

## **COUNCIL – 6 MARCH 2019**

### **Revenue Budget and Proposed Council Tax for 2019/2020 and MTFS 2019/2020 to 2021/2022**

#### **Supplementary information in support of Appendix A: Saving Proposals 2019/2020 to 2021/2022 completed Equality Analyses**

Please note: references on Equality Analyses refer to Appendix A within Cabinet report

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## Section A - EQUALITY ANALYSIS TEMPLATE

You must complete this in conjunction with reading Equality Analysis Guidance

### Name of Policy/Decision/Project/Activity:

1.3 Reduction in Corporate Printing (SAP Optimisation Project: Electronic Pay Slip Portal SSL Post solution).

**Date:** 15<sup>th</sup> October 2018

**Version Number:** 0.3

### Equality Analysis completed by:

**Name:** Helen Hunter

**Job title:** HR&OD Business Manager

### Responsible Officer or Group:

**Name:** Membership of the SAP Operational Group/or people involved in the project that feeds into this Equality Impact Analysis are:  
Helen Hunter (HR and OD Business Manager),  
Tracy Potts (Payroll and Pensions Manager)  
Marjorie Rennoldson (HR and OD Organisational and Resourcing Manager)  
Angus Graham (Lead Risk and Assurance Specialist)

Dawn Harrison, Gareth Thomas and David Freeman from the Councils ICT Service Area have also reviewed this document.

An earlier version based on a slightly different solution was reviewed by Kirsty McNally and these comments have been considered in this updated version.

### Is the Activity:

**New/Proposed ( X )**

**Changing/Being Reviewed ( X )**

**Other ( )**

The introduction of Electronic Pay Slips is new to the organisation. It is changing the way that pay slips are issued.

The SAP Optimisation project upgraded functionality gives 3 options to use for issuing pay slips, P60s and P11Ds:

1. An employee accessing a URL (a web address) activating their account on an e-pay slip portal and subsequently logging into it using their National Insurance Number as their user ID and a password that they have created. This can be done from any device with an internet connection. An email address is not needed.
2. An ESS (Employee Self Service) licence user logging into SAP ESS using their ESS userID and password whilst on the Council network or Council provided device (this is only available for Active Directory users e.g. those employees with a work email account and initial roll-out is to Council devices but it may be available on personal devices at a later date);
3. Printing and issuing by internal or external post.

## Part 1. Purpose and Scope

### Purpose

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc.
- whether there are any overlaps with regional, sub-regional, national priorities.

### [Further Guidance](#)

#### **Why it needs to be implemented or revised.**

The current method of issuing paper pay slips by internal and external post is costly, inefficient and open to risk of disclosure of personal data.

The SAP Optimisation project new functionality gives the opportunity to review and issue pay slips electronically. This will reduce cost, improve efficiency, reduce risk and give employees an improved service.

#### **What the policy, decision or activity is.**

- Issue pay slips to employees electronically and no longer issue them by post as standard.
- All employees' data will be sent to the e-payslip portal. An employee who is an ESS user will be able to access their payslip on ESS and also activate their e-payslip portal account. An email address is not required but will be beneficial as it will allow the user to manage their own account settings.
- Employees who leave will still be able to access their payslip portal for a period of time following their leave date. (until the end of the tax year following their leaving date e.g. leave in January 2019, will have access until April 2020. This will give them time to save or print any pay slips that they want to retain access to.
- Large Payroll customers to be given the option to have their own branded portal, provided the cost of development and maintenance is recouped.

To achieve this, the following elements will need to be put in place:

- Engage with Trade Unions
- During the planning stage, engage with employees in Economy and Place (the area where the majority of employees do not have access to a work ICT device) to identify the issues they face and consider options available to resolve.
- Communicate with all employees how to activate their e-payslip portal account.
- Ensure support is available for those employees who may not have digital access or digital confidence. E.g. general access to ICT, support to

- open up an email account and learn how to access and manage emails.
- Agree and confirm who is to get an ESS licence and able to access their pay slip via ESS
- Ensure ESS users are given enough training to be able to use the new functionality.
- Gather and confirm work email addresses to ensure held on SAP against correct personnel number.
- Identify those who have not activated their account and offer additional support.
- Agree and communicate a date when paper payslips will no longer be available as standard.

**Over what period of time the outcomes will be achieved.**

Electronic pay slip portal will be rolled out across all employees and Payroll customers as follows:

1. Council – a small pilot involving employees across different parts of the Council (this may identify the support required to roll-out to those employees who are not digitally enabled at work and can include the Supporting Equality Network)
2. All of Council employees will be invited to activate their account on the e-payslip portal
3. The service offered to Members is still to be agreed
4. Service offer to maintained schools
5. Service offer to small payroll customers e.g. Castlevue Fitness Centre, Sunderland People First
6. Service offered to Together for Children (they may want their own branded portal)
7. Service offered to Sunderland Care and Support (they may want their own branded portal)
8. Service offered to Academies (they may want their own branded portal)
9. Service offered to Tyne and Wear Fire and Rescue Services (they may want their own branded portal)
10. ESS users – to be employees who have a work device. This will be rolled out to Corporate Services and Strategy, Partnership and Transformation first and then to Peoples and Economy and Place. ESS users will be able to access their payslip through either or both their ESS log-in or through the e-payslip portal. They will be offered both as ESS is only available whilst an employee and the payslips portal will be accessible for a period of time following leaving.
11. Consider action for those non-employees who are paid through payroll – e.g. casual and IR35.

**What populations are affected by the proposal?**

All employees within Sunderland City Council (including Members) will be affected by the introduction of electronic pay slips. Approximately 45% of Council employees do not have a work device and therefore, may not have access to the Internet. The pay slip portal is accessible via a smartphone with access to the internet. As part of roll-out, support will be offered to help them to access the portal (including providing them with information on how to provide a shortcut on their own device, where to access a PC or printer). The majority of those without work devices are in Economy and Place directorate and these have been categorised as follows:

Work Category	No Access Home to work employee	No or Limited Access – Remote worker	No or Limited Access – Depot worker	Office Based
	Not attached to a Depot / Building	Start their working day from a council building	Based in a Depot as part of their role	Office Based as part of their role
ICT Accessibility through Work  <i>NB: This doesn't take into account staff that may have their own personal devices</i>	<ul style="list-style-type: none"> <li>Unlikely to have email account</li> <li>Unlikely to have access to a computer or smart phone</li> </ul>	<ul style="list-style-type: none"> <li>May not have access to a Council computer or ICT device</li> <li>May not have a work email</li> <li>May have a work phone but unclear the amount which are smart phones</li> </ul>	<ul style="list-style-type: none"> <li>May not have access to a Council computer or ICT device</li> <li>May not have a work email</li> <li>May have a work phone but unclear the amount which are smart phones</li> </ul>	<ul style="list-style-type: none"> <li>Likely to have work ICT device – either desktop or work phone</li> <li>Likely to have work email</li> <li>May have a work phone but unclear the amount which are smart phones</li> </ul>
Examples work areas / HoS	<ul style="list-style-type: none"> <li>School Crossing Patrol</li> <li>Port Operatives</li> <li>Cleaners</li> <li>School Meals Operatives</li> </ul>	<ul style="list-style-type: none"> <li>Pest Control</li> <li>Refuse Collection</li> <li>Highways Operative</li> <li>Building Maintenance</li> <li>Local Services</li> </ul>	<ul style="list-style-type: none"> <li>Fleet Maintenance</li> </ul>	Nick Woods Area

Demographics (from extract of SAP at .01.11.2018)

- Council employees 36% male / 64% female
- Council employees unlikely to have a work device 34% male / 66% female
- Economy and Place employees 42% male / 58% female
- Economy and Place employees unlikely to have a work device 32% male / 68% female
- Council employee reported and recorded as having a disability is 4% with 90% having no disability and 6% prefer not to say or not known.

Therefore, the gender split of employees who don't have a work device and are not going to get ESS and will have to use their own device to access a payslip portal is in line with the overall Council gender split.

The number of employees who don't have access to the internet from their own device is not known. This data will be collected as part of the roll-out so that the location of access points can be confirmed as being suitable.

The age profile of Council employees at 01.11.2018 is as follows:

18-21 - 1%  
22-30 - 6%  
31-40 - 17%  
41-50 - 28%  
51-60 - 37%  
61-65 - 8%  
66-70 - 2%

71+ - 1%

30% of the Council workforce is over the age of 55. 44% of them have access to a PC for work purposes and 66% don't. This is in line with the Councils overall % of employees who are unlikely to have a PC for work purposes.

The Centre of Aging better acknowledge that there are improvements with online access, but "4.2 million people over the age of 55 have never been online. Over 55s make up 94% of everyone who has never been online (4.5 million people), and a further 684,000 used to be online but no longer are." Therefore, we need to recognise that people over 55, working in services that don't require any IT access may have less confidence with ICT. Therefore, plans are in place to support all workers in these areas where necessary. (The Digital Age: New approaches to supporting people later in life to get online. <https://www.ageing-better.org.uk/sites/default/files/2018-05/The-digital-age.pdf> will be reviewed to identify any useful tips.)

Learning from the recent Employee Survey will be fed into the Communication Plan so that all avenues of communication are explored.

In addition to council employees, all employees of other organisations that the council provides a Payroll service to could be affected by this change (if the employer wishes to take up the electronic pay slip portal service). It has been agreed that this will include Together for Children and Sunderland Care and Support but it could also include maintained schools and academies. Each employer will be responsible for agreeing what support is needed for their employees to access the system. However, as part of the service offer, the communication and engagement methods used by the council (along with mitigations to reduce any negative impacts) will be shared so that the employer can use the learning to support roll-out to all of their employees.

#### **Who is expected to benefit and how.**

Benefits to the Council are as follows:

- Reduced costs to produce and distribute paper payslips
- Reduced number of queries for reproduced payslips
- Reduced requests to provide information to mortgage providers etc.
- Reduced risk of unauthorised disclosure of personal information

Benefits to the employees are as follows:

- Provide immediate and easy access to information when and where it is required.
- History of payslips available in one place for up to 7 years
- Accessible for a period of time following leaving (until the end of the tax year following their leaving date e.g. leave in January 2019, will have access until April 2020.

#### **Whether there are any overlaps with regional, sub-regional, national priorities.**

There are none.

We are aware of other Councils who have implemented electronic payslips and made it mandatory and we will contact them to identify any good practice and lessons learned, including any unintended impacts on people with protected characteristics.

## Intelligence and Analysis

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

## [Further Guidance](#)

Within Sunderland City Council a Lead Officer has been identified for the following areas,

- Lead Equality Champion for Executive Management Team: Sarah Reed
- Lead Equality Champion for Age: Gillian Gibson
- Lead Equality Champion for Disability: Liz St Louis
- Lead Equality Champion for Race: Mike Poulter
- Lead Equality Champion for Religion and Belief: Charlotte Burnham
- Lead Equality Champion for Gender: Paul Davies
- Lead Equality Champion for Lesbian, Gay, Bisexual and Transgender: John Rawling
- Lead Equality Champion for Military Personnel and Veterans: Jessica May

Discussions about the SAP Optimisation Project have taken place with each of the Equality Champions to discuss potential areas of negative impact within their specialist area. All Lead Officers listed above (with the exception of Gillian Gibson) have been given a demonstration of the ESS / MSS in their directorate senior management team meeting or are involved in the SAP Project Board. Any issues have been captured. The main concern is support for those employees who may not have access to a smart phone or be familiar with using websites to access their own information.

A demonstration of ESS / MSS and the Payslip Portal was given to the Digital Steering Group which also considers access for those who are digitally challenged as part of their role within the Council.

The Trade Unions will be given a demonstration of the payslip portal at the Corporate JCF.

A demonstration of the Payslip Portal was given to the Supporting Equalities Network and members are to be included in the pilot group.

Any comments made have been captured and will be considered as part of the User Acceptance Testing, Communication Plan or roll-out plan.

The digital skills agenda is also being considered as part of the Office 365 roll-out.

The project has also consulted with the Supporting Equality Network (employee group) to obtain their input into the development of the transformational aspects of the project. An action has been captured to involve members of the Employee Equality Group in the user acceptance testing.

The use of intelligence re: the organisations structure will have been used to identify which employees to involve in the user acceptance testing of ESS and a similar exercise will be completed to identify users for the pilot roll-out of e-payslip portal. This will inform the communication plan and support for roll-out.

We do not currently provide any pay slips in alternative formats (e.g. large print or Braille), as this has not been requested. Therefore we don't anticipate an impact on staff with visual impairments. However, we anticipate that any future visual impairment and disability needs will be better met through electronic payslips. Employees will be able to easily enlarge font, adjust displays or use screen reader technology where required. The supplier stated that their solution is compatible with screen readers. This will be confirmed during user acceptance testing and roll-out. Where access to an electronic payslip is not possible because of a disability, reasonable adjustments will be made.

**Gaps in intelligence and information**

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

[Further Guidance](#)

As part of roll-out and take-up action will be taken to identify those employees who do not have access to the internet from a personal device and need support to access the portal.

**Additional Impacts**

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

[Further Guidance](#)

The project understands that not all employees within the organisation are office based, or will be assigned a SAP licence or work email account.



## Part 2. Analysis of Impact on People

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

### [Further Guidance](#)

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age	Could be positive if people in particular age groups are offered the opportunity to improve digital skills		This may apply if some of our employees with no email are in older age groups. This will be mitigated by offering training.
Disability	Could be positive as payslip portal is compatible with screen readers and electronic displays can be adjusted in line with the users own needs/settings.		
Gender/Sex	May benefit in the longer run if we are able to establish better communication with them following implementation of this project. There is currently a delay in employees receiving their payslip if they do not work in an office and have to wait for it to be sent onto their place of work or brought to them. Payslip portal will enable them to have instant access.		There are a greater proportion of women in the groups that are hardest to communicate with. This will be mitigated through working with different front line services.
Marriage & Civil Partnership		No impacts anticipated	
Pregnancy and maternity	More timely payslips for parents on maternity or parental leave.		
Race/Ethnicity		No impacts anticipated.	
Religion/belief		No impacts anticipated	
Sexual Orientation		No impacts anticipated	
Gender identity		No impacts anticipated	

Please add any additional groups mentioned in the “additional impacts” section above.

### Part 3. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how on-going progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( **X** )

Continue Despite Negative Implications ( )

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

#### Action Plan

[Further Guidance](#)

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
Any actions required have been captured in the SAP Optimisation Action log.			

## Section A - EQUALITY ANALYSIS TEMPLATE

You must complete this in conjunction with reading Equality Analysis Guidance

**Name of Policy/Decision/Project/Activity:**

3.13 Undertake a mini review of Council occupied Fawcett Street property holdings

**Date:** 10 January 2019

**Version Number:**1

**Equality Analysis completed by:**

**Name:** Nick Wood

**Job title:** Head of Property

**Responsible Officer or Group:**

**Name:** Nick Wood

**Is the Activity:**

**New/Proposed** ( )

**Changing/Being Reviewed** ( yes )

**Other** ( )

### Part 1. Purpose and Scope

#### **Purpose**

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

The Council hold the first floor property on lease of the City Library and Arts Centre in Fawcett Street, which under the terms of the lease, can be vacated by November 2019 by the exercising of a break clause. This scenario is to be reviewed to explore potential revenue savings. It is envisaged that current office staff will be relocated to the Civic Centre and the Local History Group (Library service) to another suitable alternative and accessible property in the near vicinity.

### **Intelligence and Analysis**

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

Office staff relocating to the Civic Centre, and their customers/ visitors, will benefit from ample car parking facilities including disabled bays. The Civic Centre is DDA compliant and would be accessible for the elderly, disabled and pregnant people due to its proximity to parking facilities, the Park Lane Interchange, metro service and taxi rank.

The Local History Group will be located to another property that is suitable for their purposes ie DDA compliant for staff and visitors.

