

**Consolidated Pack of EIAs  
Budget Savings 2023/24  
Scrutiny Meeting 2/2/2023**

The following pages contain the EIA assessments of the proposals being put forward in respect of the additional savings for Strategy & Transformation, Finance & Commercial and other Cross-Council savings. 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-2324-53	Reduction in Services and Efficiencies (S&T)	2 – 8
RES-2324-51	Revenues & Benefits Agency Savings (F&C)	9 – 15
RES-2324-58	Minimum Revenue Provision (F&C)	16 - 22
X-2324-26	Fees & Charges (Cross-council)	23 – 29
X-2324-54	Review of Strategic Commissioning (Cross-council)	30 – 36
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	RAG rating guide	44

## EQUALITY IMPACT ASSESSMENT 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>	Reduction in services and efficiencies – Strategy & Transformation directorate
<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>	Directorate wide savings
Date sent to Finance	18 Jan 2023
Version number and date of update	001

**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="507 819 938 965">How many people use the service currently? What is this as a % of Slough's population?</td> <td data-bbox="946 819 1481 965"></td> </tr> <tr> <td data-bbox="507 965 938 1055">Gender</td> <td data-bbox="946 965 1481 1055"></td> </tr> <tr> <td data-bbox="507 1055 938 1144">Race</td> <td data-bbox="946 1055 1481 1144"></td> </tr> <tr> <td data-bbox="507 1144 938 1234">Disability</td> <td data-bbox="946 1144 1481 1234"></td> </tr> <tr> <td data-bbox="507 1234 938 1323">Sexual orientation</td> <td data-bbox="946 1234 1481 1323"></td> </tr> <tr> <td data-bbox="507 1323 938 1413">Age</td> <td data-bbox="946 1323 1481 1413"></td> </tr> <tr> <td data-bbox="507 1413 938 1503">Religion or belief</td> <td data-bbox="946 1413 1481 1503"></td> </tr> </table>	How many people use the service currently? What is this as a % of Slough's population?		Gender		Race		Disability		Sexual orientation		Age		Religion or belief	
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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? <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>Corporate services support the whole council and deliver the universal front door in person and the phone and online so all the council's residents are potentially impacted by changes.</p> <p>Final planning needs to take place and so it is not possible to say whether a full EIA needs to take place at this time</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.*

**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 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input 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	<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>At this stage the proposals are still being finalised and so consideration of a full EIA will need to take place at a later date.</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							
	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**

<p><b>4.1</b></p> <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>								
	<b>Action Required</b>	<b>Equality Groups Targeted</b>	<b>Intended outcome</b>	<b>Resources Needed</b>	<b>Name of Lead, Unit &amp; Contact Details</b>	<b>Completion Date (DD/MM/YY)</b>	<b>RAG</b>	
	<i>Enter additional rows if required</i>							



## 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>	<p><b>RES-2324-51</b></p> <p><b>Agency Savings</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 £450k is deemed to be feasible through the move to provide agency resources processing Revenues and Benefits through the Tower Hamlet’s Framework rather than through Matrix from 1 April 2023, and the reduction in overall agency resources from 1 October 2023 due to the new permanent structure being in place.</p>
<p>Details of the lead person completing the screening/EIA</p>	<p>(i) <b>Full Name:</b> Andy Jeffs</p> <p>(ii) <b>Position:</b> Interim Head of Transactions - Revenues, Benefits and Charges</p> <p>(iii) <b>Service Area:</b> Finance</p> <p>(iv) <b>Email Contact Details:</b> andy.jeffs@slough.gov.uk</p> <p>(v) <b>Date:</b> 29/11/2022</p>
<p>Date sent to Finance</p>	<p>November 2022</p>
<p>Version number and date of update</p>	<p>V1</p>
<p><i>You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process. However <u>only</u> the most updated version will be saved in the Equalities SharePoint folder.</i></p>	

**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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<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>				
	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>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"/>
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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.

