

Budget Proposals

19th February 2015



Inverclyde
council

Contents

Section 1 – Budget Proposals

Part 1/ Revenue Budget

Page 1.1 - 1.23

Proposed 2015/17 Budget Savings Gap Summary

- Appendix 1 Pressures Proposals
- Appendix 2 Charging Proposals
- Appendix 3 Savings Proposals
- Appendix 4 Spending Proposals
- Appendix 5 Budget Work Plan

Part 2/ General Fund Reserves

Page 1.24 - 1.31

- Overall Position
- Appendix 6 - Proposed Earmarked Reserves Write Back
- Appendix 7 - Proposed Uses of Reserves

Part 3/ 2015/18 Capital Programme

Page 1.32 - 1.36

- Proposed 2015/18 Capital Programme

Part 4/ Common Good Budget

Page 1.37 - 1.39

- Proposed 2015/17 Budget

Section 2 – Budget Consultation

Page 2.1 - 2.13

Section 3 – Equality Impact Assessments

Page 3.1 - 3.119

Section 1 – Budget Proposals

Part 1

Revenue Budget **2015/17**

General Fund Revenue Budget 2015/17

1. In order to arrive at the General Fund Revenue Budget the MBWG reviewed the following:
 - Budget Pressures as presented to the Policy & Resources Committee in November 2014.
 - Charging Workstream Proposals as presented to the Policy & Resources Committee in November 2014.
 - Detailed Savings as presented to all members in November 2014
2. The result of the deliberations of the MBWG are in the following pages. It can be seen that there is a 2015/16 Budget surplus of £2.587 million whilst 2016/17 has a deficit of £3.298 million prior to the temporary use of reserves.
3. As detailed in the report to Council the MBWG recommend that General Fund Reserves are used as a temporary measure to balance the 2016/17 Revenue Budget pending clarification of the 2016/17 Grant settlement and other key issues such as pay awards.
4. The Members Budget Working Group have also generated proposals for increased spending, largely of a one off nature and these are listed in Appendix 4.
5. In addition the Members Budget Working Group have requested that officers bring reports back to either Committee or the Members Budget Working Group on other potential savings/reviews or spending priorities. These are shown in Appendix 5.
6. The Members Budget Working Group and Joint Budget Group have also prepared a Joint Investment which they propose the Council endorses as part of the Budget.

Joint Statement

The cross party Members Budget Working Group (MBWG) is proposing in principle savings totalling £4.1 million and the use of £3.3 million of reserves in order to balance the budget for 2015/17. After the Council sets its budget on the 19th February, every effort will be made to identify additional savings which can be taken in April 2016 in order to reduce in overall terms the level of reserves required. To date the MBWG has avoided making proposals that would result in compulsory redundancies or significant changes to employee's terms and conditions. The MBWG remains committed to ensuring that this position continues going forward. Ongoing dialogue with the Trade Unions will continue in an effort to find mutually agreed solutions in this very challenging budget climate.

REVENUE BUDGET 2015/17

OBJECTIVE SUMMARY	2015/16 Revised Base Budget	2015/16 Settlement	Charging Income Proposals	Savings	Approved Pressures	Other Adjustments	Budget 2015/16
Chief Executive Services	368,340			(4,000)			364,340
Environment, Regeneration & Resources Directorate	31,648,720	(93,000)	(103,900)	(403,000)	369,000	(9,000)	31,408,820
Education, Communities & Organisational Development Directorate	88,944,580	1,773,000	(730)	(151,000)	259,000	388,000	91,212,850
Community Health & Care Partnership Directorate	47,950,570	332,000	(35,340)	(303,000)	910,000		48,854,230
Directorate Sub-Total	168,912,210	2,012,000	(139,970)	(861,000)	1,538,000	379,000	171,840,240
Miscellaneous	2,897,640						2,897,640
Pay & Non Pay Inflation Contingencies	6,571,310	24,000			(1,538,000)	(402,000)	4,655,310
Unallocated Savings	(694,000)		470,000				(224,000)
Loan Charges	13,889,840						13,889,840
Total Expenditure	191,577,000	2,036,000	330,030	(861,000)	-	(23,000)	193,059,030
Financed By:							
General Revenue Grant/ Non Domestic Rates	(158,439,000)	(4,069,000)					(162,508,000)
Council Tax	(33,138,000)						(33,138,000)
Net Expenditure	-	(2,033,000)	330,030	(861,000)	-	(23,000)	(2,586,970)

OBJECTIVE SUMMARY	Budget 2015/16	Savings	Approved Pressures	Other Adjustments	Budget 2016/17
Chief Executive Services	364,340	-	-		364,340
Environment, Regeneration & Resources Directorate	31,408,820	(931,000)	221,000		30,698,820
Education, Communities & Organisational Development Directorate	91,212,850	(1,273,000)	-	290,000	90,229,850
Community Health & Care Partnership Directorate	48,854,230	(1,073,000)	250,000		48,031,230
Directorate Sub-Total	171,840,240	(3,277,000)	471,000	290,000	169,324,240
Miscellaneous	2,897,640	-	-		2,897,640
Pay & Non Pay Inflation Contingencies	4,655,310	a)		5,401,000	10,056,310
Unallocated Savings	(224,000)				(224,000)
Loan Charges	13,889,840			400,000	14,289,840
Total Expenditure	193,059,030	(3,277,000)	471,000	6,091,000	196,344,030
Financed By:					
General Revenue Grant/ Non Domestic Rates	(162,508,000)			2,600,000	(159,908,000)
Council Tax	(33,138,000)				(33,138,000)
Net Expenditure	(2,586,970)	(3,277,000)	471,000	8,691,000	3,298,030

Savings Gap Summary

	2015/16 £000	2016/17 £000	Notes
Opening Position	(7178)	-	
Add : Pay Inflation Allowance	2100	2100	
: Non-Pay Inflation Allowance	1300	1300	
: Pressures	1538	471	Appendix 1
: Increased Prudential Borrowing	-	400	
: Charging Workstream Target	470	-	
: Teachers Superannuation Increase	400	290	
: Government Grant Reduction (Est)	-	2600	
: NI (end of Contracting Out)	-	2000	
Less : Gain on Grant Settlement	(133)	-	
: Charging Proposals	(140)	-	Appendix 2
: Reduction in Requisitions	(21)	-	
: Ravenscraig Sports Barn Deficit Funding	(62)	-	
: Savings Proposals	(861)	(3276)	Appendix 3
Total	<u>(2587)</u>	<u>5885</u>	

Savings Gap 2015/17 Budget = £3.298 million

Budget Pressures Proposals

<u>Agreed in Principle</u>	<u>2015/16 £000</u>	<u>2016/17 £000</u>
1/ ICT - Loss of Inverclyde Leisure Income	33	66
2/ New SWAN Contract (Note 1)	14	55
3/ New Bus Shelter Advertising Contract	122	122
4/ ASN - Move to Teaching Ratios	219	219
- Transport	40	40
5/ Adults with Learning Disabilities	160	160
6/ Elderly Care - Care Homes	500	500
- Home Care	250	500
7/ Reduction in ESF Employability Grant	200	200
8/ CCTV - Virgin Media New Contract (Note 2)	-	147
<hr/> Total <hr/>	<hr/> 1538 <hr/>	<hr/> 2009 <hr/>

Note 1 - Costs reduced by £38k/year from 2016/17 on the assumption that £323,000 one off costs will be funded from reserves.

Note 2 - Further report to come back to MBWG (via CMT) covering options for delivery and funding.

Members Budget Working Group - Proposals - Increased Charges

Appendix 2

Description of the charge	£ value per unit	Annual Units	£ annual income	£ value per unit	% increase	% drop off	Revised Annual Units	£ annual income	£ increase / (decrease)	Highest £ unit	Lowest £ unit
CHCP Social Work											
1 Day Care Meals (3 centres)	2.10	15,409	32,359	2.30	9.52%	0	15,409	35,441	3,082	2.50	2.22
2 Learning Disability - Care at Home	11.20	9,152	102,500	12.00	7.14%	0	9,152	109,821	7,321	14.70	11.50
3 Home Help Charges (Per Hour)	11.20	20,926	234,370	12.00	7.14%	0	20,926	251,111	16,741	14.70	11.50
4 Older People's & Adult Integrated Service - Respite weekly charge	Various	153	17,553	Various	10.00%	0	153	19,308	1,755	123.80	123.80
4 Impact of additional bed (see note below)								6,436	6,436	123.80	123.80
									35,335		
Environment, Regeneration & Resources											
5 Footway Crossovers	665.55	6.00	3,993.30	755.00	13%		6.00	4,530.00	537	1,500.00	649.00
6 Roads Opening Permit	58.56	21.00	1,229.76	132.00	125%		21.00	2,772.00	1,542	510.00	54.00
7 Emergency TTRO	235.40	13.00	3,060.20	285.00	21%		13.00	3,705.00	645	285.00	187.20
8 5 day TTRO	176.50	29.00	5,118.50	285.00	61%		29.00	8,265.00	3,147	285.00	187.20
9 Planned TTRO (add for advertising)	353.56	20.00	7,071.20	455.00	29%		20.00	9,100.00	2,029	473.00	162.00
Increase Burial Grounds charges:											
11 Increase Interment charges Coffins	505.00	245.00	123,725.00	579.70	12%	-	245.00	14,847.00	14,847	842.00	370.00
11 Increase Interment charges Caskets	77.50	199.00	15,422.50	89.00	12%	-	199.00	1,850.70	1,851	266.00	98.00
12 Increase Sale of Coffin Lairs charges	429.00	77.00	33,033.00	480.50	12%	-	77.00	3,963.96	3,964	1120.00	345.00
12 Increase Sale of Casket Lairs charges	216.00	38.00	8,208.00	242.00	12%	-	38.00	988.24	988	558.00	198.00
13 Increase Water SLA	223,000							293,000	70,000		
									99,549		
Education, Communities, OD&HR											
17 Music Tuition	98.00	124	12,152	106.00	8.16%	0.02	122	12,881	729	150.00	120.00
									729		
Potential Total Increased Income									135,613		

Notes

All charges subject to an annual inflation uplift of 2.5% as part of the budget process. This is over and above the increases set out above.

Hillend is increasing from 3 to 4 beds - therefore increased capacity. Additional income included above reflects increase of 33%

Members Budget Working Group - Proposals - New Charges

Ref	Name of Charge	Proposed Charge	Current Activity / Estimated Volume	Estimated Income	Attrition reduction	Estimated Income
14	Planning Search Fees	50.00	60.00	3,000		3,000
E	Footway crossover permit	100.00	10	1,000		1,000
F	Traffic Lights permits (3 way or above)	70.00	5	350		350
						4,350

Summary of Proposed Saving

Directorate	2015/16 £000	2016/17 £000	FTE	% of Directorate Proposals	Saving as % of Directorate Budget
ECOD	0	1,273	4.60	24%	1.44%
ER&R	230	1,161	9.70	60%	3.52%
CHCP	81	1,154	17.99	40%	2.38%
Employee Turnover	550	550	0.00		
Total	861	4,138	32.29		

Summary of Proposed Saving by Category	2015/16 £000	2016/17 £000	FTE	%
Delivery Model	0	53	2.80	1.30
Efficiency	126	1,983	16.30	48.18
Income and Charging	185	325	0.00	7.98
Reduce Service	0	758	6.09	19.34
Service Redesign	0	469	7.10	9.70
Employee Turnover	550	550	0.00	13.50
Grand Total	861	4,138	32.29	100

Education Communities and Organisational Development Directorate

Saving Reference	Saving Description	2015/16 £000	2016/17 £000	FTE	Detailed Page
Delivery Model					
ECOD\DMC\INCL\02	Removal of central funding of Non Teaching Support Cover	0	40	0.00	285
Sub Total		0	40	0.00	
Efficiency					
ECOD\EFD\EDUC\07	Reduce recurring funding to SEMP Model- Efficiency Saving achieved via loans charges.	0	100	0.00	221
ECOD\EFD\EDUC\09	End to Teacher lifetime salary conservation from March 2016 (national agreement)	0	109	0.00	229
ECOD\EFD\EDUC\10	Efficiencies in investment level for Early Years	0	200	0.00	233
ECOD\EFD\EDUC\13	Transfer external SQA Results Analysis to in house analysis using new national toolkit	0	4	0.00	245
ECOD\EFD\EDUC\16	5% Reduction in recharge for Facilities Management	0	255	0.00	257
ECOD\EFD\INCL\03	Removal of long term Vacant Posts within ASN and Library Services	0	24	1.00	289
ECOD\EFD\INCL\06	Reduce resource allocation enhancement budget re: preventative spend	0	20	0.00	301
ECOD\EFD\SAFE\06	Reduce Regeneration Fund budget by 50%	0	34	0.00	337
ECOD\EFD\SAFE\09	Reduce CFCR to Scheme of Assistance (Aids & Adaptations)	0	100	0.00	349
ECOD\EFD\SAFE\11	Reduction in Inverclyde Leisure Management Fee	0	30	0.00	357
ECOD\EFD\ODHR\01	10% reduction in Occupational Health Consultants Budget	0	10	0.00	361
ECOD\EFD\ODHR\02	Topslice Budget lines 25% (e.g. Postages, Courses, travel, postages etc.)	0	10	0.00	365
ECOD\EFD\ODHR\03	Review Admin / Payroll Teams - Reduction 1 FTE	0	25	1.00	369
ECOD\EFD\ODHR\05	Reduce Advertising Budget (non Stat) (shift advertising surgeries to social media)	0	10	0.00	377
ECOD\EFD\ODHR\07	Topslice Workforce Development Fund - reduction 20%	0	10	0.00	385
ECOD\EFD\ODHR\08	Buying Additional Annual Leave (Sal Sacrifice) / Vol reduction in hours / term time	0	7	0.00	389
Sub Total		0	948	2.00	
Income and Charging					
ECOD\IC\F\ODHR\06	Income Generation via Advertising , Event Sponsors & SLA	0	20	0.00	381
Sub Total		0	20	0.00	
Reduce Service					
ECOD\RS\H\EDUC\04	10% Reduction to School DMR Budgets	0	94	0.00	209
ECOD\RS\H\EDUC\21	Reduction in SEMP annual supplementary Central Repairs allowance	0	75	0.00	277
ECOD\RS\H\SAFE\08	Reduce community support by 1 post	0	29	1.00	345
ECOD\RS\H\SAFE\10	Remove Health Development Officer post CLD	0	32	1.00	353
ECOD\RS\H\ODHR\04	Reduce Event Management Budget - 25% reduction	0	10	0.00	373
Sub Total		0	240	2.00	

Service Redesign					
ECOD\SR\MEDUC\06	PT Enterprise Posts (Secondary) - remove 0.1 Management time across posts	0	25	0.60	217
Sub Total		0	25	0.60	
Grand Total		0	1,273	4.60	

Environment Regeneration and Resources Directorate

Saving Reference	Saving Description	2015/16 £000	2016/17 £000	FTE	Detailed Page
Efficiency					
ERR\EF\ICTS\01	Capital Refresh & Maintenance Agreements within ICT	30	60	0.00	395
ERR\EF\ICTS\02	Review- Microsoft Enterprise / Software Agreements	0	45	0.00	399
ERR\EF\ICTS\03	ICT Sell GIS service to RCH	15	15	0.00	403
ERR\EF\ICTS\04	Charge Project Management Fees to Specific Projects	0	40	0.00	407
ERR\EF\B\FINS\01	SW Client Finance Team Restructure	0	30	1.00	411
ERR\EF\B\FINS\06	Review Finance contracts	0	10	0.00	431
ERR\EF\B\FINS\07	Reduce Discretionary Payments Team	0	24	1.00	435
ERR\EF\B\L&PS\03	Administration Restructure within Legal and Property Services	0	35	2.00	455
ERR\EF\AL&PS\05	Reduce Office AMP Funding Model to reflect reduced loans charges	0	125	0.00	463
ERR\EF\AE&CS\04	LED Street Lighting saving achieved through less consumption	0	50	0.00	479
ERR\EF\AE&CS\05	Reduce Depot AMP Funding	0	100	0.00	483
Sub Total		45	534	4.00	
Income and Charging					
ERR\IC\A\FINS\03	Benefits - Increased Income	60	60	0.00	419
ERR\IC\A\FINS\04	Revenues - Increased Income from Current and Prior Year Council Tax	125	125	0.00	423
ERR\IC\A\FINS\05	Review Long Term Empty Policy for charging Council Tax	0	50	0.00	427
ERR\IC\AL&PS\01	Increase Property Technical Fee Income to reflect increase Capital Programme	0	70	0.00	447
Sub Total		185	305	0.00	
Reduced Service					
ERR\RS\AR&PS\02	Rephase & Reduce unallocated Regeneration funding (50% of proposal)	0	125	0.00	443
ERR\RS\AE&CS\09	Reduce Office Cleaning Specification	0	15	0.70	499
Sub Total		0	140	0.70	
Service Redesign					
ERR\SR\AR&PS\01	Delete Business Marketing Post within Economic and Planning	0	43	1.00	439
ERR\SR\AL&PS\02	Restructure/Review Internal Audit	0	40	1.00	451
ERR\SR\AL&PS\04	Reduce Property Asset Team within Property Services	0	39	1.00	459
ERR\SR\AE&CS\01	Restructure - Management, Technical & Supervisors (37.5% of proposal) within Environmental and Commercial	0	60	2.00	467
Sub Total		0	182	5.00	
Grand Total		230	1,161	9.70	

Community Health and Care Partnership

Saving Reference	Saving Description	2015/16 £000	2016/17 £000	FTE	Detailed Page
Delivery Model					
CHCP\DMA\H&CC\01	Learning Disabilities Independent Supported Living Team, part time support worker	0	13	0.80	125
Sub Total		0	13	0.80	
Efficiency					
CHCP\EF\A\CFCJ\04	Children & Families residual contract monitoring budget	0	3	0.00	21
CHCP\EF\A\MHAH\01	Mental Health Complex Needs Co-ordinator post, balance of hours	16	16	0.40	69
CHCP\EF\A\MHAH\04	Mental Health Running Cost Budgets	0	20	0.00	81
CHCP\EF\A\MHAH\08	Homelessness Services Bed & Breakfast / Cleaning Budgets	0	20	0.00	97
CHCP\EF\A\PHIC\01	Grant Payments - reduction in choose life project funding	12	12	0.00	101
CHCP\EF\A\PHIC\02	Health Improvement Leads - reduce by 1 post (joint funded with NHS)	0	26	0.50	105
CHCP\EF\A\PHIC\04	Quality & Development staffing restructure	0	90	1.50	113
CHCP\EF\A\PHIC\05	Quality & Development running costs including training resources	17	30	0.00	117
CHCP\EF\B\PHIC\06	Reduction in administration support posts	0	165	7.50	121
CHCP\EF\A\H&CC\03	Learning Disability Management post reduction of 1 team leader	0	43	1.00	133
CHCP\EF\A\H&CC\06	Respite / Short Breaks	0	20	0.00	145
CHCP\EF\A\H&CC\08	Mental Health Officer delete vacant post	36	36	1.00	155
CHCP\EF\B\H&CC\11	Delayed Discharge administration & sessional support	0	20	0.40	167
Sub Total		81	501	12.30	
Reduced Service					
CHCP\RS\A\CFCJ\05	Residential Schools Purchased Places	0	200	0.00	25
CHCP\RS\A\CFCJ\12	Fieldwork Social Workers (60% of proposal) within Children & Families	0	117	3.00	59
CHCP\RS\A\MHAH\02	Alcohol Counsellor, balance of hours to be deleted	0	11	0.39	73
CHCP\RS\A\H&CC\05	Respite / Short Breaks within Learning Disabilities	0	50	0.00	141
Sub Total		0	378	3.39	

Service Redesign					
CHCP\SR\AMHAH\05	Commissioned Services (Alcohol and Drugs) (50% of proposal) review service delivery model	0	37	0.00	85
CHCP\SR\AH&CC\04	Learning Disability Commissioned Services (50% of proposal) review service delivery model	0	125	0.00	137
CHCP\SR\AH&CC\16	Commissioned Services (Physical & Sensory) (50% of proposal) review service delivery model	0	50	0.00	187
CHCP\SR\C\H&CC\13	Short Breaks Bureau	0	22	1.00	175
CHCP\SR\B\CORP\01	Reduce management structure by 1 Service Manager (joint funded with NHS)	0	16	0.50	191
CHCP\RS\AH&CC\12	Residential Respite	0	12	0.00	171
Sub Total		0	262	1.50	
Grand Total		81	1,154	17.99	

