

1. Equality Impact Assessment Checklist

The Equality Impact Assessment (EIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service. It also helps the Council to meet its legal obligation under the Equality Act 2010 and the Public Sector Equality Duty.

Please complete the following checklist to determine whether or not you will need to complete an EIA. Please ensure you keep this section for your audit trail. If you have any questions, please contact the Corporate Policy and Diversity Team at diversity@havering.gov.uk

About your activity

1	Title of activity	Channel Shift review
2	Type of activity	Budget proposal
3	Scope of activity	<p>The scope of the proposal is to identify efficiencies by reviewing the customer contact report/apply/pay channel access.</p> <p>We will be aiming to rebalance the channels offered to customers by moving more people to self service and assisted service in order to reduce the one-to-one (face-to-face) contact within the PASC. This will allow us to focus efforts on vulnerable residents and those people who need assistance rather than those who do not.</p> <p>Currently the exact means to do this is unclear as we are introducing new technology in the next few months which will allow customers to transact further online with the Council, particularly where there is high volume of activity within the PASC (e.g. parking permits).</p> <p>There are no plans currently to close any channels.</p> <p>Once this technology is embedded we will assess the customer take-up and feedback and identify the most effective methods which will optimise the technology and customer experience.</p>
4a	Is the activity new or changing?	Yes - it is an addition to what is already offered
4b	Is the activity likely to have an impact on individuals or groups?	Yes but until technology is embedded and proposals are drafted we do not know what this impact will be. It is envisaged that the proposal will focus assistance on vulnerable residents and those people who need it most whilst encouraging and supporting others to self-serve.

5	If you answered yes:	A full EIA will be carried out as part of drafting plans to ensure that we understand the impact of the proposals on customers and how we ensure we mitigate any potential negative impact or unforeseen consequences. This is likely to be in 2015.
6	If you answered no:	N/A

Completed by:	Caroline Woolf, Programme Director, Corporate & Customer Transformation, Culture, Community & Economic Development
Date:	August 2014

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About your activity

1	Title of activity	Proposal to amend the Council Tax Support Scheme 2015
2	Type of activity	Budget proposal
3	Scope of activity	<p>This is a scheme which provides assistance to people on low incomes to help them pay their Council Tax. Many people on low incomes can get Council Tax Support to help them pay their Council Tax bills.</p> <p>The Council Tax Support Scheme is mainly funded by the Government although the Council help pay towards the scheme as well.</p> <p>The Government plans to reduce the money to pay for the scheme from 2015/16. The Council's budget cannot cover a further shortfall in Government funding. This means changes must be made to the current scheme to help bridge the funding gap.</p> <p>The proposed scheme will continue to protect pensioners who will get the same level of Council Tax Support as they do now.</p> <p>The proposals for 2015/16 are to:</p> <ul style="list-style-type: none"> • Reduce Council Tax Support for working age claimants by 15%. This means that every working age household would have to pay a minimum charge of 15% of their Council Tax Bill. • Reduce the amount of savings and investments people are allowed to have and still be entitled to claim from £16,000 to £6,000. • Abolish Second Adult Rebate. Second Adult

		Rebate supports working age tax payers whose income is too high in their own right for Council Tax Support but who have other adults living in the household whose income is low.
4a	Is the activity new or changing?	Yes – changing
4b	Is the activity likely to have an impact on individuals or groups?	Yes
5	If you answered yes:	A draft EIA is being produced and will be completed for inclusion in the final report to support consultation and decision making.

Completed by:	Chris Henry, Council Tax & Benefits Manager, Exchequer & Transactional Services, oneSource
Date:	August 2014

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About your activity

1	Title of activity	<p>Early Help and Troubled Families (EH&TF) proposals for:</p> <ul style="list-style-type: none"> • Universal service at cost • Reviewing commissioning priorities • Savings in staffing budgets • Property review
2	Type of activity	Budget proposals
3	Scope of activity	<p>This activity focuses on year one savings only, as follows:</p> <p>Universal service at cost - to increase the universal offer and start to charge for attendance at some groups. A business case for this is currently being developed. Two new posts were created in the restructure to increase the universal offer and footfall at the children's centres.</p> <p>Reviewing commissioning priorities - the children's centres are increasing their inclusivity: previously the nature of the buildings did not embrace opportunity for promoting children with disabilities into our centres. Therefore we will review our externally commissioned contracts with a view to bringing some services back in-house. In addition, children with disabilities and their families will be able access the wide-range of universal, inclusive and integrated services (such as health visitors, midwives, school nurses and soon a dentist) available at the centres. Anecdotal feedback from relevant families on this proposal has been positive.</p> <p>Savings in staffing budgets – it is anticipated that the contract with the London Borough of Barking and Dagenham for the Youth Offending Service will be terminated and that relevant posts will be incorporated within the EH&TF service. Other savings in staffing budgets (such as realigning budgets to actual staffing costs post-restructure) are also being explored which will have no impact on Council's staff or our services. The</p>

