

Date of issue: Tuesday, 29th November 2022

MEETING	CUSTOMER AND COMMUNITY SCRUTINY PANEL MEETING JOINTLY WITH THE PLACE SCRUTINY PANEL (Councillors Begum (Chair), Muvvala (Vice Chair), Ali, Brooker, Hussain, Kaur, M. Malik, S. Malik, Mohammad, Cheema, Gill, Grewal, Minhas, Sandhu and Wright) Non-voting co-opted members: Christine Griffin (Residents Panel Board) Trevor Pollard (Residents Panel Board) Manvinder Matharu (Residents Panel Board)
DATE AND TIME:	WEDNESDAY, 7TH DECEMBER, 2022 AT 6.30 PM
VENUE:	COUNCIL CHAMBER - OBSERVATORY HOUSE, 25 WINDSOR ROAD, SL1 2EL
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	MANIZE TALUKDAR 07871 982 919

NOTICE OF MEETING

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



STEPHEN BROWN
Chief Executive

AGENDA

PART I

AGENDA ITEM	REPORT TITLE	PAGE	WARD
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Apologies for absence.

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

CONSTITUTIONAL MATTERS

2.	Minutes of the Meeting held on 20 October 2022	1 - 4	-
3.	Member Questions	-	-

(An opportunity for panel members to ask questions of the relevant Director/Associate Director, relating to pertinent, topical issues affecting their Directorate – maximum 10 minutes allocated.)

SCRUTINY ISSUES

4.	Financial Overview	5 - 16	All
5.	Place & Communities and Housing & Property budget proposals 2023/24	17 - 162	All

ITEMS FOR INFORMATION

6.	Members' Attendance Record	163 - 164	-
7.	Date of Next Meeting - 11th January 2023	-	-

Press and Public

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

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

Customer and Community Scrutiny Panel – Meeting held on Thursday, 20th October, 2022.

Present:- Councillors Begum (Chair), Muvvala (Vice-Chair), Ali, Brooker, Kaur, M. Malik, S. Malik, Mohammad

Non-voting co-opted members: Trevor Pollard and Manvinder Matharu

Apologies for Absence:- None

PART 1

14. Declarations of Interest

No declarations were made.

15. Minutes of the Meeting held on 7th September 2022

Resolved – That the minutes of the meeting held on 7 September 2022 be approved as a correct record.

16. Member Questions

None received.

17. Task & Finish Group: Complaints Handling

The SBC Head of Governance and Scrutiny presented the report Task and Finish Group: Complaints Handling. He provided a summary of the proposed scope, remit, output and associated timescales for the Task and Finish Group (T&FG).

The SBC Deputy Monitoring Officer emphasised the critical importance of aligning the work of the T&FG to the following:

- the 2021 governance review of Slough Borough Council, which could be described as a 'best value' inspection. The Local Government Act 1995 placed a duty of ensuring 'best value' on all local authorities, which requires all local authorities to make arrangements to secure continuous improvement in the way in which its functions are exercised, while having regard to economy, efficiency and effectiveness.
- Complaints should be considered a good source of data and information regarding the Council's performance, information which was key to this process of continuous improvement.
- The Statutory Directions from the Secretary of State following the issuing of the 114 notice, which set out a number of requirements on the Council, three of which were particularly relevant to the scrutiny function:

Customer and Community Scrutiny Panel - 20.10.22

- i. Produce an action plan
- ii. Devise and implement a programme of cultural change and be open to learning
- iii. Take steps to enable better and evidence-based decision-making, by enhancing data and insight functions.

She added that the T&FG would:

- Be in accord with the core principles of a Best Value Inspection;
- Enable detailed investigation of a single issue, focussed on producing substantive recommendations (something that was not always possible in a 2-hour committee meeting; and
- T&FGs would allow improved cross-party working.

The LGA and Social Care Ombudsman had advised taking a cyclical approach to the analysis of complaints data and produced a series of questions to aid the T&FG in its work.

The SBC Associate Director for Business and Customer Services and the SBC Complaints Caseworker and FOI Lead made the following points:

- The complaints process had not been reviewed in some time and this was a good opportunity to carry out a thorough survey.
- Officers acknowledged Members concerns regarding complaints and this would be an opportunity to improve the process.
- Improving information sharing and communication with residents was key.
- Review key distinctions between complaints, casework and service requests and the process to be followed for each area.
- Complaints were a key customer insight and would help embed continuous improvement in services, inform the direction of travel, ensure proper governance and contribute to the recovery journey. Any decisions made regarding changes to service provision should be evidence-based and be focussed on improving the residents' experience. It should be noted that officers faced a number of challenges, and constraints in delivering services. The aim should be to improve resident satisfaction while supporting staff to undertake their duties.
- The Annual Report contained key information and data and the guidance from the Ombudsman was being embedded in staff training.
- Going forward, the service would be collating and sharing quarterly reports of complaints data with Members.

Members asked the following questions and received the responses set out below.

A Member stated that the report stated that 42% - in his view this was a significant underestimate, as it was his understanding that most complaints went direct to Osborne. The company had a poor rating on google and had received unfavourable comments from its clients. The T&FG should look into any complaints sent direct to Osborne. He added that most of his casework related to Osborne.

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The Deputy Monitoring Officer advised that corporate complaints included all complaints other than those relating to children or adults' services, both which had a separate complaints process. A separate T&FG would be convened to look at contract management and may look into Osborne's performance. She added that at a time when the authority was facing financial difficulties and reduction in service provision, one could expect to see resident dissatisfaction with services. It was therefore crucial to identify the core issues giving rise to these complaints.

Following a question from a Member regarding the significant increase in the percentage of complaints to the Ombudsman, she advised that the use of percentages for cases fewer than ten gave a misleading impression, and that the total number of cases in this instance was four. She added that the T&FG should scrutinise complaints data in conjunction with the Ombudsman's report. The SBC Complaints Caseworker and FOI Lead advised that the Ombudsman had taken the unprecedented step of stopping casework during the covid lockdown, which had had a significant impact on the figures.

Following a question regarding timescales for dealing with complaints and how they were prioritised, it was agreed that this issue would be further clarified at the T&FG.

The co-opted member of the Residents' Panel advised that he had significant information and contacts among residents and could provide extensive feedback regarding complaints against Osborne as well as other issues affecting residents. The Panel agreed that the co-opted member be called as a witness to the T&FG.

In future, could the complaints data be broken down into categories i.e., type of complaint, reason for complaint? An officer responded that there would be an opportunity to drill down deeper into the data and improve reporting.

A Member stated that a number of complaints were being directly submitted to the LGO, bypassing the Council's internal complaints process. More should be done to make residents aware that they should submit their complaints to the council in the first instance before approaching the Ombudsman.

A number of Members highlighted the lack of clear lines of communication between internal council directorates and departments.

Members asked how the Council could justify additional officer resources being dedicated to the T&FGs at a time of financial difficulty and reduction in resources and service provision.

Officers responded that it was important to achieve a balance between making savings and adhering to the Directions from the Secretary of State and the duty of achieving best value. Undertaking the scrutiny function would not only ensure good governance by holding the executive to account but would also fulfil the requirement to ensure continuous improvement in services.

Customer and Community Scrutiny Panel - 20.10.22

er issues e.g., school admission, community safety, many services struggling and increase in cuts.

Following a question about the timescales for resolving some of the Adult social care complaints, the SBC Complaints Caseworker and FOI Lead advised that this would be further investigated at the task and finish group.

Resolved – That:

- 1) A complaints Task and Finish Group be convened adopting the 'key lines of enquiry' set out at section 5.7 of the officer report, subject to any input from the committee in light of the report and its appendices.
- 2) The T&FG be made up of the following members from the committee (Councillors Brooker & Kaur) and report its findings to the Customer and Community Scrutiny Panel within three months, subject to the discretion of the Panel Chair.
- 3) The report be noted.

18. Members' Attendance Record

Resolved – That the attendance record be noted.

