

Date of issue: Wednesday, 23 November 2022

<b>MEETING:</b>	<b>OVERVIEW &amp; SCRUTINY COMMITTEE</b> (Councillors Gahir (Chair), Matloob (Vice Chair), Akbar, Bal, Basra, P. Bedi, Kaur, M. Malik and S. Malik)
<b>DATE AND TIME:</b>	THURSDAY, 1ST DECEMBER, 2022 AT 6.30 PM
<b>VENUE:</b>	COUNCIL CHAMBER - OBSERVATORY HOUSE, 25 WINDSOR ROAD, SL1 2EL
<b>DEMOCRATIC SERVICES OFFICER: (for all enquiries)</b>	NICHOLAS PONTONE 07749 709 868

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



**STEPHEN BROWN**  
Chief Executive

AGENDA

PART I

<u>AGENDA</u> <u>ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
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**APOLOGIES FOR ABSENCE**

**CONSTITUTIONAL MATTERS**

- |    |                          |   |   |
|----|--------------------------|---|---|
| 1. | Declarations of Interest | - | - |
|----|--------------------------|---|---|

*All Members who believe they have a Disclosable Pecuniary or other Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 9 and Appendix B of the Councillors' Code of Conduct, leave the meeting while the matter is discussed.*



<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
2.	Minutes of the Last Meeting held on 17th November 2022	1 - 6	-

### SCRUTINY ISSUES

3.	Member Questions  <i>(An opportunity for Committee Members to ask questions of the relevant Director/Associate Director, relating to pertinent, topical issues affecting their Directorate – maximum of 10 minutes allocated).</i>	-	-
4.	Financial Overview	7 - 18	All
5.	Chief Operating Officer directorate 2023/24 budget proposals	19 - 116	All
6.	Finance & Commercial directorate 2023/24 budget proposals	117 - 186	All

### MATTERS FOR INFORMATION

7.	Members' Attendance Record	187 - 188	-
8.	Date of Next Meeting - 12th January 2023	-	-

#### Press and Public

**Attendance and accessibility:** You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before any items in the Part II agenda are considered. For those hard of hearing an Induction Loop System is available in the Council Chamber.

**Webcasting and recording:** The public part of the meeting will be filmed by the Council for live and/or subsequent broadcast on the Council's website. The footage will remain on our website for 12 months. A copy of the recording will also be retained in accordance with the Council's data retention policy. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

In addition, the law allows members of the public to take photographs, film, audio-record or tweet the proceedings at public meetings. Anyone proposing to do so is requested to advise the Democratic Services Officer before the start of the meeting. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

**Emergency procedures:** The fire alarm is a continuous siren. If the alarm sounds Immediately vacate the premises by the nearest available exit at either the front or rear of the Chamber and proceed to the assembly point: The pavement of the service road outside of Westminster House, 31 Windsor Road.

**Overview & Scrutiny Committee – Meeting held on Thursday, 17th November, 2022.**

**Present:-** Councillors Gahir (Chair), Matloob (Vice-Chair), Akbar, Bal, Basra, P. Bedi, Kaur, M. Malik and S. Malik

**Also present under Rule 30:-** Councillors Hulme, Sandhu and Swindlehurst

**Apologies for Absence:-** None.

**PART I**

**15. Declarations of Interest**

Councillor Bal declared that his daughter worked for Slough Borough Council.

**16. Minutes of the Last Meeting held on 13th October 2022**

**Resolved –** That the minutes of the meeting held on 13<sup>th</sup> October 2022 be approved as a correct record.

**17. Member Questions**

No Member Questions had been submitted.

**18. Improvement and Recovery update**

The Leader of the Council introduced a report and answered questions from the Committee about the progress being made against each of the Secretary of State Directions issued in December 2021 and the overall Council recovery and improvement plan.

A comprehensive update that had been written to the Improvement & Recovery Board was provided to the Committee at Appendix A to the report. The update would also be received by Cabinet and Council on 21<sup>st</sup> and 22<sup>nd</sup> November respectively. The Commissioners would be writing to the Secretary of State in December, a year on from their arrival in Slough.

The Leader stated that good progress had been made overall and he summarised the key points as follows:

- The asset disposal programme which was crucial to the Council's financial recovery had now moved forward with the first disposals of out-of-borough and non-operational assets agreed by Cabinet. It was expected that sales would be approximately £150m by the Spring of 2023, which was ahead of the assumptions on the Council's financial plans, and this would have a beneficial financial impact in relation to the future level of the capitalisation direction, borrowing and borrowing

## Overview & Scrutiny Committee - 17.11.22

costs. The Akzo Nobel disposal was due to be completed in November and the agreed sale price would be a considerable profit on the amount paid by the Council in 2021.

- The management restructure had been delivered with a new, full time Chief Executive appointed, a new Monitoring Officer and other important appointments to the Executive Director tier including Marc Gadsby as the permanent director of adult services and Pat Hayes as the new Executive Director of Property & Housing who would lead the asset disposal programme. The search for a new director of children's services and chief executive of Slough Children First continued.
- Restructures of key services such as finance, IT and customer services were progressing well. Recruitment for senior finance managers, including a permanent Section 151 Officer, was underway. The Council had already put in place improvements to procurement and contract management including a new contracts register that was already helping to identify savings and efficiencies. Accounts for 2018/19 and 2019/20 had been submitted to the auditors.

The Leader stated that stabilising the Council's financial position and beginning the process of repair had been the first priority over the past year and now that that was progressing well the focus would shift towards other areas of the recovery plan. It was recognised that progress on the Direction relating to scrutiny had not been sufficient but that plans were in place to accelerate this with the scrutiny review to be considered elsewhere on the agenda. The Executive Director for Finance & Commercial and the Operating Officer also commented on various aspects of the report including the status of the financial accounts, budget monitor and future reporting arrangements.

The Committee had a wide ranging discussion and asked a number of questions of the Leader. Asked for his overall assessment of the progress of the recovery, the Leader expressed the view that the Council was, on balance, ahead of schedule in a number of key areas such as financial repair, which had been the immediate priority and focus since the Section 114 notice was issued in July 2021. The asset disposal programme was also highlighted as progressing well and excellent progress had also been made on specific issues such as the deficit on the Dedicated Schools Grant. The significant reduction in the future expected level of capitalisation requirements, as reported to the last meeting of the Committee and to Cabinet and Council, meant that there was a clear path to become a financially sustainable Council in the future. However, it was emphasised that many difficult decisions would still need to be made and the delivery of the financial strategy of savings and asset disposals remained critically important. There were also a number of emerging pressures such as rising pay, energy and borrowing costs that the Council would need to manage.

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The appointments to the Director tier would now put the Council in a stronger position to continue to deliver the next phase of recovery. It was acknowledged that there were areas where progress had been slower and this was likely to be reflected in the Commissioners first year report to the Secretary of State. One of the key areas for the next stage would be culture change. The Committee agreed it was a key area but one which was harder to monitor and measure compared to other aspects of the recovery process.

In response to a question about the key risks facing the Council the Leader commented that children's services was a significant concern given both its historic and current year overspends. It would be important to recruit a permanent director/chief executive of the company at the earliest opportunity. More generally it was reported that an improved corporate risk register had been developed and was reviewed regularly by the Audit & Corporate Governance Committee.

A number of questions were asked about the duration, model and experience of the Government intervention. The Leader responded that the intervention was for three years and that the direction and advice from each of the three Commissioners had been valuable. The model of a joint chief executive and assistant commissioner in Gavin Jones had provided leadership and stability since January 2022, but now was the right time to appoint a full time chief executive in Stephen Brown. The Leader placed on record his thanks to Mr Jones for the important role he had played in the early stages of Slough's recovery, particularly the development of the Corporate Plan, and he was pleased the Council would continue to benefit from Mr Jones' experience and expertise as he continued in his role as a Commissioner. The capitalisation direction model had been necessary and appropriate for Slough, but it may not be appropriate for other local authorities who required exceptional financial support. It was noted that a growing number of councils across the country were showing signs of financial distress.

The Committee asked a range of specific questions about procurement, performance reporting, savings tracking and the Council's future operating model which the Leader and Officers responded to. At the conclusion of the discussion the Committee confirmed it wanted to play an active role in scrutinising the delivery of recovery and improvement plans by aligning scrutiny work programmes. The Chair thanked the Leader and Officers for their attendance and the recommendations were then agreed.

### **Resolved –**

- (a) That the progress made by the Council in addressing the Directions of the Secretary of State be noted;
- (b) That the next steps to deliver against the action plans and other workstreams that had been developed to address the Directions be noted;

## Overview & Scrutiny Committee - 17.11.22

- (c) That it be agreed to receive further regular updates of progress on a quarterly basis, with exact timings dependent on the cycle of Commissioner's reports to Government.
- (d) That the Committee continue to be involved in Slough's recovery as the key focus of future scrutiny work programmes to ensure was properly scrutinising the councils work in this area and making recommendations to Cabinet for consideration.

### 19. Scrutiny Improvement Review

The Head of Governance & Scrutiny introduced a report on the scrutiny improvement review.

The Committee welcomed Ian Parry from the Centre for Governance & Scrutiny to the meeting and thanked him for the report they had provided to the Council. Mr Parry summarised the key findings and recommendations which included focusing scrutiny on the Council's recovery. He commented this approach had worked well in other council's that had been in a similar position to Slough. The report also proposed moving to a single Corporate Improvement Scrutiny Committee which would then commission task and finish group activity.

The Committee was being asked to note and endorse the report and to re-establish a Scrutiny Working Group to consider the issues in detail and make recommendations to Council. A range of views were expressed about several aspects of the reports including pre-meetings, resources, chairs and committee structures. These issues could be explored in depth by the Working Group.

Following discussion, the Committee agreed two adjustments to the proposed recommendations. Firstly, to shorten the phrase '...as soon as practicable ahead of May 2023' in recommendation (d) by removing the words 'ahead of May 2023'. Secondly, by adding a clause asking the proposed Working Group to give consideration to having two scrutiny committees rather than the single one recommended by the Centre for Governance and Scrutiny.

Noting these amendments, the recommendations were agreed.

#### Recommended to Council –

- (a) That the actions to date and next steps in the Scrutiny Improvement Action Plan at Appendix B to the report be noted;
- (b) That the findings of the Centre for Governance and Scrutiny's Scrutiny Improvement Review at Appendix A to the report be noted ;
- (c) That the recommendations found in section 3 of the Scrutiny Improvement Review Feedback Report Letter be endorsed;

## **Overview & Scrutiny Committee - 17.11.22**

(d) That a Scrutiny Working Group be reconvened in order to make recommendations to Council, as soon as practicable, about the detailed changes to Overview and Scrutiny, plus associated constitutional changes, and that consideration be given to recommending a second committee in addition to the proposed Corporate Improvement Scrutiny Committee.

### **20. Members' Attendance Record**

**Resolved –** That the record of Members' attendance be noted.

### **21. Date of Next Meeting - 1st December 2022**

The date of the next meeting was confirmed as 1<sup>st</sup> December 2022.