Members Budget Working Group Increased Expenditure Proposals

<u>Item</u>	<u>Officer Comments</u>	<u>Est Cost £000</u>	<u>Recommendations</u>
<p><u>1/ Financial Inclusion</u> - Increase school clothing grant</p>	<p>Benchmark other authorities: Inverclyde - £80 per child – current update – 2503 pupils. West Dumbartonshire Council - £100 per child Renfrewshire Council - £55 per child North Ayrshire Council - £40 per child</p>	<p>At current levels every £10.00 increase would cost £25,030 per year.</p>	<p>Increase clothing grants by £10/child (12.5%) with effect from 2015/16. This increase to be for 4 years and funded (£100,000) from Welfare Reform Earmarked Reserves.</p>
<p>- Increase funding to foodbank</p>	<p>Further discussion required with Foodbank as they previously proposed £20,000 the Council wished to allocate to them. Current SLA is for £12,000. The Foodbank are considering piloting a PG foodbank and may require support with suitable premises rather than provide funding for food.</p>	<p>Unable to quantify costs for this at present but would report back to Committee as part of Use of Welfare Reform EMR.</p>	<p>Pick up in use of Welfare Reform EMR report to Committee.</p>
<p>- Increase value of Christmas vouchers for Older People</p>	<p>Current cost of vouchers and Christmas lunches per individual is £12.50. Funded from the Common Good.</p>	<p>20% increase would increase the allowance to £15.00 and cost £4100</p>	<p>Build into the 2015/16 Common Good Budget.</p>

<u>Item</u>	<u>Officer Comments</u>	<u>Est Cost £000</u>	<u>Recommendations</u>
<p>- Set up credit union account for secondary pupils</p>	<p>Tail O' the Bank Credit Union would be keen to progress with the Council To set up and maintain Credit Union accounts for all Secondary pupils would require the following funding: All secondary pupils (4463) pupils x £10 account= £44,630 Funding to credit union to deliver this approx. £25,000.</p> <p>Requires increased capacity in credit unions plus background work. 748 x S1 pupils plus set up and administration costs and requires to be embedded in curricular delivery of financial education.</p>	<p>Depending on the option agreed the costs could be as high as £70,000 one off with £10,000 recurring.</p>	<p>Do not include any sum in the budget but seek a report back during 2015 to be considered within the February 2016 budget.</p>
<p><u>2/ Employability</u> - Increase modern apprentice wage rate (briefing paper previously prepared by Head of Regeneration and Planning)</p>	<p>Important to maintain differentials/incentives for apprentices and also apprenticeship numbers. Increase Grade 2 apprentice hourly rate to a minimum of £5.46.</p>	<p>Approximately £40,000/year.</p>	<p>Fund from the 2015/16 Pay Inflation contingency.</p>

<u>Item</u>	<u>Officer Comments</u>	<u>Est Cost £000</u>	<u>Recommendations</u>
3/ Community Facilities - Community Facilities Fund	Support should tie in with the Community Review and likely impact of Community Empowerment Legislation.	£150,000 proposed from reserves.	Any allocated funding to act as match funding.
- Bowling Club Investments	Current programme almost complete.	£100,000 more required to complete current programme.	Report to go to Education and Communities Committee in March 2015.
- Play facilities	Detailed assessment required to determine need, scope and location of new/improved play areas against existing strategy. Minimum of £75k per play area on Council land. There will be additional running costs of £5000/year to maintain any new facilities.	£75,000 one off and £5000 recurring for each new Play Area.	Recommend £120,000 to be allocated toward match funding for new facilities or replacing equipment in existing Play Facilities.

<u>Item</u>	<u>Officer Comments</u>	<u>Est Cost £000</u>	<u>Recommendations</u>
<p><u>4/ Physical Regeneration</u></p> <ul style="list-style-type: none"> - Town and village centre environmental improvement fund - Set up Greenock Town Centre Group 	<p>Proposed that an allocation be made and details of how the fund would operate be reported back to E&R Committee.</p> <p>Will require on going servicing from officers. Proposed report is submitted to Committee and that funding implications are fed into the 2016/18 process.</p>	<p>£300,000 proposed.</p> <p>-</p>	<p>Details of use/process to be reported to Environment and Regeneration Committee.</p> <p>Do not allocate funding at this point in time but rather await output from Working Group</p>

Budget Workplan

Appendix 5

<u>Area</u>	<u>Action</u>	<u>Who By</u>	<u>Update</u>
<u>1) Pressures</u>			
a) CCTV	Options report (including cessation of service) to CMT/MBWG.	P Cassidy/J Arthur	Safer Communities and ICT liaising on options.
b) Teachers Superannuation	Monitor developments re: funding and keep Members informed.	A Puckrin	Unlikely there will be any assistance from the Government with this cost.
<u>2) Savings</u>			
a) ASN Service Review	Review to be reported to E&C Committee and potential savings/output impacts identified.	P Cassidy	To be reported post February Budget.
b) Advice Services – Impact of Universal Credit	Report to go to P&R Committee on impact on Council Services of Universal Credit implementation.	A Puckrin/B Moore	Report to Committee by end of 2015.
c) Young Persons Swimming	Report for E&C Committee looking at options for delivery taking into account current P6 and Free Swimming Budgets.	P Cassidy	Post 19/2/15 report.

<u>Area</u>	<u>Action</u>	<u>Who By</u>	<u>Update</u>
d) Community Facilities Service Review	Inverclyde wide review of the future provision of Community Facilities	P Cassidy	Likely to require external resource to carry this out.
e) Commissioned Services	Report to come back following discussions with provider. Be clear on impacts.	B Moore	For MBWG post 19/2/15.
f) Barnardo's Service Provision	Report back to Committee on future delivery options.	B Moore	-
g) Physical Disability	Report to come back on impacts of proposals both staff and non staff.	B Moore	For MBWG post 19/2/15.
h) Business Support in Schools	Review to be carried out with a view to achieving a saving from a review of all areas. To cover EDUC01 & 03.	P Cassidy	For MBWG post 19/2/15.

<u>Area</u>	<u>Action</u>	<u>Who By</u>	<u>Update</u>
i) Redesign of school and public libraries	Report to E&C Committee on overall impact and benefits.	P Cassidy	-
j) Waivers Policy	Review first 12 months operation and report to Committee.	P Cassidy/J Arthur	-
k) Future delivery of Regeneration Services	Report to E&R Committee by December 2015.	A Fawcett	-
l) E&C's Management /Supervisory Restructure	Report to E&R Committee on detailed proposals and impact.	A Fawcett/I Moffat	-
m) E&Cs Income proposals	a) Report on detail of £30k income increase to MBWG. b) Report to E&R Committee by December 2015 on 1 st years parking budget performance.	I Moffat A Puckrin/I Moffat	-

<u>Area</u>	<u>Action</u>	<u>Who By</u>	<u>Update</u>
n) Street Cleansing	Details of Street Cleansing schedules to be reported to the MBWG	A Fawcett	-
o) Kirn Drive Depot	Report to MBWG on usage/tonnage collected and alternative way of addressing H&S concerns.	A Fawcett	
p) Whinhill Golf Course	Report following discussions with Whinhill Golf Club on ways to reduce Council subsidy including income from a Driving Range. Report to E&C Committee.	P Cassidy	For MBWG Post February 2015.
q) School Worker (YPAT)	Review of service and resources required – No savings targets.	B Moore	
r) James Watt Court and McGillvray Avenue	Report to Committee clearly setting out concerns over current provision and proposed solution.	B Moore	
s) Voids – Council Shops	Detailed report to E&R Committee on level of voids and impact of interventions to date.	A Fawcett	

<u>Area</u>	<u>Action</u>	<u>Who By</u>	<u>Update</u>
<u>3) Capital</u> a) SEMP	Acceleration proposals for Primary School Programme to be reported to Committee via CMT. Link to SEMP proposed saving	P Cassidy	Report to MBWG post summer.
b) Birkmyre Park Drainage	Options report to CMT taking into account MBWG proposal.	P Cassidy	MBWG suggesting a further £150k from reserves. Report to March Education & Communities Committee.
c) Watt Complex	Options paper to go to CMT and Committee re: making best use of remaining funding.	P Cassidy	Work ongoing

<u>Area</u>	<u>Action</u>	<u>Who By</u>	<u>Update</u>
<u>4/ Policy Developments</u>			
a) Credit Union Account for Secondary School pupils	Detailed report required on how this could be implemented and impact on Credit Unions.	P Cassidy	Report to P&R Committee via E&C Committee.
b) Bike Trail – Gourock Park	Further report to go to E&C Committee	P Cassidy	
c) Greenock Town Centre	Create a working group and report to E&R Committee in time for February 2016.	A Fawcett	
d) Town Centres – Environmental Improvements	Report to E&R Committee with proposals on distribution and potential uses.	A Fawcett	

Part 2

General Fund Reserves

General Fund Reserves

1. The Council's Reserves Strategy states that the "core" General Fund Reserve should be approximately 2.0% of turnover. At present this equates to £3.8 million.
2. The MBWG have considered 2 proposals to increase the level of General Fund Reserves in order to give members options when considering the overall budget. These proposals were to:
 - a) Write back £3.429 million from current Ear Marked Reserves/Funds. The details of these write backs are shown in Appendix 1 of the attached note.
 - b) Reduce the amount of reserves currently funding the capital programme on the basis that the 2015/18 Draft Capital Programme is overfunded.
3. The MBWG have proposed various uses of the General Fund Reserves based on a combination of recommendations from the Corporate Management Team and Committee remits plus suggestion from the MBWG itself.

General Fund Reserves Projected Position - 31.3.2016

	<u>£000</u>	
Free Balance 31.3.16 per February P&R	3888	
add: Projected increase in 2015/16 Surplus	687	Note 1
: Write back proposals	3439	Appendix 1
: CFCR transfer from Capital Programme	<u>1260</u>	Note 2
	9274	
less: Proposed Uses of Reserves	(5,305)	Appendix 2
: 2016/17 Temporary use of Reserves	<u>(3,298)</u>	Note 3
Remaining Balance 31.3.16	<u><u>671</u></u>	

Notes

- 1 £1.9 million surplus in 2015/16 has already been factored into the reserves projection. The latest projection for 2015/16 is a surplus of £2.587 million.
- 2 The 2015/18 Capital Programme has a surplus of resources. It is proposed to reduce the revenue contribution to the Capital Programme and increase the General Fund Reserve.
- 3 As detailed into the budget report it is proposed to allocate £3.298 million of reserves as interim funding to balance the 2016/17 budget pending clarification of a number of key matters such as 2016/17 Grant Settlement and Pay Awards.

Earmarked Reserves - Potential Write Backs

Directorate	2013/14 c/frwd £000	Proposal £000
Corporate	12,194	1,246
Community Health & Care Partnership	3,016	302
Environment Regeneration & Resources	9,364	940
Education Communities & OD	10,370	951
	34,944	3,439

EARMARKED RESERVES PROPOSED WRITE BACK

<u>Project</u>	<u>c/f Funding 2013/14</u>	<u>Proposed Write Back</u>	<u>Comments</u>
	<u>£000</u>	<u>£000</u>	
Revenue Expenditure Transferred from Capital	16	16	Could write all back & absorb as part of the year end accounts costs. Usual cost is between £30-50k per year.
Budget Development Reserve to deal with capacity issues whilst developing budget proposals and consultation.	79	30	Balance increased to £150k. Currently £13k committed with intimation from CHCP & E&CS that a request for funding is likely. Suggest a £30k write back.
2013/16 Revenue Contingency to cover unforeseen pressures.	528	100	£244k unallocated. Fund to last to 31.3.16. Suggest £100k write back
Insurance Fund	4,277	400	Insurance Fund is currently around the level recommended by the 2012/13 Actuarial Review. Any write back is likely to result in adverse comment. However accepting that actuaries are even more prudent than CFOs , I would suggest a one off write back of £400k .
Capital Fund	940	700	Balance projected by 31.3.15 is £1.2million. £4.0million allocated to Loans Charges EMR. Much hinges on the sales of certain major sites. If these can be realised then I suggest a £700k write back.
Self Directed Support project management / SWIFT Finance Module staffing and development costs	256	25	Reduction from development monies .

EARMARKED RESERVES PROPOSED WRITE BACK

<u>Project</u>	<u>c/f Funding 2013/14</u>	<u>Proposed Write Back</u>	<u>Comments</u>
	<u>£000</u>	<u>£000</u>	
Deferred Income - an historic number of funds reflecting timing differences over a number of projects	203	2	£2k unallocated balance.
Support all Aspects of Independent Living	451	30	£30k identified for Ravenscraig closure service reprovion.
Adoption/Fostering/Residential Childcare - reserve set up to smooth fluctuations in service demand	1,257	245	£1.1m set aside for childrens units.Currently projecting to add £194k this year.
Asset Management Plan - Office Rationalisation	477	50	Reduce the funding model by £50k.
Asset Management Plan - Replacement Depot	1126	500	Reduce the funding model by £500k.
Business Support Initiative variety of projects to including Dubbs Rd and West Station shops and employees costs.	219	17	
Whinhill Golf Club general improvement to clubhouse and facilites.	145	5	Minor unallocated sum.
Winter Maintenance smoothing fund for severe weather costs.	375	45	Balance built up due to mild winters, a one off write back could be accommodated.

EARMARKED RESERVES PROPOSED WRITE BACK

<u>Project</u>	<u>c/f Funding 2013/14</u>	<u>Proposed Write Back</u>	<u>Comments</u>
	<u>£000</u>	<u>£000</u>	
Local Environment Improvement Fund	40	10	Unallocated balance.
Vehicle Replacement Programme	311	35	Reduction from the funding model balance.
Greenock Town Centre - Extra Police	36	2	Uncommitted balance.
Repopulating/Promoting Inverclyde	886	20	Reduction in uncommitted funding.
Increased Officer Capacity - External Funding Officer	99	76	Balance returned, officer resigned and post will not be filled.
Commonwealth Flotilla Event one off funding, project completed. Remaining balance.	250	10	Uncommitted balance.
Modernisation Fund one off fund for development of modernisation projects	514	100	Review the captial Modernisation fund to utilise CFCR to release the revenue stream.
Procurement Development Fund to support corporate procurement training and fund a project officer.	79	10	Uncommitted balance.
Discretionary Housing Payments / Welfare Reform - Policy	613	60	One off write back.

EARMARKED RESERVES PROPOSED WRITE BACK

<u>Project</u>	<u>c/f Funding 2013/14</u>	<u>Proposed Write Back</u>	<u>Comments</u>
	<u>£000</u>	<u>£000</u>	
School Estate Management Plan	3,461	240	Propose to remove £30k from PPP contingency from 2015/16.
Area Renewal Fund - support community facilities.	195	95	£100k has been committed to Gibshill, propose write back of balance.
Reserve to support schools implementing 1+2 Languages	33	15	Confirmation received of further £15k redetermination for 2014/15, therefore propose £15k write back.
Workforce Development Fund	20	6	£14k committed to be spent in 2014/15 for Port Glasgow Training Suite. Propose write back balance of £6k.
Protection of Vulnerable Groups - retrospective registration of employees to PVG Scheme.	146	25	3 Years to retrospectively complete PVG registration, this will be completed November 15. Anticipate £25k will remain and propose to write back.
DMR/CIRF - School budget carry forward.	166	20	DMR carry forward balance fully spent. CIRF balance not spent or committed at this point, proposed to write back £20k.
Equal Pay - to fund employee equal pay claims.	2,984	550	Propose to write back £550k leaving a balance of £2.4m. On current projections this is sufficient to pay known claims, however, the number of claims change frequently therefore increasing the pressure on this reserve. Therefore, a further £300k is retained for industrial tribunal/ future claims.
Total		3,439	

Proposed Uses of Reserves

<u>Uses supported by the MBWG</u>	<u>000</u>	<u>Notes</u>
a/ Increase to Voluntary Severance/Early Retiral Reserve	1250	
b/ Increased allocation to Birkmyre Park Drainage Project	150	1
c/ Funding for Equipment – Adults with Learning Difficulties	40	2
d/ 2 Year Extension to 2 x Specialist Posts	167	2
e/ Scottish Wide Area Network – One off Costs	323	2
f/ Part Year costs – Ravenscraig Sports Barn	40	3
g/ Flooding – Next Phase	950	4
h/ Rankin Park Cycle Track	150	4
i/ Substitute funding –Riverside Inverclyde	250	5
j/ Substitute funding – Common Good	35	6
k/ Beacon Contract and Core Funding	1950	7
	<u>5,305</u>	

Notes

- 1/ Latest figures are that the minimal scheme will cost £400,000 and the Council has currently allocated £100,000. Options and identification of other funding routes to be developed and reported to Committee.
- 2/ Allocations which reduced the recurring budget pressures allowance.
- 3/ One off allowance for property costs prior to refurbished facility opening which no longer requires £62,000 deficit funding.
- 4/ Approved by January Service Committee.
- 5/ Linked to proposed saving of £125,000 in Regeneration Funding.
- 6/ Required to maintain Common Good fund levels.
- 7/ Approved by Inverclyde Council on 29 January 2015.

Part 3

2015/18 Capital Programme

2015/18 Capital Programme

1. The Draft 2015/18 Capital Programme was presented to the November Policy & Resources Committee. Within this there were two proposed specific additions to be funded via Prudential Funding as follows:
 - a) RAMP – A further £9.2 million over 2016/17 and 2017/18 to increase the annual RAMP sum to £6.0 million for both years.
 - b) Other Property AMP – A £1.0 million increase in the annual allocation for Other Property assets with effect from 2015/16.
 - c) £250,000 towards pre contract and feasibility works to support to 2015/18 Capital Programme.
2. These proposals are endorsed by the MBWG.
3. The only other adjustment to the proposals contained in the Draft 2015/18 Capital Programme has been the reduction in costs of the two projects: Comet Canopy and Kylemore Children's Home. These reductions totalled £142,000.
4. Based on the above it is estimated that the 2015/18 Capital Programme is over funded by £1.26 million. In order to bring the programme into balance it is proposed to remove £1.26 million from the CFCR allowance in the Capital Programme and to return this to the General Fund Reserves.
5. The following tables reflect all of the above.