### **Gaps in intelligence and information**

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

The proposed relocation of the Local History Group will be subject to full consultation with the service area to ensure their requirements and the requirements of their users are identified and met.

### **Additional Impacts**

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

None identified.

## Part 2. Analysis of Impact on People

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age		Proposed buildings are accessible, have parking facilities in close proximity, and are close to rail, metro, bus and taxi services.	
Disability		Proposed buildings are accessible, have parking facilities in close proximity, and are close to rail, metro, bus and taxi services.	
Gender/Sex		Proposed buildings are accessible, have parking facilities in close proximity, and are close to rail, metro, bus and taxi services.	
Marriage & Civil Partnership		Proposed buildings are accessible, have parking facilities in close proximity, and are close to rail, metro, bus and taxi services.	
Pregnancy and maternity		Proposed buildings are accessible, have parking facilities in close proximity, and are close to rail, metro, bus and taxi services.	
Race/Ethnicity		Proposed buildings are accessible, have parking facilities in close proximity, and are close to rail, metro, bus and taxi services.	
Religion/belief		Proposed buildings are accessible, have parking facilities in close proximity, and are close to rail, metro, bus and taxi services.	
Sexual Orientation		Proposed buildings are accessible, have parking facilities in close proximity, and are close to rail, metro, bus and taxi services.	
Gender identity		Proposed buildings are accessible, have parking facilities in close proximity, and are close to rail, metro, bus and taxi services.	

**Please add any additional groups mentioned in the “additional impacts” section above.**

### Part 3. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change (Y )

Continue Despite Negative Implications ( )

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

#### Action Plan

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
Assess the needs of staff that will be relocated to the Civic Centre	NW	TBC	Project team
Relocate office staff to Civic Centre and adapt new offices as required.	NW	TBC	Project team
Ascertain requirements of the Local History Group and their users.	NW	TBC	Project team
Identify appropriate accessible accommodation for the Local History Group in the near vicinity and relocate staff.	NW	TBC	Project team

## Section A - EQUALITY ANALYSIS TEMPLATE

You must complete this in conjunction with reading Equality Analysis Guidance

**Name of Policy/Decision/Project/Activity:**

4.2/4.3 Together for Children Sunderland Limited: Service Redesign Initiatives 2019/20

**Initial Date: 18 December 2018**

**Version Number: EQIA 2019/009 on 8 January 2019**

**Equality Analysis completed by:**

**Name: Steve Renwick**

**Job title: Director of Finance**

**Responsible Officer or Group:**

**Name:**

**Strategic Leadership Team**

**Is the Activity:**

**New/Proposed ( )**

**Transformational (X)**

**Other ( )**

## Part 1. Purpose and Scope

### Purpose

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

### Further Guidance

Together for Children Sunderland Limited (TfC) was established on the 1st April 2017; the company, limited by guarantee, delivers children's services on behalf of Sunderland City Council and is owned by Sunderland City Council but controlled by an independent board to ensure operational independence.

Children's Services in Sunderland are presently under "Direction" from the Department for Education (DfE) and the considerable progress of Together for Children continues to be externally monitored and evaluated against the recommendations made by Ofsted.

The Company's first year of trading (2017/18) saw a shortfall of funding against contract funding available from the Council of £8.2m and this was ultimately covered by the Council. The 2018/19 and 2019/20 budgets are equally pressured as activity rises and the Company wrestles with staffing issues including a historic over-reliance on Agency staffing in social care as recruitment was proving very difficult.

Nationally the cost of care and the pressures on LAC budgets have been subject to significant national publicity and scrutiny. Each year the ADCS publishes nationally the findings from its annual survey of LAs. The 2018 survey outcome reports can be found here:

<http://adcs.org.uk/safeguarding/article/safeguarding-pressures-phase-6>

The financial analysis in the report makes a number of important points:

"Local authorities are likely to overspend against the net planned expenditure of £8.03bn in 2018/19 for the totality of children's services excluding education (DfE 2018b).

For 2018/19, local authorities have an estimated shortfall of an average of 10.4% in their children's services budget. Set against the 2018/19 published S251 budget of £8.03 billion, this would mean an additional £840 million each year before inflation is required simply to 'steady the ship'. This budget shortfall is current, very real, and is not going away as it is driven by demand-led services which local authorities must fund by law.

Top four current funding pressures (in order) are:



1. Placement costs for children looked after. For one authority, one placement for one young person cost £1million this year.
2. SEND and High Needs Block spending pressures, including transport. A small unitary authority was predicting an overspend of £1million on transport alone due to increases in the number of children eligible and unit costs.
3. High number of families who were 'tipping over' into the threshold for children's social care due to the impact of welfare reforms.
4. Continued spend on agency social work staffing due to lack of experienced social workers. One authority is spending £3.5million on agency staff despite a 30% reduction in use." (ADCS, 2018)

In this context, it is critical that the Company takes proactive measures to reduce spending wherever safe to do so and to redesign services wherever possible to realise efficiencies and savings into the medium term. Change of this magnitude does take time (as evidenced in the report referenced above) therefore the transformation work is a blend of activities to shape the market of provision of care to meet more specific needs of the most vulnerable CYP, to influence the way in which that market charges for care, to build a sustainable cadre of foster carers to meet future need, and to look differently at current or future capital assets to create more local residential care options.

This EQIA covers the key service redesign/improvement and efficiency initiatives specific to this proposal which are listed below:

1. Review of Fostering Care and
2. Review of Residential Care Arrangements

### Intelligence and Analysis

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

### [Further Guidance](#)

#### 1. Review of Fostering Care

The 2018/19 total budget for Looked After Children in £25,820,361 and the forecast outturn at period 6 was £34,032,777. Within these figures are a number of teams such as the LAC Permanence team; direct cost budgets of LAC are £22m with an £8m projected overspend. This figure represents 88% of the company forecast outturn overspend. The target here is to realise savings of up to £2.5m with due regard to the market constraints and significant lead-times in achieving such goals.

As at 13 November 2018 there were 605 children in a looked after context of which 58% were in Internal Foster Care settings and 18% in External Independent Foster Agency arrangements. The average weekly headline fee rates for these settings are c£200 and £765 respectively and thus any single

transfer from External to Internal could save about £500 per week (£25,000 over 50 weeks) when other internal fees such as travel allowances were factored in.

A major challenge in the Project is the ageing demographic of the current cohort of Foster Carers and a public/political perception that Sunderland does not value the service as evidenced by lower fees payable.

In order to complete this review input from foster carers has been gained via a consultation group. The group of 10 foster carers are volunteers representing carers who provide emergency, long term, short term, connected carers and short break placements. During the review the group met 4 times for 2 hourly sessions during which they have explored new supports, training and payments. The group was an excellent source of information about the way in which support, training and payments are provided currently and they have been able to provide from first hand experience suggestions for how this could be improved. Their suggestions have been invaluable and form in the main the expectations of what foster carers will provide and what support, training and financial support are expected to come from Together for Children.

There have been 2 meetings held with fostering social workers and assistant Team Managers; again their views are invaluable in understanding how the current arrangements work from their perspective. In addition a meeting with the assistant team manager responsible for developing the training package for foster carers has also taken place. This meeting provided an insight into the new fostering portal, recording documentation, foster carer professional development files and the proposed training programme for 2018/2019 and beyond. The social workers again were able to provide a range of suggestions on how to improve the support, training and financial arrangements for foster carers. The social workers were also able to give an insight as to how much time is spent in managing arrangements with regard to finances and the support to foster carers and suggested ways in which this could be streamlined to save officer's time.

The most important message coming from both groups is that the new scheme should ensure transparency, both in the expectations required of foster carers, fostering social workers and manager as well as packages of support and training available and financial arrangements.

Regional groups such as ADCS were accessed to consider regional issues and participate in benchmarking exercises. Intelligence includes:

- How do Together for Children compare across the NE and UK in Age Related Child Allowances against \*DfE Recommended Aged Related Child Allowances

<b>Weekly rates</b>	<b>Babies</b>	<b>Pre-primary</b>	<b>Primary</b>	<b>Secondary</b>	<b>Secondary 16 plus</b>
*London	£144.00	£147.00	£165.00	£187.00	£219.00
*Rest of England	£125.00	£128.00	£141.00	£161.00	£188.00
Together for Children	£134.49	£134.49	£153.20	£192.72	£220.70

Sunderland					
Newcastle City Council	£140.33	£140.33	£159.85	£204.75	£242.08
Gateshead Council	£132.74	£132.74	£132.74	£188.24	£228.94

Foster Care legislation and regulation is cognisant of Protected Characteristics and thus adherence to those requirements and evidencing the same should allow demonstrable compliance with the Equality Act 2010

A final report considering a new fee structure and service improvements is under consideration and the changes suggested therein will underpin the service going forward.

## **2. Review of Residential Care Arrangements**

The aim of the Project is to secure the optimal blend of residential placements for the children of Sunderland in the most child-centric and cost-effective manner possible and seek to reduce the overspend in this area by up to £2.5m.

The total budget for Looked After Children in £25,820,361 and the forecast outturn at period 6 was £34,032,777. Within these figures are a number of teams such as the LAC Permanence team; direct cost budgets of LAC are £22m with an £8m projected overspend. This figure represents 88% of the company forecast outturn overspend. The budget for residential placements is £7.2m in 2018/19 and the forecast spend is £10.3m. The target here is to realise savings of up to £2.5m with due regard to the market constraints and significant lead-times in achieving such goals.

This would include ensuring that other responsible commissioners (i.e. the commissioning NHS and schools) make the appropriate contribution wherever possible both in terms of overall cost and cashflow timeliness.

Legislation including the Children Act 2004 details the parameters of care and support to be provided to young people of ages birth to 25 years. In addition to the Children Act 2004 the government has also introduced The Children and Young Person Act 2008. The main purpose of The Children and Young Person Act 2008 is to extend the existing framework of children in care in England and Wales and to make sure the care they receive is well supported, of high quality and tailored to their needs.

Also relevant is the UN Convention on the Rights of Children. The Convention has 54 articles that cover all aspects of a child's life and set out the civil, political, economic, social and cultural rights that all children everywhere are entitled to. It also explains how adults and governments must work together to make sure all children can enjoy all their rights. Every child has rights, whatever their ethnicity, gender, religion, language, abilities or any other status.

The Convention is seen as a whole: all the rights are linked and no right is more important than another. The right to relax and play (Article 31) and the right to freedom of expression (Article 13) have equal importance as the right to be safe from violence (Article 19) and the right to education (Article 28).

In terms of current cost, benchmarking across the region and UK wherever possible, will inform the study: a broad-brush initial assessment of costs shows that neighbouring Local Authorities are selling residential places at between £3,500 and £5,500 per week depending on the input to the care package.

Comparator costs for external commercial and third sector placements accessed by the Commissioning Team show a range of weekly costs ranging from c£3,000 to c£7,000 again depending on the input (including staffing ratios) required. For secure bed placements, the cost is per placement per week can be nearer to £10,000.

Soft market analysis undertaken with third sector contacts showed that there was a willingness with some partners to invest capital and resources in Sunderland to create more bespoke provision; initial discussions indicate a willingness to invest in infrastructure with a required block booking of beds at an agreed and competitive rate – exact details are commercial and in confidence.

Finally, TfC will consider protected and unprotected characteristics in assessing suitability for placement including but not limited to age, disability, gender, religion, race and sexual orientation to ensure needs can be met and outcomes optimised for each child within the placement. The specific details are not included within this assessment due to protection of personal information as there is a limited number of external placements and the information may identify children inappropriately.

### **Gaps in intelligence and information**

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

### **Further Guidance**

TfC has no material influence over any planning applications or processes that allow private care providers to enter Sunderland and set up provision and is rarely aware in advance of planned developments. There is a risk that when new providers enter the city they bring available beds for other LAs which then in turn puts additional pressure on wider children's services.

There may be implications from the Brexit arrangements that impact on care providers, which are difficult to quantify or anticipate – for example, on the price of food and commodities, workforce and wider infrastructure costs.

Visits will be arranged to other agencies that have improved practice in any of the relevant fields and significant collaboration and networking with other LAs to share ideas, test solutions and so on.

Local Government Finance Settlement announced in December and modest additional sums announced for Social Care in both adult and children's services

### **Additional Impacts**

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

### [Further Guidance](#)

There are no additional impacts envisaged on the wider community or stakeholders at this stage. If proposals develop that may include developing a new or increased residential Children's home provision, a separate consultation would be undertaken to take account of any impact on the community

This would include the procurement implications of additional services being commissioned from the local VCS and third sector.

More generally the proposals represent a range of benefits largely by keeping a greater proportion of children in Sunderland, through:

Increased economic activity in the city with more carers and staff with an income to dispose of

CYP staying within Sunderland, making use of existing services rather than requiring payment for services outside of Sunderland

Potential better use of existing capital assets through the re-purposing of existing care homes or facilities

Improved discharge pathways from in-patient specialist psychiatric care and other types of specialist provision

## Part 2. Analysis of Impact on People

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

### [Further Guidance](#)

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age	<p>Whilst the business is inherently child-focused, a key aspect of the duty of care we discharge is to support families wherever possible; kinship carers and other guardians of all ages.</p> <p>The review of both Residential Care and Foster Care will have this balanced approach as a key tenet.</p>	Continuous improvement rather than maintenance is being sought.	No adverse impacts anticipated.
Disability	The services under review take full cognisance of disability issues and the Company's Children with Disability team has significant expertise upon which the reviews can draw – good outcomes are envisaged.		No adverse impacts anticipated.
Gender/Sex	Increased provision of types of care that can be better matched to a young person's gender.		
Marriage & Civil Partnership			No adverse impacts anticipated.
Pregnancy and maternity	Support partnerships such as Bumps to Babies type initiatives are inherently supportive of pregnancy and maternity and		.

	thus positive outcomes should accrue from developing these services.		
Race/Ethnicity	Increased provision of types of care that can be better matched to a young person's racial and ethnic identity. Sunderland has a small BME population but CYP of different ethnic origins are represented in the looked after population but it can be harder to find appropriate matches to meet their cultural needs.	.	
Religion/belief	Increased provision of types of care that can be better matched to a young person's religious and faith based beliefs.		
Sexual Orientation	Increased provision of types of care that can be better matched to a young person's sexual identity – currently there is very little residential provision for young people who identify as LGBT.		
Gender identity	Increased provision of types of care that can be better matched to a young person's self-identified gender.		.

**Please add any additional groups mentioned in the “additional impacts” section above.**

### Part 3. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( ☒ )

Continue Despite Negative Implications ( ☐ )

Adjust the Policy/Decision/Project/Activity ( ☐ )

Stop ( ☐ )

#### Action Plan

##### [Further Guidance](#)

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
Ongoing vigilance vis-à-vis the nine protected characteristics needed.	Strategic Leadership Team (SLT)	Ongoing	SLT Reports and highlight reports regarding the Transformation programme. Continued interrogation of performance data to ensure the population's needs are understood.
As and when the Local Government Financial settlement happens, investment decisions can be assessed for affordability.	Director of Finance TfC and Exec Director of Corporate Services SCC to liaise	When Settlement is announced	Email and media bulletins



## EQUALITY ANALYSIS

You must complete this in conjunction with reading Equality Analysis Guidance

**Name of Policy/Decision/Project/Activity:**

6.4 To introduce annual increases for existing chargeable garden waste and bulky waste collections to ensure discretionary services offered are sustainable and keep up with the costs associated with operating them.

Date: 10/12/2018

Version Number: 3

Equality Analysis completed by:

Name/Job title : Colin Curtis- Assistant Head of Place Management- Technical

Responsible Officer or Group:

Name/Job title: Mark Speed – Head of Place Management

Is the Activity:

New/Proposed ( )

Changing/Being Reviewed ( \* )

Other ( )

### 1. Purpose and scope

**Purpose**

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- Whether there are any overlaps with regional, sub-regional, national priorities.