19. Date of Next Meeting - 7th December 2022

Chair

(Note: The Meeting opened at 6.30 p.m. and closed at 7.38 p.m.)



OVERVIEW AND SCRUTINY FINANCIAL OVERVIEW 7 DECEMBER 2022

PURPOSE

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

FINANCIAL POSITION/ISSUES

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

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

FINANCIAL POSITION/ISSUES

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

FINANCIAL POSITION/ISSUES

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

FINANCIAL POSITION/ISSUES

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

- a lack of general reserves – effectively £nil
- a lack of provisions
- incorrect accounting for revenue expenditure
- incorrect budgetary provisions
- non delivery of budget savings
- under providing for MRP
- lack of management of companies
- Etc

FINANCIAL POSITION/ISSUES

- The Council has no **accounts** since 2017/18
 - The original 2018/19 accounts have been extensively revised and resubmitted and are currently undergoing audit
 - The 2019/20 accounts have been prepared and submitted to external audit
- Page 11 There have been major challenges with the 2018/19 accounts, and will be for 2019/20 and 2020/21, due to a lack of accounting records
- As a result, the Council is likely to receive a very adverse audit report for 2018/19
 - The Council has recently **restructured its finance service** and recruitment is underway as is development of internal staff

FINANCIAL POSITION/ISSUES

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

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

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

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

AUTUMN STATEMENT (1)

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

AUTUMN STATEMENT (2)

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

INFLATION

- Inflation has recently risen to 11.1% for CPI, 14.4% for RPI. The rate for 2023/24 is projected to fall again to an average 7.4%
 - Many of the council's contracts have inflation provisions written into them, some at RPI, although we are looking to rebase future new contracts against CPI
- Page 15 Energy costs have risen more significantly than this over the past 12 months. We have fixed our rates for 2022/23 to guard against further rises and are keeping 2023/24 under review as market prices have been falling again more recently.
- Staff pay rises are negotiated nationally and for 2022/23 were set at a flat £1,925, not a % increase. We have assumed the same again for 2023/24
 - We have made central provision for inflation to account for potential increases, but it is important that we are robust in negotiations to keep the impact in check.

INTEREST RATES

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

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

BUDGET SCRUTINY 2023/24

PLACE & COMMUNITY

Meanwhile directorate now
Housing and Property +
Place and Communities

Wednesday 7 DECEMBER 2022

OVERVIEW

- The meanwhile Place and Community directorate (now transitioning to Housing & Property directorate and Place & Communities directorate) has a 2022/23 budget of net £11.540m. This is comprised of a gross controlled expenditure budget of £37.038m and a gross income budget of £25.497m
- As part of the budget for 2022/23, the combined directorate was set a savings target of £7.543m. The current projected achievement against this target is £5.624m
- The forecast outturn for 2022/23 as at period 6 is an overspend of £3.356m
- The combined directorates of Housing & Property and Place & Communities are proposing £3.822m of savings towards the Council's overall target for 2023/24 for review by the Scrutiny Committee. Further reports will be brought to Scrutiny in early 2023 (date TBC)
- EIAs have been prepared and made available in respect of all proposals

2022/23 – KEY ISSUES FACED

The key issues faced by the directorate (up to Oct 22) were as follows:

- High staff churn during the period October 2021 to April 2022:-
 - New Corporate Leadership Team (CLT) structure implemented 1 August 2022
 - Restructure of Group Manager (GM) portfolios and allocation of GMs to new Place & Communities and Housing & Property directorates implemented 7 October 2022
 - Executive Director (ED) Housing & Property in post 17 October 2022
 - Vacant posts of Associate Director (AD) Community, AD Housing and AD Property to be recruited to
 - Separate accounts for Place & Communities and for Housing & Property targeted for 2022-23 Period 9 onwards
 - Intensive work ongoing to align cost codes and employees to correct GMs/ADs
 - Residual budget alignment and miscoding issues are being addressed

2022/23 – KEY ISSUES FACED

The key issues faced by the new **Housing & Property** directorate (Nov 22 onwards) are:

- Multiple key management and officer posts vacant
 - Directorate restructure consultation within next 3 to 6 months
 - Inc. Temporary Accommodation, Right to Buy, Housing Repairs, Maintenance & Investment Client team and Leaseholder teams to be rebuilt from scratch
- Capita Housing Management System end of life and unsupported
 - Migration to new NEC Housing Management System implemented 13 October 2022
 - Data held outside Capita to be input into NEC and new processes and controls implemented to stabilise and control Housing services
- Asset disposal
 - Asset Disposal Strategy adopted by Cabinet
 - Out of borough assets marketed and proceeding to sale
 - Process to agree surplus assets adopted allowing assets to proceed to market/sale
 - Sale of SBC land held in Slough Urban Renewal (SUR) Joint Venture underway

continued

2022/23 – KEY ISSUES FACED

The key issues faced by the new **Housing & Property** directorate (Nov 22 onwards) continued:

- Observatory House Rent (£1.3m)
 - Unachievable while SBC occupy part of the building
 - Office accommodation strategy being developed to inform asset disposal decisions
- Increased cost per unit of energy
 - General Fund +£1m, Housing Revenue Account +£0.866
 - Unit price fixed until March 2023
 - Hedging strategy (part of energy brokerage contract) brings flexibility to buy future energy when the time to do so is optimal
 - Reduce energy consumption - series of energy savings initiatives implemented, and reduce the number of buildings that we occupy. The office accommodation strategy is being developed to inform asset disposal decisions

2022/23 – KEY ISSUES FACED

The key issues currently faced by the **new Place & Communities directorate (Nov 22 onwards)**, are as follows:

- Multiple key management and officer posts vacant
 - Directorate restructure consultation within next 3 to 6 months
- Business model for Leisure contract reset to reflect interruption of sales growth by covid lock down (alters receipt of management fee as customer base has to be rebuilt)
 - Negotiated settlement for 2022/23 achieved (-£0.529m)
- Downsizing of waste management services
 - Chargeable green waste collection, implemented Nov 2022
 - Charges for qualifying wastes disposed of at Chalvey Household Waste & Recycling Centre, implemented Nov 2022

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

Emerging pressure include:-

- Energy Costs £1.007m
- Rental income shortfall for Observatory House £1.300m
- Highways unachievable cost recovery income £1.376m
- Leisure Management - negotiated management fee paid by Everyone Active lower than the contractual amount by £0.529m

Mitigations include:-

- Additional income of £0.180m from garden waste collection
- Underspends of £0.810m on staffing costs due to unfilled vacancies

2022/23 – BUDGET BY SERVICE AREA

Service Area	Expenditure £m	Income £m	Net £m
Accommodation	3.084	(1.472)	1.612
Asset Management	0.634	(2.210)	(1.576)
Community Safety, Housing Regulation & Enforcement	2.704	(1.133)	1.572
Environmental Services	14.100	(1.118)	12.982
Infrastructure	8.540	(4.086)	4.455
Learning, Skills & Employment	1.944	(1.704)	0.241
Localities & Neighbourhoods	1.746	(1.809)	(0.063)
Place Delivery	0.273	(0.050)	0.223
Place Management	0.156	0	(0.156)
Place Strategy	1.099	(9.665)	(8.567)
Planning	2.136	(1.592)	0.545
Public Protection	0.932	(0.660)	0.273
TOTAL BUDGET 2022/23	37.038	(25.497)	11.540

2023/24 – BUDGET SAVINGS PROPOSALS (1)

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

Reduce Staff costs in Planning Development - £0.100m

- The £100k saving will be achieved by replacing 3 planning consultants employed through Matrix (agency staff) with 2 appropriately paid SBC permanent staff

Adopt fortnightly waste collections - £0.423m

- Reduce the frequency of waste collection (grey wheeled bin) from weekly to fortnightly and reduce the frequency of dry recyclables collection (red wheeled bin) from weekly to fortnightly bringing collection cost savings. Increase the % of waste recycled from circa 26% to closer to 40% with commensurate reductions in waste disposal costs

2023/24 – BUDGET PROPOSALS (2)

Chalvey HWRC Management Fee - £0.040m

- Charge Royal Borough of Windsor & Maidenhead (RBWM) a management fee to share in the costs of providing and running the SBC Household Waste & Recycling Centre (HWRC) at Chalvey to compensate for allowing access to RBWM residents

Borough Wide Controlled Parking Zones- £0.200m

- The parking team to roll out a programme of Controlled Parking Zones (CPZs) instead of waiting restrictions and to increase the number of Civil Enforcement officers by 1

2023/24 – BUDGET PROPOSALS (3)

Stop Bus Subsidy Service 4, 5 and 6 - £0.160m

- Withdraw (don't renew) contracts for supported bus services 4, 5 and 6 when they end in March 2023

Government tapering of concessionary fares - £0.300m

- Currently the number of concessionary passengers is significantly reduced compared to pre-Covid. While this is the case we are able to make savings on concessionary travel reimbursement. It is anticipated that SBC will be able to save £300,000 on its current budget in 2023/24.

