

## Appendix - Equality impact assessment for financial plans

<b>Financial Plan</b>	Service Action Plan 2012-13
<b>Name of directorate and service</b>	Development & Major Projects
<b>Name and role of officers completing the EIA</b>	David Langman – Directorate Services Manager
<b>Date of assessment</b>	22 Dec 2011

This Equality Impact Assessment (EAI) is used to systematically analyse a financial plan to identify what impact or likely impact it will have on different groups within the community. It should identify any discriminatory or negative consequences for a particular group or sector of the community but will also highlight beneficial impacts.

It is intended that this is used as a working document throughout the EIA process, with a final version including the action plan section being published on the Council's and NHS Bath and North East Somerset's websites.

1. Identify the scope of the financial plan		
	Key questions	Answers / Notes
1.1	<p>Briefly describe the aims of the financial plan including</p> <ul style="list-style-type: none"> <li>How the financial plan is delivered and by whom</li> <li>If responsibility for its implementation is shared with other services or organisations</li> <li>Intended outcomes</li> </ul>	<p>The purpose of the Service Action Plan document is:</p> <ul style="list-style-type: none"> <li>To facilitate the delivery of the Services responsibility within the Council's Corporate Plan and Bath &amp; North East Somerset's Community Strategy and to achieve established policy priorities</li> <li>To ensure maximum economy, efficiency and effectiveness in the use of financial resources</li> <li>To ensure the sustainability of the Council's budget in the medium term</li> <li>To facilitate proactive, strategic management of the Council's budget</li> <li>To guarantee responsiveness to an ever-changing and uncertain financial climate</li> </ul>
1.2	<p>Provide brief details of the scope of the financial plan being reviewed, for example:</p> <ul style="list-style-type: none"> <li>Is it a new financial or review of an existing one?</li> <li>Is it a national or legislative requirement?</li> <li>How much room for review is there?</li> </ul>	<p>The Plan defines the key objectives of the Service for the 2012-13 financial year :</p> <ol style="list-style-type: none"> <li>To support job creation, with an emphasis on high value jobs in key sectors, as a means of increasing the overall size, productivity and diversity of the B&amp;NES economy.</li> <li>To ensure economic regeneration interventions benefit the life chances and improved health of all B&amp;NES residents.</li> </ol>

		<p>3) To ensure that economic regeneration activities contribute to reducing carbon dioxide emissions in line with national and local targets.</p> <p>4) To deliver homes to meet the needs of an expanding economy.</p> <p>5) Deliver projects that contribute to the cultural, economic and built environments of the Districts unique places.</p> <p>6) To deliver the Council's ambitions in a cost effective manner through strong commercial management of its procurement and commissioning.</p> <p>7) Delivery of the Councils capital programme in a cost effective way and on time through excellence in project management.</p> <p>8) To support the Council on programme management of major (non physical) projects, for example, in supporting the move to a Core Council model as agreed by Council in November 2010.</p> <p>9) To represent the Council in the West Of England sub-regional Economic &amp; Skills agenda through the LEP and other forums.</p>
<p><b>1.3</b></p>	<p>Do the aims of the financial plan conflict with any other financial plan or service activity of the Council or Partnership?</p>	<p>No, in fact they aim to positively encourage cross-service corporate activity, e.g.</p> <ul style="list-style-type: none"> <li>• Establishment of Housing Delivery Group – co-ordinating the Council's total approach to new homes delivery including affordable homes and social issues relating to housing by involvement of Housing Services &amp; Planning Services.</li> <li>• Transferring the responsibility for skills (and developing a plan in partnership with learning and training providers locally to ensure the District's workforce is equipped with skills for the future) to the Children Services Divisional Director of Skills &amp; Employability.</li> </ul>
<p><b>1.4</b></p>	<p>What steps have you taken to ensure your financial plan does not <i>inadvertently</i> affect another service?</p>	<p>Draft plans co-ordinated and shared via Divisional Directors Group.</p> <p>Provisional budget proposals for 2012/13 discussed at Strategic Directors Group and with Cabinet.</p> <p>Council Budget Fair with invited stakeholders, 31 October 2011.</p> <p>Open public papers and discussion at H&amp;MP PD&amp;S panel meeting; 15<sup>th</sup> Nov 2011 (MTRP) &amp; 31<sup>st</sup> Jan 2012 (SAP). Also at E&amp;CD PD&amp;S Panel meeting on 19<sup>th</sup> Jan</p>

## 2. Consideration of available data, research and information

You need to show that you have made decisions based on evidence. Monitoring data and other information can help you analyse whether you are developing fair financial proposals: a decision which is informed by relevant local and national data about equality is a better quality decision. Please consider the availability of the following as potential evidence:

- Demographic data and other statistics, including census findings
- Recent research findings
- Results from recent consultation or surveys
- Service user monitoring data (including ethnicity, gender, disability, religion/belief, sexual orientation and age)
- Information from relevant groups or agencies, for example trade unions and voluntary and community organisations
- Analysis of records of enquiries about your service, or complaints or compliments about them
- Recommendations of external inspections or audit reports