To review and introduce annual charge increases for the existing discretionary garden waste collection and bulky waste collection services to ensure that the service provided is sustainable and costs associated with providing the service are recovered and do not start to erode other essential budgets as waste treatment and disposal, salary and transport costs increase each year.

#### Garden Waste Collection Service-

For the financial year commencing 2019/20 an increase of £2.50 per transaction is proposed.

Waste services will provide a discretionary service to around 33,000 households currently paying £30.00 per annum for 17 collections during the year. The proposal will result in the fee moving to £32.50 per annum for 17 collections.

#### Bulky Waste Collections -

Approximately 15,000 bulky waste collections per annum will be carried out at a cost of £20 for up to 8 items. This will increase to £22.50 per collection. This charge was introduced in 2014 at a cost of £15 per collection and the fee remained unchanged until 2017 when it was increased to £17.50. In 2018 it was further increased to £20 to ensure the cost of delivering the service did not exceed the income and so place a burden on other services. An analysis of the costs of providing this discretionary service has shown that the fee applicable for up to 8 items is not likely to be recovering the cost of service and so needs to increase to ensure the costs of fuel, labour, transport and disposal of waste is allowed for so as not to be placing pressures on other services. A scale of charges which includes increased fees for multiples of items is also proposed to ensure that where large numbers of items are requested for collection that the customer pays a fee which reflects the additional work content and operating costs incurred by the council accordingly.

#### Intelligence and Analysis

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

The sources of information used include the following:

Experience and knowledge from the current management team and best practice sharing with other authorities:

Garden Waste costs of service provision in Sunderland are less than the average for services provided for bulky waste and garden waste by other councils in the North East area where charges are made.

Bulky Household Waste Collection fee has fallen behind most other authorities and does not reflect the higher costs incurred by the Council in dealing with large number of and multiple items.

Does not introduce significant positive or negative impacts on any of the groups as people can elect to put waste in their green bins, or use the free of charge household waste and recycling centres. Refer to section 2, analysis of impact on people.

#### Gaps in intelligence and information

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

We do not collect information on the protected characteristics of people who take up the bulky waste collection service because this would not be in line with GDPR regulations. However, we have made some general observations of the potential impact.

### Additional Impacts

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

Low Income families, large families or non-car users.

Residents with low incomes can use two alternatives to subscribing to the discretionary service. However the alternatives may be more difficult for non-car users or large families.

Alternatives are:

Use the free of charge disposal service by taking their waste to the Councils Household Waste and Recycling Centre at Beach Street, Deptford, or Campground near Springwell Village, Washington.

Appropriately managing waste and using their residual waste bin to deposit their collected garden waste.

Non-car users will find it more difficult to attend recycling centres. The Equality Analysis for fortnightly waste collections recognises that large families may be negatively impacted upon as part of that change. Large families will find it more difficult to make space in their residual waste bins even when maximising recycling.

## 2. Analysis of impact on people

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age		Assisted collections will continue.	Although the alternative free recycling services (self-serve delivery) can be used, this may be more difficult for older people. However, the ability to use the green residual waste bin will mitigate this to an extent.

			Where a resident books a bulky waste collection and asks for assistance at their home this can be provided, and reflects the existing policy. Where an elderly resident uses the household waste and recycling centre they will receive assistance from the site staff if they request it. This reflects the existing service.
Disability		Assisted collections will continue.	The alternative free recycling services (self-serve delivery) may be more difficult for disabled people, particularly if they don't drive. Use of the green residual bin could mitigate this to an extent. Where a resident books a bulky waste collection and asks for assistance at their home this can be provided, and reflects the existing policy. Where a disabled resident uses the household waste and recycling centre they will receive assistance from the site staff if they request it. This reflects the existing service.
Gender/Sex		No disproportionate impact anticipated.	
Marriage and Civil Partnership		No disproportionate impact anticipated.	
Pregnancy and maternity		Pregnant women will still be able to access assisted collections if they choose to apply for this service.	Pregnant women and new mothers may find the alternative free (self-serve delivery) recycling centre more difficult to access. It may also be more difficult to use their residual waste bin if they have a large family.
Race/Ethnicity		No disproportionate impact anticipated.	
Religion/belief		No disproportionate impact anticipated.	
Sexual Orientation		No disproportionate impact anticipated.	
Trans-gender/ gender identity		No disproportionate impact anticipated.	
Other Groups			
Low Income families or those in poverty			Low income families may not have the choice through lack of resource to access the discretionary services. They may also be less likely to own a car and be able to access free disposal at recycling services. Some families are in poverty because they are large. If this is the case they may find it more difficult to use the other free option of using their residual waste bin.

Please add any additional groups mentioned in “additional impacts” above to this table.

### 3. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( \* )

Continue Despite Negative Implications ( )

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

#### Action Plan

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
Monitor take up of service and report impact of changes.	Assistant Head of Place Management and Environmental Services Manager.	On-going.	Monthly budget monitoring.

## Section A - EQUALITY ANALYSIS TEMPLATE

You must complete this in conjunction with reading Equality Analysis Guidance

**Name of Policy/Decision/Project/Activity:**

6.8 Increase in license and pest control fees in line with inflation

**Date:** 06 12 18

**Version Number:** 1

**Equality Analysis completed by:**

**Name:** Tom Terrett

**Job title:** Head of Public Protection and Regulatory Services

**Responsible Officer or Group:**

**Name:** Tom Terrett

**Is the Activity:**

**New/Proposed** ( x )

**Changing/Being Reviewed** ( )

**Other** ( )

### Part 1. Purpose and Scope

#### Purpose

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

Increase in licence and pest control fees in line with inflation. Commencing April 2019. Necessary for budgetary reasons.

The increase in license fees will impact on certain licensees operating businesses e.g. taxi drivers, owners and operators, landlords of houses of multiple occupancy, those carrying out commercial activities in relation to companion animals, gambling operators, ship owners, tattooists and food businesses who export and street traders.

The increase in pest control fees will impact on commercial and domestic users of the Council's pest control service, however there are a range of providers of this service across the City offering different levels of service at different rates therefore users have a choice over whether to use the Council service or the private sector service.

### **Intelligence and Analysis**

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

### **Advice from Finance as to budgetary requirements and the rate of inflation**

Based on license data produced in the calendar year 2018 the increase in fees is expected to impact p.a. on estimated numbers of service users as follows: 290 drivers of hackney carriages and private hire vehicles, 16 operators and 770 vehicle owners; 25 landlords, 65 operators of businesses involving companion animals, 70 gambling related premises, 12 ship owners, 6 food exporters and 28 street traders. There is no direct impact on the public in relation to these licence fee increases. A vast majority of the above licence holders will be male.

Almost 3,900 people have used the pest control service during 2018 and a similar number of users is predicted for the forthcoming year. A new computer system is being introduced and currently pest control data is divided between two systems. Consequently, data analysis to ward level is not currently possible. However, it is the case that areas of deprivation generally have higher housing density and will therefore generate more requests. There is a very wide variance of fees charged by neighbouring local authorities and differences in charging structures. However, taking this into account, our fees are close to the regional average.

### **Gaps in intelligence and information**

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

Currently data on those likely to be impacted is stored in a variety of media, including two computer systems and paper records. This makes the analysis of data difficult. Data relating to all parts of the service are currently being migrated onto one system which will improve data analysis in future. We do not collect data on the protected characteristics when administering licenses or pest control services as this would not be compliant with GDPR requirements.

### **Additional Impacts**

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

None

## Part 2. Analysis of Impact on People

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age		The fees are chargeable to all service users regardless of protected characteristics and it is not anticipated that this would have a disproportionate impact on age.	
Disability		No impact – as above.	
Gender/Sex		The fees are chargeable to all service users regardless of protected characteristics.	Licence holders in the main will be male and therefore they experience a larger impact.
Marriage & Civil Partnership		No impact	
Pregnancy and maternity		No impact	
Race/Ethnicity		The fees are chargeable to all service users regardless of protected characteristics and it is not anticipated that this would have a disproportionate impact	



		on race/ethnicity.	
Religion/belief		No impact – as above	
Sexual Orientation		No impact – as above	
Gender identity		No impact – as above	

### Part 3. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( ☒ )

Continue Despite Negative Implications ( ☐ )

Adjust the Policy/Decision/Project/Activity ( ☐ )

Stop ( ☐ )

#### Action Plan

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS

## Section A - EQUALITY ANALYSIS TEMPLATE

You must complete this in conjunction with reading Equality Analysis Guidance

**Name of Policy/Decision/Project/Activity:**

6.10 Introduction of parking permits for staff at all Council office locations

**Date:** 12 December 2018

**Version Number:** 1

**Equality Analysis completed by:**

**Name:** Julie Tunstall

**Job title:** Parking Services Manager

**Responsible Officer or Group:**

**Name:**

**Is the Activity:**

**New/Proposed** ( )

**Changing/Being Reviewed** ( x )

**Other** ( )

### Part 1. Purpose and Scope

#### **Purpose**

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

At present the Council only operates a chargeable parking permit system for those staff based within the City Centre (mainly staff within the Civic Centre and the Fawcett Street offices). It is proposed that a permit system for staff be brought into effect at all other Council offices that have parking provision in place.

It is anticipated that there will be a neutral impact as the charge will be applied to staff that want a permit on a sliding scale salary basis with those staff earning lower salaries benefitting from a reduced rate in comparison to those staff on higher salaries.

### **Intelligence and Analysis**

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

The new locations have been reviewed and the number of parking spaces available in each location have been confirmed.

The permit system will be applied on the same basis as the current staff permit scheme within the City Centre, i.e. Those with a higher frequency of business journeys will be given priority should demand exceed supply.

Preference will be given to those staff who need their car for work related purposes and adequate levels of free parking provision is in place for those employees that are in possession of a Blue Badge.

### **Gaps in intelligence and information**

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

Demographic analysis needs to be undertaken to identify the gender, age and disability profiles at each proposed location.

The actual uptake of permits is unknown. If permits are not purchased consideration should be given to what the alternative options for parking are in the adjacent areas and if there would be any impact on anyone as a result.

We are not aware of the number of people in the various locations that would require free parking as they are in possession of a Blue Badge, however this would not affect these people as they would be allowed to park anywhere within the car park if there were no disabled parking spaces available

## Additional Impacts

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

Lower paid employees however the impact will be mitigated due to the introduction of charges on a sliding scale in relation to salaries.

## Part 2. Analysis of Impact on People

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age		Although it is more probable that older people may have mobility issues than younger people, all applicants will have the ability to state any mitigating circumstances around their application which will be considered by the Parking Panel.	
Disability		People with disabilities that hold a Blue Badge will be able to park for free within the selected car parks.	
Gender/Sex			It is likely that at the different proposed locations the ratio of male and female employees will differ therefore the proposal will have a greater impact on gender dependent on each location.
Marriage & Civil Partnership		No impact	
Pregnancy and maternity		All applicants will have the ability to state any mitigating circumstances around their application which will be considered by the Parking Permit Board.	

Race/Ethnicity		No impact	
Religion/belief		No impact	
Sexual Orientation		No impact	
Gender identity		no impact	

### Part 3. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( x )

Continue Despite Negative Implications ( )

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

#### Action Plan

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
Undertake demographic analysis in relation to each of the proposed parking permit areas	Julie Tunstall	January 2019	Head of Service
Consider approaches to enforcement, visitor access and ad hoc parking payment arrangements.	Julie Tunstall	January 2019	Head of Service
Create a Parking Panel to consider any mitigating circumstances that people raise as part of the permit application process	Julie Tunstall	April 2019	Head of Service

## Section A - EQUALITY ANALYSIS TEMPLATE

You must complete this in conjunction with reading Equality Analysis Guidance

**Name of Policy/Decision/Project/Activity:**

6.14 Proposed increases to allotment rents for the financial year 2019 / 2020

**Date:** 14<sup>th</sup> January 2019

**Version Number:** 1

**Equality Analysis completed by:**

**Name:** Ian Richardson

**Job title:** Assistant Head of Place Management

**Responsible Officer or Group:**

**Name:** Environmental Services

**Is the Activity:**

**New/Proposed** ( )

**Changing/Being Reviewed** (Yes)

**Other** ( )

### Part 1. Purpose and Scope

#### Purpose

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

The proposal is to increase allotment rent and water charges with effect from 1<sup>st</sup> April 2019 in order to increase the contribution of tenants to the costs of administration, and maintenance of the facilities that they benefit from.

The increase will vary subject to the size of the allotment plot and will bring charges in line with neighbouring local authorities (at the lower end of the charging scale) and will enable the Council to continue to provide an appropriate level of service and maintenance.

City of Sunderland 2018 / 2019 Annual Charges & Proposed Charges for 2019/2020					
Plot Size (m2)	2018 / 2019 Annual Charge	Proposed 2019 / 2020 Annual Charge	Annual Charge Variance	Weekly Increase	% Increase
<b>0 - 105</b>	14.90	41.00	26.10	0.50	176%
<b>106 - 150</b>	22.30	49.00	26.70	0.51	120%
<b>151 - 190</b>	29.80	57.00	27.20	0.52	92%
<b>191 - 230</b>	37.20	63.00	25.80	0.50	70%
<b>231 - 270</b>	44.70	68.00	23.30	0.45	53%
<b>271+</b>	52.00	84.00	32.00	0.62	61%
<b>** Plot &amp; Shed</b>	76.70	95.00	18.30	0.35	23%

There are currently 1711 Council managed allotment plots / tenants who will be affected by this change.

Charges for allotments are reviewed annually with rents typically having increased by 5% each year over recent years. However, due to a historically low starting point in rent levels, previous years fee increases have been akin to a budget reduction and a continuation of this approach would ultimately decrease the level of service and site maintenance that could be provided going forward.

The additional income will enable the tenants of the 80 sites across various location in the city to benefit from continued provision of service or maintenance to sustain the condition of the sites.

### Intelligence and Analysis

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

At present the only data that the Council has on the tenants of allotments is their name and address. General service knowledge however, would appear to indicate that a vast majority of the tenants are males who are in older age groups.

The Association for Public Service Excellence undertook a 'State of the market' survey in 2018 which identified that there are a wide range of prices for renting allotments, and that the largest proportion of local authorities now charge over £70 per annum minimum to rent an allotment. It is noticeable that most local authorities are now increasing charges to a level which may now at least cover the cost of maintenance rather than subsidising the allotment service.

Broad comparisons have been made with charges of local neighbouring authorities using the lower end of the charging scale.

### Gaps in intelligence and information

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

There is no definitive data around the age of tenants or any disabilities that tenants may have.

### Additional Impacts

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

General service knowledge indicates that a significant percentage of the tenants would be economically disadvantaged.

## Part 2. Analysis of Impact on People

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**



Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age			General service knowledge indicates that a vast majority of tenants are in older age groups and will therefore be more adversely impacted by a decision to increase allotment fees.
Disability			Although there is no data available in relation to disability, we know that more people in older age groups develop long-term health conditions and disabilities and therefore it is possible that there is a bigger impact on this group.
Gender/Sex			General service knowledge indicates that a vast majority of tenants are male and will therefore be more adversely impacted by a decision to increase allotment fees.
Marriage & Civil Partnership		No Impact	
Pregnancy and maternity		No Impact	
Race/Ethnicity		No Impact	
Religion/belief		No Impact	
Sexual Orientation		No Impact	
Gender identity		No Impact	
Socio – economic disadvantage			It is recognised that the proposal potentially has some negative socio-economic impact.

Please add any additional groups mentioned in the “additional impacts” section above.

### Part 3. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

- No Major Change ( )
- Continue Despite Negative Implications ( ✓ ) No significant negative impact has been identified for one or more equality groups
- Adjust the Policy/Decision/Project/Activity ( )
- Stop ( )

#### Action Plan

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
Monitoring and analysis of user and waiting list profiles	Environmental Services	Ongoing	Site / Plot occupation levels, waiting list. Both can be analysed by protected characteristics to determine any significant changes in profile which may follow implementation of this proposal.