		<p>EH&TF service is also looking to realign services to under 12s and over 12s, in order to be consistent with school transition ages as well as the social work teams in Children's Services.</p> <p>Property review - the Directorate will be undertaking a review of all properties and assets this year. Relevant options being explored include moving to the Housing offices in Chippenham Road, moving to the community centre in Collier Row, and reviewing options at Ingrebourne. The options being considered are aimed at further increasing opportunities to improve the universal offer and getting more health staff into the buildings.</p> <p>Further saving proposals beyond 2015/16 will be articulated once plans and business cases have been produced and will be subject to full Equality Impact Assessments.</p>
4a	Is the activity new or changing?	Yes - changing
4b	Is the activity likely to have an impact on individuals or groups?	<p>Universal service at cost – No Reviewing commissioning priorities – No Staffing savings – No Property review – No</p>
5	If you answered yes:	N/A
6	If you answered no:	<p>It is anticipated that none of the proposals for the year one (2015/16) savings will have an impact on individuals or groups with protected characteristics. None of the proposals will result in a loss of service; indeed the proposals will improve the services currently on offer, and will increase the universal offer by making services more inclusive, integrated and consistent. However, if it appears during the course of this year that some of the proposals (as they develop and are communicated) may indeed have an impact on individuals or groups with protected characteristics, we will undertake an equality impact assessment at the earliest opportunity.</p> <p>Universal service at cost – The income generation target is small and should be achieved with little or no impact on individuals or groups with protected characteristics. The majority of our services will remain free at the point of contact, and the proposed nominal charges (predominately for new activities) will be reviewed regularly to ensure that attendances are high and individuals are not disadvantaged. It is anticipated that the two new posts in the EH&TF structure will add</p>

	<p>significant impetus in expanding the universal offer.</p> <p>Reviewing commissioning priorities – Some of our externally commissioned contracts are likely to be surplus to requirements as they can now be provided in-house at the children’s centres. For instance, we have been facilitating a couple of local mums of children with disabilities who have set-up a group for parents with children with learning and physical disabilities called 'Us Mums'. This group is expanding exponentially and feedback from this group suggests that externally commissioned services are not meeting the needs of all parents. Re-providing some services in-house is likely to be welcomed by service users and parents.</p> <p>Savings in staffing budgets – The proposed termination of the contract with the London Borough of Barking and Dagenham for the Youth Offending Service will see relevant posts incorporated within the EH&TF service, and no loss of service. Other savings in staffing budgets (such as realigning budgets to actual staffing costs post-restructure) and realigning services to under 12s and over 12s (in order to be consistent with school transition ages as well as the social work teams in Children’s Services) will also have no impact on individuals or groups with protected characteristics.</p> <p>Property review - The options being considered are aimed at further increasing opportunities to improve universal services and getting more health staff into the buildings. There will be no loss of service or negative geographical impact from any of the proposals.</p>
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Completed by:	Kathy Bundred, Head of Children’s Service, Children, Adults and Housing
Date:	August 2014

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About your activity

1	Title of activity	Budget proposals for Fairkytes Arts Centre 2014
2	Type of activity	Budget proposals
3	Scope of activity	Budget proposals for Fairkytes Arts Centre in order for them to move towards a Cost Recovery business model (receiving no subsidy from the Council). Whilst several changes are proposed, the existing offer to the community will be preserved as much as possible and savings realised through wholesale reductions in services are not being considered.
4a	Is the activity new or changing?	Yes - changing
4b	Is the activity likely to have an impact on individuals or groups?	Yes
5	If you answered yes:	A draft EIA is being produced and will be completed for inclusion in the final report to support consultation and decision making.
6	If you answered no:	N/A

Completed by:	Kayleigh Pardoe, Policy, Marketing and Administration Manager, Culture and Leisure, Culture, Community and Economic Development
Date:	August 2014