Improve Trade Waste Business - £0.010m

- Trade waste growth has been incremental based on the last two years of data and we anticipate that this will continue and as such that we will increase surplus by a further £10k

2023/24 – BUDGET PROPOSALS (4)

Increase charges for parking permits - £0.048m

- To increase the charges for resident parking permits. This will support the Council's move to more sustainable travel. Separately, but related, we will be implementing additional Controlled Parking Zones (CPZ's) to better manage parking in our communities.

Streetworks Section 50 licences - £0.035m

- The Permits Team are responsible for granting Section 50 licences to non-statutory undertakers. The volume of work being undertaken by these groups is increasing and, we need to increase fees per licence to fully cover the cost of officer time per application.

2023/24 – BUDGET PROPOSALS (5)

Streetworks Road Closure fees - £0.065m

- The Permits Team are responsible for granting Temporary Traffic Road Closures (TTRO) for all road works undertaken. The volume of requests is increasing and we need to increase fees per licence to fully cover the cost of officer time, legal costs, and the cost for advertising the orders.

Transport and Highways grant swap - £1.071m

- Expenditure currently undertaken through revenue budgets has been identified that can be aggregated into a programme of works and focused on addressing the replacement of infrastructure assets on a componentisation basis, hence can be categorised as capital in nature. This removes expenditure from the revenue budget (creating a saving), whilst the expenditure when capitalised can then be financed using the DfT capital grant.

2023/24 – BUDGET PROPOSALS (6)

Green waste collection charges - £0.700m

- Introduce a charge of £50 per year per green wheeled bin for the collection of garden waste over a 50 week period (break for 2 weeks over Christmas)

Reduce spend on highways maintenance works - £0.100m

- The experience of the last 18 months, working under a regime of only ordering routine carriageway and footway repairs work where it is essential/emergency maintenance, based on 21/22 outturns, allows reduction of the routine repairs budget by £100k

All leisure services posts to be externally funded - £0.020m

- All the posts within Leisure Services (Active Communities Officer and Senior Active Communities Behaviour Change Officer) are to be funded by external grants with effect from 1 April 2023

2023/24 – BUDGET SAVINGS PROPOSALS (7)

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

Reduce spend on repairs and maintenance at Corporate Buildings - £0.300m

- To only carry out essential repairs and to reduce the Planned Preventative Maintenance regime to the minimum practicable level. Savings can be achieved by realigning the frequency of the task & measuring breakdown spend against the cost of PPM.

Reduce spend on cleaning at Corporate buildings - £0.200m

- To reduce the specification for cleaning at our corporate buildings while maintaining a sufficiently hygienic environment so reducing costs.

Corporate Contract efficiencies - £0.050m

- Reduce spend on Corporate contracts relating to buildings

2023/24 – BUDGET PROPOSALS SUMMARY (1)

Ref. No.	Saving title	2023/24 Saving (£m)
PL-2324-01	Reduce staff costs in Planning Development	0.100
PL-2324-02	Adopt fortnightly waste collections*	0.423
PL-2324-03	Chalvey HWRC Management Fee	0.040
PL-2324-04	Borough wide controlled parking zones*	0.200
PL-2324-06	Stop Bus Subsidy - Service 4, 5 and 6*	0.160
PL-2324-07	Government tapering of concessionary fares	0.300
PL-2324-20	Improve Trade Waste Business	0.010
PL-2324-22	Increase charges for parking permits*	0.048
PL-2324-23	Streetworks Section 50 licences	0.035
PL-2324-24	Streetworks Road Closure fees	0.065
	SUBTOTAL	1.381

*The savings marked with an asterisk have been assessed to require a full EIA

2023/24 – BUDGET PROPOSALS SUMMARY (2)

Ref. No.	Saving title	2023/24 Saving (£m)
PL-2324-25	Transport and Highways grant swap	1.071
PL-2324-36	Green waste collection charges*	0.700
PL-2324-37	Reduce spend on highways maintenance works	0.100
PL-2324-38	All leisure services to be externally funded	0.020
HP-2324-40	Reduce spend on repairs and maintenance at Corporate Buildings	0.300
HP-2324-41	Reduce spend on cleaning at Corporate Buildings	0.200
HP-2324-42	Corporate Contract efficiencies	0.050
	SUBTOTAL	2.441
	TOTAL	3.822

*The savings marked with an asterisk have been assessed to require a full EIA

CONSULTATION

The following proposals have been assessed to require a consultation:

- **Borough Wide Controlled Parking Zones**
 - Each CPZ scheme includes a consultation, and this provides the opportunity to understand issues and provide mitigations where possible before implementation.
 - This follows a statutory process as has been followed by the council in the past

DECISION ROUTE

Not a key decision and within officer delegation - report via March 2023 Budget Report, implement earlier where possible:-

- Reduce staff costs in Planning Development
- Chalvey HWRC Management Fee
- Borough wide controlled parking zones (in accordance with policy and subject to due legal process)
- Stop Bus Subsidy - Service 4, 5 and 6 (in accordance with policy and minimal impact on community)
- Government tapering of concessionary fares (assumed saving based on change in usage)
- Improve Trade Waste Business (assumed increase in income/surplus)
- Transport and Highways grant swap
- Highways maintenance works reduced
- All leisure services posts to be externally funded
- Corporate Contract efficiencies

DECISION ROUTE

Cabinet decision already made:-

- Green waste collection charges – July 2022
- Adopt Fortnightly Waste Collection – September 2022

Cabinet decision required:-

- A revised Parking Permit Policy - February 2023
- Reduce spend on repairs and maintenance at Corporate Buildings - February 2023
(if need to reprocure / bring in-house, if not then officer decision)
- Reduce spend on cleaning at Corporate Buildings – February 2023
(if need to reprocure / bring in-house, if not then officer decision)

Include in Fees & Charges Cabinet Report

- Streetworks Section 50 licences
- Streetworks Road Closure fees
- Increase charges for parking permits

**Consolidated Pack of EIAs
Place and Community Directorate
Budget Savings 2023/24
Scrutiny Meeting 7/12/2022**

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

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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

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

Title	PL-2324-01 - Reduce staff costs in Planning Development
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	The £100k saving proposed will be achieved by replacing 3 planning consultants employed through Matrix (agency staff) with 2 appropriately paid SBC permanent staff. Agency staff will be invited to apply to become permanent staff.
Date sent to Finance	30.6.22
Version number and date of update	V3 – 21 November 2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <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> <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> 																	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Equality Characteristic</th> <th style="padding: 5px;">Current or expected make up of service users</th> <th style="padding: 5px;">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Gender</td> <td style="padding: 5px;">3 external consultant posts to be replaced by 2 permanently recruited staff posts. 2 external consultants currently in post 1 is male and 1 is female</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Ethnicity</td> <td style="padding: 5px;">Both externals are white</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Disability</td> <td style="padding: 5px;">none</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Sexual orientation</td> <td style="padding: 5px;">unknown</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>	Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	3 external consultant posts to be replaced by 2 permanently recruited staff posts. 2 external consultants currently in post 1 is male and 1 is female		Ethnicity	Both externals are white		Disability	none		Sexual orientation	unknown			
Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?																
Gender	3 external consultant posts to be replaced by 2 permanently recruited staff posts. 2 external consultants currently in post 1 is male and 1 is female																	
Ethnicity	Both externals are white																	
Disability	none																	
Sexual orientation	unknown																	

Age	Both aged 50+	
Religion or belief	Unknown	
Gender Identity		
Pregnancy/Maternity	None	
Marriage/Civil Partnership	Unknown	

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.*

N/A

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*

N/A

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?