General Fund Capital Programme - 2015/18

Available Resources

	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>Total</u>
	£000	£000	£000	£000
Government Capital Support	11,180	7,300	7,300	25,780
Less: Allocation to School Estate	(5,317)	(4,300)	(4,300)	(13,917)
Capital Receipts	773	133	385	1,291
Capital Grants	221	150	-	371
Prudential Funded Projects	11,687	20,727	11,518	43,932
Balance B/F From 14/15 (Exc School Estate)	2,671			2,671
Capital Funded from Current Revenue	5,685	5,098	433	11,216
School Estate Management Plan Funding	7,153	12,810	5,164	25,127
	<u>34,053</u>	<u>41,918</u>	<u>20,500</u>	<u>96,471</u>
<u>Total Expenditure</u>	<u>29,486</u>	<u>46,368</u>	<u>20,617</u>	<u>96,471</u>

(Shortfall)/Under Utilisation of Resources

-

Note - Figures do not reflect the impact of any revenue budget savings which would result in reduced capital allocations

Notes

	2015/16	2016/17	2017/18	Total
	£000	£000	£000	£000
<u>Note 1: Further Breakdown of SEMP Expenditure</u>				
Demolish St Stephens HS	-	209	288	497
Ardgowan PS Refurbishment	1,481	150	-	1,631
St Patricks PS New Build	1,883	4,714	200	6,797
St John's PS - Refurbishment	1,400	114	-	1,514
Kilmacolm PS - Refurbishment	869	2,541	100	3,510
Balance of Lifecycle Fund	288	1,317	-	1,605
Future Projects	-	166	4,444	4,610
Early Years (C&YPB - 600 Hrs)	700	1,243	-	1,943
Early Years Establishments - refurbishment	-	1,264	67	1,331
St Francis PS - external works	300	67	-	367
Complete on Site	-	950	-	950
Other Projects < £250K	232	75	65	372
	<u>7,153</u>	<u>12,810</u>	<u>5,164</u>	<u>25,127</u>

Note 2: Assumed Annual Allocations

Estimated General Capital Grant	(7,300)	(7,300)	(14,600)
SEMP	4,300	4,300	8,600
Property	1,000	1,000	2,000
Roads	1,400	1,400	2,800
SOA	500	500	1,000
ICT	447	447	894
Excess Prudential borrowing (ICT)	(60)	(60)	(120)
Zero Waste Fund	80	80	160
	<u>-</u>	<u>367</u>	<u>367</u>
			<u>734</u>

Note 3: Proposed Capital Programme Enhancements

Roads Asset Management Plan		4,600	4,600	9,200
Property	1000	1,000	1,000	3,000
Additional Prudential borrowing	(1,000)	(6,000)	(6,000)	(13,000)
Feasibility Studies/Pre-contract Work		100	150	250
		<u>-</u>	<u>(300)</u>	<u>(250)</u>
				<u>(550)</u>

General Fund Capital Programme - 2015/18

Proposed Programme

	2015/16	2016/17	2017/18	Total
	£000	£000	£000	£000
<u>Policy & Resources</u>				
Completion of Existing Programme	126	-	-	126
Annual Allocation (ICT)	523	589	513	1,625
Modernisation Fund	109	110	-	219
<u>Policy & Resources Total</u>	<u>758</u>	<u>699</u>	<u>513</u>	<u>1,970</u>
<u>Environment & Regeneration</u>				
Completion of Existing Programme (Property Services)	175	174	-	349
Annual Allocation (Property Services)	750	2,340	2,000	5,090
Feasibility Studies/Pre-contract Work	-	100	150	250
Central Gourock Development	3,250	100	-	3,350
Central Gourock Regeneration	-	150	-	150
Regeneration of Port Glasgow Town Centre	400	326	-	726
Broomhill Regeneration	150	670	-	820
Leisure & Pitches Strategy	78	209	-	287
Port Glasgow Town Centre Refresh of Town Hall	-	34	-	34
Asset Management Plan - Offices	1,285	3,756	133	5,174
Asset Management Plan - Depots	3,152	5,962	393	9,507
Capital Works on Former Tied Houses	-	160	60	220
Completion of Existing Programme (Roads)	112	100	-	212
Roads Non-RAMP Allocation	-	100	100	200
Roads Grant Funded Projects (SPT/CWSS/Sustrans/Electric)	261	150	-	411
Flooding Works	1,911	776	-	2,687
Roads Asset Management Plan	4,037	8,273	5,900	18,210
Greenock Parking Strategy	77	200	-	277
Vehicle Replacement Programme	2,000	983	1,866	4,849
Play Areas	193	204	-	397
Coronation Park Port Glasgow	100	100	-	200
Annual Allocation (Zero Waste Fund)	72	180	80	332
Completion of Existing Programme (Environmental & Planning)	20	10	-	30
<u>Environment & Regeneration Total</u>	<u>18,023</u>	<u>25,057</u>	<u>10,682</u>	<u>53,762</u>

	2015/16	2016/17	2017/18	Total
	£000	£000	£000	£000
<u>Education & Communities</u>				
Scheme of Assistance/Aids & Adaptations	542	2,133	933	3,608
Contribution to Watt Complex Refurbishment	53	1,500	2,221	3,774
Primary School Pitch Upgrading	20	300	-	320
Inverkip Community Facility	896	716	-	1,612
New Community Facility Woodhall	100	300	-	400
New Community Facility Broomhill	100	752	-	852
Primary School MUGA's - Various	666	200	-	866
Birkmyre Park, Kilmacolm Pitch Improvements	-	100	-	100
Ravenscraig Sports Barn	400	200	-	600
School Estate Management Plan	7,153	12,810	5,164	25,127
<u>Education & Communities Total</u>	<u>9,930</u>	<u>19,011</u>	<u>8,318</u>	<u>37,259</u>
<u>CHCP</u>				
Neil St Childrens Home Replacement	775	1,000	83	1,858
Crosshill Childrens Home Replacement	-	601	1,021	1,622
<u>CHCP Total</u>	<u>775</u>	<u>1,601</u>	<u>1,104</u>	<u>3,480</u>
<u>Total Expenditure</u>	<u>29,486</u>	<u>46,368</u>	<u>20,617</u>	<u>96,471</u>

Part 4

2015/17 Common Good Budget

Common Good Budget 2015/17

- 1/ The Common Good Budget is largely funded via the rents from certain shops in Port Glasgow Town Centre and the expenditure largely relates to events which benefit the population of Inverclyde as a whole or specifically the population of Port Glasgow.
- 2/ The balance in the Common Good has reduced considerably in recent years as it funded events such as the European Pipe Bands Championship and allocated £95,000 towards the repairs of the shops within its portfolio. In addition the anticipated receipt for sale for the former filling station at Bogston in Greenock has not been achieved and it was anticipated that this receipt would significantly increase the balance which is projected to stand at £79,000 by March 2016.
- 3/ The figures include an increase of 20% in the Christmas Lunches/Vouchers allowance. This is a proposal from the Members Budget Working Group.
- 4/ Members have previously been advised that the Common Good should retain a fund balance of around £100,000 to give it flexibility to deal with any eventualities as the Common Good cannot run on deficit.
- 5/ In light of the latest projections it is recommended that in 2015/16 there one off funding of £35,400 from the General Fund Reserves of the Christmas Lights to allow the Common Good Fund balance to increase. The 2016/17 budget shows the Common Good Fund as having a small surplus if all expenditure and income comes in on budget.

COMMON GOOD FUND
REVENUE BUDGET 2015/17

	Budget 2015/16	Adjustment 2015/16	Budget 2015/16	Adjustment 2016/17	Budget 2016/17
<u>PROPERTY COSTS</u>	5,000	A 5,000	10,000	0	10,000
Repairs & Maintenance	4,000	5,000	9,000		9,000
Property Insurance	1,000		1,000		1,000
<u>ADMINISTRATION COSTS</u>	8,500	200	8,700	0	8,700
Sundries	300	B 1,200	1,500		1,500
Commercial Rent Management Charge	2,200		2,200		2,200
Recharge for Accountancy	6,000	(1,000)	5,000		5,000
<u>OTHER EXPENDITURE</u>	136,600	C (37,800)	98,800	C 35,400	134,200
Christmas Lights Switch On	10,500		10,500		10,500
Christmas Dinners/Vouchers	18,000	3,600	21,600		21,600
Christmas Decorations	35,400	(35,400)	0	35,400	35,400
Gourock Highland Games	29,400		29,400		29,400
Armistice Service	8,300		8,300		8,300
Comet Festival	13,300		13,300		13,300
Fireworks	12,600		12,600		12,600
Rent Relief (Society of the Innocents)	3,100		3,100		3,100
Contingency for future Community Events	6,000	(6,000)	0		0
<u>INCOME</u>	(150,100)	800	(149,300)	D (3,700)	(153,000)
Gross Rent	(168,250)	D (12,850)	(181,100)	(4,500)	(185,600)
Void Rents	20,150	13,650	33,800	800	34,600
Internal Resources Interest	(2,000)		(2,000)		(2,000)
<u>NET EXPENDITURE</u>	0	(31,800)	(31,800)	31,700	(100)
<u>EARMARKED FUNDS</u>	0	E 12,000	12,000	E (12,000)	0
Repairs & Renewals Fund		12,000	12,000	(12,000)	0
<u>TOTAL NET EXPENDITURE</u>	0	(19,800)	(19,800)	19,700	(100)

Projected Fund Balance as at 31st March 2015

£111,090

Projected Fund Balance as at 31st March 2016

£111,190

Notes:

A Property Costs

Increase to annual Repairs & Maintenance budget	5,000	
	<u>5,000</u>	<u>0</u>

It is proposed any underspends in the annual Repairs & Maintenance budget would be added to the repairs & Renewals fund.

B Administration Costs

Increase to annual Sundries budget	1,200	
Reduction in Accountancy recharge following review	(1,000)	
	<u>200</u>	<u>0</u>

C Other Expenditure

Adjustment to Contingency to Balance Budget	(6,000)	
Christmas Decorations not funded by Common Good in 2015/16	(35,400)	35,400
20% increase in Christmas Lunch/Vouchers for Elderly	3,600	
	<u>(37,800)</u>	<u>35,400</u>

D Income

Adjust Income to bring in line with latest projections	800	
Inflation		(3,700)
	<u>800</u>	<u>(3,700)</u>

E Earmarked Funds

Creation of Repairs & Renewals Fund	12,000	
Funding removed 2016/17 as one off in nature.		(12,000)
	<u>12,000</u>	<u>(12,000)</u>

F Recommended Fund Level

The recommended minimum overall fund level is £100,000.

Section 2 – Budget Consultation

Section 2

Inverclyde Council Budget Consultation Results Summary February 2015



1.0 BACKGROUND

- 1.1 In November 2014 The Policy and Resources Committee agreed that officers undertake a community consultation on the budget proposals for 2015/17 as part of the approved 2015/2017 Budget Strategy.

The savings options put forward by each directorate of the council total £10m:

- Education, Communities and Organisational Development - £5.203m
- Community Health and Care Partnership (CHCP) - £2.853m
- Environment, regeneration and resources - £1.944m

The saving options are proposed across five areas:

- efficiency;
- delivery models;
- service redesign;
- income and charges, and
- reduced service provision

2.0 Consultation process

A range of communication and consultation mechanisms were used to engage with the communities of Inverclyde, on £10m of budget proposals to identify £ 7m of savings to be made over the financial year 2016/17. This matrix approach enabled the council to reach more members of the community through the different methods of engagement.

2.1 Online Budget Simulator

An online budget simulator was set up which was accessible via the Council's website. This was publicised through a range of media including the InView Council newspaper, the website and via online and print advertising. 602 completed submissions were submitted via the simulator.

2.2 Community events

Five public community consultation meetings were held across Inverclyde in addition to a business event and parent council event. A total of 190 people attended these events.

2.3 Citizen Panel Questionnaire & Focus Groups

A Citizens' Panel Budget questionnaire was also distributed to the one thousand members of the Citizens' Panel, with extra copies of the questionnaire made available at the public meetings and in the libraries throughout Inverclyde. In addition four focus groups were held one each for young people and older people and two groups with a cross section of Inverclyde residents.

2.4 Dedicated 'Yoursay' website & emails

A total of 1459 contributions were received during the consultation process.

Table 1 Responses

Online Budget simulator	602
Citizen's Panel questionnaire	631
Focus groups	36
Total	1459

e-mail (yoursay@inverclyde.gov.uk)

Website page (yoursay@inverclyde.gov.uk):

Table 2 Website hits:

November	327
December	2,797
January	3,218
Total	6,342

2.5 Communication with Staff

- Regular joint budget meetings between the Corporate Management team and representatives of the four main Trade Unions
- CEO communications and ICON messages
- Staff briefings by managers
- Submissions from TU
- Submissions from staff groupings
- Attendance at Community events
- Budget simulator 26 % of respondents

3.0 Responses

3.1 Budget Simulator

The response rate from the budget simulator was as follows:

- 3.1.1
- 602 Responses Received
 - 534 Responses with Demographic detail
 - 233 Responses with Comments (39% of all respondents)

The budget simulator gave participants an opportunity to select their preferred options from £10m of budget proposals to meet the target saving of £7m savings. The results are detailed below.

Original Total Expenditure set out in the budget simulator: **£203m**

- 3.1.2 Target expenditure: **£196m (£7m saving)**

Average Revised Total Expenditure from respondents: **£198,032,172 (£4.9m saving)**

- 3.1.3 The tables below show the average percentage change from the 602 participants completed in the budget simulator across the directorate saving options.

Table 3

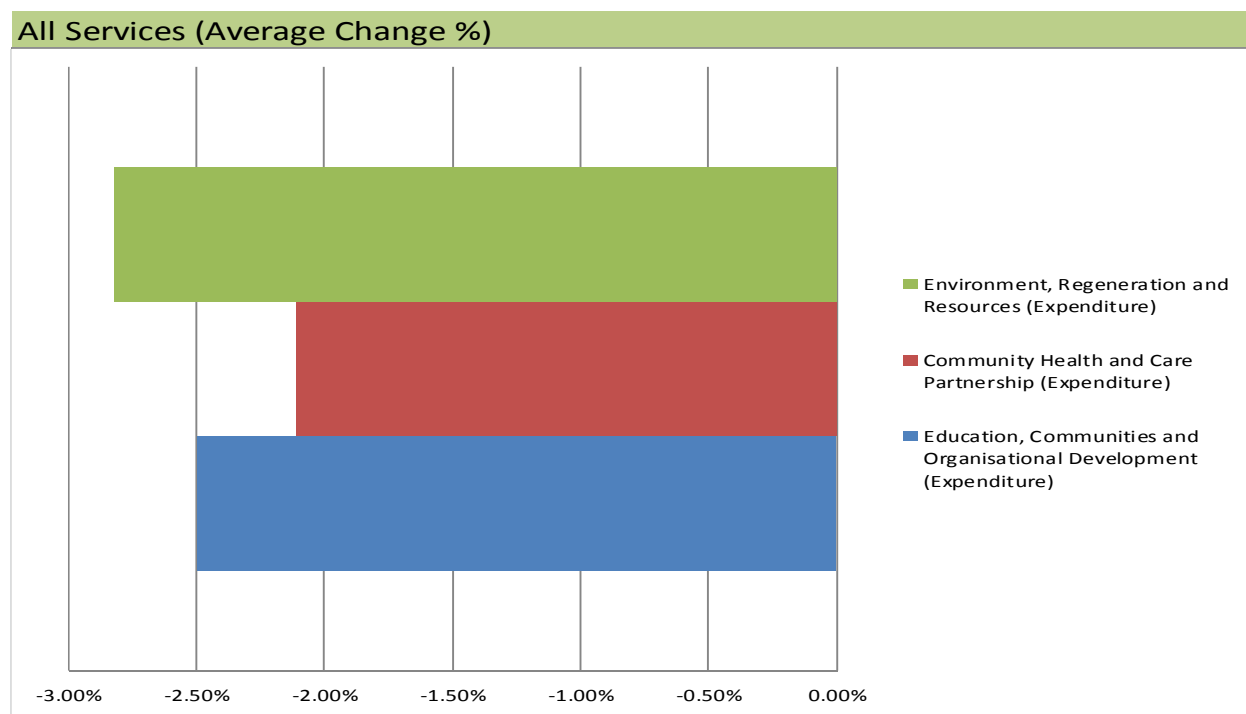


Table 4

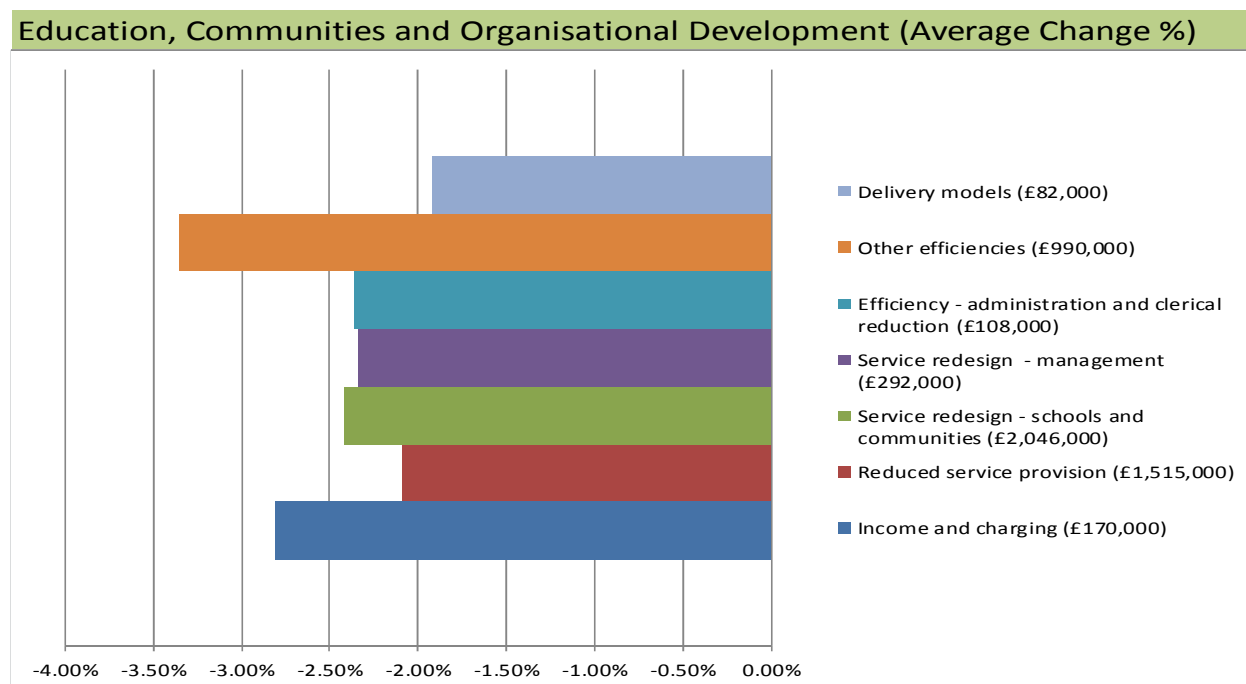


Table 5

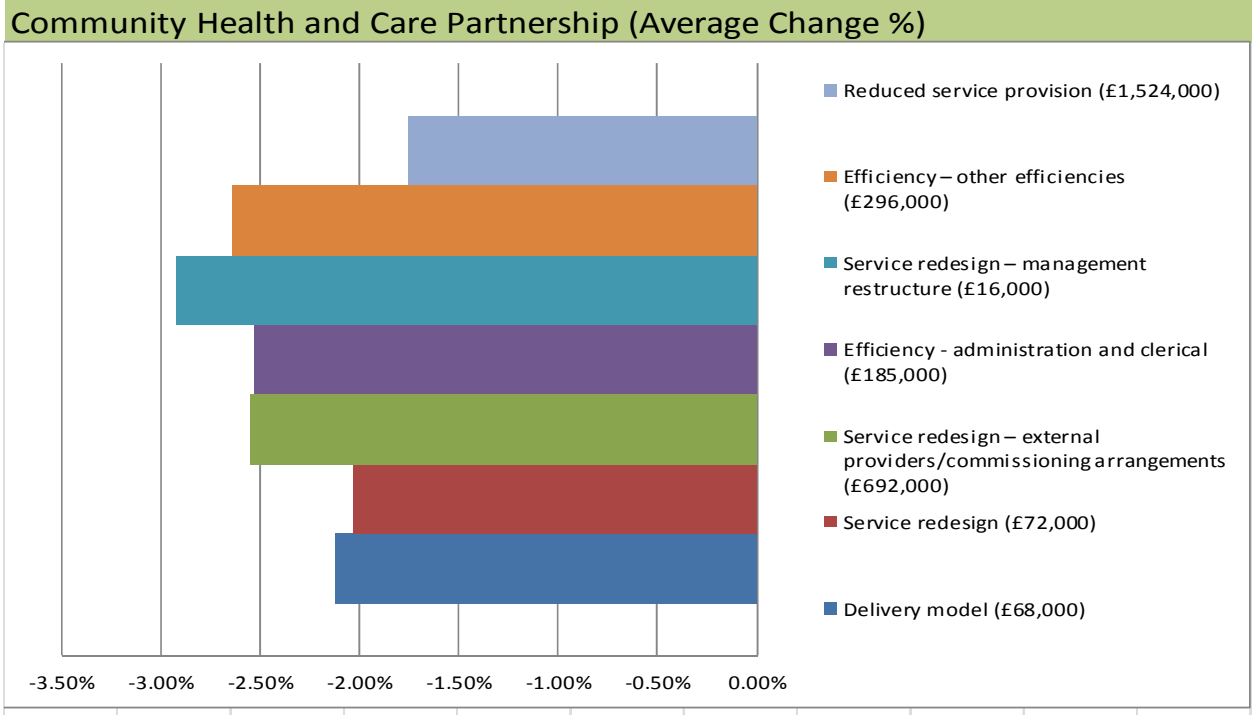
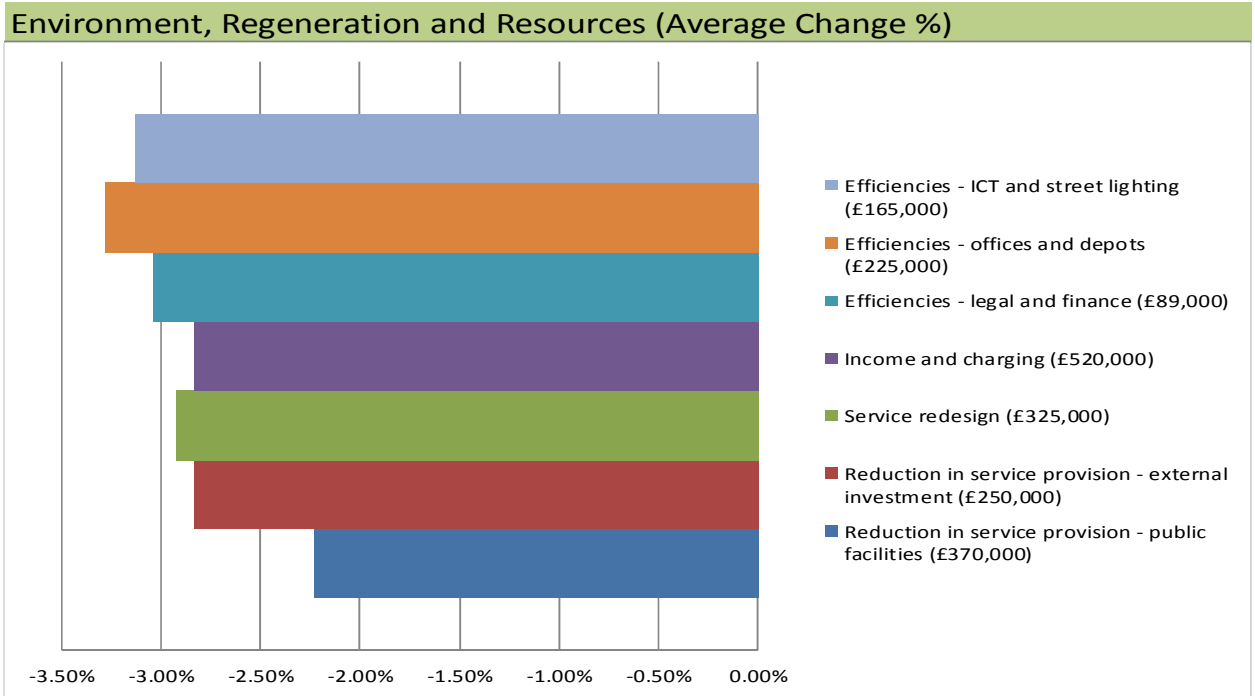