## Section A - EQUALITY ANALYSIS TEMPLATE

You must complete this in conjunction with reading Equality Analysis Guidance

**Name of Policy/Decision/Project/Activity:**

6.16 Transfer responsibility for the maintenance and management of Bowling Greens to Bowling Clubs

**Date:** 19/12/18

**Version Number:**1

**Equality Analysis completed by:**

**Name:** Ian Richardson

**Job title:** Assistant Head of Place Management

**Responsible Officer or Group:**

**Name:** Mark Speed Head of Place Management

**Is the Activity:**

**New/Proposed** ( )

**Changing/Being Reviewed** ( x )

**Other** ( )

### Part 1. Purpose and Scope

#### **Purpose**

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

The Council currently maintains 15 bowling greens across the City.

For 2019/2020 funding will be allocated from Public Health funding sources on the basis that the Bowling Clubs try to increase participation, particularly for more vulnerable groups e.g. people with learning disabilities who are some of the most socially isolated members of the community. Increasing membership of bowling clubs would lead to a longer term solution to bowling green provision and maintenance, in the sense that it would enable the bowling clubs to contribute more to the cost of maintaining the facilities. The Council will work with Bowling Clubs in the interim period towards the goal of increased membership which would enable an increased contribution for the maintenance and management of Bowling Greens to the Bowling Clubs.

Work will carry on with Bowling Clubs to determine the number of greens that are required, to support where possible an increase in membership and a review green hire fees.

### **Intelligence and Analysis**

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

General service knowledge would indicate that a majority of the users of bowling greens are in older age groups with a slightly increased proportion of males to females.

### **Gaps in intelligence and information**

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

No disability data on usage of bowling greens is collected. This should be addressed as part of the conditions of Public Health funding in 2019/20.

### **Additional Impacts**

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

None

## Part 2. Analysis of Impact on People

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age		Provision of bowling greens will continue with the supply proportionate to demand. Hire costs will be reviewed annually.	
Disability	As a condition of Public Health funding, the take up of bowling green funding by people with disabilities will be encouraged.		
Gender/Sex		Whilst general service knowledge would indicate that there are more males involved in the sport, a neutral impact is nevertheless envisaged as the provision of bowling greens will continue with the supply proportionate to demand. Hire costs will be reviewed annually.	
Marriage & Civil Partnership		No disproportionate impact anticipated.	
Pregnancy and maternity		No disproportionate impact anticipated.	
Race/Ethnicity		No disproportionate impact anticipated.	
Religion/belief		No disproportionate impact anticipated.	
Sexual Orientation		No disproportionate impact anticipated.	
Gender identity		No disproportionate impact anticipated.	

### Part 3. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( ☒ )

Continue Despite Negative Implications ( ☐ )

Adjust the Policy/Decision/Project/Activity ( ☐ )

Stop ( ☐ )

#### Action Plan

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
Monitor demand and review provision of required number of greens and hire costs annually.	Assistant Head of Place Management	On-going.	March and October liaison with clubs on participation levels.

**Budget Planning Framework and Medium Term Financial Strategy 2019/2020 – 2021/2022**

**Supplementary information in support of Appendix A: Previously Agreed Saving Plans 2019/2020 to 2021/2022**

Please note: references refer to Appendix A within Cabinet report

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## Leader

### 1.7 Review of the Policy, Partnerships and Communications service – (Saving £0.195m in 2019/2020)

As a result of previous reviews, the Policy, Partnerships and Communications service is now a small and lean unit. The service works collaboratively with partners to maximise their impact on the city and its residents. It also provides support to the council's leadership. The budget available for community safety and cohesion activity will be reduced with anticipated negative equality impacts. The service will seek to mitigate these impacts through engagement with partners and prioritising the use of the remaining budget. A review has been undertaken to simplify partnership working arrangements which has reduced the level of support required. Key areas of policy support will be retained, including equality policy advice and engagement of the equality forums. The reduced function will continue to provide clear direction and common purpose through the formulation of partnership-based strategy through to action and evidenced results.

#### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	✓
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	✓
<p>Additional Comment:</p> <p>Some of the savings will be made from operational budgets that currently fund partnership and community safety activity, corporate subscriptions and the commissioning of specialist consultants. Equality Analysis informed by engagement will identify specific impacts.</p> <p>Savings will also be made through deleting a vacant post. The work of the service will continue to be reviewed through its annual service business planning process.</p>	

## Cabinet Secretary

## 2.1 Review of Legal Services – (Saving £0.085m in 2019/2020)

The service will be tailored to meet the future shape and demands of the Council. While to date there has been no reduction in demand on Legal Services and there has been increased demand in many areas, in particular in respect of Commercial work, the estimated reduction for future years assumes a reduction in demand at some point.

### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	✓
No Equality Analysis Required	
Additional Comment: A significant element of the above savings relates to staffing changes which will be considered as part of any redundancy consultation for this service area as appropriate.	

## 2.3 Review of corporate ICT arrangements– (Saving £0.654m in 2019/2020)

A full review and rationalisation of ICT estate to refresh essential end of life equipment and begin to transition to new, on-demand offerings to significantly reduce the cost base and allow the Councils ICT requirements to sufficiently flex in response to the Council's reducing footprint and staff base.

### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	✓
No Equality Analysis Required	✓
Additional Comment: This efficiency is partially based upon staffing changes, which will be considered as part of redundancy consultation for this service area if appropriate, reduced expenditure on hardware and software and increased income generation by delivering services to a wider range of customers; therefore it is considered that no additional Equality Analysis is required.	

## 2.4 Cessation of contract for Intelligence Hub support – (Saving £0.500m in 2019/2020)

The Intelligence Service will be integrated with the ICT service to leverage existing in-house technical skills. The contract with the technology partner will not be renewed as all of the contractual obligations will have been completed and full skills transfer will have taken place.

### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	✓
Additional Comment: The saving in the main relates to a reduction in third party spend on equipment and the cessation of the Intelligence Hub contract with Palantir. Neither of these items will have any impact on the public therefore an Equality Analysis is not required.	

## 2.5 Review of Transactional Finance arrangements, including Council Tax and Business Rates rationalisation and restructure (Saving £0.024m in 2019/2020)

A review of Transactional Services will lead to a restructured service based upon the following key areas:

- Reviewing and improving processes around the whole procure to pay cycle including the use of technology to automate activity and maximise efficiency.
- Considering level of support that the reduced Council will require.
- Increasing officer self-service relating to the ordering function.
- Reviewing and improving processes around the whole sales to cash cycle including the use of technology to automate activity and maximise efficiency.

Rationalise and restructure of Council Tax and Business Rates service with sales to cash service elements of transactional finance, and reflecting historic income associated with cost recovery.

### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	✓
Additional Comment: The above savings relates to a staffing change achieved through the deletion of a vacant post.	

## 2.6 Maximising income generation activity and undertaking a review of processes within HR&OD – (Saving £0.200m in 2019/2020)

The service will look to achieve additional growth in external fee income from more customers and reduce staffing levels. Process improvements within the transactional

element will require the reconfiguration of SAP and development of SAP and other ICT systems.

### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	✓
No Equality Analysis Required	
Additional Comment: The savings will be generated via the provision of services to the private sector and staffing changes and therefore any workforce equality implications will be considered as part of the redundancy consultation for this service area.	

## 2.8 Review of Business Support (Administration and PA Support service provision) – (Saving £0.315m in 2019/2020)

A further review of business support arrangements is underway to ensure that the service is redesigned to reflect the business support requirements that the future council will require. The review focusses on how to improve internal processes, deliver lower cost alternative delivery methods using technology where it is more

efficient to do so, manage demand and increase self-service, and tailor services and resource ratios to deliver the required efficiency savings.

### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	✓
No Equality Analysis Required	
Additional Comment: A significant element of the above savings relates to staffing changes which will be considered as part of the any redundancy consultation for this service area as appropriate.	

## 2.4 Implementation of Hybrid Mail System – (Saving £0.205m in 2018/2019 and £0.045m in 2019/2020) (additional proposal 2018/2019 budget round)

The implementation of a hybrid mail system would result in a move to a consolidated and digitised mail solution across the organisation, incorporating setting business rules for both incoming and outgoing mail solutions.

### Equality Analysis

<b>Equality Statement</b>	<b>Status</b>
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No equality analysis required	✓
<b>Additional Comment:</b> The proposals will be implemented through changes to internal procedures and new contracts freeing up internal resources but will have no impact on the public therefore a full equality analysis is not required.	

### **3.6 Implementing the Housing Delivery Plan – (Saving £0.108m in 2019/2020)**

The service will implement a range of specific interventions which will encourage an increase in the number of new homes built, which will in turn deliver an increase in the New Homes Bonus Grant that the Council receives from the Government and will also increase Council Tax receipts.

#### **Equality Analysis**



<b>Equality Statement</b>	<b>Status</b>
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	✓
Additional Comment: The savings relate to an increase in New Homes Bonus and Council Tax arising from specific interventions to increase the number of new homes built within the city, therefore an Equality Analysis is not required.	

### 3.9 Assurance, Procurement and Projects Review (Saving £0.023m in 2019/2020)

Additional income arising through greater trading with Academies and the use of NEPO contracts.

#### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	✓
Additional Comment:	

### 3.10 Financial Management - Service Redesign (Saving £0.162m in 2019/2020)

The service will be redesigned and staffing levels reduced including removal of service specific teams with future operation based on a pooled flexible workforce structure, which will be strictly focused on legislative requirements, with increased reliance on a risk based approach and budget manager self-service.

### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	✓
No Equality Analysis Required	
Additional Comment: A significant element of the above savings relates to staffing changes which will be considered as part of any redundancy consultation for this service area as appropriate.	

## 8.2 Review of Customer Services Network arrangements – (Saving £0.118m in 2019/2020)

Reductions are predominantly direct staffing reductions and a number of posts will be deleted. There will be a reduction in the opening hours of the contact centre and the rationalisation of the face to face Customer Service Centres, with the closure of Southwick and the reduction to half day opening in Washington and Houghton. The Civic Centre receptionist will be removed and replaced with a telephone and there will be a continued drive to digital by default.

### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	✓
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	✓
No Equality Analysis Required	
<p>Additional Comment:</p> <p>An Equality Analysis has been completed and a negative impact is anticipated relating to the elderly and disabled who may prefer face to face contact at Southwick, Washington and Houghton offices. The Customer Service Network service offer will continue to include all traditional channels and a range of options for the public to access services. Urgent services will continue to be provided 24/7. Assisted self-service is also offered at the Customer Service Centres to assist customers in using new channels of access.</p> <p>Phase Two of the budget consultation received comments from fourteen people expressing concerns in relation to potential job losses for council employees, or that there were already too few staff to undertake the work. Fifty-three comments were received related to maximising digital contact and reducing face to face contact, key concerns expressed related to digital exclusion due to age, vulnerabilities, disability and affordability. Concerns over reduced library services were also raised with regards to digital exclusion.</p> <p>The Equality Analysis stated that work was on-going to refresh the council's approach to digital inclusion jointly between customer services, partnerships and policy, area arrangements and the People Services directorate. This has now concluded with a Sunderland Digital Network formed to continue to promote increased digital inclusion within Sunderland and also to better equip the population for the requirements under Universal Credit and the digital by default agenda.</p>	

## Section A - EQUALITY ANALYSIS TEMPLATE

You must complete this in conjunction with reading Equality Analysis Guidance

<b>Name of Policy/Decision/Project/Activity:</b>
<b>CSN MTFS Equality Impact Analysis.</b>

<b>Date:</b> 13/01/2017
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<b>Version Number:</b> 4
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<b>Equality Analysis completed by:</b>
<b>Name:</b> Helen Johnston
<b>Job title:</b> Customer Services Delivery Manager

<b>Responsible Officer or Group:</b>
<b>Name:</b> Liz St Louis
<b>Job title:</b> Head of Customer Services Development

<b>Is the Activity:</b>
<b>New/Proposed</b> ( ) <b>Changing/Being Reviewed</b> ( x ) <b>Other</b> ( )

## Part 1. Purpose and Scope

### Purpose

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

### [Further Guidance](#)

As part of the medium term financial strategy all council services are subject to a review of current operating arrangements.

It is intended that the following proposals will deliver the strategy and continue to meet the ongoing needs of our customers and in accordance with our service standards.

To review the opening hours of the Contact Centre and Customer Service Centre based on demand analysis.

There will be a reduction in the opening hours of the contact centre from 8.00am to 6.30pm Monday to Friday to 8.30am to 5.00pm Monday to Friday  
There will be reduction of the face to face Customer Service Centres, with the closure of Southwick as this is a Gentoo building and near to the Fawcett Street Customer Service Centre, the handing back of the reception facility to Highfield school (who share the same reception facility with ourselves and the Children's Centre), and the reduction to half day opening in the Washington and Houghton Customer Service Centres.

To review the service offer and increase uptake of digital channels but continue to offer a choice of access channel to reduce cost and improve access to services.

The scope remains the same as our current offer i.e. all visitors, residents and service users of Sunderland City Council

### Intelligence and Analysis

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

## Further Guidance

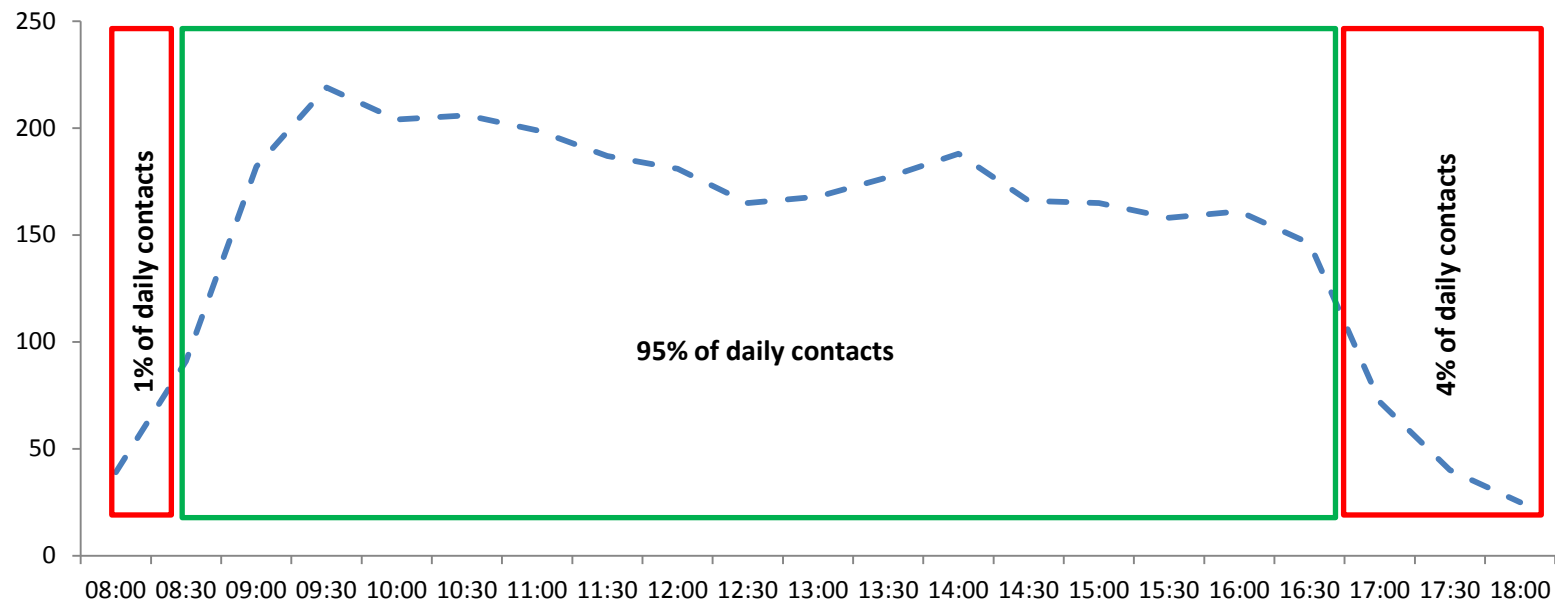
Detailed performance data and analysis of customer demand.