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About your activity

1	Title of activity	Housing General Fund proposals for: <ul style="list-style-type: none"> • CCTV • Supporting People Review
2	Type of activity	Budget proposals
3	Scope of activity	<ul style="list-style-type: none"> • CCTV – Merger • Supporting People Review - Review funding and provision of Mobile Support Service
4a	Is the activity new or changing?	Yes - changing
4b	Is the activity likely to have an impact on individuals or groups?	CCTV – No Supporting People Review - No
5	If you answered yes:	N/A
6	If you answered no:	<p>It is anticipated that none of the proposals will have an impact on clients with protected characteristics, nor will they result in a loss of service.</p> <p>CCTV – We will look to merge the CCTV for the town centres with the CCTV covering the housing estates at Waterloo Road.</p> <p>Supporting People Review – Central Government funding for Supporting People is due to be withdrawn in March 2015. The review of the Mobile Support Service will examine what the needs of the current clients are, and look for a more cost effective way of providing that support. The service is currently paid for out of the Adults' budget.</p> <p>The impact of individual proposals on staff with protected characteristics will be subject to a separate EIA.</p>
Completed by:		Sue Witherspoon, Head of Homes and Housing, Children, Adults and Housing
Date:		August 2014

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About your activity

1	Title of activity	Income Generation proposals for: <ul style="list-style-type: none"> • Private Sector Leasing • Catering
2	Type of activity	Budget proposals
3	Scope of activity	<ul style="list-style-type: none"> • Private Sector Leasing - Manage more properties and increase activities • Catering - Review the current operating and financial model
4a	Is the activity new or changing?	Yes - changing
4b	Is the activity likely to have an impact on individuals or groups?	Private Sector Leasing – No Catering - No
5	If you answered yes:	N/A
6	If you answered no:	<p>It is anticipated that none of the proposals will have an impact on service users with protected characteristics, nor will they result in a loss of service.</p> <p>Private Sector Leasing – There is scope to increase the activity in the private rented sector. We currently directly lease and manage 895 properties, and have a managing agent role in respect of a further 150 properties. To reduce the impact of housing need and ensure costs of housing activities are covered, we would look to increase the number of units we manage, which would also allow us to provide direct assistance for more residents to secure rented accommodation.</p> <p>Catering – The Meals on Wheels service delivers approx. 110,000 meals per year. We will review the current operating and financial model, and will also explore the idea of using volunteers to assist the paid staff.</p>

	The impact of individual proposals on staff with protected characteristics will be subject to a separate EIA.
Completed by:	Mary Pattinson, Head of Learning and Achievement, Children, Adults and Housing Sue Witherspoon, Head of Homes and Housing, Children, Adults and Housing
Date:	August 2014

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About your activity

1	Title of activity	Budget proposals for the Library Service 2014
2	Type of activity	Budget proposals
3	Scope of activity	<p>A proposal for a new delivery model for Library Services in a context of significant budget reductions. Changes may include a reduction in staffing and opening hours for libraries, introduction of a 50p charge per half hour for the use of computers and a greater use of volunteers to deliver services including the Local Studies and Family History Service, the Housebound Service and the work of the Reader Development team.</p> <p>New ways to generate income will also be explored as part of the new model, such as new membership arrangements, philanthropy, donations and sponsorship.</p>
4a	Is the activity new or changing?	Yes - changing
4b	Is the activity likely to have an impact on individuals or groups?	Yes
5	If you answered yes:	A draft EIA is being produced and will be completed for inclusion in the final report to support consultation and decision making.
6	If you answered no:	N/A

Completed by:	Kayleigh Pardoe, Policy, Marketing and Administration Manager, Culture and Leisure, Culture, Community and Economic Development
Date:	August 2014

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About your activity

1	Title of activity	Budget proposals for the Music School
2	Type of activity	Budget proposals
3	Scope of activity	<p>Havering Music School has revised and refreshed the way it operates and a new charging policy has been successfully trialled in schools. The policy offers the same tuition packages wherever lessons take place but charges all parents directly (historically schools have collected parental fees). This presents an opportunity to reduce overhead costs and increase income further. Following the trial, the model is now being rolled out across the borough.</p> <p>It is proposed that the new model is now rolled out to all schools in the Borough.</p>
4a	Is the activity new or changing?	Yes - changing
4b	Is the activity likely to have an impact on individuals or groups?	Yes
5	If you answered yes:	A draft EIA is being produced and will be completed for inclusion in the final report to support consultation and decision making.
6	If you answered no:	N/A

