

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

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

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

EQUALITY IMPACT ASSESSMENT TEMPLATE

PLEASE ENSURE YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS TEMPLATE

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

SUMMARY RAG RATING

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

SECTION 1:

Title	RES-2324-11e Staffing reduction – Fraud department
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?	One of the staff members has requested to reduce their working hours so as to reduce their work by 1 day per week, thus going from 1 FTE to 0.8 FTE. This enables the service to reduce cost and take a saving of circa £12k. It has been assessed that this will not have a significant impact on the overall performance and output of the department and the nature of their work will not have any consequences for equalities.
Date sent to Finance	01.07.2022
Version number and date of update	V1

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

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

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>Not Monitored/ N/A</td> <td></td> </tr> <tr> <td>Ethnicity</td> <td>Not Monitored/ N/A</td> <td></td> </tr> <tr> <td>Disability</td> <td>Not Monitored/ N/A</td> <td></td> </tr> <tr> <td>Sexual orientation</td> <td>Not Monitored/ N/A</td> <td></td> </tr> <tr> <td>Age</td> <td>Not Monitored/ N/A</td> <td></td> </tr> <tr> <td>Religion or belief</td> <td>Not Monitored/ N/A</td> <td></td> </tr> <tr> <td>Gender Identity</td> <td>Not Monitored/ N/A</td> <td></td> </tr> <tr> <td>Pregnancy/Maternity</td> <td>Not Monitored/ N/A</td> <td></td> </tr> <tr> <td>Marriage/Civil Partnership</td> <td>Not Monitored/ 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	Not Monitored/ N/A		Ethnicity	Not Monitored/ N/A		Disability	Not Monitored/ N/A		Sexual orientation	Not Monitored/ N/A		Age	Not Monitored/ N/A		Religion or belief	Not Monitored/ N/A		Gender Identity	Not Monitored/ N/A		Pregnancy/Maternity	Not Monitored/ N/A		Marriage/Civil Partnership	Not Monitored/ 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	Not Monitored/ N/A																																
Ethnicity	Not Monitored/ N/A																																
Disability	Not Monitored/ N/A																																
Sexual orientation	Not Monitored/ N/A																																
Age	Not Monitored/ N/A																																
Religion or belief	Not Monitored/ N/A																																
Gender Identity	Not Monitored/ N/A																																
Pregnancy/Maternity	Not Monitored/ N/A																																
Marriage/Civil Partnership	Not Monitored/ 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? *If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.*

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

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

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

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

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

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

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

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

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

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 X <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	<p>All the referrals to the Fraud team are risk assessed based on the information within them. In a lot of cases the reports are anonymous so it is not possible to identify the person referring. The only criteria considered is whether there is evidence of a criminal offence and whether it falls within the remit of the team to open a case, otherwise it is closed or rejected. This approach allows them to adopt and carry out a zero tolerance approach to fraud. The service is open to everyone to submit a referral including staff, residents other Local Authorities DWP and even the Police. The only person impacted would be a person found guilty of an offence.</p> <p>Details of gender or age are not recorded but of course it may become known as part of the investigation or included in the referral. All actions taken on cases are recorded on a secure case management system.</p> <p>The savings planned are administrative i.e. reduction in postage and interpreter costs and one member of staff reducing their days to 4 per week which will create a predicted saving of £12k. There is adequate experience and knowledge within the team to cover the 7 hours reduction. The day will be flexible to ensure attendance at Court will always be covered.</p>

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

SECTION 3: ASSESSING THE IMPACT

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

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

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

SECTION 4: ACTION PLAN

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

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

NB. Add any additional rows, if required.

