

# Voluntary Sector Spending Review Equality Impact Analysis, Issue Log & Action Plan


## What is Equality Impact Analysis?

The Equality Act 2010 seeks to eliminate discrimination and meet the positive promotion aspects of equality legislation. An Equality Impact Analysis uses equality information and the results of engagement with groups to understand the actual or the potential effects of change or key decisions on our workforce and the general public. Completing this analysis will assist Members and officers to identify practical steps to address any negative effects and to highlight positive interventions.

## Section 1 - Ownership

This section identifies the individual(s) responsible for identifying the potential positive and negative impacts from developing and implementing the spending reductions. There will be a number of potential positive and negative internal impacts which should be undertaken and monitored by the person responsible for implementing the proposed reductions

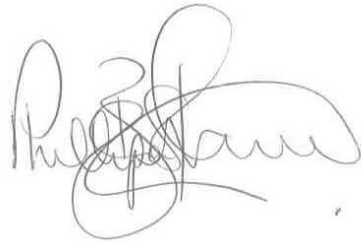
<b>Title:</b>	Equality Impact Assessment on the proposed changes to funding / spending reductions in the voluntary sector				
<b>Service impacted by proposed spending review</b>	Havering Citizens Advice Bureau (HCAB) – Debt advice, welfare benefits assessments and general legal and consumer advice				
<b>Date Created</b>	5 January 2016	<b>Review Date:</b>	At end of next contract	<b>Version:</b>	1
<b>Author:</b>	Jerry Haley (Senior Community Safety and Development Officer)				

<b>Person completing EIA:</b>	Jerry Haley (Senior Community Safety and Development Officer)				
<b>Signed:</b>				<b>Date:</b>	6 <sup>th</sup> January 2016

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**Person supervising EIA:** Pippa Brent-Isherwood (Head of Policy and Performance)

**Signed:**



**Date:** 6 January 2016

### Section 2 - Potential Issues

Key Issues:	Impacts on:	Mitigating Action Taken:
<p>It is proposed to reduce the Council's current funding of the CAB by £22,733 per annum. This represents a 15% decrease compared with current (2015/16) funding levels. This follows significant reductions in other funding that the CAB experienced during the last financial year.</p>	<p>Existing and potential future service users. Other organisations that signpost clients to the CAB. CAB staff and volunteers.</p>	<p>The CAB is already taking active steps to reduce its operating costs in line with the reduced level of funding available to it. So far as is possible, it is seeking to do this in ways that do not directly impact on front line service delivery, for example by reviewing its management structure and exploring the possibility of relocating its office accommodation once its current lease expires.</p>
<p>Contract monitoring data indicates that the CAB is contacted by around 800 unique / first time clients and deals with around 1,900 individual issues each quarter. It is reasonable to presume that the organisation's capacity to respond to individuals and issues will reduce proportionately should the level of funding made available to the CAB be reduced.</p>	<p>Existing and potential future service users. Other organisations that signpost clients to the CAB. CAB staff and volunteers.</p>	<p>The Havering CAB continues actively to apply for alternative funding, sometimes in collaboration with other CABs. Further support in this regard to be offered by the Council's Community Development Team.</p> <p>An improved CAB website is also in development, which will make more information and advice</p>

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Key Issues:	Impacts on:	Mitigating Action Taken:
		accessible online.
<p>The majority of the issues dealt with by the CAB during Quarter 3 of 2015/16 was as follows:</p> <p>Benefits and tax credits (20%)                      Housing (20%)                      Debt (13%)                      Employment (12%)                      Relationships (8%)</p> <p>A reduction in the level of funding available to the CAB is likely to have an impact on the organisation's capacity to deal with these types of enquiries going forward.</p>	<p>Existing and potential future service users and their families.                      Other organisations that signpost clients to the CAB.                      Relevant Council services, e.g. Revenues and Benefits, Housing.</p>	<p>Alternative support and information and advice services are available to certain sectors of the community (e.g. elderly people moving into supported accommodation; those with Adult Social Care needs) through Council services and / or other commissioned suppliers (e.g. Carepoint services).</p> <p>Other voluntary and community sector organisations operating within the borough (e.g. MIND, Havering Association for People with Disabilities, Tapestry, First Step and People First) also provide information, advice and guidance services to certain sectors of the community. Referrals are made between these organisations, as well as the CAB, as appropriate through the Access to Advice project.</p> <p>An improved CAB website is also in development, which will make more information and advice accessible online.</p> <p>The Council has a small in-house team that offers debt advice.</p> <p>Tapestry also operates a telephone advice line offering general information on how to complete forms and access benefits etc.</p> <p>The Havering CAB continues actively to apply for alternative funding, sometimes in collaboration with other CABs. Further support in this regard to be</p>