Benchmarking activities

National initiatives i.e welfare reform, digital inclusion

Customer feedback e.g. Customer Surveys and feedback

The following graph demonstrates that current contact patterns within the contact centre:



8.00		9.00	9.30	10.00	10.30	11.00	11.30	12.00	12.30	13.00	13.30	14.00	14.30	15.00	15.30	16.00	16.30	17.00	17.30	18.00
39		182	219	204	206	199	187	181	165	168	177	188	166	165	158	161	146	72	40	25

1% of contacts are received between 8am and 8.30am and 4% between 5pm and 6.30pm (these are the times it is proposed to reduce the opening hours of the contact centre). The remaining 95% of contacts are received between 8.30am and 5.00pm this is when the contact centre will remain open). The changes will be well publicised ahead of time to allow customers the chance to get used to the new hours of access. The 24/7 operation remains for any customers with urgent needs.

The following graph demonstrates the face to face volumes at the Customer Service Centres:

#### Face to Face contact

	Annual Footfall	% of contacts	Number of staff per site	Opening hours
<b>Fawcett Street</b>	95989	74%	5	8.30 – 17.15
<b>Washington</b>	9187	7%	1	9.30 – 13.00. 13.30 -17.00
<b>Houghton</b>	7926	6%	1	9.30 – 13.00. 13.30 -17.00
<b>Southwick</b>	10521	8%	1	8.30 – 13.00. 13.30 – 16.30 (16.00 Friday)
<b>Highfield</b>	6402	5%	1.2	8.30 – 16.30

Fawcett Street receives the majority of face to face contact (which includes cash transactions) and no change is proposed.

Houghton and Washington both have low footfall and will still be operated half days. When Customer Service staff are not on site there will be a free phone and free PC available to enable customers to access services. Libraries staff will also be on hand to assist customers if necessary. The changes will be well publicised ahead of times.

Southwick is approximately a mile and a half from the Fawcett Street Customer Service Centre and located within a Gentoo building. There will be a free phone remaining and a free PC to allow customers to access services. Gentoo staff are also on hand to assist customers.

Highfield is the lowest footfall and will be handed back to the school to manage the reception. Again there will be a free PC and phone to allow customers to



access services.

The equality analysis looking at the review of the customer services network demonstrates that the reductions are proposed where there is lowest footfall and for the times of day where there are fewest contacts. This should minimise impacts for all customers.

The vast majority of face to face demand relates to Housing Benefit and Council Tax Support as customers are required to present documentary evidence in support of their claims. A new Risk Based Verification module will be implemented from 1<sup>st</sup> April 2017 reducing current demand by 55%.

In addition, we are introducing Open Access which will allow customers direct access to their Housing Benefit and Council Tax accounts which will further reduce demand. Landlords such as Gentoo will also have access and enable them to provide an assisted service to customers.

A Freephone service is available in all customer service centres. Digital assistance will be provided for customers from Library staff, Gentoo and also surgeries delivered by the Council and City partners.

Any reduction in employment levels relating to these proposals will be achieved on a voluntary basis.

#### **Gaps in intelligence and information**

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

#### [Further Guidance](#)

Work is ongoing to refresh the Council's approach to digital inclusion jointly between customer services, partnerships and policy, area arrangements and the people's directorate. This is to continue to tackle digital inclusion within Sunderland but also to better equip the population for the requirements under Universal Credit and the digital by default agenda. The Good Things Foundation facilitated a multi-agency digital inclusion event in Sunderland on 8<sup>th</sup> December 2016; and work is progressing supported by the Good Things Foundation to develop a city-wide action plan.

#### **Additional Impacts**

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

#### [Further Guidance](#)

Not Applicable

## Part 2. Analysis of Impact on People

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

[Further Guidance](#)

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age			Slight change for customer base but mitigated as telephony offering remains 24/7 for urgent services. Face to face centres that are impacted will continue to offer a free telephone and PC Service within close proximity and assistance will be available from a variety of providers i.e. Gentoo, Libraries, the School. Whilst digital channels will be heavily promoted, traditional channels will remain.
Disability			Slight change for customer base but mitigated as telephony offering remains 24/7 for urgent services. Face to face centres that are impacted will continue to offer a free telephone and PC Service within close proximity and assistance will be available from a variety of providers i.e. Gentoo, Libraries, the School. Whilst digital channels will be heavily promoted, traditional channels will remain.
Gender/Sex		No change to customer. Service offering remains available 24/ 7 as appropriate across a range of access channels and localities. As part of the customer service	

		and access strategy and digital inclusion strategy, mediated access available from a variety of providers/	
Marriage & Civil Partnership		No change to customer. Service offering remains available 24/ 7 as appropriate across a range of access channels and localities. As part of the customer service and access strategy and digital inclusion strategy, mediated access available from a variety of providers/	
Pregnancy and maternity		No change to customer. Service offering remains available 24/ 7 as appropriate across a range of access channels and localities. As part of the customer service and access strategy and digital inclusion strategy, mediated access available from a variety of providers/	
Race/Ethnicity		No change to customer. Service offering remains available 24/ 7 as appropriate across a range of access channels and localities. As part of the customer service and access strategy and digital inclusion strategy, mediated access available from a variety of providers/	
Religion/belief		No change to customer. Service offering remains available 24/ 7 as appropriate across a range of access channels and localities. As part of the customer service and access strategy and digital inclusion strategy, mediated access available from a variety of providers/	
Sexual Orientation		No change to customer. Service offering remains available 24/ 7 as appropriate across a range of access channels and localities. As part of the customer service and access strategy and digital inclusion strategy, mediated access available from a variety of providers/	
Gender identity		No change to customer. Service offering remains available 24/ 7 as appropriate across a range of access channels and localities. As part of the customer service and access strategy and digital inclusion strategy, mediated access available from a variety of providers/	

**Please add any additional groups mentioned in the “additional impacts” section above.**

### Part 3. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( x )

Continue Despite Negative Implications ( )

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

#### Action Plan

##### [Further Guidance](#)

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
Review equality impact assessment six months after go live	CSN	Six months after changes impletmented	EMT Performance Clinics
Implement Digital Improvement Plan	Digital Steering Group	Ongoing	EMT Performance Clinics
Conduct regular customer satisfaction surveys	CSN	Ongoing	EMT Performance Clinics

## Communities and Culture

### 6.1 Culture and Activity – Development of a Cultural Offer for the City (Saving £0.904m in 2019/2020)

The cultural offer which includes museums, arts and heritage as well as other activities will be combined to deliver efficiencies but retain the most appropriate offer for the City which can be offered in partnership with other organisations.

The Active Sunderland Strategy is in place, and will link to the Leisure JV arrangements and opportunities to build on this approach. The role within the LA will consist of an “intelligent commissioner” with a limited increase in commissioning and contract management arrangements in order to deliver this reduction. External Funding will be sought to ensure continuation of certain activities.

#### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	✓
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	✓
No Equality Analysis Required	
<p>Additional Comment:</p> <p>Some of the savings will come from staffing changes and it is not anticipated that this will have a disproportionate impact on any particular group</p> <p>Equality Analyses have been completed for some venues which describe limited impacts. Other changes may have a larger range of impacts as proposals are developed but more work is needed to understand what these will be. An Equality Analysis will be completed at the appropriate time.</p> <p>Phase Two of the budget consultation received fifteen comments relating to this proposal, six respondents said they supported cuts to cultural services, but nine people recognised the importance of culture to the city in making the city a place people want to visit, and there was also mention of the impact of the proposals on the City of Culture 2021 bid. None of these comments were specifically about equality.</p>	

## Section A - EQUALITY ANALYSIS TEMPLATE

You must complete this in conjunction with reading Equality Analysis Guidance

**Name of Policy/Decision/Project/Activity:**

### **6.1 Culture and Activity – Development of a Cultural Offer for the City**

This equality analysis focuses on the potential impact of the conclusions of an options appraisal process which has considered the desirability, viability and feasibility of seven alternative governance models for the combined operations, facilities and front of house functions at Arts Centre Washington (ACW) and Sunderland Museum and Winter Gardens (SMWG).

The highest scoring options were remaining in house or governance by Sunderland Culture

As the option to remain in-house does not present a change to current arrangements the analysis will focus on the potential impact of a change to governance by Sunderland Culture.

**Date:** 21.9.18

**Version Number:** 1

**Equality Analysis completed by:**

**Name:** Marie Brett

**Job title:** Transformation Officer

**Responsible Officer or Group:**

**Name:** Fiona Brown

**Job title:** Executive Director of People Services

**Is the Activity:**

**New/Proposed** (x)

**Changing/Being Reviewed** ( )

**Other** ( )

## Part 1. Purpose and Scope

### Purpose

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

### Further Guidance

To respond to the Councils financial pressures consideration has been given to an alternative governance model for the combined operations, facilities and front of house functions at Arts Centre Washington (ACW) and Sunderland Museum and Winter Gardens (SMWG). An options appraisal has considered the desirability, viability and feasibility of seven potential governance model options.

1. Remaining in-house
2. Transferring to Sunderland Culture Ltd
3. Management of Museums only through Tyne and Wear Archives and Museums (TWAM)
4. Creation of a Local Authority Company (LATC)
5. Creation of a Public Service Mutual (PSM)
6. Outsource to existing social enterprise, third sector or private provider (other than Sunderland Culture)
7. Joint venture (JV)

The purpose of the options appraisal was not to commit Sunderland City Council (SCC) to put in place new arrangements, but to provide a theoretical analysis to determine whether it would be appropriate to develop a business case.

The assessment criteria and weighting were informed by similar work carried out in other local authorities and by Sunderland City Council in relation to its Public Library Service. Scoring was agreed by a panel of officers.

The options to either maintain operational services in-house or to explore management by Sunderland Culture scored highest, at 23.5 and 23 respectively.

This outcome will be considered by Cabinet between October and December 2018

As the option to remain in-house does not present a change to current arrangements this equality analysis will focus on the potential impact of governance by Sunderland Culture.

With regard to governance by Sunderland Culture there are no specific groups that this should impact upon; and as part of the successful bid for Arts Council England (ACE) National Portfolio Organisation (NPO) funding a full business plan has been submitted which demonstrates that Sunderland Culture is firmly committed to the principles of the Creative Case for Diversity.



## Intelligence and Analysis

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

### [Further Guidance](#)

The following sources of information have been used to inform this analysis:

Census information

Museum visitor figures

Research carried out to inform Sunderland's Cultural Strategy and the successful bid to Arts Council England (ACE) for National Portfolio Organisation (NPO) funding for the period 2018 - 2020

Sunderland Culture's Business Plan

Arts Council England's Relationship Framework

Feedback from service users and stakeholders

Sunderland has a population of around 275,300; of this over 94% is White British, significantly above the national average of 79.8% with small but growing ethnic minority communities across the city. The largest ethnic minority population is the Bangladeshi community at 0.8%. These communities are underrepresented in cultural audiences. Both the Council and Sunderland Culture want to improve the reach; The successful NPO bid and associated Business Plan sets out how Sunderland Culture will work closely with the BME forum and community organisations developing exhibitions, events and performances

Visitors to the Museum are as follows:

2015-16 visitor figures 328,478

2016-17 visitor figures 343,258

2017-18 visitor figures 374,304

At present 76% of the museum's audience come from C2DE (skilled working class, working class, non-working) backgrounds. The main users are families with pre-school and primary school age children, (including grandparents as carers), retired adults and older people, disabled people and people with additional needs.

Sunderland Culture is firmly committed to the principles of the Creative Case for Diversity. As part of the annual feedback process National Portfolio Organisations (NPOs) are rated on their contribution to the Creative Case for Diversity based on the activity they have carried out. Sunderland Culture's current rating is "met". Ratings must be based on action rather than intention and the guidance available to both Relationship Managers (RMs) and NPOs clearly outlines the evidence to apply ratings. Over the NPO funding period Sunderland Culture is committed to ensuring its rating moves from "met" to "strong."

Working in partnership with the Council, Sunderland Culture has developed a business plan (an extract of which is quoted below\*) to improve the visitor experience across all of the characteristics in the Equality Act (2010) and provide opportunities to develop a programme with and for new audiences such as low income families, people with Autism Spectrum Disorder (ASD) and Black and Minority Ethnicity (BME) communities.

\*“Through the work we commission, produce, present, tour and collect we will ensure a diversity of voice, genre, tradition and perspective. We will ensure that all areas of our work provide greater equality of opportunity across all of the characteristics identified in the Equality Act of 2010 - age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

The City of Sunderland and the surrounding North-East region has a high level of economic deprivation with many areas recorded as falling within the most deprived 10% of the country (The English Indices of Deprivation 2015 published by the Department for Communities and Local Government). We therefore will place a particular focus on ensuring equality of opportunity from work of artists from disadvantaged socio-economic groups.

In addition, we have identified 3 areas where we want to achieve a particularly significant step change in relation to the Creative Case through our programme. These are – 1. Female artists 2. Artist from Disadvantaged Socio –Economic groups 3. Artists from the Asian Diaspora”

As Sunderland Culture is already actively engaged in the development of the city’s cultural programme to increase audience engagement across all of the characteristics identified in the Equality Act, there are unlikely to be disadvantages in increasing the scope of the organisation’s involvement further to include facilities, front-of house and operations functions. In addition joint working across the venues managed by Sunderland Culture provides an opportunity to bringing together sites with diverse audience models, opening doors between them and growing a more culturally adventurous and engaged audience across the city.

### Gaps in intelligence and information

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

### [Further Guidance](#)

N/A

### Additional Impacts

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

### [Further Guidance](#)

Disadvantaged socio-economic groups

## Part 2. Analysis of Impact on People

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

### [Further Guidance](#)

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender/Sex		x	
Marriage & Civil Partnership		x	
Pregnancy and maternity		x	
Race/Ethnicity		x	
Religion/belief		x	
Sexual Orientation		x	
Gender Reassignment		x	
Disadvantaged socio-economic groups		x	

### Part 3. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( ☒ )

Continue Despite Negative Implications ( ☐ )

Adjust the Policy/Decision/Project/Activity ( ☐ )

Stop ( ☐ )

#### Action Plan

[Further Guidance](#)

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
Monitor Sunderland Culture's progress against its business plan objectives and creative case for diversity through Service Level Agreement	At Board level – Executive Director of People Services and Portfolio Holder At operational level – Assistant Head of Service (Museums, Heritage and Arts)	Quarterly	Review of Service Level Agreement - Quarterly

## Environment and Transport

### 7.1 Place Management Commercial Growth – (Saving £0.155m in 2019/2020)

New business opportunities within Place Management will be developed, including through wider trading opportunities. Early opportunities for growth are available within the new catering venture, e.g. catering at outside events such as the Airshow.

Also a number of other service areas are being considered currently, including winning more cleaning contracts in the private sector, extending fleet services to the university and staff, refuse collection and bin hire for schools and charities and winning of more external trade contracts.

#### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	✓
Additional Comment: It is considered that an Equality Analysis is not required as this efficiency will be achieved through generating additional income from the delivery of services to a broader range of customers.	

## 7.2 Place Shaping Commercial Growth – (Saving £0.100m in 2019/2020)

New business opportunities within Place Shaping will be developed, including through wider trading opportunities. Early opportunities for growth are available via the provision of highway design services to neighbouring authorities.

### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	✓
Additional Comment: It is considered that an Equality Analysis is not required as this efficiency will be achieved through generating additional income from the delivery of services to a broader range of customers.	

### 7.3 Increased income from Bereavement Services – (Saving £0.250m in 2019/2020)

The Bereavement Service will continue to contribute to council efficiencies through modest annual increases in the fees for burial and cremation and developing an improved range of options for memorialisation services available to residents to purchase. The future focus of the bereavement service will be around improving operational efficiency, income, and service to users.

#### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	✓
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	
<p>Additional Comment:</p> <p>Bereavement and Registration Fees have been the subject of an Equality Analysis and although any cost increases will impact on everyone who uses the service, it has been deemed that there is a neutral impact as it does not have a disproportionate impact on any of the protected characteristic groups.</p> <p>Bereavement Services will continue to provide for Contract Funerals, with dedicated times established daily in the cremation and burial diaries to accommodate such requests. In order to alleviate the financial pressures of funerals, the Dignity group currently hold the Contract Funeral contract, and DWP will continue to make provision in the form of a bereavement payment to families who are deemed to be in hardship and qualify for the allowance.</p>	

## EQUALITY ANALYSIS

You must complete this in conjunction with reading Equality Analysis Guidance



**Name of Policy/Decision/Project/Activity: Fees and Charges Review Bereavement Services 2017/18**

Date:19/01/2017

Version Number:7

Equality Analysis completed by:

Name/Job title :Karen Lounton- Bereavement and Registration Services Manager

Responsible Officer or Group:

Name/Job title: Colin Curtis- Assistant Head of Place Management

Is the Activity:

New/Proposed ( )

Changing/Being Reviewed ( \* )

Other ( )



## 1. Purpose and scope

### Purpose

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

To review the fees and charges connected with burial and cremation for the financial year 2017/18. An overall increase of 7.5% in fees is proposed.

Bereavement Services conducts on average 2250 cremations at Sunderland Crematorium and 700 burials across the 10 municipal cemeteries within the Sunderland City Council area per annum. Changes to fees and charges will impact upon all service users which are taken from all demographic groups within the city.

### Intelligence and Analysis

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

Intelligence is from experience and knowledge from the current Bereavement Services management team and best practice sharing with other authorities: Costs of service provision in Sunderland are less than the average for comparable services provided by other councils in the North East area. In the main burial, cremation and related fees are covered by the estates of adults. Bereavement Services continue to provide dedicated times daily in the cremation and burial diaries to accommodate Contract Funerals. Families who are deemed to be in hardship receive a bereavement payment from DWP. There is anecdotal evidence of an increasing number of claims for DWP support nationally.

### Gaps in intelligence and information

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

There are no gaps in the information.

**Additional Impacts**

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

Low Income families or those in poverty could be negatively impacted. Bereavement Services continue to provide for Contract Funerals, with dedicated times established daily in the cremation and burial diaries to accommodate such requests. A Sunderland firm currently holds the DWP Contract Funeral contract, and DWP make provision in the form of a bereavement payment to families who are deemed to be in hardship and qualify for the allowance. More families may need to rely on the DWP for support in the future, however it is anticipated that these increases will be low, and possibly could increase regardless of the proposed 7.5% increase in any event due to current economic climate.

## 2. Analysis of impact on people

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age		No impacts are anticipated.	
Disability		There is a slight potential for an impact on disabled people who may be more at risk of being in lower income groups however this would be mitigated as Bereavement Services continue to provide for Contract Funerals, with dedicated times established daily in the cremation and burial diaries to accommodate such requests. A Sunderland firm currently holds the Contract Funeral contract, and DWP make provision in the form of a bereavement payment to families who are deemed to be in hardship and qualify for the allowance.	
Gender/Sex		No impacts are anticipated.	
Marriage and Civil Partnership		No Impacts are anticipated.	
Pregnancy and maternity		No Impacts are anticipated.	
Race/Ethnicity		No Impacts are anticipated.	
Religion/belief		No Impacts are anticipated.	
Sexual Orientation		No Impacts are anticipated.	
Trans-gender/ gender identity		No Impacts are anticipated.	
Low Income families or those in poverty		Bereavement Services continue to provide for Contract Funerals, with dedicated times established daily in the cremation and burial diaries to accommodate such requests. A Sunderland firm currently holds the Contract Funeral contract, and DWP make provision in the form of a bereavement payment to families who are deemed to be in hardship and qualify for the allowance.	

**Please add any additional groups mentioned in “additional impacts” above to this table.**

### **3. Response to Analysis, Action Plan and Monitoring**

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( \* )

Continue Despite Negative Implications ( )

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

#### **Action Plan**

<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>MONITORING ARRANGEMENTS</b>
The Bereavement and Registration Services Manager will continue to monitor service performance to ensure demand is met within a reasonable period of time.	Bereavement and Registration Services Manager	Ongoing action point.	Daily contact with the service to measure demand and response times via the burial and cremation diary.
Ongoing consultation meetings with professional clients of Bereavement Services (Funeral Directors, Clergy and Memorial Masons), to gather feedback and discuss service issues including any impacts resulting from fees and charges previously introduced.	Assistant Head of Place Management Bereavement and Registration Services Manager	May and November	Six monthly at Bereavement Services 'Professional Client' meeting.

#### 7.4 Review of staffing arrangements and annual fee increase for optional Registrars services – (Saving £0.050m in 2019/2020)

A review of staffing arrangements and processes has been undertaken and it has been decided that vacant posts will not be filled until service demand and income increases which will generate efficiency savings whilst delivering a similar standard of service. Fees will be reviewed and increased in line with regional trends projected to be around 5% per annum.

##### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	✓
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	
<p>Additional Comment:</p> <p>Registration Fees have been the subject of an Equality Analysis and although any cost increases will impact on everyone who uses the service, it has been deemed that there is a neutral impact as it does not have a disproportionate impact on any of the protected characteristic groups.</p> <p>Many of the fees and charges levied by the Registration Service are statutory fees determined by central government legislation. Fees for birth, death, marriage and civil partnership certified copy certificates are set by statute. Other statutory fees include the notice of marriage / civil partnership fee and the statutory marriage / civil partnership fee for Register Office ceremonies. Many customers who use the Registration Service require a statutory service, and are therefore charged accordingly. The proposed increases are on fees that are optional to customers, i.e. non statutory for which the customer can chose not to take up the offer.</p>	

## EQUALITY ANALYSIS

You must complete this in conjunction with reading Equality Analysis Guidance



**Name of Policy/Decision/Project/Activity:**

7.4 (i) Registrars - Revised staffing arrangements

Date:22/08/16

Version Number:1

Equality Analysis completed by:

Name/Job title :Karen Lounton – Bereavement and Registration Services Manager

Responsible Officer or Group:

Name/Job title: Colin Curtis- Assistant Head of Place Management

Is the Activity:

New/Proposed ( \* )

Changing/Being Reviewed ( )

Other ( )

## 1. Purpose and scope

### Purpose

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

The Registration Service conducts on average 3000 birth registrations and 3000 death registrations per annum for the Sunderland Registration District. In addition, the service also conducts approximately 1500 notice of marriages / civil partnership each year, as well as 470 ceremonies. Citizenship and Nationality are also key functions provided by the Registration Service with an average of 340 new citizens receiving their Certificate of Nationality in Sunderland each year together with an average of 130 each year requesting the National Checking Service which the service also provides as the first step to British Citizenship.

Working patterns employed in the service have become outdated, do not fit in with the principles of the councils Workforce Transformation (employee pay and reward review) or provide the flexibility the service needs to provide improved efficiency without impacting on customer service.

A review of the staff resources and working patterns around weekend working will take place that does not impact negatively on service users.

### Intelligence and Analysis

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

The review will consider existing levels of service and resources, as well as those in other authorities taking into account potential impact on performance and customer service. There will be HR and other professional support employed in the review.

A recent General Register Office (GRO) audit identified areas for improvement in certain registration procedures. An improvement plan delivered followed by a GRO call back audit recognised the improvement in process and rated the service as having a high level of assurance. A performance management framework is in place which is monitoring the service. This has demonstrated that the Registration Service, with the correct levels of monitoring and support will continue to deliver a good service. The staffing review will take the learning of this process into account when considering deployment of resources.

### Gaps in intelligence and information

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

Other councils providing the same service have been consulted to provide evidence on how weekend working arrangements work elsewhere. None of the identified groups are expected to be disadvantaged. The review may result in improved weekend access to the service for conducting registration work. But it is not anticipated that if this service improvement were to materialise, that there would be any advantage to any of the groups.

### Additional Impacts

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

N/A

## 2. Analysis of impact on people

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age		No Impacts are anticipated	
Disability		No Impacts are anticipated.	
Gender/Sex		No Impacts are anticipated.	



Marriage and Civil Partnership		No Impacts are anticipated.	
Pregnancy and maternity		No Impacts are anticipated.	
Race/Ethnicity		No Impacts are anticipated.	
Low Income families		No Impacts are anticipated.	

**Please add any additional groups mentioned in “additional impacts” above to this table.**

### **3. Response to Analysis, Action Plan and Monitoring**

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( \* )

Continue Despite Negative Implications ( )

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

#### **Action Plan**

<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>MONITORING ARRANGEMENTS</b>
The Bereavement and Registration Services Manager will continue to monitor service performance to ensure performance targets are met in accordance with General Register Office standards.	Bereavement and Registration Services Manager	Monthly analysis of performance.	Monthly analysis and annual Stewardship Report to General Register Office from the Bereavement and Registration Services Manager who is the Proper Office Representative for the Sunderland Registration District.

## EQUALITY ANALYSIS

You must complete this in conjunction with reading Equality Analysis Guidance



**Name of Policy/Decision/Project/Activity:**

7.4 (ii) To review the fees and charges connected with civil registration for the financial year 2017/18

Date:19/10/16

Version Number:6

Equality Analysis completed by:

Name/Job title :Karen Lounton – Bereavement and Registration Services Manager

Responsible Officer or Group:

Name/Job title: Colin Curtis- Assistant Head of Place Management

Is the Activity:

New/Proposed ( )

Changing/Being Reviewed ( \* )

Other ( )

# 1. Purpose and scope

## Purpose

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

The Registration Service conducts on average 3000 birth registrations and 3000 death registrations per annum for the Sunderland Registration District. In addition, the service also conducts approximately 1500 notice of marriages / civil partnership each year, as well as 470 ceremonies. Citizenship and Nationality are also key functions provided by the Registration Service with an average of 340 new citizens receiving their Certificate of Nationality in Sunderland each year together with an average of 130 each year requesting the National Checking Service which the service also provides as the first step to British Citizenship. Changes to fees and charges will impact upon all service users from all demographic groups within the city.

## Intelligence and Analysis

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

Reasonable fees and charges will enable the service to continue to perform efficiently, with the correct resources secured to deliver an excellent service level to customers and families.

Many of the fees and charges levied by the Registration Service are statutory fees determined by central government legislation.

The discretionary fees and charges which apply to Approved Premises ceremonies, the Nationality Checking Service, non-standard citizenship ceremonies and naming and reaffirmation ceremonies are based on a cost recovery basis. This ensures that fees remain realistic and reasonable to the customer.

The sources of information used include the following;

- Experience and knowledge from the current Registration Service management team.
- Statistics from annual Stewardship Report for the General Register Office.

People can elect to go to other Registration Bodies direct if they feel the cost of discretionary services in Sunderland is an issue.

## Gaps in intelligence and information

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

N/A

### Additional Impacts

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

N/A

## 2. Analysis of impact on people

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age		No Impacts are anticipated	
Sexual Orientation		No Impacts are anticipated	
Disability		No Impacts are anticipated.	
Religion \ Belief		No Impacts are anticipated.	
Gender/Sex		No Impacts are anticipated.	
Marriage and Civil Partnership		No Impacts are anticipated.	
Pregnancy and maternity		No Impacts are anticipated.	
Race/Ethnicity			Increases in fees for Nationality Checking Service and non standard citizenship ceremonies will impact directly on Race Groups.
Low Income families		The proposed increases are on fees that are optional to customers, ie non statutory. The customer can chose not to take up the offer	

Please add any additional groups mentioned in “additional impacts” above to this table.

### 3. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change

( \* )

Continue Despite Negative Implications ( )

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

### Action Plan

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
The Bereavement and Registration Services Manager will continue to monitor service performance to ensure performance targets are met in accordance with General Register Office standards.	Bereavement and Registration Services Manager	Monthly analysis of performance.	Monthly analysis and annual Stewardship Report to General Register Office from the Bereavement and Registration Services Manager who is the Proper Office Representative for the Sunderland Registration District.

## 7.5 Reduced standards in Highways maintenance and Recovery of costs for attendance and clean up at road accident sites – (Saving £0.150m in 2019/2020)

A modest reduction in the reactive maintenance budget is proposed, managed through the prioritisation of service requests to ensure the most urgent of repairs are addressed.

The Council will ensure that the costs for attending road traffic accidents and highway clean-up operations will be recovered from 2017/2018 onwards. 2018/2019 and 2019/2020 is the continuation in reductions to responsive maintenance which will require a review of intervention triggers.

### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	✓
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	✓
No Equality Analysis Required	✓
<p>Additional Comment:</p> <p>The proposal is based upon reducing the revenue funding for highways maintenance and mitigating the impact of this by taking a more focussed approach to the prioritisation of work in order to maintain service levels as much as possible within the constraints of the funding. An Equality Analysis has identified that whilst all road and footpath users will be affected, there may be an increased likelihood of a negative impact on the elderly, very young, disabled, pregnant women and parents with pushchairs as the volume of maintenance and repairs decreases. The impact of this however will be offset to a certain extent by maximising benefits derived from capital investment and schemes. The reduction in activity will also result in a reduction in staffing requirements which will be considered as part of the Workforce Planning arrangements.</p> <p>It is anticipated that the council will be able to recover costs of approximately £60k in 2017/18 for attendance and clean-up of road traffic accident locations. This does not impact on the public as the costs will be recovered from the insurance company of the responsible driver.</p>	

## EQUALITY ANALYSIS

Please refer to Part 2 of the Equality Analysis Guidance



**Name of Policy/Decision/Project/Activity:**

7.5 Review and reduction of maintenance programmes on highways, footpaths, public rights of way, coastal protection, bridges and structures

Date: 18/01/2016

Version Number: 2

Equality Analysis completed by:

Name/Job title:

Martin Forster / Technician

Responsible Officer or Group:

Name/Job title:

Graham Carr

Is the Activity:

New/Proposed ( )

Changing/Being Reviewed (✓)

Other ( )



## 1. Purpose and scope

### Purpose

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

Savings relate to a review and reduction of maintenance programmes on highways, footpaths, public rights of way, coastal protection, bridges and structures. These are linked to Corporate outcomes *A Well Connected City* (Place) and *A prosperous and well connected waterfront city centre* (Economy)

This refers to the financial period for 2016/2020

These proposals have been made in response to a reduced level of capital funding

The main stakeholders and beneficiaries of this service are:

- All road users, motorised and non-motorised
- Organisations representing different users, for example cycling groups
- The city's main bus companies and road haulage companies
- Other local partnerships
- Residents
- Business users
- Emergency services
- Visitors to the city

There are no expected service benefits from this proposal; the intention is to maintain service level as much as possible within the constraints of the proposed reduction in funding. Essential works are to be protected as much as possible; works deemed to be less essential will be given a lower priority, and may not be undertaken.

### Intelligence and Information

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)

- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged.

Nationally, the top three highways related priorities for the public are the condition of roads, pavements and the safety of roads and the public also say the areas in most need of improvement are the condition of the roads and pavements. Any budget reduction would increase the shortfall in fulfilling customer expectations. (National Highways and transportation Public Satisfaction Survey 2014)

The North East Residents survey October 2012 showed around four in ten are actively dissatisfied with road and pavement maintenance (37% and 42% respectively), and over half are dissatisfied with the maintenance of these in the winter (52%). Respondents are as likely to be dissatisfied with road and pavement maintenance as they are satisfied (around two in five each), and dissatisfaction with winter maintenance (e.g. clearing snow and ice) is actually higher than satisfaction (52% vs. 26%).

