ends on Tuesday 15 December 2020.

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

Yes No

If yes, please insert reference number and year of assessment?

N/A

2. Customer equality impact summary

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

Insert X into one box per row, for impact level and type.

H = High, M = Medium, L = Low, N = None

+ = Positive, = = Neutral, - = Negative

Impact Level	Impact type						
	H	M	L	N	+	=	-
Disabled people				X		X	
People from different ethnic groups				X		X	
Men or women (including those who are pregnant or on maternity leave)				X		X	
Lesbian, gay or bisexual people				X		X	
People on a low income				X		X	
People in particular age groups				X		X	
People in particular faith groups				X		X	
People who are married or in a civil partnership				X		X	
Transgender people				X		X	
Other specific impacts, for example: carers, parents, impact on health and wellbeing.				X		X	

3. Explanation of customer impact

Please describe the reasons for the impact level in the table above.
There should be no impact on customers either internally or externally

4. Staff equality impact summary

Are there any staffing implications for this proposal? Yes

Explanation of staff impact

If yes, please describe the nature of the impact, including how many posts could be affected, Please state whether they are vacant, or filled permanently or temporarily.

The following roles are being deleted from the structure.

- Director of Finance and Property (no substantive postholder)
- Head of Performance Improvement and HR (voluntary redundancy)
- Service Manager, Safer and Stronger Communities (vacant)
- Head of Transformation and Policy
- Finance Business Partner x 1
- Service Leader – HR & Equalities
- Service Leader – Learning & Development (voluntary redundancy)
- Service Leader – Business Intelligence
- Service Leader- Transformation

Where appropriate, individuals directly affected may be assimilated into revised/new roles; join a pool for a competitive interview process; be re-deployed if suitable vacancies are available for the following roles being created within the structure.

- Director of Corporate Services (encompassing Section 151 Officer duties). This role will be externally advertised.
- Head of Business Insight, Policy and Partnerships.
- Head of People Services.
- Head of Finance.
- Partnership Service Leader.

5. Consolidation savings

Please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects? No

If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Service Manager Review

Insert any service manager comments here:

N/A

Is a further detailed equality impact assessment needed? Yes **No**

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

Service Manager:

Jo Walker

Date:

23rd November 2020

Medium Term Financial Plan

Initial Equality Impact Assessment 2021/22



Please add content where << XXX>> is indicated.
Please make Yes or No bold as appropriate.

1. The Proposal

Directorate:	Corporate Services
Service area:	Support Services
Budget reference:	CSD S5
Budget reduction proposal:	Changes and reductions within the Support Services contract, including Value for Money service reviews and release of inflation provision within the base budget.
Budget saving for this financial year:	£190,000

Description of the proposal:

The proposal includes a number of initiatives to reduce the support services budget, the two more significant reductions: Liberata 2015 price reduction and adjustment to contract inflation have no impact on service delivery or customers. The two minor savings totalling £20,000 are to be realised through a value for money review of the Revenues & Benefits customer contact and Debt Collection services.

Summary of changes:

2015 Liberata price reduction: this is a continuation of a previous MTFP saving and is the final year of a contract price reduction associated with the contract extension agreed in 2015. This represents a budget reduction of **£70,000** for 21/22 and has no impact on service delivery or detrimental customer impact.

Inflationary reduction: previous budget provision established for contract inflation are not required and can be released as an ongoing reduction of **£100,000** for 21/22. This has no impact on service delivery or detrimental customer impact.

VFM Review Revenues & Benefits customer contact: the specification for the Revenue & Benefits contact centre is in need of review to reflect the reducing levels of demand and changing nature of calls predominantly due to the introduction of Universal Credit and the increased use of digital channels. A modest level of budget reduction is associated with this review (**£10,000**) and is not predicated on any further channel shift.

VFM Review Debtors: the specifications for the Sundry Debts services is in need of review to reflect the changing level of Council debt since the contract was let in 2010. There is also a significant backlog of debt arising as an impact of COVID and

the council may have to provide “one-off” resources to reduce this more acceptable levels. However, this should not preclude a VFM review of revised requirements for the future. The budget reduction associated with this review is **£10,000** for 21/22.