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
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<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
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**SECTION 4: ACTION PLAN**

<p><b>4.1</b></p> <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>								
	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	
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#### 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-2324-58</b> MRP saving
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>	Treasury Management Strategy  The Council as a whole  Reduction of £5.500m in MRP for 2023/24 compared with estimate at August 2022
Details of the lead person completing the screening/EIA	(vi) Full Name: Peter Worth  (vii) Position: Finance Lead Technical Advisor  (viii) Service Area: Corporate Finance  (ix) Email Contact Details: peter.worth@slough.gov.uk  (x) Date: 25/1/23
Date sent to Finance	25/1/2
Version number and date of update	Version 1 as at 25/1/23
<p><i>You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process. However <u>only</u> the most updated version will be saved in the Equalities SharePoint folder.</i></p>	



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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? <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>	N/A			
<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? <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></b></p>	N/A			
<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>				
	<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 is purely a financial issue relating to the calculation of the amount to be charged to council tax for debt charges. It has no direct impact on the delivery of services.

**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

### 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>	Fees and Charges increase
<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 Council's financial situation has been well documented recently and significant savings need to be delivered in order to bring the council back to financial stability. This is not restricted to reductions in expenditure as the council also has the ability to raise income. This is an important dynamic to the Council's budget as it needs to be able to cover the cost base needed to deliver the services for which fees and charges are raised, and this cost base is increasing each year due to inflationary pressures.</p> <p>It is anticipated that the exercise will generate a saving in the region of £0.9m across all areas in which the council has control in setting fees and charges.</p>
<p>Details of the lead person completing the screening/EIA</p>	<p>(i) Full Name: Steve Muldoon</p> <p>(ii) Position: Deputy Director, Finance &amp; Commercial</p> <p>(iii) Unit: Finance</p> <p>(iii) Contact Details: steve.muldoon@slough.gov.uk</p>
<p>Date sent to Finance</p>	September 2022
<p>Version number and date of update</p>	V1
<p><i>You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process. However <u>only</u> the most updated version will be saved in the Equalities SharePoint folder.</i></p>	

**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>														
	<table border="1"> <tr> <td data-bbox="507 734 938 880">How many people use the service currently? What is this as a % of Slough's population?</td> <td data-bbox="938 734 1481 880"></td> </tr> <tr> <td data-bbox="507 880 938 972">Gender</td> <td data-bbox="938 880 1481 972">N/A</td> </tr> <tr> <td data-bbox="507 972 938 1064">Race</td> <td data-bbox="938 972 1481 1064">N/A</td> </tr> <tr> <td data-bbox="507 1064 938 1155">Disability</td> <td data-bbox="938 1064 1481 1155">N/A</td> </tr> <tr> <td data-bbox="507 1155 938 1247">Sexual orientation</td> <td data-bbox="938 1155 1481 1247">N/A</td> </tr> <tr> <td data-bbox="507 1247 938 1339">Age</td> <td data-bbox="938 1247 1481 1339">N/A</td> </tr> <tr> <td data-bbox="507 1339 938 1431">Religion or belief</td> <td data-bbox="938 1339 1481 1431">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														
<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. The fees and charges as applied by the council do not contain any specific services which concentrate on limited sectors of the population in which any groups with protected characteristics are overrepresented. Use of the services charged for is discretionary.</p> <p>Furthermore, many of the fees and charges in existence are focused on the business sector rather than residents, such as trade licences and construction related activity.</p>														



<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>				
	<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"/>
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>4</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>
	<p>Increases in fees and charges are generally applied each year to ensure cost recovery and to keep pace with inflationary effects. No equality impacts have been identified in this annual exercise. The fees and charges impact business rather than individuals in a number of cases and where they are consumer facing there is no restriction as to who may or may not utilise and pay for services, and there is freedom for people to choose whether to use the services or not, hence there is no inequality arising from changes in pricing.</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							
	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

**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>X-2324-54</b> Review of Strategic Commissioning
<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>	A review of strategic commissioning to both reduce costs and make better use of resources to deliver outcomes through improved commissioning practice
<p>Details of the lead person completing the screening/EIA</p>	<p>(ii) Full Name: Sarah Hayward</p> <p>(ii) Position:</p> <p>(iii) Unit: COO</p> <p>(iii) Contact Details:</p>
<p>Date sent to Finance</p>	9/1/2023
<p>Version number and date of update</p>	
<p><i>V1 – 9 Jan 2023</i></p>	