The main groups identified as being at risk are the elderly, the very young and people suffering from physical disabilities. A reduction in highway and footpath maintenance could increase the number of trips and falls when walking on footpaths or crossing roads.

Since the beginning of 2014, 29% of all claims for injury on the footpath or carriageway in Sunderland have come from residents aged over 60 despite this age group making up 23% of the city's population.

Visually impaired users are also likely to be affected by poorly maintained footpaths. Pregnant women and parents with pushchairs may also be adversely affected.

Some schemes which may now need to be cancelled may have included the opportunity to provide dropped kerbs and crossings which would impact on:

- pushchair users
- those with a disability

Other protected groups will be affected to the same degree as all other members of the public.

### **Gaps in intelligence and information**

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

No gaps have been identified

No groups who should be expected to benefit have been identified as not doing so. No individual groups have been identified as benefitting.

### Additional Impacts

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

Highway condition deteriorating, could lead increased complaints and claims for injuries and damages to vehicles, and a drop in performance indicator scores.

## 2. Analysis of impact on people

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age			A reduction in highway and footpath maintenance could increase the number of trips and falls when walking on footpaths or crossing roads
Disability			A reduction in highway and footpath maintenance could increase the number of trips and falls when walking on footpaths or crossing roads and also lead to difficulties for wheelchair users
Gender/Sex		No positive or negative impacts identified	
Marriage & Civil Partnership		No positive or negative impacts identified	
Pregnancy and			A reduction in highway and footpath maintenance could increase

maternity			the number of trips and falls when walking on footpaths or crossing roads and lead to difficulties for pushchair users
Race/Ethnicity		No positive or negative impacts identified	
Religion/belief		No positive or negative impacts identified	
Sexual Orientation		No positive or negative impacts identified	
Trans-gender/ gender identity		No positive or negative impacts identified	

**Please add any additional groups mentioned in “additional impacts” above to this table.**

### 3. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( )

Continue Despite Negative Implications (✓)

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

#### Action Plan

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
Review Highway Inspection code of practice	Highway Asset Manager	Before Implementation	Report on increase in claims after 12 months. Try to identify any effects on the groups identified as having a negative impact.

## 7.9 Increased income from bulky item collection and green waste collection – (Saving £0.110m in 2019/2020)

The Council introduced charges for bulky item collections and green waste collection 4 years ago. It is proposed that going forward the Council will introduce a modest annual increase in charges for these collection services.

### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	✓
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	
Additional Comment: The services affected are discretionary services which the public can elect to use or not. If a member of the public does not wish to use the service then they can utilise the council's Housing Waste Recycling Centre at Beech Street however, the elderly, disabled and pregnant women may find this alternative more difficult to utilise	

## EQUALITY ANALYSIS

You must complete this in conjunction with reading Equality Analysis Guidance



**Name of Policy/Decision/Project/Activity:**

7.9 To introduce annual increases for existing chargeable garden waste and bulky waste collections to ensure discretionary services offered are sustainable and keep up with the costs associated with operating them.

Date:19/10/2016

Version Number:2

Equality Analysis completed by:

Name/Job title : Colin Curtis- Assistant Head of Place Management

Responsible Officer or Group:

Name/Job title: Mark Speed – Head of Place Management

Is the Activity:

New/Proposed ( )

Changing/Being Reviewed ( \* )

Other ( )

## 1. Purpose and scope

### Purpose

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- Whether there are any overlaps with regional, sub-regional, national priorities.

To review and introduce annual charge increases for the existing discretionary garden waste collection and bulky waste collection services to ensure that the service provided is sustainable and costs associated with providing the service are recovered and do not start to erode other essential budgets as waste treatment and disposal, salary and transport costs increase each year.

For the financial year commencing 2017/18 an increase of £2.50 per transaction is proposed.

Waste services will provide a discretionary service to around 33,000 households currently paying £25 per annum for 17 collections during the year. The proposal will result in the fee moving to £27.50 per annum for 17 collections.

Approximately 15,000 bulky waste collections per annum will be carried out at a cost of £15 for up to 8 items. This will increase to £17.50 per collection. This charge was introduced in 2014 and has not been reviewed since its introduction.

### Intelligence and Analysis

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

The sources of information used include the following:

Experience and knowledge from the current management team and best practice sharing with other authorities:

Costs of service provision in Sunderland are less than the average for services provided for bulky waste and garden waste by other councils in the North East area where charges are made.

Does not introduce significant positive or negative impacts on any of the 7 groups as people can elect to put waste in their green bins.

### Gaps in intelligence and information

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

There are no gaps in the information.

### **Additional Impacts**

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

Low Income families, large families or non-car users.

Residents with low incomes can use two alternatives to subscribing to the discretionary service. However the alternatives may be more difficult for non-car users or large families.

Alternatives are:

Use the free of charge disposal service by taking their waste to the Councils Household Waste and Recycling Centre at Beach Street, Deptford, or Campground near Springwell Village, Washington.

Appropriately managing waste and using their residual waste bin to deposit their collected garden waste.

Non-car users will find it more difficult to attend recycling centres. The Equality Analysis for fortnightly waste collections recognises that large families may be negatively impacted upon as part of that change. Large families will find it more difficult to make space in their residual waste bins even when maximising recycling.



## 2. Analysis of impact on people

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age		Assisted collections will continue.	Although the alternative free recycling services (self serve delivery) can be used, this may be more difficult for older people. However, the ability to use the green residual waste bin will mitigate this to an extent.
Disability		Assisted collections will continue.	The alternative free recycling services (self-serve delivery) may be more difficult for disabled people, particularly if they don't drive. Use of the green residual bin could mitigate this to an extent.
Gender/Sex		No disproportionate impact anticipated.	
Marriage and Civil Partnership		No disproportionate impact anticipated.	
Pregnancy and maternity		Pregnant women will still be able to access assisted collections.	Pregnant women and new mothers may find the alternative free (self serve delivery) recycling centre more difficult to access. It may also be more difficult to use their residual waste bin if they have a large family.
Race/Ethnicity		No disproportionate impact anticipated.	
Religion/belief		No disproportionate impact anticipated.	
Sexual Orientation		No disproportionate impact anticipated.	
Trans-gender/ gender identity		No disproportionate impact anticipated.	
Other Groups			

Low Income families or those in poverty			Low income families may not have the choice through lack of resource to access the discretionary services. They may also be less likely to own a car and be able to access free disposal at recycling services. Some families are in poverty because they are large. If this is the case they may find it more difficult to use the other free option of using their residual waste bin.
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**Please add any additional groups mentioned in “additional impacts” above to this table.**

### **3. Response to Analysis, Action Plan and Monitoring**

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( \* )

Continue Despite Negative Implications ( )

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

#### **Action Plan**

<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>MONITORING ARRANGEMENTS</b>
Monitor take up of service and report impact of changes.	Assistant Head of Place Management Bereavement and Registration Services Manager	On-going.	Monthly budget monitoring.

### 7.11 Developing a cost effective Pest Control Service – (Saving £0.005m in 2019/2020)

A review of business clients has been undertaken which has resulted in an increase in take up of the pest control service by the commercial sector which will in turn result in increased service income.

#### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	✓
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	✓
Additional Comment: Pest control services are a discretionary service. Since the introduction of charges for the whole range of pest control work there has been a decrease in demand for the service from members of the public. The extra capacity available has been utilised to target the service to the commercial sector and thus increase income.	

## Section A - EQUALITY ANALYSIS TEMPLATE

You must complete this in conjunction with reading Equality Analysis Guidance

**Name of Policy/Decision/Project/Activity:**

7.11 Pest Control – reduce staff and increase charges for service

**Date:** 12/08/16

**Version Number:** 2

**Equality Analysis completed by:**

**Name:** Tom Terrett

**Job title:** Head of Public Protection and Regulatory Services

**Responsible Officer or Group:**

**Name:** Tom Terrett

**Job title:** Head of Public Protection and Regulatory Services

**Is the Activity:**

**New/Proposed** ( )

**Changing/Being Reviewed** ( x )

**Other** ( )

## Part 1. Purpose and Scope

**Purpose**

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

- The Public Protection and Regulatory Service has a small team that undertakes the control of certain pests following the receipt of requests from the public. Currently all pests are treated on a chargeable basis.
- It is now proposed to reduce the number of staff within the service and increase charges in order to provide a more cost effective service going forward. This would enable savings to be made within each year of implementation which would contribute to the Council's overall savings target.
- The proposal would affect everyone that may have a pest problem that they need to have addressed.
- No specific sector of the City's residents are expected to benefit. There are no known overlaps with regional, sub-regional or national priorities.

### Intelligence and Analysis

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

This proposal relates to two options

#### 1. Reduction in staff due to reduced demand

Demand for the treatment of rats had dropped by 46% since the introduction of the charge. It therefore appears that more members of the public than previously are sourcing private sector providers to do the work or are undertaking the task themselves. Consequently, the service no longer needs to employ the same number of staff.

There is no equalities analysis available in relation to service take up..

#### 2. Increased charges for existing services

The service does not currently record data relating to customer age, sex, disability etc and therefore there is currently no data available to determine whether the protected characteristics would be adversely impacted .

Any increase in charge would have universal effect as there is no intention to introduce any concessionary rates for the service.

Anecdotally it is likely that lower income families and the aged would be more significantly impacted based on the consideration of available disposable income.

The public have access to a wide range of Pest Control service providers and products, other than the Council, that they can use to fulfil their service

requirements. The type and range and prices of services \ products offered by the private sector provide the public with choices.

### Gaps in intelligence and information

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
  - are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.
- A gap in intelligence is the lack of any service user data by protected characteristic. However, in this instance, it is considered unlikely that the proposed reduction in staff and increase in charges would have a bigger impact on any protected characteristic group than on the public in general.

### Additional Impacts

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

Although the increases in fees will be on an annual basis approximately in line with inflation low income groups may be less likely to access pest control services.

The public have access to a wide range of Pest Control service providers and products, other than the Council, that they can use to fulfil their service requirements. The type and range and prices of services \ products offered by the private sector provide the public with choices.

## Part 2. Analysis of Impact on People

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age		It is not expected that there would be a disproportionate impact on any one group	
Disability		It is not expected that there would be a disproportionate impact on any one group	
Gender/Sex		It is not expected that there would be a disproportionate impact on any one group	
Marriage & Civil Partnership		It is not expected that there would be a disproportionate impact on any one group	
Pregnancy and maternity		It is not expected that there would be a disproportionate impact on any one group	
Race/Ethnicity		It is not expected that there would be a disproportionate impact on any one group	
Religion/belief		It is not expected that there would be a disproportionate impact on any one group	
Sexual Orientation		It is not expected that there would be a disproportionate impact on any one group	
Gender identity		It is not expected that there would be a disproportionate impact on any one group	
Low Income Groups			Low income groups may be less likely to access pest control services if charges increase.

**Please add any additional groups mentioned in the “additional impacts” section above.**

### **Part 3. Response to Analysis, Action Plan and Monitoring**

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change

( x )

Continue Despite Negative Implications ( )

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

#### Action Plan

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
In the event of callers being unwilling to pay the charges, refer callers to private sector providers	CSN	On receipt of calls	CSN



**7.14 Increased income from Highways and Infrastructure design activity and small scale reductions to Infrastructure and Transportation budgets – (Saving £0.150m in 2019/2020)**

Additional income will be generated through a more proactive approach to working with developers to support the design and delivery of highways improvements required by new planning permissions. The cost of statutory advertisements will be reduced and charges for permits will be increased.

**Equality Analysis**

<b>Equality Statement</b>	<b>Status</b>
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	✓
Additional Comment: It is considered that an Equality Analysis is not required as this efficiency will be achieved through generating additional income from the delivery of services to a broader range of customers.	

## 7.16 Implementation of the Parking Plan – (Saving £0.200m in 2019/2020)

Efficiencies will be delivered through the expansion of measures in the Parking Plan. These measures can be summarised as follows:

- Increases in parking tariffs for specific car parks commensurate with neighbouring authority's equivalent to 10p per hour per annum.
- Charging for a number of car parks which are currently free
- Increasing the number of on-street parking bays
- Continued, stricter parking enforcement
- Introduction of further CPMS schemes

### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	✓
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	
<p>Additional Comment:</p> <p>The Parking Plan 2014 to 2020 identifies the approach that the council will take to parking provision and management. It identifies guiding principles and policies that inform the approach to parking management arising from the changing need brought about by the city's economic development and regeneration plans. An Equality Analysis which evaluates the Parking Plan's potential impact on future parking provision and management in the city has been undertaken and has identified the following positive impacts:</p> <ul style="list-style-type: none"><li>• All age groups will benefit from delivery of priorities that support improvements in road safety and accessibility arising from effective parking management and enforcement activity.</li><li>• Disabled persons, pregnant people and parents using pushchairs are likely to benefit from effective enforcement that reduces obstructions to pavements by parked vehicles.</li></ul> <p>The initiatives that are outlined in the report, , reflect the principles of the Parking Plan, therefore it is felt that they are covered by the Equality Analysis relating to the Parking Plan.</p>	

## Equality Impact Assessment

### EQUALITY ANALYSIS

**Name of Policy/Design/Decision/Project/Activity:**

7.16 Sunderland Parking Plan 2014 to 2020

**Equality Analysis updated by:**

Julie Tunstall

**Responsible Officer:**

Mark Jackson

**Job Title:** Parking Services Manager

**Job Title:** Head of Infrastructure and Transportation

**Date:** September 2016

**Date:** September 2016

**Is this a:** Policy ( ) Strategy ( ) Function ( ) Service ( ) Project ( ) Other (X)

**Is it:** New (X) Changing/Being Reviewed ( ) Other ( )

### 1. Purpose and Scope

**Purpose**

In this section briefly outline what policy, decision or activity is, what the intended outcomes/benefits (linked to Corporate Outcomes Framework) are and over what period of time will the outcomes be achieved. Why does it need to be implemented or revised?

The Equality Analysis evaluates the draft Parking Plan as regards its potential impact on future parking provision and management in the City.

The Parking Plan 2014-2020 identifies the approach that the Council will take to parking provision and management during the course of the next 6 years. It identifies guiding principles and policies that inform the approach to parking management arising from the changing need brought about by the City's economic development and regeneration plans.

The plan also seeks to balance the demand for changes to parking provision arising from economic development and regeneration plans against the need to promote more sustainable models of transport in the City. The Parking Plan will inform development of medium to long terms service improvements that will balance the needs of all stakeholders, residents, businesses and visitors in the City whilst providing a safe and congestion free transportation network for all modes of transport.

In doing so the plan will support achievement of the aims and objectives outlined in the Sunderland Economic Masterplan and help the City to achieve its Climate Change Action Plan targets for a reduction in carbon emissions that align Sunderland with targets in the UK Low Carbon Transition Plan and EU

Covenant of Mayors Initiative.

Corporate Outcomes Framework: PLACE

- An attractive, modern city where people choose to invest, live, work and spend their leisure time
- A well connected City

Corporate Outcomes Framework: ECONOMY

- A national hub of the low carbon economy
- A prosperous and well connected waterfront City

### Scope

In this section consider who or where is the target for the policy or activity, this could be specific groups of people or organisations, individual wards, neighbourhoods or communities or the entire city. Links to, and overlap with, wider, local, sub-regional, regional or national priorities or activities should also be considered.

All those who live, work or visit the City of Sunderland will be potentially affected by the service improvements that will result from publication of the revised Parking Plan. Specific groups and organisations likely to be affected include visitors to the City, local businesses, local traders, transport operators, charities / 3<sup>rd</sup> sector, pedestrians, disabled parkers, council employees, council partners and emergency services.

### Intelligence and Information

What sources of information have been used to inform this assessment/analysis? This should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence.