Chair

(Note: The Meeting opened at 6.30 pm and closed at 8.51 pm)

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# OVERVIEW AND SCRUTINY FINANCIAL OVERVIEW 1 DECEMBER 2022

## PURPOSE

- The focus of the Scrutiny role at this stage is to consider and comment on the specific budget proposals at the meeting
- However it is important that the overall financial context is clearly understood, particularly for Slough
- These slides thus set out the major financial issues facing the Council to provide this context and to inform the work of Scrutiny

## FINANCIAL POSITION/ISSUES

- The Council issued a s114 in July 2021
- The problem at that stage was estimated as £174m
- Faced with this problem the Council has actioned an agreed financial strategy:
  - identify problem, this began in July 2021
  - sell assets to reduce borrowings and thus reduce MRP/interest costs and finance the CD – agreed September 2021
  - reduce net revenue expenditure – ongoing since July 2021
  - produce and have audited high quality accounts – ongoing since July 2021
  - restructure the finance team to provide a sustainable service going forward – started May 2022, ongoing
  - all to an appropriate standard and in an appropriate manner and with an understanding that this will take up to 5 years

which is now starting to come to fruition, although there remains a very challenging set of circumstances to deal with

## FINANCIAL POSITION/ISSUES

- The Council sought support from DLUHC and a minded to **capitalisation direction (CD)** was agreed, at £307m to 31/3/23
  - The problem has grown from the original estimate of £174m (as it was advised it would) to potentially £782m and based on current assumptions and the outcome of the ongoing work now stands at c£369m
- Page 10
- The main cause of the CD requirement is the level of **borrowing** as the Council borrowed £760m and effectively made no budgetary provision for principal repayments - £40k in 2020/21, should have been c£15m
- Linked to this, half of this was borrowed short term from other Councils, at the time these rates were cheaper and the Councils were willing to lend to Slough

## FINANCIAL POSITION/ISSUES

- All of the borrowing has to be financed, the short term loans immediately so, this creates a **cash flow** as well as budgetary issue
- All of the Councils who lent to Slough now want their loans repaid, none will currently lend to Slough again and £266m has to be repaid through to and by Sept 2023
- The solution to this is to sell assets to generate cash which has been the Council's strategy since September 2021
- A great deal of work is ongoing on **asset sales**, with plans if they come to fruition to generate c£200m in this financial year and £60m in 2023/24, which is currently being revised, with the intention of accelerating and increasing this sum

## FINANCIAL POSITION/ISSUES

➤ In addition to the borrowing a **range of other issues** have been identified including:

- a lack of general reserves – under £2m at March 2019
- a lack of provisions
- incorrect accounting for revenue expenditure
- incorrect budgetary provisions
- non delivery of budget savings
- under providing for MRP
- lack of management of companies
- Etc

## FINANCIAL POSITION/ISSUES

- The Council has no **accounts** since 2017/18
- The original 2018/19 accounts have been extensively revised and resubmitted and are currently undergoing audit
- The 2019/20 accounts have been prepared and submitted to external audit
- There have been major challenges with the 2018/19 accounts, and will be for 2019/20 and 2020/21, due to a lack of accounting records
- As a result, the Council is likely to receive a very adverse audit report for 2018/19
- The Council has recently **restructured its finance service** and recruitment is underway as is development of internal staff

## FINANCIAL POSITION/ISSUES

➤ As well as the sale of assets and the use of capital receipts to address the CD and cash flow issues the Council also has to generate **revenue savings**, currently estimated at:

- £20m 2022/23
- £22.4m 2023/24
- £14m from 2024/25 to 2028/29

to help it meet the impact of the increased MRP charges, interest rate increases, inflationary pressures and demand, the impact of energy changes etc

➤ It is these savings for 2023/24 that Scrutiny and Council need to address in the coming financial year



## AUTUMN STATEMENT (1)

- On November 17<sup>th</sup>, the Chancellor made a number of announcements about the Government's plans with regard to changes in taxation and public spending. The key points arising which affect local authorities were as follows:
  - The referendum limit for council tax rises to 3% from April 2023, and authorities with social care responsibilities will be able to increase the adult social care precept by 2%. Slough will therefore be able to increase council tax by 4.99% in each of the next 2 years
  - £1bn promised for adult social care in 2023/24, £0.6bn issued through the BCF (50/50 with Health) and £0.4bn through ringfenced grants
  - ASC charging reforms have been delayed by 2 years
  - The social rent cap has been set at 7% (would have been 11%) – relevant to the HRA

## AUTUMN STATEMENT (2)

- Business Rates revaluations to go ahead from April 2023 with a new transitional relief scheme
- The Business Rates multiplier will be frozen in 2023/24, for which LA's will be compensated, with new burdens funding for administrative and IT costs
- £2.3bn extra for schools in 2023/24 and 2024/25
- £1.7bn made available for round 2 of the Levelling Up Fund
- The additional funding given to LA's for the temporary NI increase will cease in April 2023
- Clarity in terms of exactly how much the grants received by SBC will amount to will become clearer in the Local Government Funding Settlement announcement, around 20<sup>th</sup> December

## INFLATION

- Inflation has recently risen to 11.1% for CPI, 14.4% for RPI. The rate for 2023/24 is projected to fall again to an average 7.4%
  - Many of the council's contracts have inflation provisions written into them, some at RPI, although we are looking to rebase future new contracts against CPI
- Page 17 Energy costs have risen more significantly than this over the past 12 months. We have fixed our rates for 2022/23 to guard against further rises and are keeping 2023/24 under review as market prices have been falling again more recently.
- Staff pay rises are negotiated nationally and for 2022/23 were set at a flat £1,925, not a % increase. We have assumed the same again for 2023/24
  - We have made central provision for inflation to account for potential increases, but it is important that we are robust in negotiations to keep the impact in check.

## INTEREST RATES

- The projection of interest rates has real significance for SBC given the level of debt
- Short term borrowing from other LA's of £266m at low rates will expire over the next 10 months.
- Any new borrowing would need to be taken from PWLB whose rates are now higher

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- Asset sales are key to ensuring we can bring down borrowing and hence minimise the impact of inflation on the council's budget
- There are projections of significant asset sales anticipated over 2022/23 and 2023/24. It is critical to the recovery of the council's finances that these are achieved.
- On the basis that this is achievable, the projected interest rates, while rising, is not expected to take the council over budget on interest costs.

# BUDGET SCRUTINY 2023/24 CHIEF OPERATING OFFICER

## 01 DECEMBER 2022

## OVERVIEW

- The Chief Operating Officer directorate has a 2022/23 budget (as at period 6 / September 2022) of a net £20.261m, comprised of a gross controlled expenditure budget of £23.757m and a gross income budget of £3.496m
- As part of the budget for 2022/23, the directorate set a savings target of £1.772m. The current projected achievement against this target is £1.772m
- The forecast outturn for 2022/23 as at period 6 is an underspend of £1.366m
- The directorate is proposing £1.155m of savings towards the Council's overall target for 2023/24 for review by the Scrutiny Committee
- EIAs have been prepared and made available in respect of these proposals, and of these, two are assessed to have equalities impacts which require a full assessment to be undertaken

## 2022/23 – KEY ISSUES FACED

The key issues currently faced by the directorate are as follows:

- Current need to cut back on support services. Balancing additional savings against resourcing a fit for purpose corporate function supporting the front facing directorates to deliver their services to the residents
- Uncertainty around the future operating model of the Council
- Reduction in resources in the back office impact the level of demand and resolution performance
- Stability of the network is adversely impacting on performance
- Ensuring stability in service delivery with high staff turnover and delays in replacing staff
- Risks surrounding achievement and on time delivery of savings
- Performance and service expectations are not aligned to reductions resulting from savings

## **EMERGING PRESSURES AND MITIGATIONS IN** **2022/23**

The following are the key issues that the directorate will be dealing with in 2022/23:

- Challenge in attracting skilled personnel on permanent contract as well as interim workers
- Increasing demand on services without corresponding increase in resources
- The need to find more savings within an already stretched budget which adversely impacts performance and service expectations
- Surrounding boroughs offering better remuneration for similar posts
- Support services offer is dependent on understanding the business needs of the organisation moving forward
- Over reliance on interim staff to plug resource gaps which results in premium costs, lack of knowledge transfer which destabilise the service



## **EMERGING PRESSURES AND MITIGATIONS IN** **2022/23**

MITIGATION in 2022/23 onwards:

- More collaborative / joined up working/ early communication with service departments to inform of any revised support services offer
- Redesigning interim operating models to manage demand and reduce over reliance on interim staff which requires investment in support services
- Maintain a reasonable base level of investment in the back-office services
- The creation of the Transformation team amongst others to ensure the creation of formal return on investment models that demonstrate the longer-term payback of any investments made
- To have close engagement with transformation activity and to have time to assess the impact of any future proposed ways of working
- Review of systems and processes to streamline them to ensure speedy processing of information

## 2023/24 – KEY ISSUES ANTICIPATED

The key issues currently faced by the directorate are as follows:

- Continuous necessity to find savings within an already challenged budget envelope while stabilising and improving services
- Increasing cost of services, products and components. Costs are expected to keep climbing rapidly well into next financial year
- Challenge in recruiting skilled permanent staff and not having to employ interim staff
- Expectation on services to deliver higher standards of service with reducing resources
- Competing with London Boroughs for skilled staff as the grading of SBC is lower in comparison
- Ongoing customer dissatisfaction / reputation damage as the council continues to resolve the current financial resources

## 2022/23 – BUDGET BY SERVICE AREA

Service Area	Expenditure £m	Income £m	Net £m
A) Business Services	5.327	(1.837)	3.490
B) Communications	0.633	(0.303)	0.330
C) Customer	2.579	(0.836)	1.743
D) Democratic Services	1.451	(0.021)	1.430
E) Electoral Services	0.458	(0.003)	0.456
F) HR	2.618	(0.291)	2.327
G) IT	9.820	(0.206)	9.615
H) Strategy & Innovation	0.871	0	0.871
<b>TOTAL BUDGET 2022/23</b>	<b>23.757</b>	<b>(3.496)</b>	<b>20.261</b>

## **2023/24 – BUDGET SAVINGS PROPOSALS (1)**

The following savings proposals have been put forward for delivery to contribute towards the 2023/24 budget target:

### **Business administration, staffing and other budgets - RES-2324-11 - £0.150m**

- Combination of initiatives consisting of reduction in staff, cessation of some corporate outdoor events and the Slough citizen newspaper for residents

### **IT Contract Savings - RES-2324-47 - £0.505m**

- Various initiatives including termination and / or reduction in licences and re-procurement of some IT contracts at lower cost

### **Vacancy Factor - RES-2324-18a - £0.500m**

- Combination of initiatives consisting of reduction in staff, ongoing assessment of structures, reduction in telephony as a substitute for cutting staffing budget

## 2023/24 – BUDGET PROPOSALS SUMMARY

Ref. No.	Saving title	2023/24 Saving (£m)
RES-2324-11a-d	Various - business administration, staffing and other budgets	0.150*
RES-2324-18a	Vacancy Factor	0.500
RES-2324-47a-g	IT contract savings	0.505
	<b>TOTAL</b>	<b>1.155</b>

\* Savings RES-2324-11c and RES-2324-11d have been assessed to require full EIAs, which have been provided with the presentation.