Table 6



The responses via the budget simulator show that the respondents are more likely to take more savings from efficiencies and service redesign rather than reducing services. 233 respondents included comments. The comments were made across the directorates, with the split being:

- 169 - Education, Communities and Organisational Development
- 57 – Community Health and Care Partnership
- 66 - Environment, Regeneration and Resources

The comments are summarised in section 3. below

3.2 Community Consultation Events

The events were hosted by the Chief Executive and included a presentation by the Chief Financial Officer providing an overview of the current financial situation and the challenges facing Inverclyde Council. Participants were provided with an overview of the budget simulator and then had an opportunity to participate in discussion groups on each of the three Directorate's savings proposals. The discussion groups were facilitated by each Corporate Director with a note taker to record comments.

3.2.1 Comments from engagement events, 'Have Your Say' email address and Budget Simulator – Key Themes

3.2.2 Education, Communities and Organisational Development (ECOD)

3.2.3 As would be expected, the large majority of comments received expressed a desire to protect education, with many people protesting against the introduction of shared headships and a reduction in contact time with teachers, as well as any reduction in classroom assistants. The majority of representatives from businesses at the Business Breakfast were in support of shared headships, understanding the devolvement of responsibilities to appropriate levels. However the Parent Councils did not support shared headships.

3.2.4 There was some support for removing fruit and swimming lessons from schools (with commentary that parents can take their children swimming), although some people thought that fruit in schools may be the only time children have access to it, and that school swimming could help with activity levels.

3.2.5 There were very few recorded comments in regard to protecting school transport, with some comments suggesting that this would be acceptable, or asking whether parents could contribute to it, e.g. by organising their own buses. There were some individual comments about particular concerns for the safety of some children walking to school. There was also some concern about increased traffic congestion and irresponsible parking at schools if there was then an increase in people driving their children to school. There was also concern from the parent councils that the proposed change could impact on school attendance and performance, as children from some families would not be supported to get to school. Some parents suggested that a means test be applied to ensure that more vulnerable children are not disadvantaged.

3.2.6 A number of people felt that the Saturday morning music provision should be protected as it was successful, but there were suggestions that sponsorship be sought to support it, or that it be means tested, with charging introduced for those who can afford it. Other opinion was that it would be acceptable to lose the Saturday morning music provision.

- 3.2.7 There was concern about the additional 'active play'/non-contact time given the changeable and often inclement weather in Scotland, and how this time would be managed if children had to remain indoors. The parent councils in particular felt strongly that any reduction in teaching time should be avoided, as this reduction in hours adds up significantly over the 7 years of primary school.
- 3.2.8 There were a few comments expressing that it seemed a sensible idea to join public and school library services.
- 3.2.9 Increasing charges for pitch hire did not seem to be contentious and a lot of participants could see why the Council would do so. There was also support for charging more for parking fines for parking on double yellow lines.
- 3.2.10 There were some comments suggesting that there should be no pay award for employees.

A number of comments focussed on possible alternative cuts to senior councillor salaries and other council events that have been described as 'unnecessary'.

Out of 233 comments in the budget simulator 169 comments included opposition to:

- Education cuts,
- Shared headships
- 2.5 hours non contact time
- The proposal re: school transport

3.2.11 Community Health and Care Partnership (CHCP)

- 3.2.12 There were also many comments where respondents expressed concern about any cut in Social Work posts, and the impact this could have on vulnerable families. Most of those who commented on the CHCP cuts felt that the Council needs to protect the most vulnerable people within Inverclyde.
- 3.2.13 Major concerns about any cuts to Children and Families, with people worried about children 'falling through the net' and the impact on Social Worker's case load.

There were suggestions that more services should be means tested and also that some services could be charged for, which could result in fewer people using them.

Out of 233 comments made on the budget simulator 57 comments included:

- Opposition to any CHCP cuts
- Opposition to staff cuts, especially frontline but make more efficient use of resources

- 3.2.14 There were concerns the reductions in packages of care could result in multiple hospital admissions for some people. There was also a concern that if services were commissioned from a number of service providers could this result in a lack of co-ordination and communication. Also, there was a suggestion that small parts of services should not be kept in house if the rest were outsourced, as this would be unsustainable.
- 3.2.15 There were some comments asking how the CHCP would ensure value for money from external providers - are the systems and processes robust enough?

There were suggestions to use more community groups and volunteers to provide some aspects of services including patient/client transport.

3.2.16 Environment, Regeneration and Resources (ERR)

- 3.2.17 There were mixed opinions in regard to the closure of Whinhill Golf Club, with comments highlighting that members have come together to make suggestions as to how it could be run more efficiently. There was also a suggestion that there could be a community buy-out of the golf club.
- 3.2.18 Other suggestions in regard to some of the Environment, Regeneration and Resources savings included seasonal opening of, or charging for, public conveniences and cutting non-essentials like fireworks. There were many comments saying that public conveniences are important for older people and children. One comment suggested that having public toilets enable some people to visit town centres.
- 3.2.19 There were a number of people concerned that if Kirn Depot were closed then this could increase fly tipping. There were a number of comments saying that the new facility at Pottery Street is excellent.
- 3.2.20 The business representatives emphasised the need to 'sell' Inverclyde and be aspirational, to help bring people into the area. This links with other comments that keeping the area looking nice will attract people, so people were not in support of cuts to grounds maintenance and street cleaning.
There was general support for the proposed changes to street lighting.
- 3.2.21 There was concern about loss of jobs, and cuts in regeneration funding. There were comments about appropriately targeting regeneration funding, and not speculatively building units without securing occupants for them. It was suggested that local industrial estates are in need of regeneration.
- 3.2.22 There were mixed opinions over increasing charging for burials and cremation. Some people thought it could be expensive at a particularly vulnerable time, while others have suggested that burials and cremations be charged at a higher rate if the deceased had lived outside the authority.
- 3.2.23 There were a few comments suggesting that the improvement work in Gourock be stopped and the money used elsewhere.
- 3.2.24 A surprising number of people felt that they would rather pay a rise in Council Tax than lose services. There were also other suggestions in regard to re-banding properties for Council Tax. Out of 233 comments on the budget simulator: 66 comments included:
- Opposition to staff cuts but make more efficient use of resources
 - Prioritisation of core essential services
 - Comments on Whinhill Golf course with reasons to close or retain
 - Comments on Recycling depots with reasons to close or retain Kirn Drive

3.3 Charging

- 3.3.1 There was general support for increasing charging, or increasing charging for areas such as music tuition and sports pitches in schools, burial charges and purchasing lairs, overdue library books, library cd hire and golf – adult per round.
- 3.3.2 A number of respondents, from across all forms of engagement, suggested that Council Tax should be raised, and that they would be willing to pay this as long as it would be spent on protecting services. The responses from all aspects of the consultation have common themes: efficiencies and alternative delivery models.

3.4 Responses to the Citizens' Panel

- 3.4.1 Of the 1000 members of the Citizens' Panel who the questionnaire was directly sent to 613 responded. In addition, 18 questionnaires were submitted through the library service
- 3.4.2 The Council has identified a range of specific proposals that could assist it to make the required budget savings. Respondents to the citizens' panel survey were asked to consider these and to indicate how acceptable or otherwise these would be.
- 3.4.3 The top 10 suggestions that respondents feel are acceptable options are as follows;

Table 7 This is an acceptable option

Maximise the collection of Council Tax and pursue all non payment	84%
Review the Council's policy in respect of Council Tax liability for long term empty properties	76%
Develop community trusts to maintain flower beds and other landscaped areas	65%
Review all non-teaching staff in schools, moving those not on term time to term time contracts	52%
Investigate shared headships between nurseries and primary schools	48%
Share or jointly manage services with neighbouring councils	48%
Consolidate school management	47%
Develop volunteer classroom assistants using parents and other interested people from the local community	43%
Increase income/charging within Environmental Services	41%
Closure of Kirn Drive Recycling Centre (following recent investment In the Pottery Street Recycling Centre)	32%

In contrast to the budget saving options that respondents stated were acceptable, the main options which over half of all respondents said were not acceptable were as follows;

3.4.4 Table 8 This is not an acceptable option

Reduction in maintenance regimes in street cleansing & grounds maintenance	66%
Stop primary 6 swimming lessons	63%
Closure of Whinhill Golf Course	57%
Remove fruit from schools	55%
Inverclyde has the highest recycling rate it has ever had would you accept residual waste bin collections on a three weekly basis	55%
Closure of 2 public conveniences	54%

4.0 Key themes from Focus Groups

- 4.1 A total of 36 people attended four focus groups: two with a cross section of 16 members of the Citizens' Panel; one with 9 young people aged 15 – 23 years and one with 11 older people from the 'Your Voice' Group. Several key themes emerged:
- Protection of education and social work services and other "front line" services such as roads, street lights and refuse collection

- Protection of services for vulnerable people such as children, older people and people with disabilities
- Maximising revenue – collection of taxes (e.g. licences, council tax etc.)
- Ensuring that the Council is run as efficiently as possible, minimizing waste, duplication of services, over staffing etc.
- Reduction in salaries for senior staff and councillors.
- Reduction in the number of senior staff and councillors
- Reduction in non-essential services such as Whinhill Golf Club.
- Opportunity to share services with neighbouring councils thus reducing management structures.
- Encourage community groups and voluntary organisations to work with the Council to maintain and protect services.
- Protect local jobs. The Council is a good employer and provides good quality jobs to local people. Keeping as many jobs as possible is important for the local economy.
- Provide services at legislative or statutory levels – don't provide services at an enhanced level.

4.1.2 People would be prepared to pay more council tax if they were sure that the council has streamlined itself and was as efficient as it could be. The additional council tax should then be used to protect and maintain local services for Inverclyde.

4.2 Services to protect

4.2.1 Participants in the focus groups were of the opinion that frontline services which provided a social good and engaged with “vulnerable” members of the public such as children and young people, elderly people and people with disabilities should be protected.

4.2.2 Focus groups participants did not want to see a reduction in roads maintenance, refuse collection, care of the elderly or social work services for other vulnerable groups. Education was felt to be particularly important as it attracts and keeps families in the area. It is also the service that ensures that young people have the skills they need to have a successful future.

4.2.3 There is also a view that there needs to be services that preserve the good quality local environment. This would include grass cutting, flower beds, maintenance of public spaces, litter picking and street cleaning. There was a view that everyone pays for these services through their Council Tax and they are important in attracting people to live in the area and visit the area also. This was thought to be particularly important due to the fact that it is predicted that 100,000 cruise ship visitors will come through Inverclyde this year.

4.3 Services to reduce

4.3.1 A key theme among the participants in the focus groups was the reluctance to cut any frontline services. Participants were of the opinion that the services they currently receive should be maintained as much as possible.

- 4.3.2 People in the focus groups still feel that the Council must still be wasteful with too many staff, being paid too much. They feel that there must still be opportunities for efficiency savings. This could be through reductions in the number of senior managers, their salaries and the salaries of councillors.
- 4.3.3 Areas/aspects where savings or further savings might be possible were suggested as follows;
- Improve the procurement process within the Council to ensure better value for money and better quality of goods and services.
 - Ensure that all council services are run as efficiently and cost effectively as possible. Waste and duplication of services should be addressed. For instance make sure that school buses are full. If not, offer a chargeable service to school children not eligible for the free service.
 - The Council needs to maximise the revenue it receives by collecting any and all revenue it is due. This would include licence fees, commercial rates, rent on properties it owns and council tax.
- 4.3.4 Education was seen as important but recognising that the services makes up half of the council budget, many people thought that perhaps there was scope for some of the savings required to be undertaken through the education budget. The reduction in school transport to the statutory levels was thought to be acceptable as was removal of peripheral services such as swimming for P6 and free fruit.

4.4 Principles for prioritising services

- 4.4.1 The main principles for prioritising services would be as follows:
- Services that are essential must be prioritised – including education, care for elderly people, people with disabilities and other vulnerable members of society, as well as refuse collection and other frontline services
 - Savings should be made through the Council providing services and facilities as efficiently as possible.
 - Consider the long term impacts of decisions as well as short term impacts. Will cutting a service or a budget now cause an increase in spend in the future.
 - Ensure that savings in one area do not lead to additional costs elsewhere
 - There is also a view that there is a basic level of service that all Inverclyde residents should expect. There is a level of entitlement that comes with people's payment of taxes

4.5 Charging for Council Services

- 4.5.1 Participants in the focus groups had varied views with regard to charging for services. It was recognised that the Council income was constrained by the freeze on Council Tax and with that in mind people in the focus groups indicated that they may be happy to consider paying for or paying a higher charge for certain council services. They did state that there must be some way of means testing otherwise people who are unable to afford things and vulnerable groups would suffer.
- 4.5.2 Areas where people within the focus groups would consider charging or increasing charges included;
- Car parking charges
 - Music tuition in schools
 - Sports pitches in schools

- Other space/room hire in schools
- Burial charges and purchasing lairs

5.0 Members Budget Working Group (MBWG)

- 5.0.1 The responses from the consultation including the feedback from staff and trade unions were presented to the MBWG as part of their consideration of the budget proposals. All elected members had the opportunity to attend a presentation and briefing on the consultation results.
- 5.0.2 The proposed budget options are detailed in section 1 of the budget book. Following consideration the Members Budget Working Group proposed the following:

5.1 Education Communities & OD

5.1.1 The following budget proposals were not accepted in principle at this stage:

- Removal of the additional teaching posts in primary schools
- P6 swimming removal
- Adjust school staffing formula
- Removal of free fruit for schools primary
- School Initiative
- Shared Headship 8 primaries
- Transport saving
- Quality Improvement Officer posts
- Educational Psychology
- Reduce music instruction
- Free swimming
- Review of community safety services – Children First

- 5.1.2 This takes account of the strong consultation responses in regard to front line delivery of education and specific opposition to a reduction in teachers and shared head ships.

5.2 MBWG requested further reports/ reviews on:

- 5.2.1
- Review of administration and clerical support and non-teaching staff in schools
 - Review of School Estate Management plan (SEMP)
 - Report on non-class contact time
 - Review of management of Early years provision
 - Review of Inclusive Education services including Speech & language services
 - Review of provision of community and school library services
 - Report on Pitch hires
 - Review of community centre provision

- 5.2.2 This takes account of: public views regarding the integration of library services and charges for pitches; feedback from Head Teachers to conduct a wider review of nonteaching support in schools; and elected members request for more information about the management arrangements for Early Years and the arrangements for teachers' non-contact time.

5.3 Environment Regeneration and Resources

The following budget proposals were not accepted in principle at this stage:

- 5.3.1
- Reduce procurement officers
 - Increase cost of Cremation and burials
 - Close 2 x public conveniences
 - Review ground/street cleaning schedules
- 5.3.2 This reflects public feedback regarding the proposed closure of public conveniences and the proposals to increase in burial, cremation costs.

5.4 MBWG requested further reports/ reviews on

- Restructure Management , technical supervisors
- Parking and other charges
- Kirn Drive depot
- Whinhill golf course

- 5.4.1 The request for further reports will enable the MBWG to further consider the options or alternatives based on the consultation responses.

5.5 CHCP

The following budget proposals were not accepted in principle at this stage:

- CHAS contribution
- Fostering manager
- Child Protection Practice Development & Quality Assurance
- Senior social worker
- Young carers worker
- Kinship care
- Children's Rights Officer

- 5.5.1 This reflects the consultation feedback to protect frontline services and to reduce impact on vulnerable people. Specific mention was made of social workers for children this has been taken into account.

5.6 MBWG requested further reports/ reviews on:

- Barnados family support projects
- Commissioning Services (Dementia)
- YPAT School worker
- Learning disability commissioned services
- Advice services
- James Watt and McGillvary Court

- 5.6.1 This partly reflects the consultation feedback regarding commissioned services and the potential to explore alternative arrangements for delivering these services in the community.

5.7 Next steps

- 5.7.1 The results of the consultation will be published and made available on line on the Council and the 'Yoursay' websites and in the InView newspaper to provide feedback to the public. The participants who provided an email address will be updated directly. A report will be presented to the Policy and Resources Committee by the Corporate Director of Education, Communities and Organisational Development on future proposals for community engagement.

Section 3 – Equality Impact Assessments

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Budget Savings 2015/17

Essential Information		
Name of Officer(s) completing this form:		
Wilma Bain		
Designation (s):		
Head of Education		
Service/Directorate		
Education Services		
Date of Impact Assessment:		
27 January 2015 (Ref No ECOD\SR\EDUC\06)		
Aims and Objectives		
1. Do the budget savings affect people?	Yes	No
2. If, Yes, how have they been involved in the process? (e.g. consultation, stakeholders, council working groups)		
<p>This saving proposal will have been discussed with teaching staff at school staff meetings, and was discussed with Head Teachers at a budget savings proposals consultation meeting for all Heads of establishment. In addition, discussions about this savings proposal have taken place with teacher Trade Union representatives. All teaching staff affected by this saving proposal have also had the opportunity to feedback views on this budget savings proposal through the Council's 'Your Say' facility.</p>		
3. What is the reason(s) for your budget savings?		
<p>This saving to remove the 6 temporary Principal Teacher of Enterprise and Creativity posts has been proposed as part of an extensive Council budget savings exercise.</p>		

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>4. What evidence do you have to help identify any potential impacts of the budget savings? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)</p>	
Evidence	Details
Consultation	Feedback from Head Teachers consultation meeting, and from discussions with teacher Trade Unions.
Research	
Officer's knowledge and experience (inc feedback from frontline staff).	Anticipated outcomes post saving were identified by senior managers and officers as part of the budget savings proposal
Equalities monitoring data.	
User feedback(inc complaints)	
Stakeholders	
Other	

<p>5. Impact What does the information tell you about the potential impact of these budget savings on the following equality groups?</p>				
Equality Target Group	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Race		=		

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Disability		=		
Gender (male, female, transgender)		=		
Religion and Belief		=		
Age		=		
Lesbian, Gay and bi-sexual		=		
Other groups to consider			-	

6. From the Equality Target Groups you have highlighted above describe the positive and negative impacts and the groups affected.