- Budget Consultation 2013/2014, this indicated that whilst residents were prepared to accept some increase in parking charges that there is also a need for cheaper or free parking to encourage visitors to the City. It was agreed that we review our car parking strategy to determine how car parking arrangements can support economic growth particularly in the City Centre to increase use of Council car parks.
- Sunderland City Councils Residents Survey 2012.
- Service User feedback, particularly any in relation to disabled parking or issues that local businesses have in relation to parking provision.
- Joint Leadership Team feedback.
- Sunderland City Council Annual Report 2015/2016.
- Parking Services Review Report, which included recommendations in relation to addressing inappropriate on-street disabled parking whilst maintaining free off-street surface car parking for disabled drivers.
- Parking Services Review Working Group.
- Sunderland City Council Parking Panel.
- Streetscene Transformation Board.

## 2. Analysis of Impact on People

This section offers an opportunity to assess the intended and potential impact of the policy, decision or activity on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, negative or neutral impacts on the specific groups below. In this assessment it is important to remember the Council is required to give due regard to:

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

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age	All age groups will benefit from delivery of priorities that support improvements in road safety arising from effective enforcement activity.		
Disability	Disabled persons are likely to benefit from effective enforcement that reduces obstructions caused by parked vehicles to pavements.	The Council will continue to provide disabled parking bays in publicly owned car parks that benefits disabled residents reliant on private vehicles due to complex travel requirements.	
Gender/Sex		No impact identified	
Marriage and Civil Partnership		No impact identified	
Pregnancy and Maternity		No impact identified	
Race / Ethnicity		No impact identified	
Religion/ Belief		No impact identified	
Sexual Orientation		No impact identified	
Trans-gender / gender identity		No impact identified	

### Other individuals or groups impacted on:

The policy or action may also have an impact on other groups or individuals which are not covered by the statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining or areas of high deprivation).

Council Staff – any changes to policy in respect of employee parking may impact on staff. There are changes associated with the issue of an employee parking permit and access to a permit may be restricted by the number of business journeys that a member of staff undertakes. The Equality Impact Analysis that was undertaken when the current permit scheme was first introduced will be revisited if the scheme is amended to address any issues identified for disabled drivers.

Local Businesses / Traders' – some proposed changes to parking provision will have a potentially positive impact on economic activity in the City. This included the introduction of free parking periods in City Centre car parks to support business activity and the evening economy.

### **Gaps in intelligence and information**

Having undertaken the analysis are there any areas of intelligence or information which need to be improved? Please outline and areas where the current information is not complete enough to take a decision. Addressing the gap should be covered in the action plan.

Service improvements emerging from the priorities identified in the Parking Plan will where applicable require changes to or development of new Traffic Regulations Orders. Each Order is subject to a separate consultation process; the type of consultees is dependent on the nature of the Order. The information gathered from this consultation will be used to inform the development of further parking service improvements that support delivery of Parking Plan priorities. Once again the Equality Impact Analysis will be reviewed to take account of findings.

Individual work streams that emerge to support delivery of the Parking Plan priorities will be subject to a separate Equality Impact Analysis where appropriate.

### **Policy/Decision/Project/Activity Title:**

Sunderland Parking Plan 2014 to 2020

**Responsible Officer:** Head of Infrastructure and Transportation

## **3. Summary of Impacts and response to Analysis**

Please provide a summary of the overarching impacts that have been highlighted through the analysis process through the three questions below. It is important to recognise that individuals may belong to one or more of these characteristic groups and the combined impact could be greater than any single impact.

### **Who will the policy/decision/project/activity impact on and who will benefit?**

The Parking Plan will potentially impact on all those who live, work or visit the City of Sunderland. The plan is seeking to support the economic development and regeneration of the City whilst helping the City to meet its targets in respect of reducing carbon emissions. This will benefit local businesses and trader's and support employment prospects in the City.

All Age Groups will benefit from delivery of priorities that support improvements in road safety arising from effective enforcement activity.

Disabled persons will benefit from effective enforcement that reduces obstructions caused by parked vehicles to pavements. The Council will continue to provide disabled parking bays in publicly owned car parks that benefit disabled residents reliant on private vehicles due to complex travel requirements.

All genders will potentially benefit from any changes that introduce new parking measures aimed at more responsible parking and the use of sustainable travel; this will improve accessibility for all through an improved walking environment and reduction in congestion.

**Who will not benefit and why not?**

n/a

**Who should be expected to benefit and why don't they?**

n/a

#### **4. Response to Analysis, Action Plan and Monitoring**

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change, continue with the policy/action despite negative implication, adjust the policy/decision/action or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( **X** )

Continue Despite Negative Implications ( )

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

**Action Plan**

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
Use information from Traffic Regulation Order consultation to inform development of service improvements that support the delivery of Parking Plan priorities.	Network Management	Ongoing	<p>Key findings from the consultation will be used to inform the final draft order.</p> <p>Lessons learnt will inform development of future service improvements.</p> <p>The EIA will be reviewed to take account of any findings.</p>
Each work stream that is developed to support delivery of Parking Plan priorities will be subject to an Equality Impact Analysis where appropriate.	Network Management	Ongoing	<p>Any gaps in provision will have mitigating actions included in the work stream action plan.</p> <p>These will be monitored via the applicable project working group.</p>



## 7.2 Street Lighting LED Phase 2 Energy Cost Savings – (Saving £0.346m in 2018/2019, £0.569m in 2019/2020 and £0.300m in 2020/2021) (new proposal 2018/2019 budget)

A programme of changing conventional lighting to LEDs in residential areas to reduce energy costs started in 2015/16 and resulting savings are already accounted for. It is proposed to expand this approach with a further 24,513 lamps of varying energy consumption to be converted to LED lamps. The majority, over 20,000, are units currently burning between 100W and 250W of energy and the proposed replacements would burn at between 50W and 100W without detriment to required lighting levels. The replacement of these lamps will provide significant savings on electricity and maintenance costs as well as reducing CO2 emissions.

### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No equality analysis required	✓
<p>Additional Comment:</p> <p>The proposal is to replace, in 2 phases, approximately 48,000 street lamps with energy efficient LED lighting (24,513 for implementation in 2018/19) which will result in lower energy costs and lower carbon emissions. PH1 was completed in February 2018 at which time 23,135 units had been converted. Work commenced on PH2 of the project in March 2018 and by March 2020, 24513 conventional street lamps are scheduled to be replaced with LEDs. Residents and visitors to areas where the new lighting is installed should be impacted upon positively as the new LED lighting actually provides a white light source with better night-time colour recognition and concentrates the light onto the road and footway where it is needed, with less light pollution into homes and gardens.</p> <p>Equality analyses were completed at both the pilot phase (published with 2016/17 MTFS papers and phase 1 published with 2017/18 MTFS papers). No disproportionate impacts for any groups were identified in the last equality analysis, which reviewed feedback from the pilot scheme. Feedback from Phase 1 has been very positive in relation to the impact and effect that the scheme has had in concentrating a better quality of light onto the road and footway. Based upon previous equality analysis and the feedback received to date it has been decided that there is no requirement to undertake further equality analysis in relation to this initiative.</p>	

#### 7.18 Review of Public Protection and Regulatory Services – (Saving £0.095m in 2019/2020)

Savings will be made through a review of operational budgets and procurement activity undertaken by the service.

##### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	✓
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	✓
Additional Comment: The review of operational budgets and procurement activity within the service will have no impact on frontline service delivery therefore no Equality Analysis is required	

## EQUALITY ANALYSIS

You must complete this in conjunction with reading Equality Analysis Guidance

**Name of Policy/Decision/Project/Activity:**

7.18 Reductions to be made through integrating the statutory Housing Environmental Health and Licensing functions into the broader Public Protection and Regulatory Services (PPRS) structure and embedding the housing renewal section into the new Planning and Regeneration service

Date: 22/12/15

Version Number: V4

Equality Analysis completed by:

Name/Job title: Tom Terrett – Head of Public Protection and Regulatory Services

Responsible Officer or Group:

Name/Job title: Tom Terrett – Head of Public Protection and Regulatory Services

Is the Activity:

New/Proposed ( )

Changing/Being Reviewed (x )

Other ( )

## 1. Purpose and scope

### Purpose

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

- Activity is the integration of the statutory Housing Environmental Health and Licensing functions into the broader Public Protection and Regulatory Service (PPRS) structure and embedding the housing renewal function in the new Planning and Regeneration service. The scope of the services will remain as at present. The loss of staff due to budget cuts will be partially mitigated by the remaining personnel being trained to deliver services on a wider basis, individually, than at present – thus enhancing resilience in the event of unforeseen demand for individual aspects of the service e.g. responding to a major food poisoning outbreak.
- Savings would be made within the year of implementation. Purpose of decision is to save money and provide a more flexible service. All populations may be affected by the decision.
- No specific sectors of the City's residents are expected to benefit.
- There are no known overlaps with regional, sub-regional or national priorities.

### Intelligence and Analysis

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

Current staff structures.

### Gaps in intelligence and information

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

There are no gaps in intelligence.  
The savings will benefit all Council tax payers.

### Additional Impacts

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

No specific groups affected.

## 2. Analysis of impact on people

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

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

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

Characteristic	List of Impacts		
	Positive	Neutral	Negative

Age		Yes – The range of services being delivered will remain the same however there may be reductions in the responsiveness of services at times due to matching resources to demand on an ongoing basis.	
Disability		Yes – The range of services being delivered will remain the same however there may be reductions in the responsiveness of services at times due to matching resources to demand on an ongoing basis.	
Gender/Sex		Yes – The range of services being delivered will remain the same however there may be reductions in the responsiveness of services at times due to matching resources to demand on an ongoing basis.	
Marriage & Civil Partnership		Yes – The range of services being delivered will remain the same however there may be reductions in the responsiveness of services at times due to matching resources to demand on an ongoing basis.	
Pregnancy and maternity		Yes – The range of services being delivered will remain the same however there may be reductions in the responsiveness of services at times due to matching resources to demand on an ongoing basis.	
Race/Ethnicity		Yes – The range of services being delivered will remain the same however there may be reductions in the responsiveness of services at times due to matching resources to demand on an ongoing basis.	
Religion/belief		Yes – The range of services being delivered will remain the same however there may be reductions in the responsiveness of services at times due to matching resources to demand on an ongoing basis.	
Sexual Orientation		Yes – The range of services being delivered will remain the same however there may be reductions in the responsiveness of services at times due to matching resources to demand on an ongoing basis.	
Gender identity		Yes – The range of services being delivered will remain the same however there may be reductions in the responsiveness of services at times due to matching resources to demand on an ongoing basis.	

**Please add any additional groups mentioned in “additional impacts” above to this table.**

### 3. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( x )

Continue Despite Negative Implications ( )

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

#### Action Plan

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS
Training Environmental Health upon specialisms that they do not presently undertake in order to build resilience and provide flexibility in responding to service demands	PPRS	Commencing 2016/17	Training plan/staff appraisals

### 7.19 Reduction in waste disposal costs by encouraging increased recycling – (Saving £0.085m in 2019/2020)

The cost of waste disposal will be reduced by encouraging the public to cut the amount of waste they produce and divert as much as possible into the blue recycling bin. This approach will use secured external funding to deliver a planned programme of targeted incentives and marketing. Recycling will be included in the trade waste offer.

The savings above reflect an annual 1% increase in domestic waste recycled.

#### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	✓
Additional Comment: This saving relates to an on-going campaign in which the public are encouraged to separate out more of their waste for recycling than they have been doing previously therefore no Equality Analysis is required.	



## Health and Social Care

### 5.6 Reduction in Residential / Nursing Home placements – (Saving £1.064m in 2019/2020)

The service will look to place new clients into more appropriate alternative accommodation. This will be supported by extra investment in Extra Care Schemes

#### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	✓
Additional Comment: This proposal is not a change in policy and therefore an Equality Analysis is not needed. Investment in Extra Care Schemes will allow continuation of the current strategy to use extra care facilities as an alternative to traditional residential care, where appropriate. Home-based solutions to meet needs (rather than residential care) is good for the individual and is also generally cheaper.	

## 5.8 Review of non-intensive home support care packages – (Saving £0.125m in 2019/2020)

A review of all non-intensive home support care packages i.e. will be carried out. As part of this review clients will be, where possible, signposted to appropriate non costed services which still meet their individual needs.

### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	✓
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	
Additional Comment: For some customers their care package may change but their assessed needs will still be met.	

**5.9 Rebasing of Sunderland Care and Support Contract – (Saving £2.775m in 2017/2018, £0.370m in 2018/2019, £0.142m in 2019/2020 and £0.143m in 2020/2021)**

The review of the reablement at home service and therapy service is being led by a working group of LA officers, health and social care providers and CCG commissioners. A revised service model is being developed that will result in the reablement service being more targeted at individuals with the greatest reablement potential.

A review is also planned for Telecare services. This will involve a new charging approach for equipment and the introduction of planned care service to provide a more bespoke approach to meeting peoples personal care needs.

A further review of buildings based day care will be undertaken by the company.

The introduction of Liquid Logic and other computer systems will allow for a more efficient back office cost increasing the amount of direct customer contact time for staff thereby increasing productivity.

**Equality Analysis**

<b>Equality Statement</b>	<b>Status</b>
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	✓
No Equality Analysis Required	
Additional Comment: Savings will be achieved through staffing changes.	

## Housing and Regeneration

### 1.7 Review of the Policy, Partnerships and Communications service – (Saving £0.195m in 2019/2020)

As a result of previous reviews, the Policy, Partnerships and Communications service is now a small and lean unit. The service works collaboratively with partners to maximise their impact on the city and its residents. It also provides support to the council's leadership. The budget available for community safety and cohesion activity will be reduced with anticipated negative equality impacts. The service will seek to mitigate these impacts through engagement with partners and prioritising the use of the remaining budget. A review has been undertaken to simplify partnership working arrangements which has reduced the level of support required. Key areas of policy support will be retained, including equality policy advice and engagement of the equality forums. The reduced function will continue to provide clear direction and common purpose through the formulation of partnership-based strategy through to action and evidenced results.

#### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	✓
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	✓
Additional Comment: Some of the savings will be made from operational budgets that currently fund partnership and community safety activity, corporate subscriptions and the commissioning of specialist consultants. Equality Analysis informed by engagement will identify specific impacts.  Savings will also be made through deleting a vacant post. The work of the service will continue to be reviewed through its annual service business planning process.	

### 3.4 Increasing rental income via strategic acquisitions – (Saving £0.395m in 2017/2018, £0.275m in 2018/2019 and (£0.145m) in 2019/2020)

New sources of rental income will be generated from strategic acquisitions. Income in this area reflects the phasing of when acquisitions are made and assets subsequently disposed of.

#### Equality Analysis

Equality Statement	Status
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	✓
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	
Additional Comment: Whilst it is generally felt that the strategic acquisitions will have no impact on the public, it has been agreed that Equality Analyses will be undertaken at appropriate times on a site by site basis to assess the impact on tenants of the sites that are proposed for acquisition.	

**3.7 Increased income from Planning Pre-application advice – (Saving £0.045m in 2017/2018, £0.045m in 2018/2019 and £0.030m in 2019/2020)**

The Planning and Regeneration Service already offers a Planning Pre-application Advice. It is anticipated that increased income will be generated through the fact that the service area has the correct staff in place to deliver income generation activities.

**Equality Analysis**

<b>Equality Statement</b>	<b>Status</b>
Equality analysis is complete and a positive impact has been identified	
Equality analysis is planned and a positive impact is anticipated	
Equality analysis is complete and neutral impact has been identified	
Equality analysis is planned and a neutral impact is anticipated	
Equality analysis is complete and a negative impact has been identified	
Equality analysis is planned and a negative impact is anticipated	
Equality analysis is complete and both positive and negative impacts have been identified	
Equality analysis is planned and both positive and negative impacts are anticipated	
The saving is from staffing changes and therefore workforce equality implications will be considered as part of the redundancy consultation for this service area	
No Equality Analysis Required	✓
Additional Comment: This is an existing service that the public can elect to use or not therefore an Equality Analysis is not required.	