# PUBLIC CONSULTATION

None required

**Consolidated Pack of EIAs  
Chief Operating Officer Directorate  
Budget Savings 2023/24  
Scrutiny Meeting 1/12/2022**

The following pages contain the EIA assessments of the proposals being put forward by the Chief Operating Officer Directorate. Below is an index of each proposal and the pages on which the EIA for each proposal appears.

<b>Proposal reference</b>	<b>Proposal name</b>	<b>Page number</b>
RES-2324 –11a	Electoral Canvass Reform	02-08
RES-2324 –11b	Assistant Electoral Officers	09-15
RES-2324 –11c	Events	16-23
RES-2324 –11d	Slough Citizen	24-30
RES-2324 –18a	Vacancy factor	31-37
RES-2324 –47a	Reprovision of the ITSM Contract	38-44
RES-2324 –47b	Reprovision of the landline telephony contract	45-51
RES-2324 –47c	Reduction in the mobile connections/devices	52-58
RES-2324 –47d	Termination of Xen Mobile Licences	59-65
RES-2324 –47e	Reduction in Microsoft Licencing	66-72
RES-2324 –47f	Reprovision of the Data Centre Hosting Contract	73-79
RES-2324 –47g	Reprovision of the ERP (Agresso) Hosting Contract	80-86
	RAG rating guide	87

## EQUALITY IMPACT ASSESSMENT

**PLEASE ENSURE YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS TEMPLATE**

Completing an EIA is the simplest way to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the earliest stages of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision.

<p><b>The outcome of this EIA has been assessed to be:</b> (delete as applicable – see Appendix A)</p>	
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### SECTION 1:

<b>Title</b>	<b>RES-2324- 11a - Canvass reform saving</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This will reduce the cost of printing and postage due to the digital platform which is now used for canvass reform.</p> <p>The authority and the electoral registration officer will benefit due to the £20,000 saving.</p>
Date sent to Finance	30/06/2022
Version number and date of update	V1- 17.05.22



**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

<p><b>2.1</b></p>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>															
	<table border="1"> <tr> <td data-bbox="518 728 949 869"> <p>How many people use the service currently? What is this as a % of Slough’s population?</p> </td> <td data-bbox="949 728 1492 869"> <p>60%of households have the ability to use this service</p> </td> </tr> <tr> <td data-bbox="518 869 949 963"> <p>Gender</p> </td> <td data-bbox="949 869 1492 963"> <p>N/A</p> </td> </tr> <tr> <td data-bbox="518 963 949 1057"> <p>Race</p> </td> <td data-bbox="949 963 1492 1057"> <p>N/A</p> </td> </tr> <tr> <td data-bbox="518 1057 949 1151"> <p>Disability</p> </td> <td data-bbox="949 1057 1492 1151"> <p>N/A</p> </td> </tr> <tr> <td data-bbox="518 1151 949 1245"> <p>Sexual orientation</p> </td> <td data-bbox="949 1151 1492 1245"> <p>N/A</p> </td> </tr> <tr> <td data-bbox="518 1245 949 1339"> <p>Age</p> </td> <td data-bbox="949 1245 1492 1339"> <p>N/A</p> </td> </tr> <tr> <td data-bbox="518 1339 949 1422"> <p>Religion or belief</p> </td> <td data-bbox="949 1339 1492 1422"> <p>N/A</p> </td> </tr> </table>		<p>How many people use the service currently? What is this as a % of Slough’s population?</p>	<p>60%of households have the ability to use this service</p>	<p>Gender</p>	<p>N/A</p>	<p>Race</p>	<p>N/A</p>	<p>Disability</p>	<p>N/A</p>	<p>Sexual orientation</p>	<p>N/A</p>	<p>Age</p>	<p>N/A</p>	<p>Religion or belief</p>	<p>N/A</p>
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<p>Sexual orientation</p>	<p>N/A</p>															
<p>Age</p>	<p>N/A</p>															
<p>Religion or belief</p>	<p>N/A</p>															
<p><b>2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i></b></p>	<p>No</p>															

**2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.** No

**2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?**

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>1</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<sup>1</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how have you come to this decision?
	This is a statutory duty carried out on behalf of the electoral registration officer, this saving is due to decrease in printing and postage due to moving to a more digital platform with the canvass reform process.

### SECTION 3: ASSESSING THE IMPACT

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men					X		
	Women					X		
Race	White					X		
	Mixed/Multiple ethnic groups					X		
	Asian/Asian British					X		
	Black/African/Caribbean/ Black British					X		
	Gypsies / travellers					X		
	Other ethnic group					X		
Disability	Physical					X		
	Sensory					X		
	Learning Difficulties					X		
	Learning Disabilities					X		
	Mental Health					X		

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)					X		
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>						X		

**SECTION 4: ACTION PLAN**


**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

## EQUALITY IMPACT ASSESSMENT

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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### SECTION 1:

<b>Title</b>	<b>RES-2324-11b - Assistant Electoral Officers Savings</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>The savings relate to a reduction in staff by 2 FTE</p> <p>No specific groups are targeted or impacted by this.</p>
Date sent to Finance	30/06/2022
Version number and date of update	V1 – 17.05.22

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

<p><b>2.1</b></p>	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>															
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<sup>2</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how have you come to this decision?
	<b>There is no negative impact on any groups</b>

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
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<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

## EQUALITY IMPACT ASSESSMENT

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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### SECTION 1:

<b>Title</b>	<p><b>RES-2324-11c</b></p> <p><b>Corporate public outdoor Events savings proposal</b></p>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>The impact of the proposal to stop providing public outdoor events including Bonfire and Firework Spectacular, Canal Festival, Festive Fun, Christmas Lights, Christmas Tree and switch on event.</p> <p>The deletion of the Senior Marketing Officer post with responsibility for corporate public outdoor events.</p>
Date sent to Finance	30/06/2022
Version number and date of update	V1 15 March 2022.

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>															
	<table border="1"> <tr> <td data-bbox="518 813 949 1025">How many people use the service currently? What is this as a % of Slough's population?</td> <td data-bbox="949 813 1492 1025">Events attract a range of people from within and outside of Slough. However, the majority of attendees are from Slough and the immediate 15km radius. Particular events attract different audiences.</td> </tr> <tr> <td data-bbox="518 1025 949 1122">Gender</td> <td data-bbox="949 1025 1492 1122">Around 50/50.</td> </tr> <tr> <td data-bbox="518 1122 949 1218">Race</td> <td data-bbox="949 1122 1492 1218">Unknown breakdown. Not measured.</td> </tr> <tr> <td data-bbox="518 1218 949 1391">Disability</td> <td data-bbox="949 1218 1492 1391">Specific provisions are put in place for disabled visitors to specific events – in particular the bonfire. This means there is a higher attendance of disabled residents to the Bonfire event.</td> </tr> <tr> <td data-bbox="518 1391 949 1487">Sexual orientation</td> <td data-bbox="949 1391 1492 1487">Unknown.</td> </tr> <tr> <td data-bbox="518 1487 949 1630">Age</td> <td data-bbox="949 1487 1492 1630">Specific events attract different ages. The Canal Festival for example attracts a large of range of ages than the Bonfire for example.</td> </tr> <tr> <td data-bbox="518 1630 949 1720">Religion or belief</td> <td data-bbox="949 1630 1492 1720">Unknown.</td> </tr> </table>		How many people use the service currently? What is this as a % of Slough's population?	Events attract a range of people from within and outside of Slough. However, the majority of attendees are from Slough and the immediate 15km radius. Particular events attract different audiences.	Gender	Around 50/50.	Race	Unknown breakdown. Not measured.	Disability	Specific provisions are put in place for disabled visitors to specific events – in particular the bonfire. This means there is a higher attendance of disabled residents to the Bonfire event.	Sexual orientation	Unknown.	Age	Specific events attract different ages. The Canal Festival for example attracts a large of range of ages than the Bonfire for example.	Religion or belief	Unknown.
How many people use the service currently? What is this as a % of Slough's population?	Events attract a range of people from within and outside of Slough. However, the majority of attendees are from Slough and the immediate 15km radius. Particular events attract different audiences.															
Gender	Around 50/50.															
Race	Unknown breakdown. Not measured.															
Disability	Specific provisions are put in place for disabled visitors to specific events – in particular the bonfire. This means there is a higher attendance of disabled residents to the Bonfire event.															
Sexual orientation	Unknown.															
Age	Specific events attract different ages. The Canal Festival for example attracts a large of range of ages than the Bonfire for example.															
Religion or belief	Unknown.															

<p><b>2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</b></p>	<p>No. There is a slightly larger than may be expected attendance at the Bonfire event of people with disabilities due to the specific provisions laid on as part of the event.</p>				
<p><b>2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</b></p>	<p>No.</p>				
<p><b>2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b></p>					
		<p><b>None</b></p>	<p><b>Positive</b></p>	<p><b>Negative</b></p>	<p><b>Not sure</b></p>
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disabled <sup>3</sup> people (consider different types of physical, learning or mental disabilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>3</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.



People of particular faiths and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how have you come to this decision?</b>
	<p><b>The cancellation of events in Slough, the majority of which are free to enter will have an impact on local income families as most other activities of a similar type in Slough are not free to enter and do not necessarily provide a similar level of accessibility for those with disabilities.</b></p> <p><b>Many of the events are centred around the major Christian festival of Christmas. Though the activities themselves are secular in nature, the cancellation and marking of this festival could be seen to be detrimental to those with a Christian faith.</b></p>

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men					X		
	Women					X		
Race	White					X		
	Mixed/Multiple ethnic groups					X		
	Asian/Asian British					X		
	Black/African/Caribbean/Black British					X		
	Gypsies / travellers					X		
	Other ethnic group					X		
Disability	Physical				X		The Bonfire event in particular offers specific provision for those with disabilities – including a dedicated car park and viewing area all on hard standing. Community and privately run public outdoor events will be encouraged to offer similar provision.	None

	Sensory				X		The Bonfire event in particular offers specific provision for those with disabilities – including a dedicated car park and viewing area all on hard standing. Community and privately run public outdoor events will be encouraged to offer similar provision.	None
	Learning Difficulties				X		The Bonfire event in particular offers specific provision for those with disabilities – including a dedicated car park and viewing area all on hard standing. Community and privately run public outdoor events will be encouraged to offer similar provision.	None
	Learning Disabilities				X		The Bonfire event in particular offers specific provision for those with disabilities – including a dedicated car park and viewing area all on hard standing. Community and privately run public outdoor events will be encouraged to offer similar provision.	None
	Mental Health					X		

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)					X		
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>					X		As many of the council's events are around the Christmas festival, it could be considered to be negatively affecting the Christian Community. This will be mitigated by working with the BID to provide a Christmas light cover in the town centre.	None.
<b>People on low incomes</b>					X		Many of the council's events are free to enter – other than the Bonfire which is priced to be affordable to local residents. Community-run public outdoor events will be encouraged to offer low cost alternatives.	None