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	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 ¹ 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"/>

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

***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.

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2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	Impact is on two interim(agency) staff and not on service users

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				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16)							
Gender Reassignment								
Impact due to pregnancy/maternity								
Groups with particular faiths and beliefs								
People on low incomes								

SECTION 4: ACTION PLAN

Page 45	<p>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.</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>NB. Add any additional rows, if required.</p>							
	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	
	<i>Enter additional rows if required</i>							

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	PL-2324-02 - Adopt Fortnightly Waste Collections
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	<p><u>Proposed Waste Collection Service Changes:</u></p> <p>The Council currently provides a collection of weekly residual waste, fortnightly recycling and fortnightly garden waste (with no annual subscription fee) from kerbside properties that have a wheeled bin(s). The service costs around £6m per year. The Council’s recycling rate for 20/21 was 26.5% and has now increased to 26.7% a marginal increase based on the published data compared to 44% for the national average, Slough was placed 323 out of 338 authorities in 20/21 so has a long way to go to improve its standing. During 2021 the Government consulted on changes to the Environment Act which included under waste and recycling more responsibilities for increasing recycling rates and reduction to landfill sites.</p> <p>In November 2021 the Environment Act received Royal Assent however some of the proposals consulted upon before achieving Royal Assent did not materialise in the primary legislation, notably Waste Collection Authorities are not yet required to provide separate food waste collections or separate paper and card collections (fibre collections) and can still charge for garden waste collections.</p>

	<p>To support the Environment Act and also deliver an increase in recycling rates plus further cost saving efficiencies the council is now proposing to align with neighbouring authorities and move to fortnightly collections of refuse and of dry recyclables. This EIA proposes to identify key groups that are affected by both proposals and the relevant mitigation to support the affected groups.</p> <p>The financial savings as a result of these efficiencies will be in the region of £705k /annum</p> <p>The wider benefit of the fortnightly collections will be to increase the recycling rates as well as reduce our expenditure for material being sent for disposal at the Energy from Waste Plant.</p>
Date sent to Finance	04/11/2022
Version number and date of update	V3 – 16/11/2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <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> <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> 		
	Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?
	Gender	All	No
	Ethnicity	All	Not directly but larger families who live in Slough will face some problems moving from weekly to fortnightly collections due to the number of people in the household.
	Disability	All	No
	Sexual orientation	All	No
	Age	All	No

	Religion or belief	All	No
	Gender Identity	All	No
	Pregnancy/Maternity	All	Yes
	Marriage/Civil Partnership	All	No
2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	No		
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>	No		

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

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disabled ² 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

	<p>If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.</p> <ul style="list-style-type: none"> - A detailed EIA was included in the Cabinet Paper reviewed by Scrutiny in September 2022 and agreed by Cabinet in October 2022.
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2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	A detailed EIA has been undertaken due to the nature of the service changing and the impact on specific households with large numbers of family members under one household. Families with newborn’s/toddlers are likely to have an impact due to number of disposable nappies used.

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				✓		The impact of fortnightly collections could lead to larger households not being able to manage the amount of waste being generated and therefore resulting in environmental impacts. It is proposed that these households subject to confirmation will be provided with larger 240ltr bins (households currently receive 180ltr bins)	
	Asian/Asian British				✓			
	Black/African/Caribbean/Black British				✓			
	Gypsies / travellers				✓			
	Other ethnic group				✓			
Disability	Physical					✓		
	Sensory					✓		
	Learning Difficulties					✓	A detailed Comm’s Plan will be rolled out and from this information circulated to support easy to understand collections.	
	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				
Sexual Orientation	Lesbian, gay men, bisexual					✓		
Age	Older people (50+)					✓		
	Younger people (16 - 25)					✓		
	Children (under 16)					✓		
Gender Reassignment						✓		
Impact due to pregnancy/maternity					✓		Families with newborn's/toddlers are likely to have an impact due to number of disposable nappies used. This can be dealt with on exception basis with larger bins being provided.	
Groups with particular faiths and beliefs						✓		
People on low incomes						✓		

SECTION 4: ACTION PLAN

<p>4.1</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>NB. Add any additional rows, if required.</p>							
Page 54	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
	Roll out Comm’s Plan	Ethnic groups/Larger households	Improve information about recycling	TBC	Kate Pratt	Feb ‘23	
	Roll out Comm’s Plan	People with Learning Difficulties	Improve information about recycling and easy to understand graphics	TBC	Kate Pratt	Feb ‘23	
	<i>Enter additional rows if required</i>						

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	PL-2324-03 - Chalvey HWRC Management Fee
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	Charge RBWM a HWRC Management fee for their share of the costs to provide a HWRC at Chalvey
Date sent to Finance	TBC
Version number and date of update	V3 – 21/11/2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> • <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> • <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> 																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Equality Characteristic</th> <th style="text-align: left; padding: 5px;">Current or expected make up of service users</th> <th style="text-align: left; padding: 5px;">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Gender</td> <td style="padding: 5px;">All</td> <td style="padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Ethnicity</td> <td style="padding: 5px;">All</td> <td style="padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Disability</td> <td style="padding: 5px;">All</td> <td style="padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Sexual orientation</td> <td style="padding: 5px;">All</td> <td style="padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Age</td> <td style="padding: 5px;">All</td> <td style="padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Religion or belief</td> <td style="padding: 5px;">All</td> <td style="padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Gender Identity</td> <td style="padding: 5px;">All</td> <td style="padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Pregnancy/Maternity</td> <td style="padding: 5px;">All</td> <td style="padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Marriage/Civil Partnership</td> <td style="padding: 5px;">All</td> <td style="padding: 5px;">No</td> </tr> </tbody> </table>			Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	All	No	Ethnicity	All	No	Disability	All	No	Sexual orientation	All	No	Age	All	No	Religion or belief	All	No	Gender Identity	All	No	Pregnancy/Maternity	All	No	Marriage/Civil Partnership	All	No
Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?																															
Gender	All	No																															
Ethnicity	All	No																															
Disability	All	No																															
Sexual orientation	All	No																															
Age	All	No																															
Religion or belief	All	No																															
Gender Identity	All	No																															
Pregnancy/Maternity	All	No																															
Marriage/Civil Partnership	All	No																															

2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	No
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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>	No
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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?
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	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 ³ 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"/>

³ 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.

- N/A

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	A detailed EIA is not required as there are no impacts on residents. The cost implication is to be passed on to the waste service at RBWM.

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				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16)							
Gender Reassignment								
Impact due to pregnancy/maternity								
Groups with particular faiths and beliefs								
People on low incomes								

SECTION 4: ACTION PLAN

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

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

NB. Add any additional rows, if required.