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

Yes

No

If yes, please insert reference number and year of assessment?

CSD S6 - 2015 Liberata price reduction

2. Customer equality impact summary

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

Insert X into one box per row, for impact level and type.

H = High, M = Medium, L = Low, N = None

+ = Positive, = = Neutral, - = Negative

Impact Level	Impact type						
	H	M	L	N	+	=	-
Disabled people				X			
People from different ethnic groups				X			
Men or women (including those who are pregnant or on maternity leave)				X			
Lesbian, gay or bisexual people				X			
People on a low income				X			
People in particular age groups				X			
People in particular faith groups				X			
People who are married or in a civil partnership				X			
Transgender people				X			
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:							

3. Explanation of customer impact

Please describe the reasons for the impact level in the table above.

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

4. Staff equality impact summary

Are there any staffing implications for this proposal? Yes No

Explanation of staff impact

If yes, please describe the nature of the impact, including how many posts could be affected, please state whether they are vacant, or filled permanently or temporarily.

None.

5. Consolidation savings

Please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects?

If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving

6. Review and Sign Off

Service Manager Review

Insert any service manager comments here:

<<Text here>>

Is a further detailed equality impact assessment needed? Yes No

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

Service Manager: Stuart Anstead

Date: 14th December 2020

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Please add content where << XXX>> is indicated.
Please make Yes or No bold as appropriate.

1. The Proposal

Directorate:	Corporate Services
Service area:	Procurement
Budget reference:	CSD S7
Budget reduction proposal:	Review commissioning and contract opportunities following an assessment of the Contracts Register for contracts due for renewal.
Budget saving for this financial year:	£70,000

Description of the proposal:

The procurement team to review the council's contract register to identify contracts due for renewal and the council's spend analysis in order to identify procurement opportunities to reduce cost in future tender processes and to limit more expensive off-contract spend.

Summary of changes:

As the analysis has yet to be concluded there are no details of the areas to be impacted, although these are not likely to have a medium or higher Equalities impact. Individual procurement projects will continue to be subject to the completion of an Equality Impact Assessment before the contracts are awarded.

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

Yes **No**

If yes, please insert reference number and year of assessment?

N/A

2. Customer equality impact summary

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

Insert X into one box per row, for impact level and type.

H = High, M = Medium, L = Low, N = None

+ = Positive, = = Neutral, - = Negative

Impact Level

Impact type

	H	M	L	N	+	=	-
Disabled people				X		X	
People from different ethnic groups				X		X	
Men or women (including those who are pregnant or on maternity leave)				X		X	
Lesbian, gay or bisexual people				X		X	
People on a low income				X		X	
People in particular age groups				X		X	
People in particular faith groups				X		X	
People who are married or in a civil partnership				X		X	
Transgender people				X		X	
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify:				X		X	

3. Explanation of customer impact

It is not expected that this budget proposal will have a disproportionate impact on any equality groups.

Medium Term Financial Plan Initial Equality Impact Assessment 2021/22



Please add content where << XXX>> is indicated.
Please make Yes or No bold as appropriate.

1. The Proposal

Directorate:	Corporate Services Directorate
Service area:	Corporate Finance
Budget reference:	CSD S8
Budget reduction proposal:	Ongoing reductions within expenditure budgets; reduction in the number of former employees and sustained reductions in travel / mileage activity
Budget saving for this financial year:	£50,000

Description of the proposal:

To reduce the expenditure budgets associated with Former Employees and Mileage

Summary of changes:

The council's revenue budget currently has provision of approximately £1.5m to cover the costs associated with employees leaving, or those that have historically left the organisation.

The majority of the budget relates to ongoing pension related costs of former employees and it is this cost which reduces naturally over time as the council's obligations cease. The savings proposal does not relate to a change in policy or approach, it reflects the realignment of the budget mapped to actual levels of cost.

The savings proposal also seeks to realign the budgets associated with mileage costs that are likely to be incurred in the future following changes to the way the council works and how services are delivered.

The Covid-19 pandemic has shown that there are different ways of working and that it is not necessary to travel to as many meetings or to incur as much cost – this change of approach also supports the council's vision for climate change. It is anticipated that the new ways of working will continue into the future and become part of the council's updated target operating model.