## SECTION 4: ACTION PLAN

4.1	<p>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p><b>NB. Add any additional rows, if required.</b></p>						
Page 51	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
	Review of Public Outdoor Events policy to ensure accessibility for those with disabilities is accounted for in event plans from outside agencies	Disability	Externally-run events consider accessibility for those with disabilities and specific provision for accessibility	None	Kate Pratt, communications	31/12/2022	Amber
	Conversations to take place with BID to encourage pre-planning for Christmas related activities	Faith	To keep some recognition of the Christmas period within the town centre	None	Kate Pratt, communications	31/8/2022	Amber
	<i>Enter additional rows if required</i>						

**EQUALITY IMPACT ASSESSMENT**

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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**SECTION 1:**

<b>Title</b>	<b>RES-2324- 11d - Proposal to no longer provide a Citizen magazine</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>A savings proposal to no longer provide a council magazine for residents – The Citizen – currently produced four times a year, printed and hand delivered through 53,000 residential doors.</p>
Date sent to Finance	30/06/2022
Version number and date of update	V1 – 15 March 2022

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>														
	<table border="1"> <tr> <td data-bbox="517 813 949 992">How many people use the service currently? What is this as a % of Slough's population?</td> <td data-bbox="949 813 1490 992">The magazine is delivered to 53,000 households – which aims to be all the residential properties in Slough. However, there is no way to gauge readership following delivery.</td> </tr> <tr> <td data-bbox="517 992 949 1081">Gender</td> <td data-bbox="949 992 1490 1081">As Slough</td> </tr> <tr> <td data-bbox="517 1081 949 1171">Race</td> <td data-bbox="949 1081 1490 1171">As Slough</td> </tr> <tr> <td data-bbox="517 1171 949 1261">Disability</td> <td data-bbox="949 1171 1490 1261">As Slough</td> </tr> <tr> <td data-bbox="517 1261 949 1350">Sexual orientation</td> <td data-bbox="949 1261 1490 1350">As Slough</td> </tr> <tr> <td data-bbox="517 1350 949 1440">Age</td> <td data-bbox="949 1350 1490 1440">As Slough</td> </tr> <tr> <td data-bbox="517 1440 949 1529">Religion or belief</td> <td data-bbox="949 1440 1490 1529">As Slough</td> </tr> </table>	How many people use the service currently? What is this as a % of Slough's population?	The magazine is delivered to 53,000 households – which aims to be all the residential properties in Slough. However, there is no way to gauge readership following delivery.	Gender	As Slough	Race	As Slough	Disability	As Slough	Sexual orientation	As Slough	Age	As Slough	Religion or belief	As Slough
How many people use the service currently? What is this as a % of Slough's population?	The magazine is delivered to 53,000 households – which aims to be all the residential properties in Slough. However, there is no way to gauge readership following delivery.														
Gender	As Slough														
Race	As Slough														
Disability	As Slough														
Sexual orientation	As Slough														
Age	As Slough														
Religion or belief	As Slough														
2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	Older people are overrepresented when we have asked questions about communications through the door in the past. Traditionally, older people have been more likely to read the council's magazine.														

**2.3** Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.

*Young people. However traditionally younger people do not have the time or inclination to read council materials through their door.*

**2.4** Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>4</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<sup>4</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.



2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.6	Provide brief reasons on how have you come to this decision?
	<p><b>As older people are more likely to read Council materials which come through the door and less likely to be digitally enabled or digitally literate, cancelling a regular printed communications method and replacing with enhanced digital communications could be considered to adversely affect Slough's older population.</b></p>

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men					X		
	Women					X		
Race	White					X		
	Mixed/Multiple ethnic groups					X		
	Asian/Asian British					X		
	Black/African/Caribbean/Black British					X		
	Gypsies / travellers					X		
	Other ethnic group					X		
Disability	Physical					X		
	Sensory	X	X	X				
	Learning Difficulties					X		
	Learning Disabilities					X		
	Mental Health					X		

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)				X		<b>Potentially lesser engagement. Other printed and delivered materials to be considered for specific targeting of campaigns.</b>	<b>Potential dissatisfaction with the council as a whole.</b>
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>					X		Potentially lesser engagement among those who are digitally poor. Other printed and delivered materials to be considered for specific targeting of campaigns.	None

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
Continue to investigate setting up on easy to register system to receive council news by email.	Older people	More older people who are digitally enabled receiving council news in a way appropriate for them	Time.	Kate Pratt	31/08/22	Amber
<i>Enter additional rows if required</i>						

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## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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### SECTION 1:

Title	Vacancy factor (COO) – RES-2324-18a
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>A saving of £500k on a vacancy factor basis will be applied to the staffing budgets across the Chief Operating Officer controlled service areas (IT, HR, Comms, Customer, Business Services etc), formerly within the Resources directorate. The applicable budget carrying forward into 2023/24 after other relevant savings amounts to £10.3m. The saving therefore represents a vacancy factor assumption of 4.8%.</p> <p>This arises through the underspend that occurs between staff leaving (and current vacancies held) and these being backfilled, together with ad hoc reviews of departmental structures. The saving will be spread across all service areas and so there will be a natural mix of under and overspends arising which will even out across the directorate.</p>
Date sent to Finance	September 2022
Version number and date of update	V1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>														
	<table border="1"> <tr> <td data-bbox="518 728 949 869">How many people use the service currently? What is this as a % of Slough's population?</td> <td data-bbox="949 728 1492 869"></td> </tr> <tr> <td data-bbox="518 869 949 965">Gender</td> <td data-bbox="949 869 1492 965">N/A</td> </tr> <tr> <td data-bbox="518 965 949 1061">Race</td> <td data-bbox="949 965 1492 1061">N/A</td> </tr> <tr> <td data-bbox="518 1061 949 1158">Disability</td> <td data-bbox="949 1061 1492 1158">N/A</td> </tr> <tr> <td data-bbox="518 1158 949 1254">Sexual orientation</td> <td data-bbox="949 1158 1492 1254">N/A</td> </tr> <tr> <td data-bbox="518 1254 949 1350">Age</td> <td data-bbox="949 1254 1492 1350">N/A</td> </tr> <tr> <td data-bbox="518 1350 949 1447">Religion or belief</td> <td data-bbox="949 1350 1492 1447">N/A</td> </tr> </table>	How many people use the service currently? What is this as a % of Slough's population?		Gender	N/A	Race	N/A	Disability	N/A	Sexual orientation	N/A	Age	N/A	Religion or belief	N/A
How many people use the service currently? What is this as a % of Slough's population?															
Gender	N/A														
Race	N/A														
Disability	N/A														
Sexual orientation	N/A														
Age	N/A														
Religion or belief	N/A														
2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	No. There is no direct service to external customers, whether residents or businesses, which will be reduced or affected in any way as a consequence of this action.														

<p><b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i></p>	No, see 2.2 above			
<p><b>2.4</b> Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</p>				
	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>5</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.</b></p>				

<sup>5</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

2.5	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	<b>Provide brief reasons on how have you come to this decision?</b>
	There are no impacts on any parties, whether of a protected characteristic or not, as a result of this proposed saving. It recognises that due to natural staff turnover there will be underspends in the staffing budgets.



**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What, if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

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## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

The outcome of this EIA has been assessed to be:	
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### SECTION 1:

Title	<b>RES-2324-47a - Reprovision of the Council's ITSM Contract</b>
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	This business case is proposing a reprovision of the ITSM contract which is due to expire on 21 <sup>st</sup> March 2023. The current system costs £0.087m per annum but the reprovision of a new contract is expected to be around £0.047m per year yielding a saving of £0.040m in 23/24.
Date sent to Finance	26/10/2022
Version number and date of update	0.1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>																																
	<table border="1"> <thead> <tr> <th data-bbox="518 689 885 835">Equality Characteristic</th> <th data-bbox="885 689 1200 835">Current or expected make up of service users</th> <th data-bbox="1200 689 1513 835">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td data-bbox="518 835 885 943">Gender</td> <td data-bbox="885 835 1200 943">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1200 835 1513 943">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 943 885 1050">Ethnicity</td> <td data-bbox="885 943 1200 1050">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1200 943 1513 1050">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1050 885 1158">Disability</td> <td data-bbox="885 1050 1200 1158">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1200 1050 1513 1158">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1158 885 1265">Sexual orientation</td> <td data-bbox="885 1158 1200 1265">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1200 1158 1513 1265">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1265 885 1373">Age</td> <td data-bbox="885 1265 1200 1373">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1200 1265 1513 1373">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1373 885 1480">Religion or belief</td> <td data-bbox="885 1373 1200 1480">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1200 1373 1513 1480">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1480 885 1588">Gender Identity</td> <td data-bbox="885 1480 1200 1588">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1200 1480 1513 1588">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1588 885 1695">Pregnancy/Maternity</td> <td data-bbox="885 1588 1200 1695">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1200 1588 1513 1695">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1695 885 1803">Marriage/Civil Partnership</td> <td data-bbox="885 1695 1200 1803">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1200 1695 1513 1803">N/A. The reduction in ITSM contract does not impact residents</td> </tr> </tbody> </table>			Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Ethnicity	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Disability	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Sexual orientation	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Age	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Religion or belief	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Gender Identity	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Pregnancy/Maternity	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Marriage/Civil Partnership	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents
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<p><b>2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</b></p>	N/A. The reprovision of the ITSM contract does not impact residents				
<p><b>2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</b></p>	N/A. The reprovision of the ITSM contract does not impact residents				
<p><b>2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b></p>					
		<p><b>None</b></p>	<p><b>Positive</b></p>	<p><b>Negative</b></p>	<p><b>Not sure</b></p>
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disabled <sup>6</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>6</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.**

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>
	The re-provision of the ITSM contract does not impact residents. It's a contract change. Therefore, it was deemed that a full EIA was not required.

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							



Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
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<b>Groups with particular faiths and beliefs</b>								
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**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

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## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

The outcome of this EIA has been assessed to be:	
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### SECTION 1:

<b>Title</b>	<b>RES-2324-47b - Re-procurement of the Council's landline telephony contract</b>
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This business case is proposing the re-procurement of the Council's landline telephony contract which is due to expire in Feb 2023. This will drive cost savings for 23/24 and 24/25. The current contract costs for the landline telephony are £0.117m for the licences and circuits and £0.048m for the line rental and call charges.</p> <p>With the expiry for the call centre telephony contract also in February 2023, there is an opportunity to consolidate the provision of telephony services for corporate and contact centre services into a single contract with a supplier as a managed service, achieving best value for the council. This alignment of contracts is proposing of £0.025m per year saving on the corporate telephony aspect of the project.</p>
Date sent to Finance	26/10/2022
Version number and date of update	0.1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>																										
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Gender Identity	N/A. The re-provision for the landline telephony contract	N/A. The re-provision for the landline telephony contract																									

		does not impact residents	does not impact residents		
	Pregnancy/Maternity	N/A. The re-provision for the landline telephony contract does not impact residents	N/A. The re-provision for the landline telephony contract does not impact residents		
	Marriage/Civil Partnership	N/A. The re-provision for the landline telephony contract does not impact residents	N/A. The re-provision for the landline telephony contract does not impact residents		
<b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	N/A. The re-provision for the landline telephony contract does not impact residents				
<b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i>	N/A. The re-provision for the landline telephony contract does not impact residents				
<b>2.4</b>	<b>Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Disabled <sup>7</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.**

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>
	The re-provision for the landline telephony contract does not impact residents. It's a contract change. Therefore, it was deemed that a full EIA was not required.