Positive impacts (describe groups affected)	Negative impacts (describe groups affected)
	<p>The impact on this group of 6 secondary teachers is that their current management time will be removed and they will teach full-time in their departments.</p>

If you do not have any potential negative impacts go to Question 8 and summarise the results of your assessment.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

7. If you have identified any negative impacts use the matrix below to identify the level of the negative impact and the number of people potentially affected by the negative impact.

Number of People	<u>HIGH</u>	<p>Your policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your policy.</p>	<p>Your policy is likely to be directly discriminatory</p> <p>You must reject or substantially modify your policy</p>
	<u>LOW</u>	<p>Consider ways in which you can minimise or remove any low level negative impact that affects a small number of people.</p>	<p>Your function or policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your function or policy.</p>
		<u>LOW</u>	<u>HIGH</u>
		<u>Level of Negative Impact</u>	

8. Summarise the results of the Equality Impact Assessment. Include any action which has been taken as a result of the Equality Impact Assessment. Please note if you have changed, modified or consulted on your budget savings.

This budget savings proposal does not impact on any specific equality target group(s).

9. How will the implementation of the budget savings be monitored?

If taken, the implementation of this savings proposal will be monitored via meetings with secondary Head Teachers. A monitoring overview will be undertaken at

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

authority level via SMT meetings.
<p>10. How will the results of monitoring be used to develop a future budget savings exercise?</p> <p>This budget saving (if taken) will be monitored via meetings with secondary Head Teachers.</p>
<p>11. When is the budget due to be reviewed?</p> <p>In accordance with Council timescales</p>
<p>12. Please use the space below to detail any other matters arising from the Equality Impact Assessment process.</p>

The impact assessment should now be authorised by the officers.

Policy Title	:
Name of Person (s) who completed the Assessment	Name: Wilma Bain Position: Head of Education Date: 27 January 2015
Authorised by:	Name: Patricia Cassidy Position: Director of Education, Communities and Organisational Development Date:

Thank you for your assistance with the completion of this task.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE
Useful Links

Resource	Webpage
Equality and Human Rights Commission	www.equalityhumanrights.com
Scottish Commission for Human Rights	www.scottishhumanrights.com
Census statistics	http://www.scrol.gov.uk/scrol/common/home.jsp
Images of Disability	www.imagesofdisability.gov.uk
The Equalities Review	www.theequalitiesreview.org.uk
The Equality Bill	www.equalities.gov.uk/equalitybill
Scotland's Commissioner for Children & Young People	www.sccyp.org.uk
Women and Equality Unit	www.womenandequalityunit.gov.uk
Scottish Index of Multiple Deprivation	www.scotland.gov.uk/Topics/Statistics/SIMD/Overview
Scottish Household Survey	www.scotland.gov.uk/Topics/Statistics/16002
High Level Summary of Equality Statistics: Key Trends for Scotland 2006	http://www.scotland.gov.uk/Publications/2006/11/20102424/0
Stonewall Scotland	http://www.stonewallscotland.org.uk/scotland/default.asp
LGBT Youth Scotland	www.lgbtyouth.org.uk
Scottish Parliament briefings on equality	http://www.scottish.parliament.uk/business/research/subject/equal.htm

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Glossary of Terms

Direct Discrimination: treating a person less favourably than another on the grounds of race, disability, gender, sexual orientation, religious/political belief or age.

In direct discrimination: the application of a 'provision, criterion or practice' that puts people from different backgrounds at a particular disadvantage and cannot be shown to be a proportionate means of achieving a legitimate aim.

The term '**positive action**' refers to a variety of measures designed to counteract the effects of past discrimination and to help eliminate stereotyping of any kind. Under this broad definition positive action may include initiatives such as the introduction of non-discriminatory selection procedures, training programmes or policies aimed at preventing any harassment.

Positive discrimination This is where members of a particular group are given preference over others for no other reason than their belonging to that group. Positive discrimination is **unlawful**.

Acknowledgements

Inverclyde Council's Equality Impact Assessment has been informed by:

- Scottish Governments Equality Impact Toolkit
- Argyll and Bute Council Equality Impact Assessment Toolkit
- UK Equality Review

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Budget Savings 2015/17

Essential Information
Name of Officer(s) completing this form: Wilma Bain
Designation (s): Head of Education
Service/Directorate: Education Services
Date of Impact Assessment: 27 January 2015 (Ref No ECOD\EF\D\EDUC\09)

Aims and Objectives
1. Do the budget savings affect people? Yes No
2. If, Yes, how have they been involved in the process? (e.g. consultation, stakeholders, council working groups) This is a national agreed decision regarding teachers' terms and conditions of service which comes into effect in March 2016.
3. What is the reason(s) for your budget savings? From March 2016, there will be an end to lifetime conservation for those teachers who were in promoted posts prior to April 2001. This saving has been absorbed into the Council's extensive budget savings exercise

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

4. What evidence do you have to help identify any potential impacts of the budget savings? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)

Evidence	Details
Consultation	There has been consultation with teacher Trade Unions and HR staff over the last year in an effort to support the affected staff by offering them the opportunity to move into appropriate vacant management posts. Some teachers have indicated that they wish to remain in their current post and are prepared to take a reduction in their salary from March 2016.
Research	
Officer's knowledge and experience (inc feedback from frontline staff).	
Equalities monitoring data.	
User feedback(inc complaints)	
Stakeholders Other	

5. Impact

What does the information tell you about the potential impact of these budget savings on the following equality groups?

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Equality Target Group	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Race		=		
Disability		=		
Gender (male, female, transgender)		=		
Religion and Belief		=		
Age		=		
Lesbian, Gay and bi-sexual		=		
Other groups to consider		=		

6. From the Equality Target Groups you have highlighted above describe the positive and negative impacts and the groups affected.

Positive impacts (describe groups affected)	Negative impacts (describe groups affected)
If you do not have any potential negative impacts go to Question 8 and summarise the results of your assessment.	

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

7. If you have identified any negative impacts use the matrix below to identify the level of the negative impact and the number of people potentially affected by the negative impact.

Number of People	<u>HIGH</u>	<p>Your policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your policy.</p>	<p>Your policy is likely to be directly discriminatory</p> <p>You must reject or substantially modify your policy</p>
	<u>LOW</u>	<p>Consider ways in which you can minimise or remove any low level negative impact that affects a small number of people.</p>	<p>Your function or policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your function or policy.</p>
		<u>LOW</u>	<u>HIGH</u>

Level of Negative Impact

8. Summarise the results of the Equality Impact Assessment. Include any action which has been taken as a result of the Equality Impact Assessment. Please note if you have changed, modified or consulted on your budget savings.

This budget savings proposal does not impact on any specific equality target group(s).

There is no risk associated with this saving

9. How will the implementation of the budget savings be monitored?

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>10. How will the results of monitoring be used to develop a future budget savings exercise?</p> <p>This budget saving (if taken) will be monitored via meetings with Head Teachers and meetings with HR colleagues</p>
<p>11. When is the budget due to be reviewed?</p> <p>In accordance with Council timescales</p>
<p>12. Please use the space below to detail any other matters arising from the Equality Impact Assessment process.</p>

The impact assessment should now be authorised by the officers.

Policy Title	:
Name of Person (s) who completed the Assessment	Name: Wilma Bain Position: Head of Education Date: 27 January 2015
Authorised by:	Name: Patricia Cassidy Position: Director of Education, Communities and Organisational Development Date:

Thank you for your assistance with the completion of this task.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE
Useful Links

Resource	Webpage
Equality and Human Rights Commission	www.equalityhumanrights.com
Scottish Commission for Human Rights	www.scottishhumanrights.com
Census statistics	http://www.scrol.gov.uk/scrol/common/home.jsp
Images of Disability	www.imagesofdisability.gov.uk
The Equalities Review	www.theequalitiesreview.org.uk
The Equality Bill	www.equalities.gov.uk/equalitybill
Scotland's Commissioner for Children & Young People	www.sccyp.org.uk
Women and Equality Unit	www.womenandequalityunit.gov.uk
Scottish Index of Multiple Deprivation	www.scotland.gov.uk/Topics/Statistics/SIMD/Overview
Scottish Household Survey	www.scotland.gov.uk/Topics/Statistics/16002
High Level Summary of Equality Statistics: Key Trends for Scotland 2006	http://www.scotland.gov.uk/Publications/2006/11/20102424/0
Stonewall Scotland	http://www.stonewallscotland.org.uk/scotland/default.asp
LGBT Youth Scotland	www.lgbtyouth.org.uk
Scottish Parliament briefings on equality	http://www.scottish.parliament.uk/business/research/subject/equal.htm

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Glossary of Terms

Direct Discrimination: treating a person less favourably than another on the grounds of race, disability, gender, sexual orientation, religious/political belief or age.

In direct discrimination: the application of a 'provision, criterion or practice' that puts people from different backgrounds at a particular disadvantage and cannot be shown to be a proportionate means of achieving a legitimate aim.

The term '**positive action**' refers to a variety of measures designed to counteract the effects of past discrimination and to help eliminate stereotyping of any kind. Under this broad definition positive action may include initiatives such as the introduction of non-discriminatory selection procedures, training programmes or policies aimed at preventing any harassment.

Positive discrimination This is where members of a particular group are given preference over others for no other reason than their belonging to that group. Positive discrimination is **unlawful**.

Acknowledgements

Inverclyde Council's Equality Impact Assessment has been informed by:

- Scottish Governments Equality Impact Toolkit
- Argyll and Bute Council Equality Impact Assessment Toolkit
- UK Equality Review

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Budget Savings 2014

Essential Information	
Name of Officer(s) completing this form: John Arthur	
Designation (s): Head of Safer & Inclusive Communities	
Service/Directorate Safer & Inclusive Communities/ Education, Communities and Organisational Development Directorate	
Date of Impact Assessment: 5 February, 2015	
Aims and Objectives	
<p>1. Do the budget savings affect people? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
<p>2. If, Yes, how have they been involved in the process? (e.g. consultation, stakeholders, council working groups)</p> <p>No direct consultation – proposals considered by joint budget working group and members budget working group.</p>	
<p>3. What is the reason(s) for your budget savings?</p> <p>Consistent year on year underspend in budget provided for aids and adaptations grants.</p>	

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>4. What evidence do you have to help identify any potential impacts of the budget savings? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)</p>	
Evidence	Details
Consultation	
Research	
Officer's knowledge and experience (inc feedback from frontline staff).	Budget has been consistently underspent for some years. Demand for grants can be met from reduced budget.
Equalities monitoring data.	
User feedback(inc complaints)	
Stakeholders	
Other	

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>5. Impact What does the information tell you about the potential impact of these budget savings on the following equality groups?</p>				
Equality Target Group	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Race		=		
Disability		=		
Gender (male, female, transgender)		=		
Religion and Belief		=		
Age		=		
Lesbian, Gay and bi-sexual		=		
Other groups to consider		=		

<p>6. From the Equality Target Groups you have highlighted above describe the positive and negative impacts and the groups affected.</p>	
<p>Positive impacts (describe groups affected)</p> <p>Budget assists individuals with disabilities in adapting their homes (owner occupied or privately rented) to meet their needs</p>	<p>Negative impacts (describe groups affected)</p> <p>None identified – demand can be accommodated within remaining budget.</p>

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>If you do not have any potential negative impacts go to Question 8 and summarise the results of your assessment.</p>	

7. **If you have identified any negative impacts** use the matrix below to identify the level of the negative impact and the number of people potentially affected by the negative impact.

Number of People <u>HIGH</u>	Your policy is likely to be unlawfully discriminatory. Refer to the EIA Guidance on how to modify your policy.	Your policy is likely to be directly discriminatory You must reject or substantially modify your policy
	<u>LOW</u>	Consider ways in which you can minimise or remove any low level negative impact that affects a small number of people.
	<u>LOW</u>	<u>HIGH</u>
	<u>Level of Negative Impact</u>	

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

8. Summarise the results of the Equality Impact Assessment. Include any action which has been taken as a result of the Equality Impact Assessment. Please note if you have changed, modified or consulted on your budget savings.

Budget proposal affects resources targeted at disabled individuals to adapt their homes to their needs.

The remaining budget will be sufficient to meet demand for grant assistance in any one year – this assessment is based on monitoring demand and spend over the last 3-4 years.

9. How will the implementation of the budget savings be monitored?

Demand for grants is monitored through scrutiny of grant applications and financial monitoring against budget targets.

10. How will the results of monitoring be used to develop a future budget savings exercise?

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Any continuing underspend may be offered to future budget savings exercise, or vired to other budgets with an overspend.

11. When is the budget due to be reviewed?

Annually at financial year end. Budget is monitored regularly and reported to committee.

12. Please use the space below to detail any other matters arising from the Equality Impact Assessment process.

The impact assessment should now be authorised by the officers.

Policy Title	: ECOD/EF/D/SAFE/09
Name of Person (s) who completed the Assessment John Arthur	Name: John Arthur Position: Head of Service Date: 5 February 2015
Authorised by:	Name: Position: Date:

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

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Thank you for your assistance with the completion of this task.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Useful Links

Resource	Webpage
Equality and Human Rights Commission	www.equalityhumanrights.com
Scottish Commission for Human Rights	www.scottishhumanrights.com
Census statistics	http://www.scrol.gov.uk/scrol/common/home.jsp
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The Equalities Review	www.theequalitiesreview.org.uk
The Equality Bill	www.equalities.gov.uk/equalitybill
Scotland's Commissioner for Children & Young People	www.sccyporg.uk
Women and Equality Unit	www.womenandequalityunit.gov.uk
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Scottish Household Survey	www.scotland.gov.uk/Topics/Statistics/16002
High Level Summary of Equality Statistics: Key Trends for Scotland 2006	http://www.scotland.gov.uk/Publications/2006/11/20102424/0
Stonewall Scotland	http://www.stonewallscotland.org.uk/scotland/default.asp
LGBT Youth Scotland	www.lgbtyouth.org.uk
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INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

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The term '**positive action**' refers to a variety of measures designed to counteract the effects of past discrimination and to help eliminate stereotyping of any kind. Under this broad definition positive action may include initiatives such as the introduction of non-discriminatory selection procedures, training programmes or policies aimed at preventing any harassment.

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Inverclyde Council Equality Analysis Toolkit

This toolkit aims to assist the process of carrying out analysis of the effects on equality of the policies, plans, strategies and programmes of Inverclyde Council. It sets out what services require to do in order to embed equality analysis into processes, and to ensure the Council meets its legislative requirements in regard to the Equality Act 2010.

This toolkit should be completed using the Equality Analysis Toolkit Guidance which provides further detail and information to assist in the process.

Policy Profile

1 Name of the policy, plan, strategy or programme	Budget Savings Exercise 2016/2017 EDOC/EF/D/ODHR/05
2 Responsible organisations/Lead Service	OD/HR/CORP COMMS
3 Lead Officer	Steven McNab (Head of OD, HR & Comms)
4 Partners/other services involved in the development of this policy	CMT SBG
5 Is this policy:	New <input type="checkbox"/> Reviewed/Revised <input type="checkbox"/>
6 What is the purpose of the policy? (include any new legislation which prompted the policy or changes to the policy)	Reduce Advertising Budget (non stat) (Shift advertising surgeries to social media)
7 What are the intended outcomes of the policy?	Reduce the council's advertising budget
8 What is the period covered by the policy?	2016/2017
9 Target geographical area	N/A
10 Which parts of the Equality Duty is the policy relevant to?	<input type="checkbox"/> Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010 <input type="checkbox"/> Advance equality of opportunity between people from different groups <input type="checkbox"/> Foster good relations between people from different groups

Which of the protected characteristics will the policy have an impact upon? (see guidance for examples of key considerations under each characteristic)

Protected Characteristic	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Age			-	
Disability		=		
Gender Reassignment		=		
Pregnancy and maternity		=		
Race		=		
Religion or Belief		=		
Sex		=		
Sexual Orientation		=		
Other groups to consider		=		

**What evidence do you have to help identify any potential impacts of the policy?
(Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)**

Evidence	Details
Consultation/Engagement (including any carried out while developing the policy)	Joint budget group
Research	Review of current and past spending levels of council advertising budget.
Officer's knowledge and experience (inc feedback from frontline staff).	Readership of local press likely to be higher among older residents and access to social media likely to be lower.
Equalities monitoring data.	N/A
User feedback(inc complaints)	N/A
Stakeholders Other	N/A
What information gaps are there?	None

What are the actual or likely effects of the policy, in relation to the three aims of the equality duty and the protected groups? (list both positive and negative)

The likely negative result of moving councillors surgery advertising from the local press to promotion through social media is a reduction in access from residents of an older demographic.

What steps will you take in response to the findings of your analysis?

Smaller scale advertising for a short period informing residents where they can find councillor surgery information and posters in local libraries and community centres informing residents.

How will you review the actual effect of the policy after it is implemented? (e.g. monitoring)

A survey of councillors could be completed after the first year of implementation to assess the impact on visitors to local surgeries.

What is the timescale for implementation?

April 2016.

How will you put the policy into practice and who will be responsible for delivering it? (e.g. other Council departments, partner agencies, communities of interest, equality target groups.)

Corporate communications (budget holder) and Members services (data holder and publisher)

What resources are available for the implementation of this policy? Have these resources changed?

None

Name of Person (s) who completed the Assessment

Name: George Barbour

Position: Corporate Communications Manager

Date: 2 February 2015

Authorised by:

Name:

Position:

Date:

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Budget Savings 2014

Essential Information
Name of Officer(s) completing this form: Liz Brown
Designation (s): Team Leader
Service/Directorate Finance Service Environment Regeneration and Resources Directorate Saving ERR/IC/A/FIN/05 Review of Long Term Empty Properties Policy for Council Tax
Date of Impact Assessment: 17 th October 2014

Aims and Objectives
<p>1. Do the budget savings affect people? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>2. If, Yes, how have they been involved in the process? (e.g. consultation, stakeholders, council working groups)</p> <p>Scottish Government carried out a consultation exercise prior to the introduction of the legislation that enables a variation in the council tax charge for long term empty properties.</p> <p>No additional consultations have been carried out by IC. There are 496 properties in Inverclyde that could be affected by this Policy and it would not be proportionate for the Council to allocate resources to conduct independent consultation.</p>

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

3. What is the reason(s) for your budget savings? Increased income due to change in level of council tax charged on certain long term empty properties. The fundamental reason however, for the introduction of this Policy is to encourage owners of empty properties to bring them back into use, as empty properties can attract vandalism and other forms of crime which can prevent the community operating effectively. Equally important is the fact that these properties are a wasted resource and if brought back into use would increase the availability of housing within the area.

4. What evidence do you have to help identify any potential impacts of the budget savings? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)

Evidence	Details
Consultation	<p>Scottish Government consultation on proposed legislation was carried out in January 2012.</p> <p>There are 496 properties in Inverclyde that could be affected by this Policy and it would not be proportionate for the Council to allocate resources to conduct independent consultation.</p>
Research	<p>Liaised with several other LAs on the impact of the increased charges in their area.</p> <p>Reports obtained from council tax system identifying potentially impacted properties.</p>
Officer's knowledge and experience (inc feedback from frontline staff).	<p>Not known other than a general feeling through local knowledge that there are empty properties that could be brought back into use in areas that could be attractive to individuals or families.</p>
Equalities monitoring data.	<p>Equalities Impact Assessment carried out by Scottish Government as part of</p>

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

	their consultation exercise, this concluded that the legislation would not be expected to lead to negative impacts on any particular group.
User feedback(inc complaints)	none
Stakeholders	none
Other	

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>5. Impact What does the information tell you about the potential impact of these budget savings on the following equality groups?</p>				
Equality Target Group	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Race		x		
Disability		x		
Gender (male, female, transgender)		x		
Religion and Belief		x		
Age		x		
Lesbian, Gay and bi-sexual		x		
Other groups to consider				

<p>6. From the Equality Target Groups you have highlighted above describe the positive and negative impacts and the groups affected.</p>	
<p>Positive impacts (describe groups affected)</p>	<p>Negative impacts (describe groups affected)</p>

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

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If you do not have any potential negative impacts go to Question 8 and summarise the results of your assessment.

7. **If you have identified any negative impacts** use the matrix below to identify the level of the negative impact and the number of people potentially affected by the negative impact.