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

Yes **No**

If yes, please insert reference number and year of assessment?

CSD28 – 2020/21 MTFP budget reduction proposal to reduce pension costs

2. Customer equality impact summary

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

Insert X into one box per row, for impact level and type.

H = High, M = Medium, L = Low, N = None

+ = Positive, = = Neutral, - = Negative

Impact Level	Impact type						
	H	M	L	N	+	=	-
Disabled people				X		X	
People from different ethnic groups				X		X	
Men or women (including those who are pregnant or on maternity leave)				X		X	
Lesbian, gay or bisexual people				X		X	
People on a low income				X		X	
People in particular age groups				X		X	
People in particular faith groups				X		X	
People who are married or in a civil partnership				X		X	
Transgender people				X		X	
Other specific impacts, for example: carers, parents, impact on health and wellbeing.				X		X	

3. Explanation of customer impact

Please describe the reasons for the impact level in the table above.

There should be no impact on customers either internally or externally

4. Staff equality impact summary

Are there any staffing implications for this proposal? Yes **No**

Explanation of staff impact

If yes, please describe the nature of the impact, including how many posts could be affected. Please state whether they are vacant, or filled permanently or temporarily.

N/A

5. Consolidation savings

Please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects?

If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

Service area	Value of saving
Total	

6. Review and Sign Off

Service Manager Review

Insert any service manager comments here:

N/A

Is a further detailed equality impact assessment needed?	Yes	No
If 'yes', when will the further assessment be completed?	No	

Service Manager:

Melanie Watts

Date:

30 November 2020

Medium Term Financial Plan Initial Equality Impact Assessment 2021/22



Please add content where << XXX>> is indicated.
Please make Yes or No bold as appropriate.

1. The Proposal

Directorate:	Corporate Services Directorate
Service area:	Corporate Finance
Budget reference:	CSD S9
Budget reduction proposal:	Review of Funding for Corporate Budgets
Budget saving for this financial year:	£250,000

Description of the proposal:

To reduce the council's budget provision for corporate insurance and severance costs by reviewing and optimising other resources and funding, including internal insurance premiums and earmarked reserves.

Summary of changes:

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

The proposal aims to review the scale and mix of risks we currently insure and optimise the balance between internal and external premiums funded through the revenue budget, and also the residual risks which would be covered through access to an earmarked reserve.

A similar approach will be adopted for severance costs whereby the council will estimate a core value which will be funded by the base revenue budget each year, with any additional costs being funded from an earmarked reserve.

To ensure that reserves are not depleted, any underspends in these base budgets will be transferred to the reserve at year-end thereby ensuring that costs are self-contained and funding impacts are smoothed across financial years.

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

Yes **No**

If yes, please insert reference number and year of assessment?

N/A

2. Customer equality impact summary

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

Insert X into one box per row, for impact level and type.

H = High, M = Medium, L = Low, N = None

+ = Positive, = = Neutral, - = Negative

Impact Level	Impact type						
	H	M	L	N	+	=	-
Disabled people				X		X	
People from different ethnic groups				X		X	
Men or women (including those who are pregnant or on maternity leave)				X		X	
Lesbian, gay or bisexual people				X		X	
People on a low income				X		X	
People in particular age groups				X		X	
People in particular faith groups				X		X	
People who are married or in a civil partnership				X		X	
Transgender people				X		X	
Other specific impacts, for example: carers, parents, impact on health and wellbeing.				X		X	

3. Explanation of customer impact

Please describe the reasons for the impact level in the table above.

There should be no impact on customers either internally or externally

4. Staff equality impact summary

Are there any staffing implications for this proposal? Yes No

Explanation of staff impact

If yes, please describe the nature of the impact, including how many posts could be affected. Please state whether they are vacant, or filled permanently or temporarily.

N/A

5. Consolidation savings

Please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects?

If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups

<u>Service area</u>	<u>Value of saving</u>
Total	

6. Review and Sign Off

Service Manager Review

Insert any service manager comments here:

N/A

Is a further detailed equality impact assessment needed?	Yes	No
If 'yes', when will the further assessment be completed?	No	

Service Manager:

Melanie Watts

Date:

30 November 2020