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

<sup>7</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								



**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

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## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

The outcome of this EIA has been assessed to be:	
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### SECTION 1:

<b>Title</b>	<b>RES-2324-47c - Reduction in the mobile connections/devices</b>
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This business case is proposing the reduction in the number of mobile connections/devices across the Council which will drive cost savings for 23/24 and 24/25.</p> <p>It is proposed to terminate 500 connections in 23/24 which will propose a £0.060m cost saving for 23/24. A further 500 connections will be terminated in 24/25 to achieve another £0.060m savings.</p> <p>The terminations will be identified by applying a council wide policy on eligibility for a council mobile phone. This policy will need to be adopted across the council and SCF.</p>
Date sent to Finance	26/10/2022
Version number and date of update	0.1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>		
	<b>Equality Characteristic</b>	<b>Current or expected make up of service users</b>	<b>Over-represented or Under-represented relative to overall size in local population?</b>
	Gender	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents
	Ethnicity	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents
	Disability	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents
	Sexual orientation	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents
	Age	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents
	Religion or belief	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents
	Gender Identity	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents
	Pregnancy/Maternity	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents
	Marriage/Civil Partnership	N/A. Reducing mobile connections/devices	N/A. Reducing mobile connections/devices

		does not impact residents	does not impact residents		
<b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	N/A. Reducing mobile connections/devices does not impact residents				
<b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i>	N/A. Reducing mobile connections/devices does not impact residents				
<b>2.4</b>	<b>Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disabled <sup>8</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>8</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.**

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>
	Reducing mobile connections/devices does not impact residents. Therefore, it was deemed that a full EIA was not required.

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

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## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

The outcome of this EIA has been assessed to be:	
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### SECTION 1:

<b>Title</b>	<b>RES-2324-47d - Termination of Xen Mobile Licences</b>
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This business case is proposing the termination of the Council's Xen mobile licences which will result in a £0.051m cost saving for 23/24. Xen mobile is the Council's legacy mobile device management software that enables IT to remote manage council mobile devices as well as provides staff with access to emails on their Council mobile devices.</p> <p>However, as part of the Council's current Microsoft licencing agreement, the Council has access to "Intune". Intune is a new cloud-based endpoint management solution that not only manages council mobile devices but also desktop computers and laptops allowing staff to securely access emails and applications. Deployment of Intune is already underway and will replace devices still using Xen mobile before the licence expiry date on 21<sup>st</sup> December 2022.</p>
Date sent to Finance	26/10/2022
Version number and date of update	0.1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>																																
	<table border="1"> <thead> <tr> <th data-bbox="518 689 885 835">Equality Characteristic</th> <th data-bbox="885 689 1201 835">Current or expected make up of service users</th> <th data-bbox="1201 689 1513 835">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td data-bbox="518 835 885 943">Gender</td> <td data-bbox="885 835 1201 943">N/A. Terminating Xen mobile licences does not impact residents</td> <td data-bbox="1201 835 1513 943">N/A. Terminating Xen mobile licences does not impact residents</td> </tr> <tr> <td data-bbox="518 943 885 1050">Ethnicity</td> <td data-bbox="885 943 1201 1050">N/A. Terminating Xen mobile licences does not impact residents</td> <td data-bbox="1201 943 1513 1050">N/A. Terminating Xen mobile licences does not impact residents</td> </tr> <tr> <td data-bbox="518 1050 885 1158">Disability</td> <td data-bbox="885 1050 1201 1158">N/A. Terminating Xen mobile licences does not impact residents</td> <td data-bbox="1201 1050 1513 1158">N/A. Terminating Xen mobile licences does not impact residents</td> </tr> <tr> <td data-bbox="518 1158 885 1265">Sexual orientation</td> <td data-bbox="885 1158 1201 1265">N/A. Terminating Xen mobile licences does not impact residents</td> <td data-bbox="1201 1158 1513 1265">N/A. Terminating Xen mobile licences does not impact residents</td> </tr> <tr> <td data-bbox="518 1265 885 1373">Age</td> <td data-bbox="885 1265 1201 1373">N/A. Terminating Xen mobile licences does not impact residents</td> <td data-bbox="1201 1265 1513 1373">N/A. Terminating Xen mobile licences does not impact residents</td> </tr> <tr> <td data-bbox="518 1373 885 1480">Religion or belief</td> <td data-bbox="885 1373 1201 1480">N/A. Terminating Xen mobile licences does not impact residents</td> <td data-bbox="1201 1373 1513 1480">N/A. Terminating Xen mobile licences does not impact residents</td> </tr> <tr> <td data-bbox="518 1480 885 1588">Gender Identity</td> <td data-bbox="885 1480 1201 1588">N/A. Terminating Xen mobile licences does not impact residents</td> <td data-bbox="1201 1480 1513 1588">N/A. Terminating Xen mobile licences does not impact residents</td> </tr> <tr> <td data-bbox="518 1588 885 1695">Pregnancy/Maternity</td> <td data-bbox="885 1588 1201 1695">N/A. Terminating Xen mobile licences does not impact residents</td> <td data-bbox="1201 1588 1513 1695">N/A. Terminating Xen mobile licences does not impact residents</td> </tr> <tr> <td data-bbox="518 1695 885 1803">Marriage/Civil Partnership</td> <td data-bbox="885 1695 1201 1803">N/A. Terminating Xen mobile licences does not impact residents</td> <td data-bbox="1201 1695 1513 1803">N/A. Terminating Xen mobile licences does not impact residents</td> </tr> </tbody> </table>			Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	N/A. Terminating Xen mobile licences does not impact residents	N/A. Terminating Xen mobile licences does not impact residents	Ethnicity	N/A. Terminating Xen mobile licences does not impact residents	N/A. Terminating Xen mobile licences does not impact residents	Disability	N/A. Terminating Xen mobile licences does not impact residents	N/A. Terminating Xen mobile licences does not impact residents	Sexual orientation	N/A. Terminating Xen mobile licences does not impact residents	N/A. Terminating Xen mobile licences does not impact residents	Age	N/A. Terminating Xen mobile licences does not impact residents	N/A. Terminating Xen mobile licences does not impact residents	Religion or belief	N/A. Terminating Xen mobile licences does not impact residents	N/A. Terminating Xen mobile licences does not impact residents	Gender Identity	N/A. Terminating Xen mobile licences does not impact residents	N/A. Terminating Xen mobile licences does not impact residents	Pregnancy/Maternity	N/A. Terminating Xen mobile licences does not impact residents	N/A. Terminating Xen mobile licences does not impact residents	Marriage/Civil Partnership	N/A. Terminating Xen mobile licences does not impact residents	N/A. Terminating Xen mobile licences does not impact residents
Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?																															
Gender	N/A. Terminating Xen mobile licences does not impact residents	N/A. Terminating Xen mobile licences does not impact residents																															
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<p><b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i></p>	N/A. Terminating Xen mobile licences does not impact residents				
<p><b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i></p>	N/A. Terminating Xen mobile licences does not impact residents				
<p><b>2.4</b> Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</p>					
		<p><b>None</b></p>	<p><b>Positive</b></p>	<p><b>Negative</b></p>	<p><b>Not sure</b></p>
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disabled <sup>9</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>9</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.**

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>
	Terminating Xen mobile licences does not impact residents. Therefore, it was deemed that a full EIA was not required.

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

The outcome of this EIA has been assessed to be:	
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### SECTION 1:

Title	<b>RES-2324-47e - Reduction in the Council's Microsoft licencing in 23/24 &amp; 24/25</b>
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This business case is proposing a reduction in the Council's Microsoft licencing which will derive cost savings for 23/24. These proposed savings will be realised by:</p> <ol style="list-style-type: none"> <li>1. Removing all igels across the council and Slough Children's First by 31<sup>st</sup> Mar 23</li> <li>2. Reducing licences at the 23/24 renewal</li> </ol> <p>The reduction in licencing is aligned to Council's future target operating model. If the Council's operating model, does not change, there will be no reduction in licencing or cost savings achieved for 23/24 or 24/25.</p>
Date sent to Finance	26/10/2022
Version number and date of update	0.1



**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b> <ul style="list-style-type: none"> <li>• <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li>• <i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>		
	<b>Equality Characteristic</b>	<b>Current or expected make up of service users</b>	<b>Over-represented or Under-represented relative to overall size in local population?</b>
	Gender	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Ethnicity	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Disability	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Sexual orientation	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Age	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Religion or belief	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Gender Identity	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Pregnancy/Maternity	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Marriage/Civil Partnership	N/A. The reduction in Microsoft licencing	N/A. The reduction in Microsoft licencing

		does not impact residents	does not impact residents		
<b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	N/A. The reduction in Microsoft licencing does not impact residents				
<b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i>	N/A. The reduction in Microsoft licencing does not impact residents				
<b>2.4</b>	<b>Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disabled <sup>10</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>10</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.**

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>
	The reduction in Microsoft licencing does not impact residents. It's a contract change. Therefore, it was deemed that a full EIA was not required.

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

Page 100

## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

The outcome of this EIA has been assessed to be:	
--	---

### SECTION 1:

<b>Title</b>	<b>RES-2324-47f- Reprovision of the Data Centre Hosting Contract</b>
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This business case is proposing a reprovision of the Council's data centre hosting contract which is due to expire on 31<sup>st</sup> October 2022. The current contract costs £0.228m per annum and a new contract with Crown Commercial Services is proposing savings of £0.050m in 23/24 and a further £0.040m saving in 24/25.</p> <p>Indicative pricing from ARK shows a reduction to the current contract costs which will achieve the £0.050m proposed savings for 23/24. The £0.040m savings for 24/25 will be achieved through the modernisation programme as applications and services are migrated to the cloud. This will reduce the hardware required in the data centre resulting in reduced contract contracts to the council.</p>
Date sent to Finance	26/10/2022
Version number and date of update	0.1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>																													
	<table border="1"> <thead> <tr> <th data-bbox="518 689 884 835">Equality Characteristic</th> <th data-bbox="884 689 1203 835">Current or expected make up of service users</th> <th data-bbox="1203 689 1514 835">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td data-bbox="518 835 884 981">Gender</td> <td data-bbox="884 835 1203 981">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 835 1514 981">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> <tr> <td data-bbox="518 981 884 1126">Ethnicity</td> <td data-bbox="884 981 1203 1126">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 981 1514 1126">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1126 884 1272">Disability</td> <td data-bbox="884 1126 1203 1272">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 1126 1514 1272">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1272 884 1417">Sexual orientation</td> <td data-bbox="884 1272 1203 1417">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 1272 1514 1417">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1417 884 1563">Age</td> <td data-bbox="884 1417 1203 1563">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 1417 1514 1563">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1563 884 1709">Religion or belief</td> <td data-bbox="884 1563 1203 1709">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 1563 1514 1709">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1709 884 1877">Gender Identity</td> <td data-bbox="884 1709 1203 1877">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 1709 1514 1877">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1877 884 2040">Pregnancy/Maternity</td> <td data-bbox="884 1877 1203 2040">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 1877 1514 2040">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> </tbody> </table>			Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	Ethnicity	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	Disability	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	Sexual orientation	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	Age	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	Religion or belief	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	Gender Identity	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	Pregnancy/Maternity	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents
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Pregnancy/Maternity	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents																												



	Marriage/Civil Partnership	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents		
<b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	N/A. The renewal of the data centre hosting contract does not impact residents				
<b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i>	N/A. The renewal of the data centre hosting contract does not impact residents				
<b>2.4</b>	<b>Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>11</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>11</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

	have undergone a process or part of a process of gender reassignment				
	Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.</b></p> <p><b>If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.</b></p>					
<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>				
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>				
	The renewal of the data centre hosting contract does not impact residents. It’s a contract change. Therefore, it was deemed that a full EIA was not required.				