<p>Number of People</p>	<p><u>HIGH</u></p>	<p>Your policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your policy.</p>	<p>Your policy is likely to be directly discriminatory</p> <p>You must reject or substantially modify your policy</p>
	<p><u>LOW</u></p>	<p>Consider ways in which you can minimise or remove any low level negative impact that affects a small number of people.</p>	<p>Your function or policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your function or policy.</p>
		<p><u>LOW</u></p>	<p><u>HIGH</u></p>
		<p><u>Level of Negative Impact</u></p>	

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

8. Summarise the results of the Equality Impact Assessment. Include any action which has been taken as a result of the Equality Impact Assessment. Please note if you have changed, modified or consulted on your budget savings.

No impacts have been identified relating to protected groups therefore no changes are required. It should be noted however that there is the flexibility to award an exemption in individual circumstances where it can be demonstrated that implementing the extra charge will have a negative/adverse impact on an individual or family due to circumstances which are out with their control. This should help protect individuals or groups that fall into one or more of the protected characteristics.

9. How will the implementation of the budget savings be monitored?

Management Reports

10. How will the results of monitoring be used to develop a future budget savings exercise?

Monitoring results will be evaluated to assess the effectiveness of the exercise in achieving the budgeted increased income. Feedback from owners of affected properties when the Policy is implemented will also be taken into consideration during future budget exercises.

11. When is the budget due to be reviewed?

A decision will be made following submission for approval to Policy and Resources Committee prior to implementation in April 2016.

12. Please use the space below to detail any other matters arising from the Equality Impact Assessment process.

none

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

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The impact assessment should now be authorised by the officers.

Policy Title	:Long Term Empty Properties - Council Tax Increase
Name of Person (s) who completed the Assessment	Name: Liz Brown Position: Principal Revenues Officer Date: 17 th October 2014
Authorised by:	Name: Fiona Borthwick Position: Revenues and Customer Services Manager Date: 05 February 2015

Thank you for your assistance with the completion of this task.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Useful Links

Resource	Webpage
Equality and Human Rights Commission	www.equalityhumanrights.com
Scottish Commission for Human Rights	www.scottishhumanrights.com
Census statistics	http://www.scrol.gov.uk/scrol/common/home.jsp
Images of Disability	www.imagesofdisability.gov.uk
The Equalities Review	www.theequalitiesreview.org.uk
The Equality Bill	www.equalities.gov.uk/equalitybill
Scotland's Commissioner for Children & Young People	www.sccyporg.uk
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Scottish Index of Multiple Deprivation	www.scotland.gov.uk/Topics/Statistics/SIMD/Overview
Scottish Household Survey	www.scotland.gov.uk/Topics/Statistics/16002
High Level Summary of Equality Statistics: Key Trends for Scotland 2006	http://www.scotland.gov.uk/Publications/2006/11/20102424/0
Stonewall Scotland	http://www.stonewallscotland.org.uk/scotland/default.asp
LGBT Youth Scotland	www.lgbtyouth.org.uk
Scottish Parliament briefings on equality	http://www.scottish.parliament.uk/business/research/subject/equal.htm

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Glossary of Terms

Direct Discrimination: treating a person less favourably than another on the grounds of race, disability, gender, sexual orientation, religious/political belief or age.

In direct discrimination: the application of a 'provision, criterion or practice' that puts people from different backgrounds at a particular disadvantage and cannot be shown to be a proportionate means of achieving a legitimate aim.

The term '**positive action**' refers to a variety of measures designed to counteract the effects of past discrimination and to help eliminate stereotyping of any kind. Under this broad definition positive action may include initiatives such as the introduction of non-discriminatory selection procedures, training programmes or policies aimed at preventing any harassment.

Positive discrimination This is where members of a particular group are given preference over others for no other reason than their belonging to that group. Positive discrimination is **unlawful**.

Acknowledgements

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- Argyll and Bute Council Equality Impact Assessment Toolkit
- UK Equality Review

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Budget Savings 2014

Essential Information (Field work Social work) CHCP/RS/A/CFCJ/12
Name of Officer(s) completing this form: Sharon McAlees
Designation (s): Head of Service Children and Families Services and Criminal Justice
Service/Directorate CHCP
Date of Impact Assessment: 02.02.15.

Aims and Objectives
1. Do the budget savings affect people? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. If, Yes, how have they been involved in the process? (e.g. consultation, stakeholders, council working groups) Staff have been directly involved in consultation. Members of the public who may be service users affected by the proposals had an opportunity to participate through the Council's consultation process.
3. What is the reason(s) for your budget savings? To meet the Council's budgetary savings targets

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>4. What evidence do you have to help identify any potential impacts of the budget savings? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)</p>	
Evidence	Details
Consultation	The saving has been subject to the Council’s budgetary constraints and public consultation process.
Research	There is a strong body of research that early intervention that is timely and appropriate has better outcomes for protecting Children.
Officer’s knowledge and experience (inc feedback from frontline staff).	The service is statutory in nature and is key to protecting children
Equalities monitoring data.	
User feedback(inc complaints)	Statutory Children’s Services is a core function of a local authority.
Stakeholders Other	The council’s wider consultation provided an opportunity for service user consultation.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

5. Impact

What does the information tell you about the potential impact of these budget savings on the following equality groups?

Equality Target Group	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Race		X		
Disability		X		
Gender (male, female, transgender)		X		
Religion and Belief		X		
Age		X		
Lesbian, Gay and bi-sexual		X		
Other groups to consider		X		

6. From the Equality Target Groups you have highlighted above describe the positive and negative impacts and the groups affected.

Positive impacts (describe groups affected)	Negative impacts (describe groups affected)
	<p>The service predominantly provides for vulnerable children. The service is key safeguarding children and young people and is statutory in nature.</p>

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>If you do not have any potential negative impacts go to Question 8 and summarise the results of your assessment.</p>	

7. If you have identified any negative impacts use the matrix below to identify the level of the negative impact and the number of people potentially affected by the negative impact.

Number of People <u>HIGH</u>	<p>Your policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your policy.</p>	<p>Your policy is likely to be directly discriminatory</p> <p>You must reject or substantially modify your policy</p>
	<p><u>LOW</u></p>	<p>Consider ways in which you can minimise or remove any low level negative impact that affects a small number of people.</p>
	<u>LOW</u>	<u>HIGH</u>

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE
Level of Negative Impact

8. Summarise the results of the Equality Impact Assessment. Include any action which has been taken as a result of the Equality Impact Assessment. Please note if you have changed, modified or consulted on your budget savings.

The impact of this saving has been fully assessed and the impact is understood. The saving however required to be understood in the light of the safety and well-being of children and young people in Inverclyde, given the statutory nature of the work undertaken.

The introduction of eligibility criteria for children and families services will assist with managing the impact of this risk by ensuring that higher risk cases are appropriately identified and actioned. This will be managed via the current allocations process and the duty system which provides a daily screening and response service.

A further action which will mitigate risks is ensuring that risk assessments are timely and robust and that universal services are engaged in a multi-agency response to the needs of children and their families.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

9. How will the implementation of the budget savings be monitored?

Monitoring and review of the impact of this service, including the impact on finances where the Children’s Hearing recommend services to Inverclyde CHCP as the implementing authority. This is a legal order.

10. How will the results of monitoring be used to develop a future budget savings exercise?

Monitoring will inform future budget saving processes across all CHCP services.

11. When is the budget due to be reviewed?

Budget is being monitored through the SMT and will be subject to formal review processes driven by the wider Council saving processes.

12. Please use the space below to detail any other matters arising from the Equality Impact Assessment process.

Empty space for detailing other matters arising from the Equality Impact Assessment process.

The impact assessment should now be authorised by the officers.

Policy Title	:
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INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Name of Person (s) who completed the Assessment	Name: Sharon McAlees
Authorised by:	Date: Head of Children service & Criminal Justice
	Name:
	Position:
	Date:

Thank you for your assistance with the completion of this task.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

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The Equality Bill	www.equalities.gov.uk/equalitybill
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INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Budget Savings 2014

Essential Information Part post saving [82204] CHCP/EF/A/MHAH/01
Name of Officer(s) completing this form: Bob McLean
Designation (s): Service Manager
Service/Directorate MH, Adds, Homelessness
Date of Impact Assessment: 21.10.14/ Developed 02/02/2015

Aims and Objectives
1. Do the budget savings affect people? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. If, Yes, how have they been involved in the process? (e.g. consultation, stakeholders, council working groups) Budget Savings Engagement Process; discussion within operational management group.
3. What is the reason(s) for your budget savings? To achieve savings target

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>4. What evidence do you have to help identify any potential impacts of the budget savings? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)</p>	
Evidence	Details
Consultation	Management consideration of loss of Complex Needs Coordinator post; and demand post. This saving has been subject to the Councils formal budget consultation process.
Research	Higher level of incidence of ARBD and people with co-morbid Addictions and health and social issues in Inverclyde.
Officer's knowledge and experience (inc feedback from frontline staff).	Requirement for knowledge and skills to undertake more complex casework is required within both Addictions and wider adult services fieldwork across CHCP. This post has been held as a vacancy and management of complex cases has been devolved to other IIAS team members.
Equalities monitoring data.	N/A
User feedback(inc complaints)	N/A
Stakeholders Other	Team, people with complex needs eg ARBD

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

5. Impact

What does the information tell you about the potential impact of these budget savings on the following equality groups?

Equality Target Group	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Race		=		
Disability		=		
Gender (male, female, transgender)			Most clients are male, ARBD	
Religion and Belief		=		
Age			Most Sus are older men	
Lesbian, Gay and bi-sexual		=		
Other groups to consider				

6. From the Equality Target Groups you have highlighted above describe the positive and negative impacts and the groups affected.

Positive impacts (describe groups affected)	Negative impacts (describe groups affected)
Post will part fund an essential p/t post in related team, with needs presenting as a result of co-morbidity of drug use and health and social issues.	Disproportionately affects older men with disability in relation to their mental health.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>If you do not have any potential negative impacts go to Question 8 and summarise the results of your assessment.</p>	

7. If you have identified any negative impacts use the matrix below to identify the level of the negative impact and the number of people potentially affected by the negative impact.

Number of People <u>HIGH</u>	<p>Your policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your policy.</p>	<p>Your policy is likely to be directly discriminatory</p> <p>You must reject or substantially modify your policy</p>
	<u>LOW</u>	<p>Consider ways in which you can minimise or remove any low level negative impact that affects a small number of people.</p>
		<p><u>LOW</u> <u>HIGH</u></p> <p><u>Level of Negative Impact</u></p>

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

8. Summarise the results of the Equality Impact Assessment. Include any action which has been taken as a result of the Equality Impact Assessment. Please note if you have changed, modified or consulted on your budget savings.

Level of negative impact is low, as this is mitigated by continuing service provision from other team members, and development of the wider adult services fieldwork staff responding to people with complex needs. This work has already been absorbed.

9. How will the implementation of the budget savings be monitored?

By Management Team, ADP. Impact will be monitored in respect of demand on service and needs presenting via Quarterly performance reviews.

10. How will the results of monitoring be used to develop a future budget savings exercise?

Monitoring will inform future savings options across all CHCP services.

11. When is the budget due to be reviewed?

The budget is reviewed monthly by service manager; Reviewed quarterly thru QPR across Mental Health, Addiction and Homelessness in context of demand; informs annual budget process.

12. Please use the space below to detail any other matters arising from the Equality Impact Assessment process.

None

The impact assessment should now be authorised by the officers.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Policy Title	:
Name of Person (s) who completed the Assessment	Name: Bob McLean Position: Service Manager Date: 21.10.14
Authorised by:	Name: Deborah Gillespie Position: Head of Service Date: 02/02/2015

Thank you for your assistance with the completion of this task.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Useful Links

Resource	Webpage
Equality and Human Rights Commission	www.equalityhumanrights.com
Scottish Commission for Human Rights	www.scottishhumanrights.com
Census statistics	http://www.scrol.gov.uk/scrol/common/home.jsp
Images of Disability	www.imagesofdisability.gov.uk
The Equalities Review	www.theequalitiesreview.org.uk
The Equality Bill	www.equalities.gov.uk/equalitybill
Scotland's Commissioner for Children & Young People	www.sccyp.org.uk
Women and Equality Unit	www.womenandequalityunit.gov.uk
Scottish Index of Multiple Deprivation	www.scotland.gov.uk/Topics/Statistics/SIMD/Overview
Scottish Household Survey	www.scotland.gov.uk/Topics/Statistics/16002
High Level Summary of Equality Statistics: Key Trends for Scotland 2006	http://www.scotland.gov.uk/Publications/2006/11/20102424/0
Stonewall Scotland	http://www.stonewallscotland.org.uk/scotland/default.asp
LGBT Youth Scotland	www.lgbtyouth.org.uk
Scottish Parliament briefings on equality	http://www.scottish.parliament.uk/business/research/subject/equal.htm

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Glossary of Terms

Direct Discrimination: treating a person less favourably than another on the grounds of race, disability, gender, sexual orientation, religious/political belief or age.

In direct discrimination: the application of a 'provision, criterion or practice' that puts people from different backgrounds at a particular disadvantage and cannot be shown to be a proportionate means of achieving a legitimate aim.

The term '**positive action**' refers to a variety of measures designed to counteract the effects of past discrimination and to help eliminate stereotyping of any kind. Under this broad definition positive action may include initiatives such as the introduction of non-discriminatory selection procedures, training programmes or policies aimed at preventing any harassment.

Positive discrimination This is where members of a particular group are given preference over others for no other reason than their belonging to that group. Positive discrimination is **unlawful**.

Acknowledgements

Inverclyde Council's Equality Impact Assessment has been informed by:

- Scottish Governments Equality Impact Toolkit
- Argyll and Bute Council Equality Impact Assessment Toolkit
- UK Equality Review

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Budget Savings 2014

Essential Information Reduction in Commissioned Services Ref: CHCP/SR/A/MHAH/05
Name of Officer(s) completing this form: Bob McLean
Designation (s): Service Manager
Service/Directorate MH, Adds, Homelessness
Date of Impact Assessment: 21.10.14 Updated 02/02/2015

Aims and Objectives
1. Do the budget savings affect people? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. If, Yes, how have they been involved in the process? (e.g. consultation, stakeholders, council working groups) Engagement process for Council budget setting. Provider organisations meet regularly with Commissioners and are aware of likely budget reductions.
3. What is the reason(s) for your budget savings? To achieve savings target

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>4. What evidence do you have to help identify any potential impacts of the budget savings? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)</p>	
Evidence	Details
Consultation	Regular Resource Allocation meetings take place, including providers.
Research	
Officer's knowledge and experience (inc feedback from frontline staff).	Reductions are restrictive though achievable through prioritisation of resource to need; review of existing service packages.
Equalities monitoring data.	Trend information in respect of service use, and profile of service users.
User feedback(inc complaints)	Service Users are keen to assure adequate levels of direct staff input.
Stakeholders Other	Service Users, Provider Organisations, Statutory services

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>5. Impact What does the information tell you about the potential impact of these budget savings on the following equality groups?</p>				
Equality Target Group	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Race		=		
Disability			=	
Gender (male, female, transgender)			=	
Religion and Belief		=		
Age		=		
Lesbian, Gay and bi-sexual		=		
Other groups to consider				

<p>6. From the Equality Target Groups you have highlighted above describe the positive and negative impacts and the groups affected.</p>	
<p>Positive impacts (describe groups affected)</p> <p>None</p>	<p>Negative impacts (describe groups affected)</p> <p>A reduction of support options for people with addictions [predominantly male] and with associated mental health problems which assist in recovery and social integration</p>

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

8. Summarise the results of the Equality Impact Assessment. Include any action which has been taken as a result of the Equality Impact Assessment. Please note if you have changed, modified or consulted on your budget savings.

Cases will be prioritised on the basis of need. The reduction will be managed over a period of time and will not result in services being withdrawn from individuals. Further development of cross CHCP adult service resource use based on priority demand.

9. How will the implementation of the budget savings be monitored?

Budgets are monitored regularly via Resource Allocation group, service management team, QPR, OPR. Impact is monitored against resource demand and capacity to meet need.

10. How will the results of monitoring be used to develop a future budget savings exercise?

Monitoring will inform future savings options across all CHCP services.

11. When is the budget due to be reviewed?

Budget is reviewed monthly, and annually within context of budget setting process, as above

12. Please use the space below to detail any other matters arising from the Equality Impact Assessment process.

The impact assessment should now be authorised by the officers.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Policy Title	:
Name of Person (s) who completed the Assessment	Name: Bob McLean Position: Service Manager Date: 21.10.14
Authorised by:	Name: Deborah Gillespie Position: Head of Service Date: 02/02/2015

Thank you for your assistance with the completion of this task.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Useful Links

Resource	Webpage
Equality and Human Rights Commission	www.equalityhumanrights.com
Scottish Commission for Human Rights	www.scottishhumanrights.com
Census statistics	http://www.scrol.gov.uk/scrol/common/home.jsp
Images of Disability	www.imagesofdisability.gov.uk
The Equalities Review	www.theequalitiesreview.org.uk
The Equality Bill	www.equalities.gov.uk/equalitybill
Scotland's Commissioner for Children & Young People	www.sccyporg.uk
Women and Equality Unit	www.womenandequalityunit.gov.uk
Scottish Index of Multiple Deprivation	www.scotland.gov.uk/Topics/Statistics/SIMD/Overview
Scottish Household Survey	www.scotland.gov.uk/Topics/Statistics/16002
High Level Summary of Equality Statistics: Key Trends for Scotland 2006	http://www.scotland.gov.uk/Publications/2006/11/20102424/0
Stonewall Scotland	http://www.stonewallscotland.org.uk/scotland/default.asp
LGBT Youth Scotland	www.lgbtyouth.org.uk
Scottish Parliament briefings on equality	http://www.scottish.parliament.uk/business/research/subject/equal.htm

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Glossary of Terms

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In direct discrimination: the application of a 'provision, criterion or practice' that puts people from different backgrounds at a particular disadvantage and cannot be shown to be a proportionate means of achieving a legitimate aim.

The term '**positive action**' refers to a variety of measures designed to counteract the effects of past discrimination and to help eliminate stereotyping of any kind. Under this broad definition positive action may include initiatives such as the introduction of non-discriminatory selection procedures, training programmes or policies aimed at preventing any harassment.

Positive discrimination This is where members of a particular group are given preference over others for no other reason than their belonging to that group. Positive discrimination is **unlawful**.

Acknowledgements

Inverclyde Council's Equality Impact Assessment has been informed by:

- Scottish Governments Equality Impact Toolkit
- Argyll and Bute Council Equality Impact Assessment Toolkit
- UK Equality Review

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Budget Savings 2016/17

Essential Information CHCP/EF/A/PHIC/O5 Running Costs including Training
Name of Officer(s) completing this form: Derrick Pearce
Designation (s): Service Manager - Quality and Development
Service/Directorate: CHCP
Date of Impact Assessment: 02 February 2015

Aims and Objectives
1. Do the budget savings affect people? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2. If, Yes, how have they been involved in the process? (e.g. consultation, stakeholders, council working groups) This saving proposal for 2016/17 have been subject to the Councils' comprehensive consultation programme. This savings proposal related to running costs efficiencies.
3. What is the reason(s) for your budget savings? To achieve Council's budget savings targets.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>4. What evidence do you have to help identify any potential impacts of the budget savings? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)</p>	
Evidence	Details
Consultation	
Research	
Officer's knowledge and experience (inc feedback from frontline staff).	<p>Monitoring of running costs and training budget usage over the past 3 financial years.</p> <p>Feedback from stakeholder as to current and future anticipated demand.</p>
Equalities monitoring data.	
User feedback(inc complaints)	
Stakeholders	
Other	

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

5. Impact

What does the information tell you about the potential impact of these budget savings on the following equality groups?

Equality Target Group	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Race		√		
Disability		√		
Gender (male, female, transgender)		√		
Religion and Belief		√		
Age		√		
Lesbian, Gay and bi-sexual		√		
Other groups to consider		√		

6. From the Equality Target Groups you have highlighted above describe the positive and negative impacts and the groups affected

Positive impacts (describe groups affected)	Negative impacts (describe groups affected)
	N/A

If you do not have any potential negative impacts go to Question 8 and summarise the results of your assessment.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

7. If you have identified any negative impacts use the matrix below to identify the level of the negative impact and the number of people potentially affected by the negative impact.