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

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

SECTION 1:

Title	RES-2324-13/14 Increased tax base and collection rate
<p>What are you analysing?</p> <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 that the council tax base for 23/24 is increased by 1% which is anticipated to generate an additional £850,000. A 2% increase in the council tax base is the equivalent of an additional 500 band D properties in 2023/24, based on the latest planning and development information, it is anticipated this increase would be achievable in 23/24.</p> <p>In addition, it is proposed that the collection rate for 23/24 is increased by 0.1% to 98.3%, which is anticipated to generate an additional £67,000. Based on a review of the historical collection, the Council has been achieving a collection rate of between 98.4% and 98.5% from 2014/15 to 2017/18. It typically takes around 5 to 7 years to achieve this collection rate but the Council has been consistently achieving this range and therefore a 98.3% collection should be achievable for council tax bills raised in 23/24.</p> <p>The council is undertaking a number of additional collection projects, including a project to target the collection of older debt, the implementation of outbound text messaging and email in advance of reminder, final and summonses being issued, and the automation of high-volume low value tasks to free up additional officer resource to deliver targeted debt collection.</p>
Date sent to Finance	21/09/2022
Version number and date of update	1

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <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"> <thead> <tr> <th data-bbox="507 701 874 846">Equality Characteristic</th> <th data-bbox="882 701 1193 846">Current or expected make up of service users</th> <th data-bbox="1201 701 1516 846">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td data-bbox="507 846 874 936">Gender</td> <td data-bbox="882 846 1193 936">N/A</td> <td data-bbox="1201 846 1516 936">N/A</td> </tr> <tr> <td data-bbox="507 936 874 1025">Ethnicity</td> <td data-bbox="882 936 1193 1025">N/A</td> <td data-bbox="1201 936 1516 1025">N/A</td> </tr> <tr> <td data-bbox="507 1025 874 1115">Disability</td> <td data-bbox="882 1025 1193 1115">N/A</td> <td data-bbox="1201 1025 1516 1115">N/A</td> </tr> <tr> <td data-bbox="507 1115 874 1205">Sexual orientation</td> <td data-bbox="882 1115 1193 1205">N/A</td> <td data-bbox="1201 1115 1516 1205">N/A</td> </tr> <tr> <td data-bbox="507 1205 874 1294">Age</td> <td data-bbox="882 1205 1193 1294">N/A</td> <td data-bbox="1201 1205 1516 1294">N/A</td> </tr> <tr> <td data-bbox="507 1294 874 1384">Religion or belief</td> <td data-bbox="882 1294 1193 1384">N/A</td> <td data-bbox="1201 1294 1516 1384">N/A</td> </tr> <tr> <td data-bbox="507 1384 874 1473">Gender Identity</td> <td data-bbox="882 1384 1193 1473">N/A</td> <td data-bbox="1201 1384 1516 1473">N/A</td> </tr> <tr> <td data-bbox="507 1473 874 1563">Pregnancy/Maternity</td> <td data-bbox="882 1473 1193 1563">N/A</td> <td data-bbox="1201 1473 1516 1563">N/A</td> </tr> <tr> <td data-bbox="507 1563 874 1664">Marriage/Civil Partnership</td> <td data-bbox="882 1563 1193 1664">N/A</td> <td data-bbox="1201 1563 1516 1664">N/A</td> </tr> </tbody> </table>	Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	N/A	N/A	Ethnicity	N/A	N/A	Disability	N/A	N/A	Sexual orientation	N/A	N/A	Age	N/A	N/A	Religion or belief	N/A	N/A	Gender Identity	N/A	N/A	Pregnancy/Maternity	N/A	N/A	Marriage/Civil Partnership	N/A	N/A
Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?																													
Gender	N/A	N/A																													
Ethnicity	N/A	N/A																													
Disability	N/A	N/A																													
Sexual orientation	N/A	N/A																													
Age	N/A	N/A																													
Religion or belief	N/A	N/A																													
Gender Identity	N/A	N/A																													
Pregnancy/Maternity	N/A	N/A																													
Marriage/Civil Partnership	N/A	N/A																													
2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact</i>	N/A																														

<i>on this group even if it is a universal service.</i>				
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			
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 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 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"/>

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

People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>*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>				
2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal			
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
2.6	Provide brief reasons on how you have come to this decision?			
	Increases to taxbase and collection rates do not affect internal or external stakeholders. Therefore, it was deemed that a full EIA was not required.			