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

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	PL-2324-04 - Borough Wide Controlled Parking Zones
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	<p>The parking team to roll out a programme of Controlled Parking Zones (CPZs) instead of waiting restrictions as part of the Local Transport Plan Parking Strategy (Supplementary Strategy Document) approved by Cabinet</p> <p>The additional income is based on each street having a resident permit scheme which will generate £75/permit. Each zone will have between 400-600 properties some zones may be higher or lower in respect of properties. The number of visitor vouchers will also increase, and the remaining income will come from PCN's for non-compliance.</p>
Date sent to Finance	04.08.2022
Version number and date of update	V4 – 21/11/2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> • <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> • <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> 																																
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Gender Identity	n/a																																
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Marriage/Civil Partnership	n/a																																

2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	N/a
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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>	N/a
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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?
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	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 ⁴ 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"/>

⁴ 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	<p>While it is possible that in some circumstances low-income families with one car may be affected by the introduction of a CPZ's/Resident Permit schemes, some will have access to off-street parking and therefore can mitigate against any financial impact by parking on their property. Each CPZ scheme includes a consultation, and this provides the opportunity to understand issues and provide mitigations where possible before implementation.</p> <p>Disabled users will not be affected by this proposal and are already exempt providing they apply for disabled bays if no off-road parking is available.</p>

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

SECTION 3: ASSESSING THE IMPACT

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

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical					✓	Disabled users will not be affected by this proposal and are already exempt providing they apply for disabled bays if no off-road parking is available	
	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				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16)							
Gender Reassignment								
Impact due to pregnancy/maternity								
Groups with particular faiths and beliefs								
People on low incomes					✓		It is possible that in some circumstances low-income families may be affected with the introduction of CPZ's/Resident Permit schemes.	

SECTION 4: ACTION PLAN

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

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

NB. Add any additional rows, if required.

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

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	PL-2324-06 - Stop Bus Subsidy Service 4-5-6
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	<p>It is proposed to remove supported bus service funding from operators that are not able to make the service 4, 5 and 6 commercially viable to make a £160k saving.</p> <p>The 4,5 and 6 bus services will continue to be provided by the two operators and therefore residents and users will still be able to receive a public transport service.</p> <p>At certain times of day, evenings, weekends and public holidays there will be an effect on service provision however, officers have negotiated with Heathrow and the remaining operators to reduce the impact by running revised routes to support the public</p> <p>The disbenefit will be to residents who use these services during the periods where the operators are not able to make it viable to operate.</p>
Date sent to Finance	30/06/2022
Version number and date of update	V3 – 16/11/2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> • <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> • <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> 																																
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2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.

There are some groups which include the elderly and those who have disabilities who could be affected by this proposal. The proposals consist of only specific hours where the affected services are not commercially viable to run due to the small numbers of fee-paying passengers.

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.

N/A

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

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled ⁵ people (consider different types of physical, learning or mental disabilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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"/>

⁵ 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.

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	<p>The 4,5 and 6 bus services will continue to be provided by the two operators and therefore residents and users will still be able to receive a public transport service.</p> <p>At certain times of day, evenings, weekends and public holidays there will be an effect on service provision however, officers have negotiated with Heathrow and the remaining operators to reduce the impact by running revised routes to support the public</p> <p>The disbenefit will be to residents who use these services during the periods where the operators are not able to make it viable to operate.</p>

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

SECTION 3: ASSESSING THE IMPACT

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

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men					✓		
	Women					✓		
Race	White					✓		
	Mixed/Multiple ethnic groups					✓		
	Asian/Asian British					✓		
	Black/African/Caribbean/Black British					✓		
	Gypsies / travellers					✓		
	Other ethnic group					✓		
Disability	Physical				✓		Disabled/Elderly will be the most affected however alternative routes are being planned that do not require financial support from the Council	
	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				
Sexual Orientation	Lesbian, gay men, bisexual					✓		
Age	Older people (50+)				✓		Disabled/Elderly will be the most affected however alternative routes are being planned that do not require financial support from the Council	
	Younger people (16 - 25)					✓		
	Children (under 16)					✓		
Gender Reassignment						✓		
Impact due to pregnancy/maternity						✓		
Groups with particular faiths and beliefs						✓		
People on low incomes						✓		

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
Ongoing demand will be monitored and the position reassessed should this increase and warrant any change						
<i>Enter additional rows if required</i>						

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EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	PL-2324-07 - Government Tapering of Concessionary Fares
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	<p>In common with all other local transport authorities, Slough Borough Council has a statutory duty both to offer a concession to elderly and disabled residents as part of the English National Concessionary Travel Scheme, and to reimburse bus operators for carrying these passengers.</p> <p>Currently the numbers of concessionary passengers is significantly reduced compared to pre-Covid. If this trend continues, LTAs will be able to make savings on concessionary travel reimbursement. It is forecasted that SBC will be able to save £300,000 on its current budget.</p>
Date sent to Finance	15/07/2022
Version number and date of update	V3 – 22/11/2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> • <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> • <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> 																																
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Sexual orientation	All	No																															
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Religion or belief	All	No																															
Gender Identity	All	No																															
Pregnancy/Maternity	All	No																															
Marriage/Civil Partnership	All	No																															

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.

There are some groups which include the elderly and those who have disabilities who could be affected by this proposal. The proposals consist of reducing payments to bus operators who could be affected if various operators reduce the service as a result of the reduced payments being made.

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.

N/A

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

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled ⁶ people (consider different types of physical, learning or mental disabilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input 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 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"/>

⁶ 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.

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	At this moment it is not possible to determine whether the operator will reduce their services as a result of any proposed reduced payment system.

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				
Sexual Orientation	Lesbian, gay men, bisexual					✓		
Age	Older people (50+)					✓		
	Younger people (16 - 25)					✓		
	Children (under 16)					✓		
Gender Reassignment						✓		
Impact due to pregnancy/maternity						✓		
Groups with particular faiths and beliefs						✓		
People on low incomes						✓		

SECTION 4: ACTION PLAN

<p>4.1</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>NB. Add any additional rows, if required.</p>						
Page 82	<p style="text-align: center;">Action Required</p>	<p style="text-align: center;">Equality Groups Targeted</p>	<p style="text-align: center;">Intended outcome</p>	<p style="text-align: center;">Resources Needed</p>	<p style="text-align: center;">Name of Lead, Unit & Contact Details</p>	<p style="text-align: center;">Completion Date (DD/MM/YY)</p>	<p style="text-align: center;">RAG</p>
	<p>Not applicable</p>						
	<p><i>Enter additional rows if required</i></p>						

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	PL-2324-20 - Improve Trade Waste Business
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	<p>The DSO has built a Trade Waste service. We can't compete on price - our USP (unique selling point) is fairness and reliability – we tend to pick up customers who have suffered a poor experience from a previous provider.</p> <p>All our customers must contribute surplus, we must not undercut the commercial market.</p> <p>Trade waste growth has been incremental based on the last two years of data and we anticipate that this will continue and as such we can increase income by a further £10k.</p>
Date sent to Finance	04/11/2022
Version number and date of update	V2 – 22/11/2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> • <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> • <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> 																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Equality Characteristic</th> <th style="width: 35%;">Current or expected make up of service users</th> <th style="width: 30%;">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td>Gender</td> <td>N/A</td> <td>No</td> </tr> <tr> <td>Ethnicity</td> <td>N/A</td> <td>No</td> </tr> <tr> <td>Disability</td> <td>N/A</td> <td>No</td> </tr> <tr> <td>Sexual orientation</td> <td>N/A</td> <td>No</td> </tr> <tr> <td>Age</td> <td>N/A</td> <td>No</td> </tr> <tr> <td>Religion or belief</td> <td>N/A</td> <td>No</td> </tr> <tr> <td>Gender Identity</td> <td>N/A</td> <td>No</td> </tr> <tr> <td>Pregnancy/Maternity</td> <td>N/A</td> <td>No</td> </tr> <tr> <td>Marriage/Civil Partnership</td> <td>N/A</td> <td>No</td> </tr> </tbody> </table>			Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	N/A	No	Ethnicity	N/A	No	Disability	N/A	No	Sexual orientation	N/A	No	Age	N/A	No	Religion or belief	N/A	No	Gender Identity	N/A	No	Pregnancy/Maternity	N/A	No	Marriage/Civil Partnership	N/A	No
Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?																															
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Religion or belief	N/A	No																															
Gender Identity	N/A	No																															
Pregnancy/Maternity	N/A	No																															
Marriage/Civil Partnership	N/A	No																															

<p>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>	<p>No</p>
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<p>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></p>	<p>No</p>
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2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled ⁷ 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"/>

⁷ 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.