Number of People	<u>HIGH</u>	<p>Your policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your policy.</p>	<p>Your policy is likely to be directly discriminatory</p> <p>You must reject or substantially modify your policy</p>
	<u>LOW</u>	<p>Consider ways in which you can minimise or remove any low level negative impact that affects a small number of people.</p>	<p>Your function or policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your function or policy.</p>
		<u>LOW</u>	<u>HIGH</u>

Level of Negative Impact

8. Summarise the results of the Equality Impact Assessment. Include any action which has been taken as a result of the Equality Impact Assessment. Please note if you have changed, modified or consulted on your budget savings.

There are not anticipated to be any positive or negative impacts on people as a result of this savings proposal, thus no action taken as a result of the EIA.

9. How will the implementation of the budget savings be monitored?

Via finance and service management on a monthly basis, using activity information and feedback from the users of the service provided.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>10. How will the results of monitoring be used to develop a future budget savings exercise?</p> <p>Monitoring will inform future budget savings options across all CHCP services.</p>
<p>11. When is the budget due to be reviewed?</p> <p>Further formal budget review in 2016 complimented by ongoing monthly financial monitoring.</p>
<p>12. Please use the space below to detail any other matters arising from the Equality Impact Assessment process.</p> <p>Nil.</p>

The impact assessment should now be authorised by the officers.

Policy Title	CHCP/EF/A/PHIC/04 Staff Restructure
Name of Person (s) who completed the Assessment	Name: Derrick Pearce Position: Service Manager Date: 2 February 2015
Authorised by:	Name: Brian Moore Position: Corporate Director Date: 2 February 2015

Thank you for your assistance with the completion of this task.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Useful Links

Resource	Webpage
Equality and Human Rights Commission	www.equalityhumanrights.com
Scottish Commission for Human Rights	www.scottishhumanrights.com
Census statistics	http://www.scrol.gov.uk/scrol/common/home.jsp
Images of Disability	www.imagesofdisability.gov.uk
The Equalities Review	www.theequalitiesreview.org.uk
The Equality Bill	www.equalities.gov.uk/equalitybill
Scotland's Commissioner for Children & Young People	www.sccyp.org.uk
Women and Equality Unit	www.womenandequalityunit.gov.uk
Scottish Index of Multiple Deprivation	www.scotland.gov.uk/Topics/Statistics/SIMD/Overview
Scottish Household Survey	www.scotland.gov.uk/Topics/Statistics/16002
High Level Summary of Equality Statistics: Key Trends for Scotland 2006	http://www.scotland.gov.uk/Publications/2006/11/20102424/0
Stonewall Scotland	http://www.stonewallscotland.org.uk/scotland/default.asp
LGBT Youth Scotland	www.lgbtyouth.org.uk
Scottish Parliament briefings on equality	http://www.scottish.parliament.uk/business/research/subject/equal.htm

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Glossary of Terms

Direct Discrimination: treating a person less favourably than another on the grounds of race, disability, gender, sexual orientation, religious/political belief or age.

In direct discrimination: the application of a 'provision, criterion or practice' that puts people from different backgrounds at a particular disadvantage and cannot be shown to be a proportionate means of achieving a legitimate aim.

The term '**positive action**' refers to a variety of measures designed to counteract the effects of past discrimination and to help eliminate stereotyping of any kind. Under this broad definition positive action may include initiatives such as the introduction of non-discriminatory selection procedures, training programmes or policies aimed at preventing any harassment.

Positive discrimination This is where members of a particular group are given preference over others for no other reason than their belonging to that group. Positive discrimination is **unlawful**.

Acknowledgements

Inverclyde Council's Equality Impact Assessment has been informed by:

- Scottish Governments Equality Impact Toolkit
- Argyll and Bute Council Equality Impact Assessment Toolkit
- UK Equality Review

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Budget Savings 2014

Essential Information: CHCP/SR/A/H&CC/04 Learning Disability Commissioned Services
Name of Officer(s) completing this form: Alan Best
Designation (s): Rehabilitation & Enablement Services Manager
Service/Directorate Health & Community Care
Date of Impact Assessment: 02/02/2015

Aims and Objectives
1. Do the budget savings affect people? Yes
2. If, Yes, how have they been involved in the process? (e.g. consultation, stakeholders, council working groups)
Advertised Public Consultation Events Information advertised on Inverclyde Council's Website Will reflect the opportunities provided by both Self Directed Support and the "Keys to Life" national strategy for learning disabilities.
3. What is the reason(s) for your budget savings?
To achieve Inverclyde Council's proposed budget efficiency.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>4. What evidence do you have to help identify any potential impacts of the budget savings? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities Monitoring data, publications, research, reports, local, national groups.)</p>	
Evidence	Details
Consultation	<p>This proposed saving for 2016/17 has been subject to Inverclyde Council's comprehensive public consultation program.</p> <p>Effective engagement with service users and providers will be key to the successful implementation of this saving using the approach that care needs change as service users change. We will emphasise the opportunities and benefits arising from a comprehensive review of individuals' needs.</p>
Research	<p>This proposal is to create a short life working group to review high cost care packages (>£50,000) as well as medium to low care packages (<£40,000). New packages will reflect the opportunities provided by both Self Directed Support and the "Keys to Life" national strategy for learning disabilities.</p>
Officer's knowledge and experience (inc feedback from frontline staff).	<p>Saving proposal devised by Rehabilitation Services Manager supported by Front Line team leader and Redesign Project Manager based on evidence from learning disability service review and redesign</p>
Equalities monitoring data.	<p>Mapping of current service profile from E-Say data</p>
User feedback(inc complaints)	<p>Review of current complaints regarding service and linking action plans to ensure best use of resources.</p>
Stakeholders	<p>Service users/carers and LD staff</p>

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Other	External service providers
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INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>5. Impact What does the information tell you about the potential impact of these Budget savings on the following equality groups?</p>				
Equality Target Group	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Race		=		
Disability			-	
Gender (male, female, transgender)		=		
Religion and Belief		=		
Age	+			
Lesbian, Gay and bi-sexual		=		
Other groups to consider	Carers			

<p>6. From the Equality Target Groups you have highlighted above describe the Positive and negative impacts and the groups affected.</p>	
<p>Positive impacts (describe groups affected)</p> <p>Will reflect the opportunities provided by both Self Directed Support and the "Keys to Life" national strategy for learning disabilities. Older adults with LD will be better supported by linking care with older peoples services Development of links with voluntary</p>	<p>Negative impacts (describe groups affected)</p> <p>People with Learning Disabilities; changing parameters for service impacting on expectations of existing service users.</p>

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>services to support carers through third sector networks.</p>	
<p>If you do not have any potential negative impacts go to Question 8 and summarise the results of your assessment.</p>	

7. **If you have identified any negative impacts** use the matrix below to identify the level of the negative impact and the number of people potentially affected by the negative impact.

Number of People <u>HIGH</u>	<p>Your policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your policy.</p>	<p>Your policy is likely to be directly discriminatory</p> <p>You must reject or substantially modify your policy</p>	
	<u>LOW</u>	<p>Consider ways in which you can minimise or remove any low level negative impact that affects a small number of people.</p>	<p>Your function or policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your function or policy.</p>
		<u>LOW</u>	<u>HIGH</u>
<p><u>Level of Negative Impact – Low</u></p>			

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

8. Summarise the results of the Equality Impact Assessment. Include any action which has been taken as a result of the Equality Impact Assessment. Please note if you have changed, modified or consulted on your budget savings.

We will review care packages in line with needs based criteria gaining efficiencies as well as improving outcomes for individuals. The proposed short life working group will be supported by a post for 12 months to facilitate this saving.

- Instigated by prioritisation of service to service users who are most vulnerable or subject to legislation e.g. Adult Protection
- Avoiding negative impact by utilising and absorbing current capacity in services and utilising other services e.g. third sector where possible
- H&CC will ensure that the process by which this saving proposal will be achieved does not discriminate and recognises the specific needs of the individuals by monitoring outcomes.

9. How will the implementation of the budget savings be monitored?

Via finance and service management on a monthly basis, monitoring service activity and performance.

10. How will the results of monitoring be used to develop a future budget savings exercise?

Monitoring will inform future budget savings options across all CHCP services.

11. When is the budget due to be reviewed?

Final budget reviews in February 2016, complemented by ongoing monthly financial monitoring.

12. Please use the space below to detail any other matters arising from the Equality Impact Assessment process.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

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The impact assessment should now be authorised by the officers.

Policy Title	CHCP/SR/A/H&CC/04 Learning Disability Commissioned Services
Name of Person (s) who completed the Assessment	Name: Alan Best Position: RES Manager Date: 02/02/2015
Authorised by:	Name: Deborah Gillespie Position: Head of Service Date: 03/02/2015

Thank you for your assistance with the completion of this task.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Useful Links

Resource	Webpage
Equality and Human Rights Commission	www.equalityhumanrights.com
Scottish Commission for Human Rights	www.scottishhumanrights.com
Census statistics	http://www.scrol.gov.uk/scrol/common/home.jsp
Images of Disability	www.imagesofdisability.gov.uk
The Equalities Review	www.theequalitiesreview.org.uk
The Equality Bill	www.equalities.gov.uk/equalitybill
Scotland's Commissioner for Children & Young People	www.sccyporg.uk
Women and Equality Unit	www.womenandequalityunit.gov.uk
Scottish Index of Multiple Deprivation	www.scotland.gov.uk/Topics/Statistics/SIMD/Overview
Scottish Household Survey	www.scotland.gov.uk/Topics/Statistics/16002
High Level Summary of Equality Statistics: Key Trends for Scotland 2006	http://www.scotland.gov.uk/Publications/2006/11/20102424/0
Stonewall Scotland	http://www.stonewallscotland.org.uk/scotland/default.asp
LGBT Youth Scotland	www.lgbtyouth.org.uk
Scottish Parliament briefings on equality	http://www.scottish.parliament.uk/business/research/subject/equal.htm

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Glossary of Terms

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Acknowledgements

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- Argyll and Bute Council Equality Impact Assessment Toolkit
- UK Equality Review

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Budget Savings 2014

Essential Information: CHCP/RS/A/H&CC/05 Respite & Short Breaks
Name of Officer(s) completing this form: Alan Best
Designation (s): Rehabilitation & Enablement Services Manager
Service/Directorate Health & Community Care
Date of Impact Assessment: 02/02/2015

Aims and Objectives
1. Do the budget savings affect people? Yes
2. If, Yes, how have they been involved in the process? (e.g. consultation, stakeholders, council working groups) Advertised Public Consultation Events Information advertised on Inverclyde Council's Website Will reflect the opportunities provided by both Self Directed Support and the "Keys to Life" national strategy for learning disabilities.
3. What is the reason(s) for your budget savings? To achieve Inverclyde Council's proposed budget efficiency.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>4. What evidence do you have to help identify any potential impacts of the budget savings? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities Monitoring data, publications, research, reports, local, national groups.)</p>	
Evidence	Details
<p>Consultation</p>	<p>This proposed saving for 2016/17 has been subject to Inverclyde Council's comprehensive public consultation program.</p> <p>Effective engagement with service users and providers will be key to the successful implementation of this saving using the approach that care needs change as service users change. We will emphasise the opportunities and benefits arising from a comprehensive review of individuals' needs.</p>
<p>Research</p>	<p>Changes to respite provision will be based on assessed need.</p> <p>To work with providers in conjunction with the contracts team to review allocation of respite days maximising economies of scale, including transport to achieve best value</p> <p>There will be no detrimental impact to service delivery for individuals from this proposal with respite services utilised still subject to a level of scrutiny both internally and externally.</p>
<p>Officer's knowledge and experience (inc feedback from frontline staff).</p>	<p>Saving proposal devised by Rehabilitation Services Manager supported by Front Line team leader and Redesign Project Manager based on evidence from learning disability service review and redesign</p>
<p>Equalities monitoring data.</p>	<p>Mapping of current service profile from E-Say data</p>
<p>User feedback(inc complaints)</p>	<p>Review of current complaints regarding</p>

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

	service and linking action plans to ensure best use of resources.
<p>Stakeholders</p> <p>Other</p>	<p>Service users/carers and LD staff</p> <p>External service providers</p> <p>As changes will be made on the basis of assessed need no service user will be put at risk by this proposal. However, as it will inevitably lead to changes from current respite provision engagement with service users' families and external providers will be essential to minimise both disruption in provision and to minimise potentially negative media coverage</p>

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>5. Impact What does the information tell you about the potential impact of these Budget savings on the following equality groups?</p>				
Equality Target Group	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Race		=		
Disability	+			
Gender (male, female, transgender)		=		
Religion and Belief		=		
Age		=		
Lesbian, Gay and bi-sexual		=		
Other groups to consider			External Providers	

<p>6. From the Equality Target Groups you have highlighted above describe the Positive and negative impacts and the groups affected.</p>	
<p>Positive impacts (describe groups affected)</p> <p>People with Learning Disability. Better focus of meaningful respite provision and reduction of extended transport distances.</p> <p>There will be no detrimental impact to service delivery for individuals from this proposal with respite services</p>	<p>Negative impacts (describe groups affected)</p>

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

utilised still subject to a level of scrutiny both internally and externally.	
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If you do not have any potential negative impacts go to Question 8 and summarise the results of your assessment.

7. **If you have identified any negative impacts** use the matrix below to identify the level of the negative impact and the number of people potentially affected by the negative impact.

Number of People	<u>HIGH</u>	<p>Your policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your policy.</p>	<p>Your policy is likely to be directly discriminatory</p> <p>You must reject or substantially modify your policy</p>
	<u>LOW</u>	<p>Consider ways in which you can minimise or remove any low level negative impact that affects a small number of people.</p>	<p>Your function or policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your function or policy.</p>

LOW

HIGH

Level of Negative Impact – Low

8. Summarise the results of the Equality Impact Assessment. Include any action which has been taken as a result of the Equality Impact Assessment. Please note if you have changed, modified or consulted on your budget savings.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

- Instigated by prioritisation of service to service users who are most vulnerable or subject to legislation e.g. Adult Protection
- Avoiding negative impact by utilising and absorbing current capacity and utilising other services e.g. third sector where possible
- H&CC will ensure that the process by which this saving proposal will be achieved does not discriminate and recognises the specific needs of the individuals by monitoring outcomes.

9. How will the implementation of the budget savings be monitored?

Via finance and service management on a monthly basis, monitoring service activity and performance.

10. How will the results of monitoring be used to develop a future budget savings exercise?

Monitoring will inform future budget savings options across all CHCP services.

11. When is the budget due to be reviewed?

Final budget reviews in February 2016, complemented by ongoing monthly financial monitoring.

12. Please use the space below to detail any other matters arising from the Equality Impact Assessment process.

There will be no detrimental impact to service delivery for individuals from this proposal with respite services utilised still subject to a level of scrutiny both internally and externally.

The impact assessment should now be authorised by the officers.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Useful Links

Resource	Webpage
Equality and Human Rights Commission	www.equalityhumanrights.com
Scottish Commission for Human Rights	www.scottishhumanrights.com
Census statistics	http://www.scrol.gov.uk/scrol/common/home.jsp
Images of Disability	www.imagesofdisability.gov.uk
The Equalities Review	www.theequalitiesreview.org.uk
The Equality Bill	www.equalities.gov.uk/equalitybill
Scotland's Commissioner for Children & Young People	www.sccyporg.uk
Women and Equality Unit	www.womenandequalityunit.gov.uk
Scottish Index of Multiple Deprivation	www.scotland.gov.uk/Topics/Statistics/SIMD/Overview
Scottish Household Survey	www.scotland.gov.uk/Topics/Statistics/16002
High Level Summary of Equality Statistics: Key Trends for Scotland 2006	http://www.scotland.gov.uk/Publications/2006/11/20102424/0
Stonewall Scotland	http://www.stonewallscotland.org.uk/scotland/default.asp
LGBT Youth Scotland	www.lgbtyouth.org.uk
Scottish Parliament briefings on equality	http://www.scottish.parliament.uk/business/research/subject/equal.htm

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Glossary of Terms

Direct Discrimination: treating a person less favourably than another on the grounds of race, disability, gender, sexual orientation, religious/political belief or age.

In direct discrimination: the application of a 'provision, criterion or practice' that puts people from different backgrounds at a particular disadvantage and cannot be shown to be a proportionate means of achieving a legitimate aim.

The term '**positive action**' refers to a variety of measures designed to counteract the effects of past discrimination and to help eliminate stereotyping of any kind. Under this broad definition positive action may include initiatives such as the introduction of non-discriminatory selection procedures, training programmes or policies aimed at preventing any harassment.

Positive discrimination This is where members of a particular group are given preference over others for no other reason than their belonging to that group. Positive discrimination is **unlawful**.

Acknowledgements

Inverclyde Council's Equality Impact Assessment has been informed by:

- Scottish Governments Equality Impact Toolkit
- Argyll and Bute Council Equality Impact Assessment Toolkit
- UK Equality Review

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Budget Savings 2014

Essential Information Older Peoples Respite CHCP/RS/A/H&CC/06
Name of Officer(s) completing this form: Alan Brown
Designation (s): Service Manager
Service/Directorate Community Health and Care Partnership
Date of Impact Assessment: 2nd February 2015

Aims and Objectives
1. Do the budget savings affect people? Yes
2. If, Yes, how have they been involved in the process? (e.g. consultation, stakeholders, council working groups) This saving proposal for 2016/17 has been subject to the Council's comprehensive consultation programme.
3. What is the reason(s) for your budget savings? To achieve the Council's budget savings targets.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>4. What evidence do you have to help identify any potential impacts of the budget savings? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)</p>	
Evidence	Details
<p>Consultation</p>	<p>This saving proposal for 2016/17 has been subject to the Council's comprehensive consultation programme.</p> <p>The proposal draws on the consultation that developed Inverclyde's Short Break Strategy</p>
<p>Research</p>	<p>The savings proposal has been based on the usage of residential respite within Inverclyde for the year 2013/14.</p> <p>The proposal links to the Self Directed Support Regulations as they affect short breaks for carers and is in line with Inverclyde Short-Break Strategy.</p>
<p>Officer's knowledge and experience (inc feedback from frontline staff).</p>	<p>Saving proposal devised by Services Manager supported by Front Line team leader and Team Lead Carers.</p>
<p>Equalities monitoring data.</p>	<p>This data is monitored via the departments SWIFT database which produces all performance data including that relating to equalities.</p>
<p>User feedback(inc complaints)</p>	<p>The proposal refers to feedback during the short break strategy development and feedback around the Hillend respite service</p>
<p>Stakeholders</p> <p>Other</p>	

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

5. Impact

What does the information tell you about the potential impact of these budget savings on the following equality groups?

Equality Target Group	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Race		=		
Disability		=		
Gender (male, female, transgender)		=		
Religion and Belief		=		
Age		=		
Lesbian, Gay and bi-sexual		=		
Other groups to consider				

6. From the Equality Target Groups you have highlighted above describe the positive and negative impacts and the groups affected.

Positive impacts (describe groups affected)	Negative impacts (describe groups affected)
	<p>The proposal will have a neutral impact on the provision of residential respite to Older People The Hillend respite unit is increasing capacity from 3 beds to 4 at no additional running costs. This increase in capacity will be utilised and therefore less services will be purchased from providers.</p>

If you do not have any potential negative impacts go to Question 8 and

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

summarise the results of your assessment.

7. If you have identified any negative impacts use the matrix below to identify the level of the negative impact and the number of people potentially affected by the negative impact.

Number of People	<u>HIGH</u>	<p>Your policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your policy.</p>	<p>Your policy is likely to be directly discriminatory</p> <p>You must reject or substantially modify your policy</p>
	<u>LOW</u>	<p>Consider ways in which you can minimise or remove any low level negative impact that affects a small number of people.</p>	<p>Your function or policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your function or policy.</p>
		<u>LOW</u>	<u>HIGH</u>
		<u>Level of Negative Impact</u>	

8. Summarise the results of the Equality Impact Assessment. Include any action which has been taken as a result of the Equality Impact Assessment. Please note if you have changed, modified or consulted on your budget savings.