	<b>Key questions</b>	<b>Data, research and information that you can refer to</b>
<b>2.1</b>	What equality training have those who developed the financial plan received?	<ul style="list-style-type: none"> <li>• General equalities awareness training</li> <li>• Training and practice undertaking EqIAs</li> <li>• Involvement in Corporate Equalities Group</li> <li>• Participation in I&amp;DeA Corporate assessment</li> <li>• Involvement in Directorate Level Equalities Group (DLEG) meetings</li> <li>• Information sharing lunch to discuss good practice</li> </ul>
<b>2.2</b>	What is the equality profile of the employees who will be affected by this financial plan? Are there any particular staffing issues? (e.g. high proportion of female workers etc)	No particular issues. The service reflects the local population, having a broad range of ages; male:female ratio is balanced; some minority ethnic representation, etc. – all within context of a very small service comprising just circa 26 employees.
<b>2.3</b>	If there are proposed staffing reductions: what are the potential knock-on effects of this on other service areas including other public	By 12/13 the Directorate will achieve a staff reduction of 32% as a result of efficiencies and reducing or stopping some activities from the base level of 10/11. Further reductions will be required in 13/14 and 14/15 to achieve the target

	<p>services where we collectively serve our citizens?</p>	<p>savings.</p> <ul style="list-style-type: none"> <li>• In total about 3 posts are being removed across the directorate in 2011/12 to achieve the savings in this plan, ready for the start of the 2012/13 financial year.</li> <li>• As a result of reviewing vacancies, flexible arrangements including the use of agency staff, changes to working hours, early planning and good consultation the number of compulsory redundancies in 2011/12 will be very low.</li> </ul> <p>The organisational review has been undertaken to deliver the priorities set out in the MTSRP from a zero based budget.</p> <p>Staffing reductions are being achieved through transfers to other Services or voluntary measures and are proportionate across age, male/female strands.</p> <p>The potential 'knock-on effects' are that the Directorate will have reduced capacity and will not be able to take on additional responsibilities that the Corporate Body may require without additional capacity.</p>
<p><b>2.4</b></p>	<p>What is the equality profile of service users who will be affected by this financial plan?</p>	<ul style="list-style-type: none"> <li>• The age profile of B&amp;NES is somewhat older than the national average, though we also have more people than expected in their early twenties due to the two universities. In ten years time, we estimate that people over age 85 will number around 6,800 in B&amp;NES compared with 4,300 in 2007 – an increase of about 50%.</li> <li>• As this older age group grows, the younger age group will fall as a percentage of the total population, which has significant implications for the local economy and the business that operate here.</li> <li>• The area's ethnic make up is predominantly white: 94.5% British, Irish or other white compared to the English average of 88.7%.</li> </ul>
<p><b>2.5</b></p>	<p>What do you know about service users' needs in relation to this service area? (e.g. results of customer satisfaction surveys, results of previous consultations)</p>	<p>Development &amp; Major projects uses a variety of routes to take into account the needs and experiences of its internal project clients, local people, businesses and organisations. Service Planning is developed in collaboration with other services and delivery partners (such as Business West and The Initiative in B&amp;NES (run by Bath Chamber of Commerce), Low Carbon Southwest, Creative Bath, Bath Spark, Federation of Small Businesses, Small Business Focus, Universities) using stakeholder events, exhibitions, consultations, etc. for particular service</p>

		groups or users. Formal consultation exercises are undertaken on areas of major change or on significant projects, (such as Public Realm and Street Furniture implementation projects) where specialist advice on equalities and access issues has also been sought. The combined results of the various strands of ongoing engagement has given the Directorate a clear picture of what people see as important:	
2.6	Are there any gaps in the data, research or information that is available? What additional information would assist you in developing your financial plan?	None identified	
2.7	What consultation have you carried out on your financial plan?	<ul style="list-style-type: none"> <li>• Council Budget Fair, 31 Oct 2011</li> <li>• Open public papers and discussion at H&amp;MP PD&amp;S panel meeting; 15<sup>th</sup> Nov 2011 (MTSRP) &amp; 31<sup>st</sup> Jan 2012 (SAP). Also at E&amp;CD PD&amp;S Panel meeting on 19<sup>th</sup> Jan 2012 (SAP)</li> </ul>	
<b>3. Assessment of impact</b>			
	Based upon any data you have analysed, or the results of consultation or research, use the spaces below to list how the financial plan:		
	<ul style="list-style-type: none"> <li>• Meets any particular needs of each of the equality groups or helps promote equality in some way.</li> <li>• Could have a negative or adverse impact for each of the equality groups</li> </ul>		
	<b>Identify the impact / potential impact of the financial plan on</b>	<b>Examples of how the financial plan promotes equality</b>	<b>Examples of potential negative or adverse impact and what steps have been or could be taken to address this</b>
3.1	<b>Age</b> – different age groups	<p>No adverse impact identified.</p> <p><b>Positive impact</b> – Development &amp; Major Projects is actively working with other Council Services (Housing, Planning) leading the Housing Advisory Group to interpret and align approaches</p>	