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What, if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
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	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

The outcome of this EIA has been assessed to be:	
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### SECTION 1:

<b>Title</b>	<b>RES-2324-47g - Reprovision of the ERP (Agresso) Hosting Contract</b>
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This business case is proposing a reprovision of the ERP (Agresso) hosting contract. The current contract is a cloud-based service which is fully managed by Capita and costs £0.257m per annum. The contract reprovision is expected to the new hosting contract to be £0.063m per year achieving contract savings of £0.194m in 23/24.</p> <p>Based on market evaluation, the council is currently paying significantly over the market value for this service with conservative estimates showing that the council may be overpaying by up to 30% for this contract.</p> <p>A competitive procurement exercise was completed which resulted in the selection of a new service provider who can meet the expected reduction in cost of service.</p>
Date sent to Finance	26/10/2022
Version number and date of update	0.1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>		
	Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?
	Gender	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Ethnicity	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Disability	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Sexual orientation	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Age	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Religion or belief	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Gender Identity	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Pregnancy/Maternity	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Marriage/Civil Partnership	N/A. The re-provision for the ERP (Agresso)	N/A. The re-provision for the ERP (Agresso)

		Hosting contract does not impact residents	Hosting contract does not impact residents		
<b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents				
<b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i>	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents				
<b>2.4</b>	<b>Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disabled <sup>12</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>12</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.



People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.**

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>
	The re-provision for the ERP (Agresso) Hosting contract does not impact residents. It's a contract change. Therefore, it was deemed that a full EIA was not required.

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What, if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
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Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
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<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.




*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

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**Appendix A****Equality Impact Assessment Decision Rating Guide****PLEASE SEE PAGE 1 FOR THE RATING OF EACH PROPOSAL**

<b>Decision</b>	<b>Action</b>	<b>Risk</b>
As a result of performing the EIA, there is a risk that a disproportionately negative impact (direct, indirect, unintentional or otherwise) exists to one or more of the nine groups of people who share a protected characteristic under the Equality Act 2010. It is not clear if mitigating actions are possible.	<b>Further advice should be taken</b>	<b>Red</b> 
As a result of performing the EIA, there is a risk that a disproportionately negative impact (as described above) exists to one or more of the nine groups of people who share a protected characteristic under the Equality Act 2010. However, this risk may be removed or reduced by implementing mitigating actions.	<b>Proceed pending agreement of mitigating action</b>	<b>Amber</b> 
As a result of performing the EIA, the proposal does not appear to have any disproportionate negative impact on people who share a protected characteristics or anticipated impacts will be either positive or neutral.	<b>Proceed</b>	<b>Green:</b> 

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# BUDGET SCRUTINY 2023/24 FINANCE & COMMERCIAL

## 01 DECEMBER 2022

## OVERVIEW

- The Finance & Commercial directorate has a 2022/23 budget (as at period 6 / September 2022) of a net £8.787m, comprised of a gross controlled expenditure budget of £24.891m and a gross income budget of £16.104m
- As part of the budget for 2022/23, the directorate set a savings target of £1.051m. The current projected achievement against this target is £1.051m
- The forecast outturn for 2022/23 as at period 6 is an underspend of (£0.143m)
- The directorate is proposing £3.143m of savings towards the Council's overall target for 2023/24 for review by the Scrutiny Committee
- EIAs have been prepared and made available in respect of these proposals, and of these, none are assessed to have equalities impacts which require a full assessment to be undertaken



## **2022/23 – KEY ISSUES FACED AND MITIGATIONS (1)**

The key issues currently faced by the directorate are as follows:

- Grossly inadequate records and professional standards in the production of previous year's (2018/19, 19/20, 20/21, 21/22 (part)) accounts and budgets
- Inadequate reserves
- Very poor professional standards
- Inadequate finance service structure
- Inadequate design and operation of the systems
- Grossly inadequate initial capitalisation direction for 21/22 budget
- Effects and impact of S114

## **2022/23 - KEY ISSUES FACED AND MITIGATIONS (2)**

- Excessive borrowing
- No management action on the DSG
- No management response to internal audit recommendations

### **MITIGATIONS in 2022/23:**

- Appointment of highly skilled interim team of accountants
- Proper planning and prioritisation
- Clear focus and leadership

## 2023/24 - KEY ISSUES ANTICIPATED

It will take 5 years to resolve all financial issues within the Council, as before these are as set out in the third slide with the addition of:

- Achieving asset sales at the estimated price
- Dealing with the local government financial settlement
- Dealing with related cost pressures due to interest rates, energy costs etc
- Challenge in attracting skilled personnel on permanent contract
- Transitioning from current interim staffed service to permanent staff with minimum disruption

## 2022/23 – BUDGET BY SERVICE AREA

Service Area	Expenditure £m	Income £m	Net £m
A) Commercial	0.848	(0.025)	0.823
B) Finance	4.423	(0.509)	3.914
C) Financial Governance	2.115	(0.240)	1.875
D) Revenues & Benefits	17.713	(15.537)	2.176
<b>TOTAL BUDGET 2022/23</b>	<b>25.098</b>	<b>(16.311)</b>	<b>8.787</b>

## **2023/24 – BUDGET SAVINGS PROPOSALS (1)**

The following savings proposals have been put forward for delivery to contribute towards the 2023/24 budget target:

### **Staffing reduction - Fraud department - RES-2324-11 - £0.012m**

- Reduction by 0.2 FTE of one post

### **Increased taxbase and collection rate - RES-2324-13 & 14 - £0.917m**

- Increase council taxbase rate by 2% and collection rate by 0.1% in 2023/24

### **Reduction in Audit Fee and Other Initiatives - RES-2324-15 - £0.400m**

- Expected reduction in audit fees due to catchup in accounts and resolution of past audit issues; use of duplicate payments system and the recovery of costs from other external bodies

## **2023/24 – BUDGET PROPOSALS (2)**

### **Single Person Discount - RES-2324-16 - £0.350m**

- Proactive Single Person Discount monitoring through implementation of an effective and robust process to prevent / reduce fraudulent claims and to ensure inaccurate claims or unreported changes are identified at the earliest possible

### **Pension Contributions discount - RES-2324-17 - £0.350m**

- Proposal of early payment of pension contributions which attracts a discount of 2.6% per annum

### **Vacancy Factor - RES-2324-18b - £0.299m**

- Application of a vacancy factor against staffing budget across the directorate

## 2023/24 – BUDGET PROPOSALS (3)

### **Efficient working practices in Revenues and Benefits - RES-2324-50 - £0.440m**

- Improved processes and controls in order that overtime is no longer needed to be charged and vacant posts can be removed from the hierarchy structure.

### **Budgeted Overhead Cleanse - RES-2324-48 - £0.375m**

- By means of unutilised budget arising from efficiencies over the course of time

## 2023/24 – BUDGET PROPOSALS SUMMARY (1)

Ref. No.	Saving title	2023/24 Saving (£m)
RES-2324-11	Staffing reduction - Fraud department	0.012
RES-2324-13 & 14	Increased taxbase and collection rate	0.917
RES-2324-15	Pursuit of outstanding debts through calling/tracing software	0.400
RES-2324-16	Proactive Single Person Discount monitoring to reduce fraud and error	0.350
RES-2324-17	Early payment of pension contributions	0.350
RES-2324-18b	Vacancy Factor	0.299
RES-2324-50	Efficient working practices in Revenues & Benefits	0.440
RES-2324-48	Budgeted overheads cleanse	0.375
	<b>TOTAL</b>	<b>3.143</b>



# PUBLIC CONSULTATION

None required

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**Consolidated Pack of EIAs  
Finance & Commercial Directorate  
Budget Savings 2023/24  
Scrutiny Meeting 1/12/2022**

The following pages contain the EIA assessments of the proposals being put forward by the Finance and Commercial Directorate. Below is an index of each proposal and the pages on which the EIA for each proposal appears.


<b>Proposal reference</b>	<b>Proposal name</b>	<b>Page number</b>
RES-2324-11e	Staffing reduction – Fraud department	2 – 8
RES-2324-13/14	Increased tax base and collection rate	9 – 15
RES-2324-15	Reduced audit fee, reduced duplicate payments and income	16 – 22
RES-2324-16	Single Person Discount Monitoring	23 – 29
RES-2324-17	Early payment of pension contributions	30 – 36
RES-2324-18b	Vacancy factor	37 – 43
RES-2324-48	Budgeted overheads cleanse	44 - 50
RES-2324-50	Efficient working practices in Revenues and Benefits	51 - 57
	RAG rating guide	58

## EQUALITY IMPACT ASSESSMENT TEMPLATE

### PLEASE ENSURE YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS TEMPLATE

Completing an EIA is the simplest way to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the earliest stages of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision.

#### SUMMARY RAG RATING

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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#### SECTION 1:

<b>Title</b>	<b>RES-2324-11e</b> <b>Staffing reduction – Fraud department</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>What is the policy/project/activity/strategy looking to achieve?</li> <li>Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>What results are intended?</li> </ul>	<p>One of the staff members has requested to reduce their working hours so as to reduce their work by 1 day per week, thus going from 1 FTE to 0.8 FTE. This enables the service to reduce cost and take a saving of circa £12k.</p> <p>It has been assessed that this will not have a significant impact on the overall performance and output of the department and the nature of their work will not have any consequences for equalities.</p>
Date sent to Finance	01.07.2022
Version number and date of update	V1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

<b>2.1</b>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li>• <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li>• <i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>																																
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**2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.**

It is not possible to say that there is a particular representation of groups in the realm of fraud or that they would be disadvantaged by this minor change.

**2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.**

It is not possible to say that there is a particular representation of groups in the realm of fraud or that they would be disadvantaged by this minor change.