Any potential negative impact on service users and informal carers linked to this savings proposal have been fully assessed. We will ensure the process by which the savings proposal will be achieved is non-discriminatory and recognises the specific needs of individual service users and their informal carers

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>9. How will the implementation of the budget savings be monitored?</p> <p>Via finance and service management on a monthly basis, using activity information and feedback from the users of the service</p>
<p>10. How will the results of monitoring be used to develop a future budget savings exercise?</p> <p>Monitoring will inform future budget saving options across all CHCP services.</p>
<p>11. When is the budget due to be reviewed?</p> <p>Further formal budget review in 2016 supported by monthly budget control meetings</p>
<p>12. Please use the space below to detail any other matters arising from the Equality Impact Assessment process.</p>
<p>none</p>

The impact assessment should now be authorised by the officers.

Policy Title	: Older Peoples Respite CHCP/RS/A/H&CC/06
Name of Person (s) who completed the Assessment	Name: Alan Brown Position: Service Manager Date: 2-2-15
Authorised by:	Name: Beth Culshaw Position: Head of Service Date: 3-2-2015

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Thank you for your assistance with the completion of this task.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Useful Links

Resource	Webpage
Equality and Human Rights Commission	www.equalityhumanrights.com
Scottish Commission for Human Rights	www.scottishhumanrights.com
Census statistics	http://www.scrol.gov.uk/scrol/common/home.jsp
Images of Disability	www.imagesofdisability.gov.uk
The Equalities Review	www.theequalitiesreview.org.uk
The Equality Bill	www.equalities.gov.uk/equalitybill
Scotland's Commissioner for Children & Young People	www.sccyporg.uk
Women and Equality Unit	www.womenandequalityunit.gov.uk
Scottish Index of Multiple Deprivation	www.scotland.gov.uk/Topics/Statistics/SIMD/Overview
Scottish Household Survey	www.scotland.gov.uk/Topics/Statistics/16002
High Level Summary of Equality Statistics: Key Trends for Scotland 2006	http://www.scotland.gov.uk/Publications/2006/11/20102424/0
Stonewall Scotland	http://www.stonewallscotland.org.uk/scotland/default.asp
LGBT Youth Scotland	www.lgbtyouth.org.uk
Scottish Parliament briefings on equality	http://www.scottish.parliament.uk/business/research/subject/equal.htm

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Glossary of Terms

Direct Discrimination: treating a person less favourably than another on the grounds of race, disability, gender, sexual orientation, religious/political belief or age.

In direct discrimination: the application of a 'provision, criterion or practice' that puts people from different backgrounds at a particular disadvantage and cannot be shown to be a proportionate means of achieving a legitimate aim.

The term '**positive action**' refers to a variety of measures designed to counteract the effects of past discrimination and to help eliminate stereotyping of any kind. Under this broad definition positive action may include initiatives such as the introduction of non-discriminatory selection procedures, training programmes or policies aimed at preventing any harassment.

Positive discrimination This is where members of a particular group are given preference over others for no other reason than their belonging to that group. Positive discrimination is **unlawful**.

Acknowledgements

Inverclyde Council's Equality Impact Assessment has been informed by:

- Scottish Governments Equality Impact Toolkit
- Argyll and Bute Council Equality Impact Assessment Toolkit
- UK Equality Review

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Budget Savings 2014

Essential Information Respite Care Budget (Older People) CHCP/RS/A/H&CC/12
Name of Officer(s) completing this form: Alan Brown
Designation (s): Service Manager
Service/Directorate Community Health and Care Partnership
Date of Impact Assessment: 2nd February 2015

Aims and Objectives
1. Do the budget savings affect people? Yes
2. If, Yes, how have they been involved in the process? (e.g. consultation, stakeholders, council working groups) This saving proposal for 2016/17 has been subject to the Council's comprehensive consultation programme.
3. What is the reason(s) for your budget savings? To achieve the Council's budget savings targets.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>4. What evidence do you have to help identify any potential impacts of the budget savings? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)</p>	
Evidence	Details
<p>Consultation</p>	<p>This saving proposal for 2016/17 has been subject to the Council's comprehensive consultation programme.</p> <p>The proposal draws on the consultation that developed Inverclyde's Short Break Strategy</p>
<p>Research</p>	<p>The savings proposal has been based on the usage of residential respite within Inverclyde for the year 2013/14.</p> <p>The proposal links to the Self Directed Support Regulations as they affect short breaks for carers and is in line with Inverclyde Short-Break Strategy.</p>
<p>Officer's knowledge and experience (inc feedback from frontline staff).</p>	<p>Saving proposal devised by Services Manager supported by Front Line team leader and Team Lead Carers.</p>
<p>Equalities monitoring data.</p>	<p>This data is monitored via the departments SWIFT database which produces all performance data including that relating to equalities.</p>
<p>User feedback(inc complaints)</p>	<p>The proposal refers to feedback during the short break strategy development and feedback around the Hillend respite service</p>
<p>Stakeholders</p> <p>Other</p>	

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

5. Impact

What does the information tell you about the potential impact of these budget savings on the following equality groups?

Equality Target Group	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Race		=		
Disability		=		
Gender (male, female, transgender)		=		
Religion and Belief		=		
Age		=		
Lesbian, Gay and bi-sexual		=		
Other groups to consider				

6. From the Equality Target Groups you have highlighted above describe the positive and negative impacts and the groups affected.

Positive impacts (describe groups affected)	Negative impacts (describe groups affected)
	<p>The proposal will have a neutral impact on the provision of residential respite to Older People The Hillend respite unit is increasing capacity from 3 beds to 4 at no additional running costs. This increase in capacity will be utilised and therefore less services will be purchased from providers.</p>

If you do not have any potential negative impacts go to Question 8 and

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

summarise the results of your assessment.

7. If you have identified any negative impacts use the matrix below to identify the level of the negative impact and the number of people potentially affected by the negative impact.

Number of People	<u>HIGH</u>	<p>Your policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your policy.</p>	<p>Your policy is likely to be directly discriminatory</p> <p>You must reject or substantially modify your policy</p>
	<u>LOW</u>	<p>Consider ways in which you can minimise or remove any low level negative impact that affects a small number of people.</p>	<p>Your function or policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your function or policy.</p>
		<u>LOW</u>	<u>HIGH</u>

Level of Negative Impact

8. Summarise the results of the Equality Impact Assessment. Include any action which has been taken as a result of the Equality Impact Assessment. Please note if you have changed, modified or consulted on your budget savings.

Any potential negative impact on service users and informal carers linked to this savings proposal have been fully assessed. We will ensure the process by which the savings proposal will be achieved is non-discriminatory and recognises the specific needs of individual service users and their informal carers

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>9. How will the implementation of the budget savings be monitored?</p> <p>Via finance and service management on a monthly basis, using activity information and feedback from the users of the service</p>
<p>10. How will the results of monitoring be used to develop a future budget savings exercise?</p> <p>Monitoring will inform future budget saving options across all CHCP services.</p>
<p>11. When is the budget due to be reviewed?</p> <p>Further formal budget review in 2016 supported by monthly budget control meetings</p>
<p>12. Please use the space below to detail any other matters arising from the Equality Impact Assessment process.</p>
<p>none</p>

The impact assessment should now be authorised by the officers.

Policy Title	: Respite Budget (Older People) CHCP/RS/A/H&CC/12
Name of Person (s) who completed the Assessment	Name: Alan Brown Position: Service Manager Date: 2-2-15
Authorised by:	Name: Beth Culshaw Position: Head of Service Date: 3-2-2015

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Thank you for your assistance with the completion of this task.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Useful Links

Resource	Webpage
Equality and Human Rights Commission	www.equalityhumanrights.com
Scottish Commission for Human Rights	www.scottishhumanrights.com
Census statistics	http://www.scrol.gov.uk/scrol/common/home.jsp
Images of Disability	www.imagesofdisability.gov.uk
The Equalities Review	www.theequalitiesreview.org.uk
The Equality Bill	www.equalities.gov.uk/equalitybill .
Scotland's Commissioner for Children & Young People	www.sccyporg.uk
Women and Equality Unit	www.womenandequalityunit.gov.uk
Scottish Index of Multiple Deprivation	www.scotland.gov.uk/Topics/Statistics/SIMD/Overview
Scottish Household Survey	www.scotland.gov.uk/Topics/Statistics/16002
High Level Summary of Equality Statistics: Key Trends for Scotland 2006	http://www.scotland.gov.uk/Publications/2006/11/20102424/0
Stonewall Scotland	http://www.stonewallscotland.org.uk/scotland/default.asp
LGBT Youth Scotland	www.lgbtyouth.org.uk
Scottish Parliament briefings on equality	http://www.scottish.parliament.uk/business/research/subject/equal.htm

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Glossary of Terms

Direct Discrimination: treating a person less favourably than another on the grounds of race, disability, gender, sexual orientation, religious/political belief or age.

In direct discrimination: the application of a 'provision, criterion or practice' that puts people from different backgrounds at a particular disadvantage and cannot be shown to be a proportionate means of achieving a legitimate aim.

The term '**positive action**' refers to a variety of measures designed to counteract the effects of past discrimination and to help eliminate stereotyping of any kind. Under this broad definition positive action may include initiatives such as the introduction of non-discriminatory selection procedures, training programmes or policies aimed at preventing any harassment.

Positive discrimination This is where members of a particular group are given preference over others for no other reason than their belonging to that group. Positive discrimination is **unlawful**.

Acknowledgements

Inverclyde Council's Equality Impact Assessment has been informed by:

- Scottish Governments Equality Impact Toolkit
- Argyll and Bute Council Equality Impact Assessment Toolkit
- UK Equality Review

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Budget Savings 2014

Essential Information Short Break Bureau CHCP/SR/C/H&CC?13
Name of Officer(s) completing this form: Alan Brown
Designation (s): Service Manager
Service/Directorate Community Health and Care Partnership
Date of Impact Assessment: 6th February 2015

Aims and Objectives
1. Do the budget savings affect people? Yes
2. If, Yes, how have they been involved in the process? (e.g. consultation, stakeholders, council working groups) This saving proposal for 2016/17 has been subject to the Council's comprehensive consultation programme. This saving affects staff. Two members of staff affected has been given the opportunity to input to the consultation process.
3. What is the reason(s) for your budget savings? To achieve the Council's budget savings targets.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

<p>4. What evidence do you have to help identify any potential impacts of the budget savings? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)</p>	
Evidence	Details
<p>Consultation</p>	<p>This saving proposal for 2016/17 has been subject to the Council's comprehensive consultation programme.</p> <p>The proposal draws on the consultation that developed Inverclyde's Short Break Strategy</p> <p>This is in line with the Scottish Governments Strategy around short breaks for carers.</p>
<p>Research</p>	<p>The savings proposal has been based on the usage of residential respite within Inverclyde for the year 2013/14.</p> <p>It also reflects the increasing trend towards provision of short breaks for carers within Inverclyde.</p>
<p>Officer's knowledge and experience (inc feedback from frontline staff).</p>	<p>Saving proposal devised by Service Manager supported by Team Lead with responsibility for Carers.</p>
<p>Equalities monitoring data.</p>	<p>This data is monitored via the department's SWIFT database which produces all performance data including that relating to equalities.</p> <p>Inverclyde Carers Centre require to collate similar information and report on this as part of their contract with CHCP.</p>
<p>User feedback(inc complaints)</p>	<p>The proposal builds on feedback from service users around the benefits of short breaks to provide carers with a break from their caring role.</p>
<p>Stakeholders</p>	<p>Inverclyde Carers Centre have indicated an interest to progress this service</p>

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Other	development
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5. Impact

What does the information tell you about the potential impact of these budget savings on the following equality groups?

Equality Target Group	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Race	+			
Disability	+			
Gender (male, female, transgender)	+			
Religion and Belief	+			
Age	+			
Lesbian, Gay and bi-sexual	+			
Other groups to consider				

6. From the Equality Target Groups you have highlighted above describe the positive and negative impacts and the groups affected.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Positive impacts (describe groups affected)	Negative impacts (describe groups affected)
<p>This proposal is looking to take positive action to support informal carers particularly those from targeted equality groups in Inverclyde.</p> <p>The proposal will have a positive impact on the provision of short breaks and respite to informal carers and the cared for person.</p> <p>The short break bureau will refocus its work and emphasis on supporting carers to have greater choice and control over how they access short breaks and respite. Locating within the Inverclyde Carers Centre will enhance partnership working and endorse our support to the Equal Partners in Care principles.</p>	<p>Any potentially negative impacts on staff by the redesign linked to this savings proposal have been fully assessed. We will ensure the process by which the savings proposal will be achieved is non-discriminatory and recognises the specific needs of individuals taking account of the profile of the affected staff.</p>
<p>If you do not have any potential negative impacts go to Question 8 and summarise the results of your assessment.</p>	

7. **If you have identified any negative impacts** use the matrix below to identify the level of the negative impact and the number of people potentially affected by the negative impact.

Number of People	HIGH	<p>Your policy is likely to be unlawfully discriminatory.</p> <p>Refer to the EIA Guidance on how to modify your policy.</p>	<p>Your policy is likely to be directly discriminatory</p> <p>You must reject or substantially modify your policy</p>
	LOW	<p>Consider ways in which you can minimise or remove any low level negative impact</p>	<p>Your function or policy is likely to be unlawfully discriminatory.</p>

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

that affects a small number of people.	Refer to the EIA Guidance on how to modify your function or policy.
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LOW

HIGH

Level of Negative Impact

8. Summarise the results of the Equality Impact Assessment. Include any action which has been taken as a result of the Equality Impact Assessment. Please note if you have changed, modified or consulted on your budget savings.

LOW

Any potential negative impact, on service users and informal carers linked to this savings proposal have been fully assessed.

We will ensure the process by which the savings proposal will be achieved is non-discriminatory and recognises the specific needs of individual service users and their informal carers A further consultation exercise will be completed as part of the project plan.

Any potentially negative impacts on staff by the redesign linked to this savings proposal have been fully assessed. We will ensure the process by which the savings proposal will be achieved is non-discriminatory and recognises the specific needs of individuals taking account of the profile of the affected staff.

9. How will the implementation of the budget savings be monitored?

Via finance and service management on a monthly basis, linking to project management around this proposal and move of service to third sector partner.

10. How will the results of monitoring be used to develop a future budget savings exercise?

Monitoring will inform future budget saving options across all CHCP services.

11. When is the budget due to be reviewed?

Further formal budget review in 2016.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

12. Please use the space below to detail any other matters arising from the Equality Impact Assessment process.

This proposal will be subject to a further EIA once the details of the final proposal have been agreed with Inverclyde Carers Centre.

The impact assessment should now be authorised by the officers.

Policy Title	: Short Break Bureau CHCP/SR/C/H&CC?13
Name of Person (s) who completed the Assessment	Name: Alan Brown Position: Service Manager Date: 6-2--15
Authorised by:	Name: Beth Culshaw Position: Head of Service Date: 6-2-15

Thank you for your assistance with the completion of this task.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Useful Links

Resource	Webpage
Equality and Human Rights Commission	www.equalityhumanrights.com
Scottish Commission for Human Rights	www.scottishhumanrights.com
Census statistics	http://www.scrol.gov.uk/scrol/common/home.jsp
Images of Disability	www.imagesofdisability.gov.uk
The Equalities Review	www.theequalitiesreview.org.uk
The Equality Bill	www.equalities.gov.uk/equalitybill
Scotland's Commissioner for Children & Young People	www.sccyporg.uk
Women and Equality Unit	www.womenandequalityunit.gov.uk
Scottish Index of Multiple Deprivation	www.scotland.gov.uk/Topics/Statistics/SIMD/Overview
Scottish Household Survey	www.scotland.gov.uk/Topics/Statistics/16002
High Level Summary of Equality Statistics: Key Trends for Scotland 2006	http://www.scotland.gov.uk/Publications/2006/11/20102424/0
Stonewall Scotland	http://www.stonewallscotland.org.uk/scotland/default.asp
LGBT Youth Scotland	www.lgbtyouth.org.uk
Scottish Parliament briefings on equality	http://www.scottish.parliament.uk/business/research/subject/equal.htm

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Glossary of Terms

Direct Discrimination: treating a person less favourably than another on the grounds of race, disability, gender, sexual orientation, religious/political belief or age.

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The term '**positive action**' refers to a variety of measures designed to counteract the effects of past discrimination and to help eliminate stereotyping of any kind. Under this broad definition positive action may include initiatives such as the introduction of non-discriminatory selection procedures, training programmes or policies aimed at preventing any harassment.

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Acknowledgements

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INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Budget Savings 2014

Essential Information Service Manager Team CHCP/SR/B/CORP/01
Name of Officer(s) completing this form: Deborah Gillespie
Designation (s): Head of Service Mental Health, Addictions and Homelessness
Service/Directorate CHCP
Date of Impact Assessment: 04/02/2015

Aims and Objectives
<p>1. Do the budget savings affect people? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>2. If, Yes, how have they been involved in the process? (e.g. consultation, stakeholders, council working groups)</p> <p>Impact on Service Managers – staff advised of proposal. Engagement via Council Budget process.</p>
<p>3. What is the reason(s) for your budget savings?</p> <p>To meet the Council's budget targets.</p>

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<p>4. What evidence do you have to help identify any potential impacts of the budget savings? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)</p>	
Evidence	Details
Consultation	Councils consultation process; Discussion with Trade Unions.
Research	
Officer's knowledge and experience (inc feedback from frontline staff).	Proposal will require review of existing Service Manager remits to balance workloads
Equalities monitoring data.	N/A
User feedback(inc complaints)	Consideration of scope of roles in respect of demand in services providing direct frontline service, and risks re most vulnerable and challenging service users impacting on requirements of SM role.
Stakeholders	Service Managers; SMT; Service Areas
Other	

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5. Impact

What does the information tell you about the potential impact of these budget savings on the following equality groups?

Equality Target Group	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Race		=		
Disability		=		
Gender (male, female, transgender)		=		
Religion and Belief		=		
Age		=		
Lesbian, Gay and bi-sexual		=		
Other groups to consider				

6. From the Equality Target Groups you have highlighted above describe the positive and negative impacts and the groups affected.

Positive impacts (describe groups affected)	Negative impacts (describe groups affected)
------------------------------------------------	------------------------------------------------

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8. Summarise the results of the Equality Impact Assessment. Include any action which has been taken as a result of the Equality Impact Assessment. Please note if you have changed, modified or consulted on your budget savings.

Low risk identified for staff directly affected.
Review of scope of SM roles may result in more equitable distribution of demand on service managers enabling improved response to service users, and other partners from this level of management in some areas of service.
Risk of increased pressure across service management group will be mitigated by prioritisation of work programmes especially in respect of development.

9. How will the implementation of the budget savings be monitored?

Monthly finance management review; impact of implementation through workload review cross CHCP SM's.

10. How will the results of monitoring be used to develop a future budget savings exercise?

Outcomes of monitoring will inform future considerations of savings.

11. When is the budget due to be reviewed?

Annual linked to budget setting process.

12. Please use the space below to detail any other matters arising from the Equality Impact Assessment process.

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The impact assessment should now be authorised by the officers.

Policy Title	:
Name of Person (s) who completed the Assessment	Name: Deborah Gillespie Position: Head of Service Date: 04/02/2015
Authorised by:	Name: Position: Date:

Thank you for your assistance with the completion of this task.

INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Useful Links

Resource	Webpage
Equality and Human Rights Commission	www.equalityhumanrights.com
Scottish Commission for Human Rights	www.scottishhumanrights.com
Census statistics	http://www.scrol.gov.uk/scrol/common/home.jsp
Images of Disability	www.imagesofdisability.gov.uk
The Equalities Review	www.theequalitiesreview.org.uk
The Equality Bill	www.equalities.gov.uk/equalitybill
Scotland's Commissioner for Children & Young People	www.sccyporg.uk
Women and Equality Unit	www.womenandequalityunit.gov.uk
Scottish Index of Multiple Deprivation	www.scotland.gov.uk/Topics/Statistics/SIMD/Overview
Scottish Household Survey	www.scotland.gov.uk/Topics/Statistics/16002
High Level Summary of Equality Statistics: Key Trends for Scotland 2006	http://www.scotland.gov.uk/Publications/2006/11/20102424/0
Stonewall Scotland	http://www.stonewallscotland.org.uk/scotland/default.asp
LGBT Youth Scotland	www.lgbtyouth.org.uk
Scottish Parliament briefings on equality	http://www.scottish.parliament.uk/business/research/subject/equal.htm

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Glossary of Terms

Direct Discrimination: treating a person less favourably than another on the grounds of race, disability, gender, sexual orientation, religious/political belief or age.

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