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About your activity

1	Title of activity	Older Adults (Better Care Fund, Older Adults and Royal Jubilee Court)
2	Type of activity	<p>Better Care Fund - Protection of adult social care spending in areas that support the delivery of improved health-related outcomes.</p> <p>Older Adults – Ensure that we are receiving maximum value for money and that services are person-centred and outcome-focused. Also, we will look to introduce a cap on the total cost of a care package / personal budget that is not more than the average cost of residential and nursing care.</p> <p>Royal Jubilee Court - Closure of the reablement and step-down service.</p>
3	Scope of activity	<p>Better Care Fund - In 2015/16 the new Better Care Fund will launch. This pooled budget is aimed at supporting health and social care integration, through transforming services to work more closely together in local areas. The focus will be on enabling improved collaboration work, joint commissioning, better data-sharing, seven-day working across health and social care services, and the protection of social care services.</p> <p>For the Council this means that some services will be funded via the Better Care Fund to help achieve these aims. These services include the new Joint Assessment and Discharge, and Integrated Cluster Community Teams, reablement / enablement, assistive technology, and sign-posting services. The fund will also be used to support the implementation of the Care Act through sustainable service delivery models.</p> <p>Older Adults - We will review our operating model for older adults, and ensure that we are receiving maximum value for money and that services are person-centred and outcomes-focussed. In addition, we will look to introduce a cap on the total cost of a care package / personal</p>

		<p>budget that is not more than the average cost of residential and nursing care. This may be necessary in order to both deliver savings and help mitigate against future demand pressures from an ageing population.</p> <p>Royal Jubilee Court - Royal Jubilee Court (RJC) provides sheltered housing, retirement housing, and supported housing for older adults. There is also a reablement and step-down service that is provided through a contract with an external provider.</p> <p>We are proposing to close the reablement element of this Council-run service and will look at alternative uses for Royal Jubilee Court. People who would have accessed reablement through RJC will access this instead from the community teams.</p> <p>Also, it should be noted that improved integrated services resulting from the Better Care Fund could result in a drop in demand for Royal Jubilee Court.</p>
4a	Is the activity new or changing?	Yes - changing
4b	Is the activity likely to have an impact on individuals or groups?	<p>Better Care Fund – No</p> <p>Older Adults – Yes</p> <p>Royal Jubilee Court – No</p>
5	If you answered yes:	A draft EIA is being produced and will be completed for inclusion in the final report to support consultation and decision making.
6	If you answered no:	<p>Better Care Fund - Health-related spend will be funded via the Better Care Fund. It is anticipated that this activity will have no impact on individuals or groups.</p> <p>Royal Jubilee Court - People who would have accessed reablement through Royal Jubilee Court will access this instead from the community teams i.e. they will still receive the same level of service but not at this setting. For instance, they might receive reablement at their own home. It is anticipated that this activity will have no impact on individuals or groups.</p>
Completed by:		Barbara Nicholls, Head of Adult Services, Children, Adults and Housing
Date:		August 2014

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About your activity

1	Title of activity	Parking charges review
2	Type of activity	Budget proposal
3	Scope of activity	<p>Parking spaces are provided to accommodate either long or short stay parking suitable for each specific area e.g. long stay commuter parking or short stay shopping either on or off street.</p> <p>Short stay parking charges are designed to promote the responsible use of the available parking spaces by shoppers to ensure turnover of space and to promote the local economy.</p> <p>Permit parking reserves spaces for specific parts of the community e.g. local business or residents who would otherwise be unable to have reasonable access to parking close to their properties if space was not controlled through means of a permit system due to commuter or retail activities.</p> <p>Currently Blue Badges issued to disabled persons may be used without charge on all bays in the Borough with the exception of specific voucher bays which are specifically signed. There is no anticipated change to the existing arrangements at this time.</p> <p>It is proposed to review parking charges and the payment mechanisms through upgrading existing pay and display equipment and to consider the introduction of cashless parking facilities for all that use parking facilities within the Borough.</p> <p>Increases in charges will ensure the costs of providing the services are met.</p>

4a	Is the activity new or changing?	Yes - changing
4b	Is the activity likely to have an impact on individuals or groups?	Yes
5	If you answered yes:	A draft EIA is being produced and will be completed for inclusion in the final report to support consultation and decision-making.
6	If you answered no:	N/A

Completed by:	Bob Wenman, Head of Streetcare, Culture, Community and Economic Development
Date:	August 2014