- N/A

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	A detailed EIA is not required as there are no impacts on residents. This is an income generation target against Commercial Companies.

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				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16)							
Gender Reassignment								
Impact due to pregnancy/maternity								
Groups with particular faiths and beliefs								
People on low incomes								

SECTION 4: ACTION PLAN

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

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

NB. Add any additional rows, if required.

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

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	PL-2324-22 - Increase Charges for Parking Permits
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	<p>The parking team are rolling out a programme of Controlled Parking Zones (CPZs) instead of waiting restrictions as part of the Local Transport Plan Parking Strategy (Supplementary Strategy Document) approved by Cabinet</p> <p>We need to increase permit fees for 1st, 2nd and 3rd resident permits to help fund the increased activity required of the team without drawing on the General Fund.</p>
Date sent to Finance	05.08.2022
Version number and date of update	V4 – 22/11/2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> • <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> • <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> 																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Equality Characteristic</th> <th style="width: 25%;">Current or expected make up of service users</th> <th style="width: 30%;">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td>Gender</td> <td>All</td> <td>No</td> </tr> <tr> <td>Ethnicity</td> <td>All</td> <td>No</td> </tr> <tr> <td>Disability</td> <td>All</td> <td>No</td> </tr> <tr> <td>Sexual orientation</td> <td>All</td> <td>No</td> </tr> <tr> <td>Age</td> <td>All</td> <td>Yes</td> </tr> <tr> <td>Religion or belief</td> <td>All</td> <td>No</td> </tr> <tr> <td>Gender Identity</td> <td>All</td> <td>No</td> </tr> <tr> <td>Pregnancy/Maternity</td> <td>All</td> <td>No</td> </tr> <tr> <td>Marriage/Civil Partnership</td> <td>All</td> <td>No</td> </tr> </tbody> </table>			Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	All	No	Ethnicity	All	No	Disability	All	No	Sexual orientation	All	No	Age	All	Yes	Religion or belief	All	No	Gender Identity	All	No	Pregnancy/Maternity	All	No	Marriage/Civil Partnership	All	No
Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?																															
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Disability	All	No																															
Sexual orientation	All	No																															
Age	All	Yes																															
Religion or belief	All	No																															
Gender Identity	All	No																															
Pregnancy/Maternity	All	No																															
Marriage/Civil Partnership	All	No																															

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.

The elderly will be affected if they are on basic state pensions together with households on low incomes. Larger households may be disproportionately affected. Families with children may be disproportionately affected. There is currently no policy that provides discretion for these categories, and these will need to be considered in a review of the terms and conditions of the permits by Cabinet taking account of the statutory framework and benchmarking data before implementation of these increased charges.

Disabled users will not be affected by this proposal providing they apply for disabled bays if no off-road parking is available.

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.

N/a

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

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled ⁸ 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"/>

⁸ 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	<p>The elderly will be affected if they are on basic state pensions together with households on low incomes. Larger households may be disproportionately affected. Families with children may be disproportionately affected. There is currently no policy that provides discretion for these categories, and these will need to be considered in a review of the terms and conditions of the permits by Cabinet taking account of the statutory framework and benchmarking data before implementation of these increased charges.</p> <p>Disabled users will not be affected by this proposal providing they apply for disabled bays if no off-road parking is available.</p>

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

SECTION 3: ASSESSING THE IMPACT

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

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
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Disability	Physical							
	Sensory							
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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				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16)							
Gender Reassignment								
Impact due to pregnancy/maternity								
Groups with particular faiths and beliefs								

<p>People on low incomes</p>				<p>✓</p>	<p>The elderly will be affected if they are on basic state pensions together with households on low incomes. Larger low-income households may be disproportionately affected. Low-income families with children may be disproportionately affected. There is currently no policy that provides discretion for these categories e.g. by means of a concession scheme, and these will need to be considered in a review of the terms and conditions of the permits by Cabinet taking account of the statutory framework and benchmarking data before implementation of these increased charges.</p> <p>A discretionary 1st permit at a lower rate may be possible with higher costs if those households then apply for a second permit. This would be in keeping with other local authorities.</p> <p>Disabled users will not be affected by this proposal providing they apply for disabled bays if no off-road parking is available.</p>	
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SECTION 4: ACTION PLAN

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

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

NB. Add any additional rows, if required.

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

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	PL-2324-23 - Streetworks Section 50 licences
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	To increase section 50 license fees. The Permits Team will generate further income to cover costs for the Local Authority. No group will be affected as this is a commercial transaction.
Date sent to Finance	04.08.2022
Version number and date of update	V2 – 04/11/2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> • <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> • <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> 																																
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Marriage/Civil Partnership	n/a																																

2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	N/a
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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>	N/a
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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?
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	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 ⁹ 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"/>

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

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

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

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

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	The income comes from Commercial companies not from affected groups.

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				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16)							
Gender Reassignment								
Impact due to pregnancy/maternity								
Groups with particular faiths and beliefs								
People on low incomes								

SECTION 4: ACTION PLAN

<p>4.1</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>NB. Add any additional rows, if required.</p>						
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 104</p>	<p>Action Required</p>	<p>Equality Groups Targeted</p>	<p>Intended outcome</p>	<p>Resources Needed</p>	<p>Name of Lead, Unit & Contact Details</p>	<p>Completion Date (DD/MM/YY)</p>	<p>RAG</p>
	<p><i>Enter additional rows if required</i></p>						

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	PL-2324-24 - Streetworks Road Closure fees
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	To increase section road closure charges for third parties to cover the Permit Team operating costs including legal and adverts.
Date sent to Finance	05.08.2022
Version number and date of update	V2 – 04/11/2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> • <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> • <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> 																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Equality Characteristic</th> <th style="padding: 5px;">Current or expected make up of service users</th> <th style="padding: 5px;">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Gender</td> <td style="padding: 5px;">n/a</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Ethnicity</td> <td style="padding: 5px;">n/a</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Disability</td> <td style="padding: 5px;">n/a</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Sexual orientation</td> <td style="padding: 5px;">n/a</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Age</td> <td style="padding: 5px;">n/a</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Religion or belief</td> <td style="padding: 5px;">n/a</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Gender Identity</td> <td style="padding: 5px;">n/a</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Pregnancy/Maternity</td> <td style="padding: 5px;">n/a</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Marriage/Civil Partnership</td> <td style="padding: 5px;">n/a</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>	Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	n/a		Ethnicity	n/a		Disability	n/a		Sexual orientation	n/a		Age	n/a		Religion or belief	n/a		Gender Identity	n/a		Pregnancy/Maternity	n/a		Marriage/Civil Partnership	n/a			
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<p>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>	<p>N/a</p>
<p>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></p>	<p>N/a</p>

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

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled ¹⁰ 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"/>

¹⁰ 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.

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	The income comes from Commercial companies not from affected groups.

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				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16)							
Gender Reassignment								
Impact due to pregnancy/maternity								
Groups with particular faiths and beliefs								
People on low incomes								

SECTION 4: ACTION PLAN

<p>4.1</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>NB. Add any additional rows, if required.</p>								
<p>Page 111</p>	<p>Action Required</p>	<p>Equality Groups Targeted</p>	<p>Intended outcome</p>	<p>Resources Needed</p>	<p>Name of Lead, Unit & Contact Details</p>	<p>Completion Date (DD/MM/YY)</p>	<p>RAG</p>	
	<p><i>Enter additional rows if required</i></p>							

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	PL-2324-25 - Transport and Highways Grant Swap
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	Expenditure currently undertaken through revenue budgets has been identified that can be aggregated into a programme of works and focused on addressing the replacement of infrastructure assets on a componentisation basis, hence can be categorised as capital in nature. This removes expenditure from the revenue budget (creating a saving), whilst the expenditure when capitalised can then be financed using the DfT capital grant. There is no impact to residents or employees
Date sent to Finance	30/06/2022
Version number and date of update	V2 – 22/11/2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> • <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> • <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> 																																
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Pregnancy/Maternity	All	No																															
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<p>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>	<p>There are no protected groups affected by this proposal</p>
<p>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></p>	<p>There are no protected groups affected by this proposal</p>

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

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled ¹¹ 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"/>

¹¹ 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.