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

SECTION 3: ASSESSING THE IMPACT

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

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

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
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. <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> NB. Add any additional rows, if required.						
Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

SECTION 1:

Title	RES-2324-15 Reduced audit fee, reduced duplicate payments and income
<p>What are you analysing?</p> <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>This proposal is comprised of three strands of saving opportunities.</p> <p>1) As the council's past overdue accounts are brought up to date and the audit issues resolved, the budgeted audit fee is expected to reduce as the quality of the accounts is expected to improve.</p> <p>2) Software implemented to identify duplicate payments made in error by the council is generating a recovery of cash which would otherwise have gone unnoticed or recovered. Due to the complexities of council operations and the pressure of services operating under constrained levels of resourcing this activity is necessary in order to minimise such losses to the council.</p> <p>3) There are opportunities for the recovery by Finance of certain costs it incurs from external bodies which are not currently recognised in the budget.</p>
Date sent to Finance	14/11/2022
Version number and date of update	V1

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

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

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			
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 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.

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 saving proposal has no bearing on any users of council services and so has no equality implications

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

SECTION 3: ASSESSING THE IMPACT

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

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

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
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

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

SECTION 1:

<p>Title</p>	<p>RES-2324-16 Implementation of proactive Single Person Discount monitoring and the review of all other discounts and exemptions</p>
<p>What are you analysing?</p> <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 through the utilisation of a proactive SPD monitoring service that incorrectly claimed SPD will be removed increasing the collection fund income and tax base.</p> <p>In addition, it is proposed that all other discounts and exemptions are reviewed and incorrectly claimed are removed again increasing the collection fund income.</p> <p>This will benefit both the Council in terms of maintain its income but also ensure council taxpayers are paying the correct level of charge. This will help mitigate unnecessary increases in the future.</p>
<p>Date sent to Finance</p>	<p>21/09/2022</p>
<p>Version number and date of update</p>	<p>1</p>

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

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

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"> <thead> <tr> <th data-bbox="497 698 874 846">Equality Characteristic</th> <th data-bbox="877 698 1190 846">Current or expected make up of service users</th> <th data-bbox="1193 698 1524 846">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td data-bbox="497 851 874 936">Gender</td> <td data-bbox="877 851 1190 936">N/A</td> <td data-bbox="1193 851 1524 936">N/A</td> </tr> <tr> <td data-bbox="497 940 874 1025">Ethnicity</td> <td data-bbox="877 940 1190 1025">N/A</td> <td data-bbox="1193 940 1524 1025">N/A</td> </tr> <tr> <td data-bbox="497 1030 874 1115">Disability</td> <td data-bbox="877 1030 1190 1115">N/A</td> <td data-bbox="1193 1030 1524 1115">N/A</td> </tr> <tr> <td data-bbox="497 1120 874 1205">Sexual orientation</td> <td data-bbox="877 1120 1190 1205">N/A</td> <td data-bbox="1193 1120 1524 1205">N/A</td> </tr> <tr> <td data-bbox="497 1209 874 1294">Age</td> <td data-bbox="877 1209 1190 1294">N/A</td> <td data-bbox="1193 1209 1524 1294">N/A</td> </tr> <tr> <td data-bbox="497 1299 874 1384">Religion or belief</td> <td data-bbox="877 1299 1190 1384">N/A</td> <td data-bbox="1193 1299 1524 1384">N/A</td> </tr> <tr> <td data-bbox="497 1388 874 1473">Gender Identity</td> <td data-bbox="877 1388 1190 1473">N/A</td> <td data-bbox="1193 1388 1524 1473">N/A</td> </tr> <tr> <td data-bbox="497 1478 874 1563">Pregnancy/Maternity</td> <td data-bbox="877 1478 1190 1563">N/A</td> <td data-bbox="1193 1478 1524 1563">N/A</td> </tr> <tr> <td data-bbox="497 1568 874 1668">Marriage/Civil Partnership</td> <td data-bbox="877 1568 1190 1668">N/A</td> <td data-bbox="1193 1568 1524 1668">N/A</td> </tr> </tbody> </table>	Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	N/A	N/A	Ethnicity	N/A	N/A	Disability	N/A	N/A	Sexual orientation	N/A	N/A	Age	N/A	N/A	Religion or belief	N/A	N/A	Gender Identity	N/A	N/A	Pregnancy/Maternity	N/A	N/A	Marriage/Civil Partnership	N/A	N/A
Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?																													
Gender	N/A	N/A																													
Ethnicity	N/A	N/A																													
Disability	N/A	N/A																													
Sexual orientation	N/A	N/A																													
Age	N/A	N/A																													
Religion or belief	N/A	N/A																													
Gender Identity	N/A	N/A																													
Pregnancy/Maternity	N/A	N/A																													
Marriage/Civil Partnership	N/A	N/A																													
2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact</i>	N/A																														