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About your activity

1	Title of activity	Budget proposals for the Parks Service 2014
2	Type of activity	Budget Proposals
3	Scope of activity	The budget proposals for the Parks Service include the proposal to increase the charges for car parking and the number of car parks this applies to in the Borough.
4a	Is the activity new or changing?	Yes - changing Yes
4b	Is the activity likely to have an impact on individuals or groups?	Yes
5	If you answered yes:	A draft EIA is being produced and will be completed for inclusion in the final report to support consultation and decision making.
6	If you answered no:	N/A

Completed by:	Kayleigh Pardoe, Policy, Marketing and Administration Manager, Culture and Leisure, Culture, Community and Economic Development
Date:	August 2014

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About your activity

1	Title of activity	Budget proposals for the Queens Theatre 2014
2	Type of activity	Budget proposals
3	Scope of activity	In light of the significant budget reductions, the level of existing grant to the Theatre cannot be maintained and a grant reduction in the region of 20% (£100,000 per annum) is proposed. A review of the theatre business model may also be considered.
4a	Is the activity new or changing?	No
4b	Is the activity likely to have an impact on individuals or groups?	No
5	If you answered yes:	N/A
6	If you answered no:	<p>A grant reduction to the Queens Theatre is not likely to impact the community at this stage. The primary community facing activity at the Queens Theatre is the Education and Outreach Programme. However, this is a very small part of the existing budget. Therefore there will be little or no impact on the local community.</p> <p>Grant reductions are more likely to lead to a back office review and cost saving measures such as:</p> <ul style="list-style-type: none"> • Restructuring pay to arrest rising expenditure • Renew artistic policy in light of a decrease in audience numbers • Initiating new and productive commercial operation of the venue

		<ul style="list-style-type: none"> • Instigating immediate and effective cost-cutting measures and reassign resources to more productive channels (e.g. audience development, co-production, touring) <p>In light of the above, an Equality Impact Assessment is therefore not required at this stage.</p>
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<p>Completed by:</p>	<p>Kayleigh Pardoe, Policy, Marketing and Administration Manager, Culture and Leisure, Culture, Community and Economic Development</p>
<p>Date:</p>	<p>August 2014</p>

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About your activity

1	Title of activity	Staffing review of: <ul style="list-style-type: none"> • Adult Social Care • Children's Social Care • Children and Adults with Disabilities • Disabled Facilities Grant • Workforce
2	Type of activity	Budget proposals
3	Scope of activity	Reduction in staff numbers through the introduction of more efficient working practices.
4a	Is the activity new or changing?	Yes - changing
4b	Is the activity likely to have an impact on individuals or groups?	Adult Social Care - No Children's Social Care - No Children and Adults with Disabilities - No Disabled Facilities Grant - No Workforce - No
5	If you answered yes:	N/A
6	If you answered no:	<p>It is anticipated that none of the proposals will have an impact on service users with protected characteristics, nor will they result in a loss of service.</p> <p>Adult Social Care – We will be reviewing the working practices in this area in order to improve efficiency in preparation of the Care Act 2014. This review includes a comprehensive review of business processes to ensure we are maximising existing resources and freeing up capacity.</p> <p>Children's Social Care – We will be reviewing the working practices in this area in order to improve efficiency as well as recruitment and retention. This review includes a comprehensive review of business</p>

	<p>processes and systems to ensure we are maximising existing resources and freeing up capacity.</p> <p>Children and Adults with Disabilities – This new integrated team has been established in response to the Children and Families Act, and the aim of improving the life journey of young disabled people into adulthood. We will develop the role of key working building on the expertise that exists with the team. It is anticipated that we will be able to reduce spend by introducing a revised structure and new roles.</p> <p>Disabled Facilities Grant – Currently, adaptations to properties for disabled people are undertaken by two separate teams, one within housing and one within adult social care. This can lead to confusion for disabled people and is not the most efficient way to provide the service. We are proposing that we review the two teams.</p> <p>Workforce – The Directorate is proposing to introduce the role of Principal Social Worker to support changes needed in social work practice arising from the Care Act 2014 and Children & Families Act 2014. This function will include quality assurance of practice and workforce development commissioning. Central Government funding for workforce development is no longer ring-fenced, and this has led to an increased budget pressure within the Directorate. We will review workforce development requirements and may create a workforce development commissioner who will oversee all related spend. Training spend will need to be absorbed within team budgets.</p> <p>The impact of individual proposals on staff with protected characteristics will be subject to separate Equality Impact Assessment(s).</p>
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<p>Completed by:</p>	<p>Barbara Nicholls, Head of Adult Services, Children, Adults and Housing Kathy Bundred, Head of Children’s Services, Children, Adults and Housing Mary Pattinson, Head of Learning and Achievement, Children, Adults and Housing Sue Witherspoon, Head of Homes and Housing, Children, Adults and Housing</p>
<p>Date:</p>	<p>August 2014</p>