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	This is a technical accounting exercise there is no impact to residents or employees.

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				
Sexual Orientation	Lesbian, gay men, bisexual					✓		
Age	Older people (50+)					✓		
	Younger people (16 - 25)					✓		
	Children (under 16)					✓		
Gender Reassignment						✓		
Impact due to pregnancy/maternity						✓		
Groups with particular faiths and beliefs						✓		
People on low incomes						✓		

SECTION 4: ACTION PLAN

<p>4.1</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>NB. Add any additional rows, if required.</p>								
<p>Page 118</p>	<p>Action Required</p>	<p>Equality Groups Targeted</p>	<p>Intended outcome</p>	<p>Resources Needed</p>	<p>Name of Lead, Unit & Contact Details</p>	<p>Completion Date (DD/MM/YY)</p>	<p>RAG</p>	
	<p>Not applicable</p>							
	<p><i>Enter additional rows if required</i></p>							

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	PL-2324-36 - Green waste collection charges
What are you analysing? <ul style="list-style-type: none"> What is the policy/project/activity/strategy looking to achieve? Who is it intended to benefit? Are any specific groups targeted by this decision? What results are intended? 	<p>Introduce a charge of £50 per year per 240L green wheeled bin for the collection of garden waste over 50 weeks (break for 2 weeks over Christmas). The 50-week period would start on the 1 November each year. The first year will commence on Tuesday 1 November 2022</p> <p>The new chargeable service will reduce overheads for green waste collection and disposal.</p> <p>There are 28,000 current subscribers who not paying but it is expected that between 40-50 of them will pay for the new service.</p> <p>Those affected are likely to be residents on low incomes</p> <p>This decision was agreed at Cabinet on 18 July 2022.</p>
Date sent to Finance	04/11/2022
Version number and date of update	V2 – 22/11/2022

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

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

<p>2.1</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"> <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> <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> 																																	
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disproportionate impact on this group even if it is a universal service.

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

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

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled ¹² 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"/>

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

People on low incomes*	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>*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.</p> <p>If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.</p> <p>- A detailed EIA has been included in the Cabinet paper which will be submitted to Cabinet in July.</p>				

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	A detailed EIA has been undertaken due to the nature of the service changing and the impact on specific households with low incomes. The Council will still provide free tipping of green waste at its Chalvey Depot.

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					✓	A detailed Comm’s Plan will be rolled out and from this information circulated to support easy to understand collections.	
	Learning Disabilities					✓		

	Mental Health					✓		
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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				
Sexual Orientation	Lesbian, gay men, bisexual					✓		
Age	Older people (50+)					✓		
	Younger people (16 - 25)					✓		
	Children (under 16)					✓		
Gender Reassignment						✓		
Impact due to pregnancy/maternity						✓		
Groups with particular faiths and beliefs						✓		
People on low incomes					✓		The Chalvey HWRC will still be available for those residents to tip for free Green Waste.	

SECTION 4: ACTION PLAN

<p>4.1</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>NB. Add any additional rows, if required.</p>								
<p>Page 126</p>	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	
	Roll out Comm’s Plan	Low Income households	Improve information about options	TBC	Kate Pratt	September '22		
	<i>Enter additional rows if required</i>							

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	PL-2324-37 - Highways maintenance works reduced
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	The experience of the last 18 months, working under a regime of only ordering routine carriageway and footway repairs work where it is essential/emergency maintenance leads us to the view, based on 21/22 outturns, that a reduction of the routine repairs budget of £100k for 23/24 should be achievable.
Date sent to Finance	04.08.2022
Version number and date of update	V3 – 22/11/2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> • <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> • <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> 																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Equality Characteristic</th> <th style="width: 35%;">Current or expected make up of service users</th> <th style="width: 35%;">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td>Gender</td> <td>n/a</td> <td></td> </tr> <tr> <td>Ethnicity</td> <td>n/a</td> <td></td> </tr> <tr> <td>Disability</td> <td>n/a</td> <td></td> </tr> <tr> <td>Sexual orientation</td> <td>n/a</td> <td></td> </tr> <tr> <td>Age</td> <td>n/a</td> <td></td> </tr> <tr> <td>Religion or belief</td> <td>n/a</td> <td></td> </tr> <tr> <td>Gender Identity</td> <td>n/a</td> <td></td> </tr> <tr> <td>Pregnancy/Maternity</td> <td>n/a</td> <td></td> </tr> <tr> <td>Marriage/Civil Partnership</td> <td>n/a</td> <td></td> </tr> </tbody> </table>			Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	n/a		Ethnicity	n/a		Disability	n/a		Sexual orientation	n/a		Age	n/a		Religion or belief	n/a		Gender Identity	n/a		Pregnancy/Maternity	n/a		Marriage/Civil Partnership	n/a	
Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?																															
Gender	n/a																																
Ethnicity	n/a																																
Disability	n/a																																
Sexual orientation	n/a																																
Age	n/a																																
Religion or belief	n/a																																
Gender Identity	n/a																																
Pregnancy/Maternity	n/a																																
Marriage/Civil Partnership	n/a																																

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>	N/a
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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>	N/a
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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?
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	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 ¹³ 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"/>

¹³ 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.

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	The reduction in maintenance does not affect any group as maintenance works will continue but not to the standard that residents have been used to.

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				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16)							
Gender Reassignment								
Impact due to pregnancy/maternity								
Groups with particular faiths and beliefs								
People on low incomes								

SECTION 4: ACTION PLAN

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

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

NB. Add any additional rows, if required.

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

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	PL-2324-38 - All Leisure Services posts to be externally funded
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	<p>All the posts within Leisure Services (Active Communities Officer and Senior Active Communities Behaviour Change Officer) are supported by external grants except £20,000 of salary costs which has been general fund. In 2023/24 this £20k will be taken from the project budget (Public Health Grant) meaning less 3rd party coaches will be commissioned to deliver small projects (R4412 C032 A1740 (projects) – the current budget is £49,100 and if £20,000 saving offered this will reduce to £29,100 for leisure project work 23/24.) The team will continue to seek out sports related grants to backfill this reduction in project funding.</p> <p>This will continue to allow the Council to deliver community-based sport/leisure/physical activity programmes to residents which will be free/low cost to them. This will benefit all residents, but particularly those who are currently inactive and suffering from associated health and welfare problems linked to inactivity.</p>
Date sent to Finance	6/10/2022
Version number and date of update	V3 – 22/11/2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> • <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> • <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> 																							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Equality Characteristic</th> <th style="padding: 5px;">Current or expected make up of service users</th> <th style="padding: 5px;">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Gender</td> <td style="padding: 5px;">53% female 42% male</td> <td style="padding: 5px;">Slough population 49% female 51% male</td> </tr> <tr> <td style="padding: 5px;">Ethnicity</td> <td style="padding: 5px;">59% Asian/British Asian 14% White British 8% Black/Black British 4% Mixed ethnicity 9% Other</td> <td style="padding: 5px;">Slough population BAME 54%</td> </tr> <tr> <td style="padding: 5px;">Disability</td> <td style="padding: 5px;">20% consider themselves to have a disability</td> <td style="padding: 5px;">9.9% of adult Slough residents report they live with a disability</td> </tr> <tr> <td style="padding: 5px;">Sexual orientation</td> <td style="padding: 5px;">Not collected</td> <td style="padding: 5px;">Slough population Heterosexual: 95.2% Homosexual: 0.6% Bisexual: 0.6% Other: 0.4% Don't know/refuse: 3.1%</td> </tr> <tr> <td style="padding: 5px;">Age</td> <td style="padding: 5px;">40% adults 30% 16 – 18 yrs 30% under 16</td> <td style="padding: 5px;">Slough population 24% under 15 77% over 15</td> </tr> <tr> <td style="padding: 5px;">Religion or belief</td> <td style="padding: 5px;">Muslim: 43% No religion: 15% Prefer not to say: 13% Hindu: 11% Don't know: 8% Christian: 4% Sikh: 2% Jewish: 2%</td> <td style="padding: 5px;">Slough population Buddhist 0.5% Christian 41.2% Hindu 6.2% Jewish 0.1% Muslim 23.3% Other religion 0.3% Sikh 10.6%</td> </tr> </tbody> </table>	Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	53% female 42% male	Slough population 49% female 51% male	Ethnicity	59% Asian/British Asian 14% White British 8% Black/Black British 4% Mixed ethnicity 9% Other	Slough population BAME 54%	Disability	20% consider themselves to have a disability	9.9% of adult Slough residents report they live with a disability	Sexual orientation	Not collected	Slough population Heterosexual: 95.2% Homosexual: 0.6% Bisexual: 0.6% Other: 0.4% Don't know/refuse: 3.1%	Age	40% adults 30% 16 – 18 yrs 30% under 16	Slough population 24% under 15 77% over 15	Religion or belief	Muslim: 43% No religion: 15% Prefer not to say: 13% Hindu: 11% Don't know: 8% Christian: 4% Sikh: 2% Jewish: 2%	Slough population Buddhist 0.5% Christian 41.2% Hindu 6.2% Jewish 0.1% Muslim 23.3% Other religion 0.3% Sikh 10.6%		
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	Gender Identity	Not collected	Unknown		
	Pregnancy/Maternity	Not collected	Unknown		
	Marriage/Civil Partnership	Not collected	Unknown		
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>British Asian/Asian, Black British/Black, Mixed ethnicity groups have been categorised together as an over-arching group Black Asian Mixed Ethnicity (BAME) and this group is overrepresented for service users vs general Slough population data.</p> <p>Residents who describe themselves as having a disability are over-represented in service user data.</p> <p>Residents describing themselves as having a Muslim faith, Hindu faith are over-represented in service user data.</p>				
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>	<p>White/White British ethnic group is underrepresented in service users vs general Slough population data.</p> <p>Residents describing themselves as having a Sikh faith are underrepresented in service users vs general Slough population.</p>				
2.4	Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?				
		None	Positive	Negative	Not sure
	Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disabled ¹⁴ 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"/>