<i>on this group even if it is a universal service.</i>				
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			
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 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"/>
People of particular faiths and beliefs	<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 on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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>				
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>Single persons discount is provided to households where only one adult resides in a property. No group is precluded from claiming this discount and any verification of claims is based on eligibility for the discount and not on any other characteristics of the household. Only households who are claiming SPD will be reviewed and those who are legitimately claiming the discount will not be impacted. Other types of discounts and exemptions vary and eligibility depends on the type being claimed. The Council has a duty to protect the public purse and reducing fraud ensures income that is due from council taxpayers is collected appropriately.</p>			

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

SECTION 3: ASSESSING THE IMPACT

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

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

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
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

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

SECTION 1:

Title	RES-2324-17 Early payment of pension contributions
<p>What are you analysing?</p> <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 purpose of this is prepay 3 years deficit contributions to Berkshire Pension Fund in April 2023, which will achieve a cash saving through discounting the future year's contributions to the present-day.</p> <p>This is of general benefit to the Council's financial position.</p> <p>The aim is a cash saving of £350k per annum for three financial years 2022/23, 2023/24 and 2024/25</p>
Date sent to Finance	21/9/2022
Version number and date of update	Version 1

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

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

2.1	<p>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"> <tr> <td data-bbox="507 824 938 965">How many people use the service currently? What is this as a % of Slough's population?</td> <td data-bbox="938 824 1481 965">N/A – this concerns a payroll function and is an obligation placed on the Council as a result of being a member of Berkshire Pension Fund</td> </tr> <tr> <td data-bbox="507 965 938 1055">Gender</td> <td data-bbox="938 965 1481 1055">N/A</td> </tr> <tr> <td data-bbox="507 1055 938 1144">Race</td> <td data-bbox="938 1055 1481 1144">N/A</td> </tr> <tr> <td data-bbox="507 1144 938 1234">Disability</td> <td data-bbox="938 1144 1481 1234">N/A</td> </tr> <tr> <td data-bbox="507 1234 938 1323">Sexual orientation</td> <td data-bbox="938 1234 1481 1323">N/A</td> </tr> <tr> <td data-bbox="507 1323 938 1413">Age</td> <td data-bbox="938 1323 1481 1413">N/A</td> </tr> <tr> <td data-bbox="507 1413 938 1503">Religion or belief</td> <td data-bbox="938 1413 1481 1503">N/A</td> </tr> </table>	How many people use the service currently? What is this as a % of Slough's population?	N/A – this concerns a payroll function and is an obligation placed on the Council as a result of being a member of Berkshire Pension Fund	Gender	N/A	Race	N/A	Disability	N/A	Sexual orientation	N/A	Age	N/A	Religion or belief	N/A
How many people use the service currently? What is this as a % of Slough's population?	N/A – this concerns a payroll function and is an obligation placed on the Council as a result of being a member of Berkshire Pension Fund														
Gender	N/A														
Race	N/A														
Disability	N/A														
Sexual orientation	N/A														
Age	N/A														
Religion or belief	N/A														
2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>															

<p>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 ⁵ people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.</p>				

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

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

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

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

SECTION 1:

Title	<p>RES-2324-18b</p> <p>Vacancy factor (Finance & Commercial)</p>
<p>What are you analysing?</p> <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>A saving of £299k on a vacancy factor basis will be applied to the staffing budgets across the Finance & Commercial directorate (Corporate Finance, Internal Audit, Risk & Fraud, Financial Management, Revenues & Benefits, Commercial) which was formerly within the Resources directorate. The applicable budget carrying forward into 2023/24 after other relevant savings amounts to £8.3m. The saving therefore represents a vacancy factor assumption of 3.6%.</p> <p>This arises through the underspend that occurs between staff leaving (and current vacancies held) and these being backfilled. The saving will be spread across all service areas and so there will be a natural mix of under and overspends arising which will even out across the directorate.</p>
Date sent to Finance	September 2022
Version number and date of update	V1

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <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"> <tr> <td data-bbox="507 734 938 880">How many people use the service currently? What is this as a % of Slough's population?</td> <td data-bbox="938 734 1481 880"></td> </tr> <tr> <td data-bbox="507 880 938 969">Gender</td> <td data-bbox="938 880 1481 969">N/A</td> </tr> <tr> <td data-bbox="507 969 938 1059">Race</td> <td data-bbox="938 969 1481 1059">N/A</td> </tr> <tr> <td data-bbox="507 1059 938 1149">Disability</td> <td data-bbox="938 1059 1481 1149">N/A</td> </tr> <tr> <td data-bbox="507 1149 938 1238">Sexual orientation</td> <td data-bbox="938 1149 1481 1238">N/A</td> </tr> <tr> <td data-bbox="507 1238 938 1328">Age</td> <td data-bbox="938 1238 1481 1328">N/A</td> </tr> <tr> <td data-bbox="507 1328 938 1417">Religion or belief</td> <td data-bbox="938 1328 1481 1417">N/A</td> </tr> </table>	How many people use the service currently? What is this as a % of Slough's population?		Gender	N/A	Race	N/A	Disability	N/A	Sexual orientation	N/A	Age	N/A	Religion or belief	N/A
How many people use the service currently? What is this as a % of Slough's population?															
Gender	N/A														
Race	N/A														
Disability	N/A														
Sexual orientation	N/A														
Age	N/A														
Religion or belief	N/A														
2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	No. There is no direct service to external customers, whether residents or businesses, which will be reduced or affected in any way as a consequence of this action.														

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

No, see 2.2 above

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

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

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

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

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

SECTION 3: ASSESSING THE IMPACT

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

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

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
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>								
	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	
	<i>Enter additional rows if required</i>							

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

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

SECTION 1:

Title	<p>RES-2324-48</p> <p>Budgeted overheads cleanse</p>
<p>What are you analysing?</p> <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 the 2021/22 outturn process, there was corporate budget against which no costs were identified as needing to be charged. Through the course of 2022/23 we will keep this under review but it is assumed that an element of this budget will no longer be required and so can be released as a saving in 2023/24.</p>
Date sent to Finance	September 2022
Version number and date of update	V1

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

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

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"> <tr> <td data-bbox="502 734 938 880">How many people use the service currently? What is this as a % of Slough's population?</td> <td data-bbox="941 734 1481 880"></td> </tr> <tr> <td data-bbox="502 884 938 969">Gender</td> <td data-bbox="941 884 1481 969">N/A</td> </tr> <tr> <td data-bbox="502 974 938 1059">Race</td> <td data-bbox="941 974 1481 1059">N/A</td> </tr> <tr> <td data-bbox="502 1064 938 1149">Disability</td> <td data-bbox="941 1064 1481 1149">N/A</td> </tr> <tr> <td data-bbox="502 1153 938 1238">Sexual orientation</td> <td data-bbox="941 1153 1481 1238">N/A</td> </tr> <tr> <td data-bbox="502 1243 938 1328">Age</td> <td data-bbox="941 1243 1481 1328">N/A</td> </tr> <tr> <td data-bbox="502 1332 938 1417">Religion or belief</td> <td data-bbox="941 1332 1481 1417">N/A</td> </tr> </table>	How many people use the service currently? What is this as a % of Slough's population?		Gender	N/A	Race	N/A	Disability	N/A	Sexual orientation	N/A	Age	N/A	Religion or belief	N/A
How many people use the service currently? What is this as a % of Slough's population?															
Gender	N/A														
Race	N/A														
Disability	N/A														
Sexual orientation	N/A														
Age	N/A														
Religion or belief	N/A														
<p>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. There is no service to external customers, whether residents or businesses, which will be reduced or affected in any way as a consequence of this action.</p>														