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About your activity

1	Title of activity	Voluntary and Community Sector (VCS) Review
2	Type of activity	Budget proposal
3	Scope of activity	<p>The Review will incorporate the development of a new strategy, a review of Council's VCS grants allocation arrangements and also a review of its commissioning practices.</p> <p>It is likely that the review will incorporate four workstreams addressing the following:</p> <ol style="list-style-type: none"> 1. A new Voluntary Sector Strategy – this will set out the outcomes the Council wants to achieve in terms of how it works with the VCS 2. A review of Infrastructure (support provided to the voluntary sector for capacity building, funding, training, strategic engagement, etc.) – outputs will include a recommendation on how infrastructure services are provided in future, and to what specification 3. A review of the Council's VCS grants allocation arrangements 4. A review of the Councils' VCS commissioning arrangements (mainly within social care where services are commissioned the most). <p>The review needs to achieve savings of £1.145m (as set out in the Cabinet report of 3rd September 2014).</p> <p>The review will not seek to change the discretionary rate relief or equitable rents policy at this time.</p>
4a	Is the activity new or changing?	Yes - changing
4b	Is the activity likely to have an impact on individuals or groups?	Yes

5	If you answered yes:	A draft EIA is being produced and will be completed for inclusion in the final report to support consultation and decision making.
Completed by:	Claire Thompson, Corporate Policy and Community Manager, Culture, Community & Economic Development	
Date:	August 2014	

1. Equality Impact Assessment Checklist

The Equality Impact Assessment (EIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service. It also helps the Council to meet its legal obligation under the Equality Act 2010 and the Public Sector Equality Duty.

Please complete the following checklist to determine whether or not you will need to complete an EIA. Please ensure you keep this section for your audit trail. If you have any questions, please contact the Corporate Policy and Diversity Team at diversity@haverinq.gov.uk

About your activity

1	Title of activity	Younger adults - minimum statutory levels of service for younger adults (18-64)
2	Type of activity	Statutory review of current service provision for younger adults (18-64)
3	Scope of activity	<p>We will review services for younger adults, with a view to shaping more cost effective services and/or meeting statutory requirements through personalised services.</p> <p>Services for younger adults (between the ages of 18 and 64) are very expensive and do not offer the personalised provision required. We will review all areas of spend (e.g. residential care, care packages, respite and day care) to ensure that we are receiving maximum value for money and that services are person centred and outcomes-focussed.</p> <p>We will re-commission where necessary to meet statutory requirements through personalised services, and will look to apply the minimum statutory levels of service using the new national eligibility criteria within the Care Act.</p> <p>As we complete person centred plans, move to personal budgets and strictly apply eligibility criteria it is likely that we will not require some of the current provision. We will ensure any changes to how services are offered will include full consultation and impact assessment prior to any recommendations being finalised, and ensure viable alternatives are available.</p> <p>Havering spends relatively more on services for younger adults compared to other local authorities. The review will particularly focus on high cost placements and services, as well as services where unit costs are much higher than average.</p>

4a	Is the activity new or changing?	Yes - changing
4b	Is the activity likely to have an impact on individuals or groups?	Yes
5	If you answered yes:	A draft EIA is being produced and will be completed for inclusion in the final report to support consultation and decision making.
6	If you answered no:	N/A

Completed by:	Barbara Nicholls, Head of Adult Services, Children, Adults and Housing
Date:	August 2014

1. Equality Impact Assessment Checklist

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About your activity

1	Title of activity	Budget proposals for the Youth Facilitation Team
2	Type of activity	Budget proposals
3	Scope of activity	<p>As part of the budget savings, it is proposed that this team transfers to the Children and Young People's Service. The number of staff will be significantly reduced and a small number of new posts will be created focusing specifically on targeted services for young people in the Borough rather than providing universal youth services.</p> <p>Staff have expressed a view that the Council should consider a small employee led mutual focused on the prevention agenda.</p>
4a	Is the activity new or changing?	Yes - changing
4b	Is the activity likely to have an impact on individuals or groups?	Yes
5	If you answered yes:	A draft EIA is being produced and will be completed for inclusion in the final report to support consultation and decision making.
6	If you answered no:	N/A

Completed by:	Kayleigh Pardoe, Policy, Marketing and Administration Manager, Culture and Leisure, Culture, Community and Economic Development
Date:	August 2014