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Key Issues:	Impacts on:	Mitigating Action Taken:
		offered by the Council's Community Development Team.
The CAB is currently the only organisation directly funded by LB Havering to undertake benefits assessments. Some other providers of information and advice services also signpost clients who require welfare rights assessments / advice to the CAB. To the end of Quarter 3 in 2015/16, the CAB had secured £44,008 worth of financial gains for its clients. This "value added" from the current funding arrangements with the CAB may be reduced if the level of funding made available to the CAB is reduced going forward.	Existing and potential future service users. Relevant Council services, e.g. Revenues and Benefits, Housing.	The Council has a small in-house team that offers debt advice.  Tapestry also operates a telephone advice line offering general information on how to complete forms and access benefits etc.  It may be possible to retain this specific element of the service in any future grant funding agreement between the Council and the CAB.

### Section 3 - Potential Workforce Issues

Protected Characteristics	Description of Issue	Date Raised	Mitigating Actions	Action Status	Open/Closed	Owner
Age	The Council does not hold any specific data on the demographic composition of the CAB's workforce.	N/A	The CAB is known to be undergoing ongoing service restructuring as a result of reductions in the availability of funding from various sources.	Ongoing	Open	Lesley Crisp (HCAB CEO)
Disability						
Sex	No specific workforce issues have so far been identified.		As well as its paid workforce, the Havering CAB has an active pool of volunteers who provide advice and support to service users alongside its paid staff. The organisation currently manages and trains some 65 volunteers.			
Gender Reassignment						
Marriage & Civil Partnership						
Pregnancy & Maternity						
Race						
Religion or Belief						
Sexual						

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Orientation			The CAB holds monthly selection and recruitment events for volunteers in all roles.			
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### Section 4 - Communication and Engagement Activity

Target Audience	Date	Activity	Summary of Feedback	Actions Raised	Action Status	Open/Closed	Owner
Havinging CAB	Quarterly	Contract monitoring meetings	<p>HCAB has been formally advised of the review of the voluntary sector and budgetary changes, and has been notified that funding for future years is dependent on the outcomes of the review.</p> <p>Contract monitoring data supplied which has informed the content of the proposals and this EIA.</p>	Mapping exercise carried out of information, advice and guidance services available across the borough to establish if there is duplication of provision and / or funding	Ongoing	Open	Jerry Haley

### Section 5 - Service Delivery Impacts and Issues

#### Due regard – Brown principles

These principles have been taken from the Equality and Human Rights Commission’s paper on making fair financial decisions (Equality and Human Rights Commission, 2012).

Case law sets out broad principles about what public authorities need to do to have due regard to the aims set out in the general equality duties. These are sometimes referred to as the 'Brown principles' and set out how courts interpret the duties. They are not additional legal requirements but form part of the Public Sector Equality Duty as contained in section 149 of the Equality Act 2010.

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Under the duty, local authorities must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not.

In summary, the Brown principles say that:

- Decision-makers must be made aware of their duty to have 'due regard' and to the aims of the duty.
- Due regard is fulfilled before and at the time a particular policy or proposal that will or might affect people with protected characteristics is under consideration, as well as at the time a decision is taken.
- Due regard involves a conscious approach and state of mind. A body subject to the duty cannot satisfy the duty by justifying a decision after it has been taken. Attempts to justify a decision as being consistent with the exercise of the duty, when it was not considered before the decision, are not enough to discharge the duty. General regard to the issue of equality is not enough to comply with the duty.
- The duty must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.
- The duty has to be integrated within the discharge of the public functions of the body subject to the duty. It is not a question of 'ticking boxes'.
- The duty cannot be delegated and will always remain on the body subject to it.
- It is good practice for those exercising public functions to keep an accurate record showing that they had actually considered the general equality duty and pondered relevant questions. If records are not kept it may make it more difficult, evidentially, for a public authority to persuade a court that it has fulfilled the duty imposed by the equality duties.