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

No, see 2.2 above

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

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

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

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

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

SECTION 3: ASSESSING THE IMPACT

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

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

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
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

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

SECTION 1:

Title	<p>RES-2324-50</p> <p>Efficient working practices in Revenues and Benefits</p>
<p>What are you analysing?</p> <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>A saving of £440k is deemed to be feasible through the delivery of improved working practices which will enable the service to significantly reduce the amount of overtime currently being charged and also to reduce the number of vacant posts being held.</p>
Date sent to Finance	November 2022
Version number and date of update	V1

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

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

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <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"> <thead> <tr> <th data-bbox="497 734 874 880">Equality Characteristic</th> <th data-bbox="877 734 1190 880">Current or expected make up of service users</th> <th data-bbox="1193 734 1506 880">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td data-bbox="497 884 874 972">Gender</td> <td data-bbox="877 884 1190 972">N/A</td> <td data-bbox="1193 884 1506 972">N/A</td> </tr> <tr> <td data-bbox="497 976 874 1064">Ethnicity</td> <td data-bbox="877 976 1190 1064">N/A</td> <td data-bbox="1193 976 1506 1064">N/A</td> </tr> <tr> <td data-bbox="497 1068 874 1155">Disability</td> <td data-bbox="877 1068 1190 1155">N/A</td> <td data-bbox="1193 1068 1506 1155">N/A</td> </tr> <tr> <td data-bbox="497 1160 874 1247">Sexual orientation</td> <td data-bbox="877 1160 1190 1247">N/A</td> <td data-bbox="1193 1160 1506 1247">N/A</td> </tr> <tr> <td data-bbox="497 1252 874 1339">Age</td> <td data-bbox="877 1252 1190 1339">N/A</td> <td data-bbox="1193 1252 1506 1339">N/A</td> </tr> <tr> <td data-bbox="497 1344 874 1431">Religion or belief</td> <td data-bbox="877 1344 1190 1431">N/A</td> <td data-bbox="1193 1344 1506 1431">N/A</td> </tr> <tr> <td data-bbox="497 1435 874 1523">Gender Identity</td> <td data-bbox="877 1435 1190 1523">N/A</td> <td data-bbox="1193 1435 1506 1523">N/A</td> </tr> <tr> <td data-bbox="497 1527 874 1615">Pregnancy/Maternity</td> <td data-bbox="877 1527 1190 1615">N/A</td> <td data-bbox="1193 1527 1506 1615">N/A</td> </tr> <tr> <td data-bbox="497 1619 874 1706">Marriage/Civil Partnership</td> <td data-bbox="877 1619 1190 1706">N/A</td> <td data-bbox="1193 1619 1506 1706">N/A</td> </tr> </tbody> </table>			Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	N/A	N/A	Ethnicity	N/A	N/A	Disability	N/A	N/A	Sexual orientation	N/A	N/A	Age	N/A	N/A	Religion or belief	N/A	N/A	Gender Identity	N/A	N/A	Pregnancy/Maternity	N/A	N/A	Marriage/Civil Partnership	N/A	N/A
Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?																															
Gender	N/A	N/A																															
Ethnicity	N/A	N/A																															
Disability	N/A	N/A																															
Sexual orientation	N/A	N/A																															
Age	N/A	N/A																															
Religion or belief	N/A	N/A																															
Gender Identity	N/A	N/A																															
Pregnancy/Maternity	N/A	N/A																															
Marriage/Civil Partnership	N/A	N/A																															

<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. There is no service to external customers, whether residents or businesses, which will be reduced or affected in any way as a consequence of this action.</p>			
<p>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, see 2.2 above</p>			
<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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

SECTION 3: ASSESSING THE IMPACT

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

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

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
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: 