		<p>to new Government housing policies such as New Homes Bonus, Affordable Housing targets, Affordable Rent products. Aim is to understand and align local community needs and bring forward housing development opportunities with developers, registered social landlords and Homes &amp; Communities Agency. Age equalities relevance is the opportunity to influence development of 'whole lifetime' housing. Also relates to disability, rural communities &amp; socio-economically disadvantaged.</p>	
<p><b>3.2</b></p>	<p><b>Disability –</b> Disabled people (ensure consideration of a range of impairments including both physical and mental impairments)</p>	<p>No adverse impact identified.</p> <p><b>Positive impact –</b> Public Realm design &amp; delivery of street layout, transport &amp; street furniture improvement schemes. Disability equality relevance is the opportunity to improve access and movement around public realm spaces. Also relates to Age.</p> <p><b>Positive Impact -</b> Our programme of Capital projects (e.g. new schools &amp; sports facilities) positively improve access for disabled people construction of buildings to appropriate current design &amp; access standards (e.g. DDA). Many of these facilities replace old facilities or create new alternative provision.</p> <p><b>Positive Impact –</b> Keynsham Regeneration project has involved:</p>	

		<ol style="list-style-type: none"> <li>1. Community Focus Groups (inc. Equality B&amp;NES representing disabled groups across the district)</li> <li>2. Stakeholder consultation workshops (inc. invitations to all Equality Groups (corporate database maintained by Equalities Team), The Keynsham Network, and the Council's own Disabled Worker Challenge Group (for office design issues).</li> <li>3. Public consultation – general public / user comments.</li> </ol>	
<b>3.3</b>	<b>Gender –</b> women and men	No impact identified.	
<b>3.4</b>	<b>Gender identity -</b> transgender people	No impact identified	
<b>3.5</b>	<b>Race –</b> People from black and minority ethnic groups	No impact identified	
<b>3.6</b>	<b>Religion / belief –</b> people of different religious/faith groups and those with no religion or belief	No impact identified	
<b>3.7</b>	<b>Rural communities –</b> people living in rural communities	No impact identified	
<b>3.8</b>	<b>Sexual orientation -</b> lesbian, gay, bisexual & heterosexual people	No impact identified	
<b>3.9</b>	<b>Socio-economically disadvantaged –</b> people who are disadvantaged due to factors like family background, educational attainment, neighbourhood and employment status	<p>Some potential impact on this group.</p> <p><b>Positive impact</b> – by co-ordinating role with local businesses, colleges and universities to align workforce skills development needs of the local and regional economy, and in so doing:</p>	<p><b>Potential negative impact –</b> Transferring the responsibility for skills (and developing a plan in partnership with learning and training providers locally to ensure the District's workforce is equipped with skills for the future) to the Children Services Divisional</p>



		<ul style="list-style-type: none"> <li>• To ensure economic regeneration interventions benefit the life chances and improved health of all B&amp;NES residents, and;</li> <li>• Support job creation with an emphasis on high value jobs in key sectors, as a means of increasing the overall size, productivity and diversity of the B&amp;NES economy.</li> </ul>	<p>Director of Skills &amp; Employability.</p> <p>We are working collaboratively with Children Services to mitigate and impacts and transfer skills. We expect to develop a relationship where D&amp;MP retain the 'client' role responsibilities and Children Services pick up the 'supply' side.</p> <p>Also relates to Age (young people) inequality.</p>
<b>4. Monitoring and review</b>			
<b>4.1</b>	What arrangements have you put in place to monitor the <i>actual</i> effect of your financial plan following its implementation?	<ul style="list-style-type: none"> <li>• Ongoing continuous dialogue and review with delivery partners (such as Business West) and stakeholders, particularly local businesses/employers.</li> <li>• Ongoing monitoring of key performance indicators, particularly those measuring economic performance of the area.</li> </ul>	

## 5. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan

The outcome of this EIA will fall into one of four categories:

Please tick which is appropriate:

1	No major change required	<input checked="" type="checkbox"/>
2	Adjustments to remove barriers identified by EIA or to better promote equality	<input type="checkbox"/>
3	Continue despite having identified some potential for adverse impact or missed opportunities to promote equality	<input type="checkbox"/>
4	Stop and rethink	<input type="checkbox"/>

List actions below that you plan to take as a result of this EIA. These actions should be based upon the analysis of data, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions

need to be built into your financial plan and future service planning framework. Actions/targets should be measurable, achievable, realistic and time framed. (Add rows as appropriate)

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Transfer of responsibility for Skills to Children Services	Transfer knowledge & experience	Through Autumn/Winter 2011	JW	End Mar 12
Housing Delivery Group	Increase the role of the group in championing all aspects of housing need and focussing delivery accordingly. Appointment of Head of Development with responsibility for Housing Delivery.		JB	During 11/12 and into 12/13

## 5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equality Team ([equality@bathnes.gov.uk](mailto:equality@bathnes.gov.uk)), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

**Signed off by:**

Derek Quilter (Divisional Director – Major Projects)

**Date:** 22 Dec 11