¹⁴ Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

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

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

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

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	This will continue to allow the Council to deliver community-based sport/leisure/physical activity programmes to residents which will be free/low cost to them. This will benefit all residents, but particularly those who are currently inactive and suffering from associated health and welfare problems linked to inactivity.

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				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16)							
Gender Reassignment								
Impact due to pregnancy/maternity								
Groups with particular faiths and beliefs								
People on low incomes								

SECTION 4: ACTION PLAN

<p>4.1</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>NB. Add any additional rows, if required.</p>						
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 140</p>	<p>Action Required</p>	<p>Equality Groups Targeted</p>	<p>Intended outcome</p>	<p>Resources Needed</p>	<p>Name of Lead, Unit & Contact Details</p>	<p>Completion Date (DD/MM/YY)</p>	<p>RAG</p>
	<p><i>Enter additional rows if required</i></p>						

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	HP-2324-40 - Reduce spend on repairs and maintenance at Corporate Buildings
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	To reduce the Planned Preventative Maintenance regime to the minimum practicable level. Savings can be achieved by realigning the frequency of the task & measuring breakdown spend against the cost of PPM To only carry out essential repairs. This may mean that some items stay out of order providing that it is safe to do so.
Date sent to Finance	30.06.2022
Version number and date of update	V3 – 23/11/2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <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> <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> 		
	Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?
	Gender	All	N/A
	Ethnicity	All	N/A
	Disability	All	N/A
	Sexual orientation	All	N/A
	Age	All	N/A
	Religion or belief	All	N/A
	Gender Identity	All	N/A
	Pregnancy/Maternity	All	N/A
	Marriage/Civil Partnership	All	N/A

<p>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>	N/a			
<p>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></p>	N/a			
<p>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?</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 ¹⁵ 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"/>

¹⁵ 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.

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	As the current PPM & Repairs would only affect the fabric of the buildings & our changes would not make any building unsafe/compliant for the staff & stakeholders of the borough.

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				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16)							
Gender Reassignment								
Impact due to pregnancy/maternity								
Groups with particular faiths and beliefs								
People on low incomes								

SECTION 4: ACTION PLAN

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

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

NB. Add any additional rows, if required.

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

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	HP-2324-41 - Reduce spend on cleaning at Corporate Buildings
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	To reduce the specification for cleaning at our corporate buildings while maintaining a sufficiently hygienic environment so reducing costs.
Date sent to Finance	23/11/2022
Version number and date of update	V3 – 23/11/2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <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> <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> 		
	Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?
	Gender	N/A	
	Ethnicity	N/A	
	Disability	N/A	
	Sexual orientation	N/A	
	Age	N/A	
	Religion or belief	N/A	
	Gender Identity	N/A	
	Pregnancy/Maternity	N/A	
	Marriage/Civil Partnership	N/A	

<p>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>	N/a			
<p>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></p>	N/a			
<p>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?</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 ¹⁶ 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"/>

¹⁶ 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.

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	Cleaning of Buildings will be maintained to ensure good hygiene.

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				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16)							
Gender Reassignment								
Impact due to pregnancy/maternity								
Groups with particular faiths and beliefs								
People on low incomes								

SECTION 4: ACTION PLAN

<p>4.1</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>NB. Add any additional rows, if required.</p>								
Page 154	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	
	<i>Enter additional rows if required</i>							

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

Title	PL-2324-42 - Corporate Contract Efficiencies
What are you analysing? <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	Reduce spend on Corporate contracts relating to buildings
Date sent to Finance	23.11.2022
Version number and date of update	V3 – 23/11/2022

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> • <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> • <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> 																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Equality Characteristic</th> <th style="width: 35%;">Current or expected make up of service users</th> <th style="width: 35%;">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td>Gender</td> <td>n/a</td> <td></td> </tr> <tr> <td>Ethnicity</td> <td>n/a</td> <td></td> </tr> <tr> <td>Disability</td> <td>n/a</td> <td></td> </tr> <tr> <td>Sexual orientation</td> <td>n/a</td> <td></td> </tr> <tr> <td>Age</td> <td>n/a</td> <td></td> </tr> <tr> <td>Religion or belief</td> <td>n/a</td> <td></td> </tr> <tr> <td>Gender Identity</td> <td>n/a</td> <td></td> </tr> <tr> <td>Pregnancy/Maternity</td> <td>n/a</td> <td></td> </tr> <tr> <td>Marriage/Civil Partnership</td> <td>n/a</td> <td></td> </tr> </tbody> </table>			Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	n/a		Ethnicity	n/a		Disability	n/a		Sexual orientation	n/a		Age	n/a		Religion or belief	n/a		Gender Identity	n/a		Pregnancy/Maternity	n/a		Marriage/Civil Partnership	n/a	
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<p>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>	N/a			
<p>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></p>	N/a			
<p>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?</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 ¹⁷ 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"/>

¹⁷ Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

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

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

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

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	The savings required are across the corporate contractors & suppliers.

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				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16)							
Gender Reassignment								
Impact due to pregnancy/maternity								
Groups with particular faiths and beliefs								
People on low incomes								

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**

Decision	Action	Risk
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.	Further advice should be taken	Red 
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.	Proceed pending agreement of mitigating action	Amber 
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.	Proceed	Green: 

MEMBERS' ATTENDANCE RECORD 2022/23
CUSTOMER & COMMUNITY SCRUTINY PANEL

	COUNCILLOR	6 July 2022	7 September 2022	20 October 2022
1.	Begum (Chair)	P	P	P
2.	Muvvala (Vice-Chair)	P	P	P
3.	Ali	P	P	P
4.	Brooker	Ap	P	P
5.	Hussain	Ap	Ap	Ab
6.	Kaur	P	P	P
7.	M Malik	P	P	P
8.	S Malik	P	P	P
9.	Mohammad	P	P	P

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

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