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### Potential Service delivery impacts (Positive and Negative)

Protected Characteristics	Description of Issue	Date Raised	Mitigating Actions	Action Status	Open/Closed	Owner																														
Age	<p>The breakdown of the CAB's service users by age in Quarter 3 of 2015/16 was as follows:</p> <table border="1" style="margin-left: 20px;"> <tr> <td>15-19</td> <td>1%</td> <td>40-44</td> <td>11%</td> <td>65-69</td> <td>5%</td> </tr> <tr> <td>20-24</td> <td>5%</td> <td>45-49</td> <td>11%</td> <td>70-74</td> <td>4%</td> </tr> <tr> <td>25-29</td> <td>8%</td> <td>50-54</td> <td>11%</td> <td>75-79</td> <td>4%</td> </tr> <tr> <td>30-34</td> <td>10%</td> <td>55-59</td> <td>11%</td> <td>80-84</td> <td>2%</td> </tr> <tr> <td>35-39</td> <td>11%</td> <td>60-64</td> <td>8%</td> <td>85-99</td> <td>1%</td> </tr> </table>	15-19	1%	40-44	11%	65-69	5%	20-24	5%	45-49	11%	70-74	4%	25-29	8%	50-54	11%	75-79	4%	30-34	10%	55-59	11%	80-84	2%	35-39	11%	60-64	8%	85-99	1%	December 2015	<p>Alternative support and information and advice services are available to certain sectors of the community (e.g. elderly people moving into supported accommodation; those with Adult Social Care needs) through Council services and / or other commissioned suppliers (e.g. Carepoint services).</p> <p>Other voluntary and community sector organisations operating within the borough (e.g. MIND, Havering Association for People with Disabilities, Tapestry, First Step and People First) also provide information, advice and guidance services to certain sectors of the community. Referrals are made between these organisations, as well as the CAB, as appropriate through the Access to Advice project.</p>	Ongoing	Open	Various
15-19	1%	40-44	11%	65-69	5%																															
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35-39	11%	60-64	8%	85-99	1%																															
Disability	No data held																																			
Sex	Monitoring data indicates that around 60% of the CAB's clients are female, whilst 40% are male.																																			
Gender Reassignment	No data held																																			
Marriage & Civil Partnership	No data held																																			
Pregnancy & Maternity	No data held																																			
Race	The breakdown of the CAB's service users by race in Quarter 3																																			

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Protected Characteristics	Description of Issue	Date Raised	Mitigating Actions	Action Status	Open/Closed	Owner										
	<p>of 2015/16 was as follows:</p> <table border="1" style="width: 100%;"> <tr> <td>White British</td> <td>62%</td> </tr> <tr> <td>Black / Black British</td> <td>15%</td> </tr> <tr> <td>White / Black Caribbean</td> <td>1.5%</td> </tr> <tr> <td>White Other</td> <td>11%</td> </tr> <tr> <td>Asian / Asian British</td> <td>6%</td> </tr> </table> <p>Compared with the overall population of Havering, this data would suggest that White British residents are slightly under-represented in the CAB's client group, whilst Black / Black British residents are slightly over-represented.</p>	White British	62%	Black / Black British	15%	White / Black Caribbean	1.5%	White Other	11%	Asian / Asian British	6%		<p>An improved CAB website is also in development, which will make more information and advice accessible online.</p> <p>The Havering CAB continues actively to apply for alternative funding, sometimes in collaboration with other CABs. Further support in this regard to be offered by the Council's Community Development Team.</p> <p>Other current arrangements, whereby the CAB utilises rooms within LBH libraries to provide advice and support, are expected to remain in place.</p>			
White British	62%															
Black / Black British	15%															
White / Black Caribbean	1.5%															
White Other	11%															
Asian / Asian British	6%															
Religion or Belief	No data held															
Sexual Orientation	No data held															

### Section 6: Data Sources

Data used	How has this information informed your decision
Quarterly contract monitoring data	<p>This data includes a breakdown of service users by the protected characteristics and so has informed the content of this EIA.</p> <p>The information submitted quarterly by the CAB also describes the organisation's plans and aspirations for the future; the funding it has secured or applied for from elsewhere, as well as its success in recruiting trustees and volunteers, which has helped the Council to establish their reliance on paid staff and their capacity for altering their business plans in accordance with the available financial envelope going forwards.</p>



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Data used	How has this information informed your decision
	The information submitted also quantifies the financial gains secured for local residents by the CAB, which has assisted in assessing the overall value for money provided by the current funding arrangements.
Funding benchmarking data	Benchmarking carried out against other London Boroughs indicates that 14 of the 27 other London councils that responded to the information request fund their local CABs to a lower level than LB Havering does. Of those London Boroughs that responded, 11 have increased their level of funding to their local CABs in recent years (some by up to 70%), whilst 10 have reduced the level of funding they provide, by up to 22%.
"This is Havering" (2015)	Used to determine whether the take up of CAB services by demographics / protected characteristics is in line with the overall population of the borough or not.