**2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?**

	None	Positive	Negative	Not sure
Men or women	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>1</sup> people (consider different types of physical, learning or mental disabilities)	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People of particular faiths and beliefs	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.**

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No X <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>
	<p>All the referrals to the Fraud team are risk assessed based on the information within them. In a lot of cases the reports are anonymous so it is not possible to identify the person referring. The only criteria considered is whether there is evidence of a criminal offence and whether it falls within the remit of the team to open a case, otherwise it is closed or rejected. This approach allows them to adopt and carry out a zero tolerance approach to fraud. The service is open to everyone to submit a referral including staff, residents other Local Authorities DWP and even the Police. The only person impacted would be a person found guilty of an offence.</p> <p>Details of gender or age are not recorded but of course it may become known as part of the investigation or included in the referral. All actions taken on cases are recorded on a secure case management system.</p> <p>The savings planned are administrative i.e. reduction in postage and interpreter costs and one member of staff reducing their days to 4 per week which will create a predicted saving of £12k. There is adequate experience and knowledge within the team to cover the 7 hours reduction. The day will be flexible to ensure attendance at Court will always be covered.</p>

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

### SECTION 3: ASSESSING THE IMPACT

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men					X		
	Women					X		
Race	White					X		
	Mixed/Multiple ethnic groups					X		
	Asian/Asian British					X		
	Black/African/Caribbean/ Black British					X		
	Gypsies / travellers					X		
	Other ethnic group					X		
Disability	Physical					X		
	Sensory					X		
	Learning Difficulties					X		
	Learning Disabilities					X		
	Mental Health					X		



Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)					X		
	Younger people (16 - 25)					X		
	Children (under 16 )					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>						X		

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.


*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

## EQUALITY IMPACT ASSESSMENT TEMPLATE

### SUMMARY RAG RATING

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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### SECTION 1:

<b>Title</b>	<b>RES-2324-13/14</b> <b>Increased tax base and collection rate</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>It is proposed that the council tax base for 23/24 is increased by 1% which is anticipated to generate an additional £850,000. A 2% increase in the council tax base is the equivalent of an additional 500 band D properties in 2023/24, based on the latest planning and development information, it is anticipated this increase would be achievable in 23/24.</p> <p>In addition, it is proposed that the collection rate for 23/24 is increased by 0.1% to 98.3%, which is anticipated to generate an additional £67,000. Based on a review of the historical collection, the Council has been achieving a collection rate of between 98.4% and 98.5% from 2014/15 to 2017/18. It typically takes around 5 to 7 years to achieve this collection rate but the Council has been consistently achieving this range and therefore a 98.3% collection should be achievable for council tax bills raised in 23/24.</p> <p>The council is undertaking a number of additional collection projects, including a project to target the collection of older debt, the implementation of outbound text messaging and email in advance of reminder, final and summonses being issued, and the automation of high-volume low value tasks to free up additional officer resource to deliver targeted debt collection.</p>
Date sent to Finance	21/09/2022
Version number and date of update	1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>																														
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People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																										
Disabled <sup>2</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																										
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																										
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																										
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																										
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																										
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																										

<sup>2</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.</b></p> <p><b>If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.</b></p>				
2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal			
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
2.6	Provide brief reasons on how you have come to this decision?			
	Increases to taxbase and collection rates do not affect internal or external stakeholders. Therefore, it was deemed that a full EIA was not required.			

If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								



**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

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## EQUALITY IMPACT ASSESSMENT TEMPLATE

### SUMMARY RAG RATING

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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### SECTION 1:

<b>Title</b>	<b>RES-2324-15</b> <b>Reduced audit fee, reduced duplicate payments and income</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This proposal is comprised of three strands of saving opportunities.</p> <p>1) As the council's past overdue accounts are brought up to date and the audit issues resolved, the budgeted audit fee is expected to reduce as the quality of the accounts is expected to improve.</p> <p>2) Software implemented to identify duplicate payments made in error by the council is generating a recovery of cash which would otherwise have gone unnoticed or recovered. Due to the complexities of council operations and the pressure of services operating under constrained levels of resourcing this activity is necessary in order to minimise such losses to the council.</p> <p>3) There are opportunities for the recovery by Finance of certain costs it incurs from external bodies which are not currently recognised in the budget.</p>
Date sent to Finance	14/11/2022
Version number and date of update	V1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

<b>2.1</b>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li>• <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li>• <i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>		
	<b>Equality Characteristic</b>	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?
	Gender	N/A	
	Ethnicity	N/A	
	Disability	N/A	
	Sexual orientation	N/A	
	Age	N/A	
	Religion or belief	N/A	
	Gender Identity	N/A	
	Pregnancy/Maternity	N/A	
	Marriage/Civil Partnership	N/A	

<p><b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i></p>	N/A			
<p><b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i></p>	N/A			
<p><b>2.4</b> Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</p>				
	<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>3</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>3</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.**

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>
	This saving proposal has no bearing on any users of council services and so has no equality implications

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**


Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

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## EQUALITY IMPACT ASSESSMENT TEMPLATE

### SUMMARY RAG RATING

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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### SECTION 1:

<b>Title</b>	<p><b>RES-2324-16</b></p> <p><b>Implementation of proactive Single Person Discount monitoring and the review of all other discounts and exemptions</b></p>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>It is proposed through the utilisation of a proactive SPD monitoring service that incorrectly claimed SPD will be removed increasing the collection fund income and tax base.</p> <p>In addition, it is proposed that all other discounts and exemptions are reviewed and incorrectly claimed are removed again increasing the collection fund income.</p> <p>This will benefit both the Council in terms of maintain its income but also ensure council taxpayers are paying the correct level of charge. This will help mitigate unnecessary increases in the future.</p>
Date sent to Finance	21/09/2022
Version number and date of update	1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>																														
	<table border="1"> <thead> <tr> <th data-bbox="497 698 874 846">Equality Characteristic</th> <th data-bbox="877 698 1190 846">Current or expected make up of service users</th> <th data-bbox="1193 698 1524 846">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td data-bbox="497 851 874 936">Gender</td> <td data-bbox="877 851 1190 936">N/A</td> <td data-bbox="1193 851 1524 936">N/A</td> </tr> <tr> <td data-bbox="497 940 874 1025">Ethnicity</td> <td data-bbox="877 940 1190 1025">N/A</td> <td data-bbox="1193 940 1524 1025">N/A</td> </tr> <tr> <td data-bbox="497 1030 874 1115">Disability</td> <td data-bbox="877 1030 1190 1115">N/A</td> <td data-bbox="1193 1030 1524 1115">N/A</td> </tr> <tr> <td data-bbox="497 1120 874 1205">Sexual orientation</td> <td data-bbox="877 1120 1190 1205">N/A</td> <td data-bbox="1193 1120 1524 1205">N/A</td> </tr> <tr> <td data-bbox="497 1209 874 1294">Age</td> <td data-bbox="877 1209 1190 1294">N/A</td> <td data-bbox="1193 1209 1524 1294">N/A</td> </tr> <tr> <td data-bbox="497 1299 874 1384">Religion or belief</td> <td data-bbox="877 1299 1190 1384">N/A</td> <td data-bbox="1193 1299 1524 1384">N/A</td> </tr> <tr> <td data-bbox="497 1388 874 1473">Gender Identity</td> <td data-bbox="877 1388 1190 1473">N/A</td> <td data-bbox="1193 1388 1524 1473">N/A</td> </tr> <tr> <td data-bbox="497 1478 874 1563">Pregnancy/Maternity</td> <td data-bbox="877 1478 1190 1563">N/A</td> <td data-bbox="1193 1478 1524 1563">N/A</td> </tr> <tr> <td data-bbox="497 1568 874 1671">Marriage/Civil Partnership</td> <td data-bbox="877 1568 1190 1671">N/A</td> <td data-bbox="1193 1568 1524 1671">N/A</td> </tr> </tbody> </table>	Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	N/A	N/A	Ethnicity	N/A	N/A	Disability	N/A	N/A	Sexual orientation	N/A	N/A	Age	N/A	N/A	Religion or belief	N/A	N/A	Gender Identity	N/A	N/A	Pregnancy/Maternity	N/A	N/A	Marriage/Civil Partnership	N/A	N/A
Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?																													
Gender	N/A	N/A																													
Ethnicity	N/A	N/A																													
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Age	N/A	N/A																													
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Gender Identity	N/A	N/A																													
Pregnancy/Maternity	N/A	N/A																													
Marriage/Civil Partnership	N/A	N/A																													
2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact</i>	N/A																														

<i>on this group even if it is a universal service.</i>				
<b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i>	N/A			
<b>2.4</b> Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?				
	<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>4</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>4</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.</b></p> <p><b>If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.</b></p>				
2.5	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>			
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
2.6	<b>Provide brief reasons on how you have come to this decision?</b>			
	<p>Single persons discount is provided to households where only one adult resides in a property. No group is precluded from claiming this discount and any verification of claims is based on eligibility for the discount and not on any other characteristics of the household. Only households who are claiming SPD will be reviewed and those who are legitimately claiming the discount will not be impacted. Other types of discounts and exemptions vary and eligibility depends on the type being claimed. The Council has a duty to protect the public purse and reducing fraud ensures income that is due from council taxpayers is collected appropriately.</p>			

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What, if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.


*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

## EQUALITY IMPACT ASSESSMENT TEMPLATE

### SUMMARY RAG RATING

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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### SECTION 1:

<b>Title</b>	<b>RES-2324-17</b> <b>Early payment of pension contributions</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>The purpose of this is prepay 3 years deficit contributions to Berkshire Pension Fund in April 2023, which will achieve a cash saving through discounting the future year's contributions to the present-day.</p> <p>This is of general benefit to the Council's financial position.</p> <p>The aim is a cash saving of £350k per annum for three financial years 2022/23, 2023/24 and 2024/25</p>
Date sent to Finance	21/9/2022
Version number and date of update	Version 1



**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>														
	<table border="1"> <tr> <td data-bbox="497 819 938 965">How many people use the service currently? What is this as a % of Slough's population?</td> <td data-bbox="941 819 1481 965">N/A – this concerns a payroll function and is an obligation placed on the Council as a result of being a member of Berkshire Pension Fund</td> </tr> <tr> <td data-bbox="497 969 938 1055">Gender</td> <td data-bbox="941 969 1481 1055">N/A</td> </tr> <tr> <td data-bbox="497 1059 938 1144">Race</td> <td data-bbox="941 1059 1481 1144">N/A</td> </tr> <tr> <td data-bbox="497 1149 938 1234">Disability</td> <td data-bbox="941 1149 1481 1234">N/A</td> </tr> <tr> <td data-bbox="497 1238 938 1323">Sexual orientation</td> <td data-bbox="941 1238 1481 1323">N/A</td> </tr> <tr> <td data-bbox="497 1328 938 1413">Age</td> <td data-bbox="941 1328 1481 1413">N/A</td> </tr> <tr> <td data-bbox="497 1417 938 1503">Religion or belief</td> <td data-bbox="941 1417 1481 1503">N/A</td> </tr> </table>	How many people use the service currently? What is this as a % of Slough's population?	N/A – this concerns a payroll function and is an obligation placed on the Council as a result of being a member of Berkshire Pension Fund	Gender	N/A	Race	N/A	Disability	N/A	Sexual orientation	N/A	Age	N/A	Religion or belief	N/A
How many people use the service currently? What is this as a % of Slough's population?	N/A – this concerns a payroll function and is an obligation placed on the Council as a result of being a member of Berkshire Pension Fund														
Gender	N/A														
Race	N/A														
Disability	N/A														
Sexual orientation	N/A														
Age	N/A														
Religion or belief	N/A														
2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>															

<p><b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i></p>	N/A			
<p><b>2.4</b> Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</p>				
	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>5</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.</b></p>				