**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="507 824 938 965"> <p>How many people use the service currently? What is this as a % of Slough's population?</p> </td> <td data-bbox="938 824 1481 965"> <p>See boxes 2.5/2.6 below</p> </td> </tr> <tr> <td data-bbox="507 965 938 1059"> <p>Gender</p> </td> <td data-bbox="938 965 1481 1059"></td> </tr> <tr> <td data-bbox="507 1059 938 1153"> <p>Race</p> </td> <td data-bbox="938 1059 1481 1153"></td> </tr> <tr> <td data-bbox="507 1153 938 1247"> <p>Disability</p> </td> <td data-bbox="938 1153 1481 1247"></td> </tr> <tr> <td data-bbox="507 1247 938 1341"> <p>Sexual orientation</p> </td> <td data-bbox="938 1247 1481 1341"></td> </tr> <tr> <td data-bbox="507 1341 938 1435"> <p>Age</p> </td> <td data-bbox="938 1341 1481 1435"></td> </tr> <tr> <td data-bbox="507 1435 938 1529"> <p>Religion or belief</p> </td> <td data-bbox="938 1435 1481 1529"></td> </tr> </table>	<p>How many people use the service currently? What is this as a % of Slough's population?</p>	<p>See boxes 2.5/2.6 below</p>	<p>Gender</p>		<p>Race</p>		<p>Disability</p>		<p>Sexual orientation</p>		<p>Age</p>		<p>Religion or belief</p>	
<p>How many people use the service currently? What is this as a % of Slough's population?</p>	<p>See boxes 2.5/2.6 below</p>														
<p>Gender</p>															
<p>Race</p>															
<p>Disability</p>															
<p>Sexual orientation</p>															
<p>Age</p>															
<p>Religion or belief</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>See boxes 2.5/2.6 below</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.**

**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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disabled <sup>5</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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Impact due to pregnancy/ maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.**

<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 checked="" type="checkbox"/> No <input type="checkbox"/>
2.6	<b>Provide brief reasons on how have you come to this decision?</b>
	<p><b>Commissioned services are used for groups with protected characteristics, particularly age, mental and physical health and it is likely that some services are also disproportionately used by people with other protected characteristics.</b></p> <p><b>At this stage the services included are subject to a diagnostic only and decisions about what savings to implement when will be taken later. Proposals affecting specific services and/or user groups will need to be subject to full EIAs prior to any decision to proceed to implementation. These impacts will be brought back through officer and member decision making as appropriate.</b></p> <p><b>It is not possible to undertake meaningful equalities impact assessments prior to the completion of the diagnostic.</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							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
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	Learning Disabilities							
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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

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>	Support services harmonisation
<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>	TUPE Transfer of support staff (Finance, HR, data analysts and IT) from SCF to SBC
<p>Details of the lead person completing the screening/EIA</p>	<p>(iii) Full Name: Sarah Hayward</p> <p>(ii) Position: ED Strategy and Improvement</p> <p>(iii) Unit: Strategy and Improvement</p> <p>(iii) Contact Details:</p>
<p>Date sent to Finance</p>	
<p>Version number and date of update</p>	1
<p><i>You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process. However <u>only</u> the most updated version will be saved in the Equalities SharePoint folder.</i></p>	

**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="507 824 938 965">How many people use the service currently? What is this as a % of Slough's population?</td> <td data-bbox="938 824 1481 965"></td> </tr> <tr> <td data-bbox="507 965 938 1059">Gender</td> <td data-bbox="938 965 1481 1059"></td> </tr> <tr> <td data-bbox="507 1059 938 1153">Race</td> <td data-bbox="938 1059 1481 1153"></td> </tr> <tr> <td data-bbox="507 1153 938 1247">Disability</td> <td data-bbox="938 1153 1481 1247"></td> </tr> <tr> <td data-bbox="507 1247 938 1341">Sexual orientation</td> <td data-bbox="938 1247 1481 1341"></td> </tr> <tr> <td data-bbox="507 1341 938 1435">Age</td> <td data-bbox="938 1341 1481 1435"></td> </tr> <tr> <td data-bbox="507 1435 938 1529">Religion or belief</td> <td data-bbox="938 1435 1481 1529"></td> </tr> </table>	How many people use the service currently? What is this as a % of Slough's population?		Gender		Race		Disability		Sexual orientation		Age		Religion or belief	
How many people use the service currently? What is this as a % of Slough's population?															
Gender															
Race															
Disability															
Sexual orientation															
Age															
Religion or belief															
<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>															

**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.**

**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 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input 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>
	This is a straight TUPE transfer of staff from a wholly owned council company in to the council. They will be doing the same tasks under the same terms and conditions, from the same job location (hybrid home and office) there is no equalities impact as staff are not materially impacted



**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>						

**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> 