<sup>5</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

2.5	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	<b>Provide brief reasons on how have you come to this decision?</b>
	<b>This is purely a cashflow management issue. The Council is obliged to pay deficit contributions to the pension fund in each year. All this proposal does is to bring that cashflow forward in exchange for a reduction in the cash paid due to discounting using a rate provided by the fund actuary in the Rates and Adjustment certificate.</b>

If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

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## EQUALITY IMPACT ASSESSMENT TEMPLATE

### SUMMARY RAG RATING

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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### SECTION 1:

<b>Title</b>	<p><b>RES-2324-18b</b></p> <p><b>Vacancy factor (Finance &amp; Commercial)</b></p>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>A saving of £299k on a vacancy factor basis will be applied to the staffing budgets across the Finance &amp; Commercial directorate (Corporate Finance, Internal Audit, Risk &amp; Fraud, Financial Management, Revenues &amp; Benefits, Commercial) which was formerly within the Resources directorate. The applicable budget carrying forward into 2023/24 after other relevant savings amounts to £8.3m. The saving therefore represents a vacancy factor assumption of 3.6%.</p> <p>This arises through the underspend that occurs between staff leaving (and current vacancies held) and these being backfilled. The saving will be spread across all service areas and so there will be a natural mix of under and overspends arising which will even out across the directorate.</p>
Date sent to Finance	September 2022
Version number and date of update	V1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>														
	<table border="1"> <tr> <td data-bbox="507 741 938 880">How many people use the service currently? What is this as a % of Slough's population?</td> <td data-bbox="938 741 1481 880"></td> </tr> <tr> <td data-bbox="507 880 938 976">Gender</td> <td data-bbox="938 880 1481 976">N/A</td> </tr> <tr> <td data-bbox="507 976 938 1072">Race</td> <td data-bbox="938 976 1481 1072">N/A</td> </tr> <tr> <td data-bbox="507 1072 938 1169">Disability</td> <td data-bbox="938 1072 1481 1169">N/A</td> </tr> <tr> <td data-bbox="507 1169 938 1265">Sexual orientation</td> <td data-bbox="938 1169 1481 1265">N/A</td> </tr> <tr> <td data-bbox="507 1265 938 1361">Age</td> <td data-bbox="938 1265 1481 1361">N/A</td> </tr> <tr> <td data-bbox="507 1361 938 1435">Religion or belief</td> <td data-bbox="938 1361 1481 1435">N/A</td> </tr> </table>	How many people use the service currently? What is this as a % of Slough's population?		Gender	N/A	Race	N/A	Disability	N/A	Sexual orientation	N/A	Age	N/A	Religion or belief	N/A
How many people use the service currently? What is this as a % of Slough's population?															
Gender	N/A														
Race	N/A														
Disability	N/A														
Sexual orientation	N/A														
Age	N/A														
Religion or belief	N/A														
2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	No. There is no direct service to external customers, whether residents or businesses, which will be reduced or affected in any way as a consequence of this action.														



**2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.**

No, see 2.2 above

**2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?**

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>6</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<sup>6</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

2.5	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	<b>Provide brief reasons on how have you come to this decision?</b>
	There are no impacts on any parties, whether of a protected characteristic or not, as a result of this proposed saving. It recognises that due to natural staff turnover there will be underspends in the staffing budgets.

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

## EQUALITY IMPACT ASSESSMENT TEMPLATE

### SUMMARY RAG RATING

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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### SECTION 1:

<b>Title</b>	<p><b>RES-2324-48</b></p> <p><b>Budgeted overheads cleanse</b></p>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>In the 2021/22 outturn process, there was corporate budget against which no costs were identified as needing to be charged. Through the course of 2022/23 we will keep this under review but it is assumed that an element of this budget will no longer be required and so can be released as a saving in 2023/24.</p>
Date sent to Finance	September 2022
Version number and date of update	V1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

<p><b>2.1</b></p>	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>														
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How many people use the service currently? What is this as a % of Slough's population?															
Gender	N/A														
Race	N/A														
Disability	N/A														
Sexual orientation	N/A														
Age	N/A														
Religion or belief	N/A														
<p><b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i></p>	<p>No. There is no service to external customers, whether residents or businesses, which will be reduced or affected in any way as a consequence of this action.</p>														

**2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.**

No, see 2.2 above

**2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?**

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>7</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<sup>7</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.



2.5	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	<b>Provide brief reasons on how have you come to this decision?</b>
	There are no impacts on any parties, whether of a protected characteristic or not, as a result of this proposed saving.

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
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	Younger people (16 - 25)							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
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**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

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**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

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## EQUALITY IMPACT ASSESSMENT TEMPLATE

### SUMMARY RAG RATING

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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### SECTION 1:

<b>Title</b>	<p><b>RES-2324-50</b></p> <p><b>Efficient working practices in Revenues and Benefits</b></p>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>A saving of £440k is deemed to be feasible through the delivery of improved working practices which will enable the service to significantly reduce the amount of overtime currently being charged and also to reduce the number of vacant posts being held.</p>
Date sent to Finance	November 2022
Version number and date of update	V1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>																																
	<table border="1"> <thead> <tr> <th data-bbox="497 734 874 880">Equality Characteristic</th> <th data-bbox="877 734 1190 880">Current or expected make up of service users</th> <th data-bbox="1193 734 1506 880">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td data-bbox="497 884 874 972">Gender</td> <td data-bbox="877 884 1190 972">N/A</td> <td data-bbox="1193 884 1506 972">N/A</td> </tr> <tr> <td data-bbox="497 976 874 1064">Ethnicity</td> <td data-bbox="877 976 1190 1064">N/A</td> <td data-bbox="1193 976 1506 1064">N/A</td> </tr> <tr> <td data-bbox="497 1068 874 1155">Disability</td> <td data-bbox="877 1068 1190 1155">N/A</td> <td data-bbox="1193 1068 1506 1155">N/A</td> </tr> <tr> <td data-bbox="497 1160 874 1247">Sexual orientation</td> <td data-bbox="877 1160 1190 1247">N/A</td> <td data-bbox="1193 1160 1506 1247">N/A</td> </tr> <tr> <td data-bbox="497 1252 874 1339">Age</td> <td data-bbox="877 1252 1190 1339">N/A</td> <td data-bbox="1193 1252 1506 1339">N/A</td> </tr> <tr> <td data-bbox="497 1344 874 1431">Religion or belief</td> <td data-bbox="877 1344 1190 1431">N/A</td> <td data-bbox="1193 1344 1506 1431">N/A</td> </tr> <tr> <td data-bbox="497 1435 874 1523">Gender Identity</td> <td data-bbox="877 1435 1190 1523">N/A</td> <td data-bbox="1193 1435 1506 1523">N/A</td> </tr> <tr> <td data-bbox="497 1527 874 1615">Pregnancy/Maternity</td> <td data-bbox="877 1527 1190 1615">N/A</td> <td data-bbox="1193 1527 1506 1615">N/A</td> </tr> <tr> <td data-bbox="497 1619 874 1706">Marriage/Civil Partnership</td> <td data-bbox="877 1619 1190 1706">N/A</td> <td data-bbox="1193 1619 1506 1706">N/A</td> </tr> </tbody> </table>			Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	N/A	N/A	Ethnicity	N/A	N/A	Disability	N/A	N/A	Sexual orientation	N/A	N/A	Age	N/A	N/A	Religion or belief	N/A	N/A	Gender Identity	N/A	N/A	Pregnancy/Maternity	N/A	N/A	Marriage/Civil Partnership	N/A	N/A
Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?																															
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Ethnicity	N/A	N/A																															
Disability	N/A	N/A																															
Sexual orientation	N/A	N/A																															
Age	N/A	N/A																															
Religion or belief	N/A	N/A																															
Gender Identity	N/A	N/A																															
Pregnancy/Maternity	N/A	N/A																															
Marriage/Civil Partnership	N/A	N/A																															

<p><b>2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</b></p>	<p>No. There is no service to external customers, whether residents or businesses, which will be reduced or affected in any way as a consequence of this action.</p>			
<p><b>2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</b></p>	<p>No, see 2.2 above</p>			
<p><b>2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b></p>				
	<p><b>None</b></p>	<p><b>Positive</b></p>	<p><b>Negative</b></p>	<p><b>Not sure</b></p>
<p>Men or women</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Disabled<sup>8</sup> people (consider different types of physical, learning or mental disabilities)</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>People of particular sexual orientation/s</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>People in particular age groups (consider in particular children, under 21s and over 65s)</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Impact due to pregnancy/ maternity</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

<sup>8</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how have you come to this decision?</b>
	There are no impacts on any residents or service users, whether of a protected characteristic or not, as a result of this proposed saving.



**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.




*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

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**Appendix A****Equality Impact Assessment Decision Rating Guide****PLEASE SEE PAGE 1 FOR THE RATING OF EACH PROPOSAL**

<b>Decision</b>	<b>Action</b>	<b>Risk</b>
As a result of performing the EIA, there is a risk that a disproportionately negative impact (direct, indirect, unintentional or otherwise) exists to one or more of the nine groups of people who share a protected characteristic under the Equality Act 2010. It is not clear if mitigating actions are possible.	<b>Further advice should be taken</b>	<b>Red</b> 
As a result of performing the EIA, there is a risk that a disproportionately negative impact (as described above) exists to one or more of the nine groups of people who share a protected characteristic under the Equality Act 2010. However, this risk may be removed or reduced by implementing mitigating actions.	<b>Proceed pending agreement of mitigating action</b>	<b>Amber</b> 
As a result of performing the EIA, the proposal does not appear to have any disproportionate negative impact on people who share a protected characteristics or anticipated impacts will be either positive or neutral.	<b>Proceed</b>	<b>Green:</b> 

**MEMBERS' ATTENDANCE RECORD 2022/23**  
**OVERVIEW AND SCRUTINY COMMITTEE**

<b>COUNCILLOR</b>	<b>16/06/22</b> (Note: Scrutiny Training & Work Programming held, not a formal meeting)	<b>14/07/22</b>	<b>15/09/22</b> <b>Cancelled</b>	<b>13/10/22</b>	<b>17/11/22</b>	<b>01/12/22</b> (Extraordinary)	<b>12/01/23</b>	<b>23/02/23</b>	<b>16/03/23</b>
Gahir (Chair)	-	P		P	P				
Matloob (Vice-Chair)	-	P		P	P				
Akbar	-	P		P	P				
Bal	-	P		P	P				
Basra	-	P		P	P				
P Bedi **					P				
Kaur	-	P		P	P				
M Malik	-	P		P	P				
S Malik	-	P		P	P				
Strutton **	-	P		Ab					

P = Present for whole meeting    P\* = Present for part of meeting    Ap = Apologies given    Ab = Absent, no apologies given

\* The formal Committee meeting scheduled on 16<sup>th</sup> June 2022 was not required as all Panel appointments had been made at Annual Council in May 2022. The session was used as an all scrutiny training and work programming event.

\*\* Councillor Strutton resigned from the Committee on 28<sup>th</sup> October 2022. On the nomination of the Conservative Group, Councillor P Bedi was appointed to the vacancy on 7<sup>th</sup> November 2022 under delegated authority to fill casual vacancies.

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