

## **Theme 3 – Transforming Communities**

### **Equality Impact Assessments**

**February 2016**

### Theme 3 – Transforming Communities

CMP002	ACC	Community and Customer Access and Services
CMP006		Transport Review
CMP007		Commercial Excellence Programme
CMP008	NEW	Review of Strategically Funded Organisations

Note:

CMP008: An EQIA will be completed for each specific organisation reviewed as part of this option.

## STIRLING COUNCIL: EQUALITY IMPACT ASSESSMENT FORM (June 2014)

The Guidance: **Equality Impact Assessment Toolkit June 2014** should be used when doing an Equality Impact Assessment (EqIA) and completing this form and a link is provided to this. The term **proposal** used below is intended to include “policy, strategy, service, function, procedure or project.”

### SUMMARY DETAILS

1. Title of Proposal: SERVICE PBB Ref (if applicable)

<b>Community and Customer Access and Services</b>	<b>Communities and Partnerships</b>	<b>CMP002</b>
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2. Lead and Contact Officer Details.

Lead Officer authorising assessment		Contact Officer/s undertaking assessment	
Title	Customers & Business Change Manager	Title/s	Programme Manager
Name	John Muir	Name/s	Caroline Deans

3. Which other Council Services or Partner Agencies are / will be involved in the delivery of this proposal?

This is a cross Council initiative which will change the way communities access services and how the Council delivers them. All services are involved in supporting and delivering the programme; Social Services, Education, Corporate Operations, the Chief Executive’s Office, Communities and Partnerships and Housing and Environment are involved in scoping the development of this proposal and will also be involved in its delivery. Community feedback, engagement and Elected Member engagement will be paramount to successful delivery; a high level of transparency will be required with ongoing consultation throughout the programme’s duration. Other public agencies and the third and independent sector may also be involved in generating local solutions as proposals for specific community facilities are developed.

4. Have they been involved in the Equality Impact Assessment process and if so, how?

Service leads have been identified from each service within the Council to shape and take forward this proposal. Each service lead has reviewed this Equality Impact Assessment and provided feedback. The existing PBB process is being utilised to gather input from community groups and elected members. There will be a need to undertake specific EQIA assessments as the programme develops with the full involvement of all stakeholders outlined above (see response to question 3).

5. What is the nature of the proposal? *(Tick/complete all that apply)*

Review of an existing policy/strategy		Review of an existing service/function	X
Reduction in an existing service/function		Removal of an existing service	
Introduction of a new policy/strategy		Introduction of new service/function	X
Other e.g. technical, progress, procedural report			
PBB category e.g. transformational change	X		

6. For proposals with implications for budgets complete the following:

		<b>(£ 000s)</b>
Current expenditure on activity	In Council area as a whole	£4,775,000 capital across a 5 year period
	In/for specific community/ies	
Total anticipated savings or proposed increased spend	In/for Council area as a whole	
	In/ for specific community/ies	
Delivery Timescale and Phasing	Start date for savings	1 <sup>st</sup> April 2016
	End Date for savings	FY 20/21
	Savings Year 1	Y1 FY16/17 £550k
	Savings Year 2	Y2 FY17/18 £450k
	Savings Year 3	Y3 FY 18/19 £700k
	Savings/increased spend Year 4	Y4 FY 19/20 £788k
	Savings/increased spend Year 5	Y5 FY 20/21 £786k

## OUTCOMES, AIMS AND OBJECTIVES

7. What longer term outcomes is this proposal expected to achieve? Consider (a) the Single Outcome Agreement 2013 – 23, (b) Council Key Priorities 2014, (c) the Council's Equality Outcomes 2014 – 17 and any additional relevant strategies or policies. A link is provided to items (a)-(c).

OUTCOME	SOURCE DOCUMENT
<p>Council Key Priorities</p> <p>J Develop advice services that are fit to support people through the current round of welfare changes by establishing an integrated service with voluntary sector leadership</p> <p>K Examining and delivering on more opportunities for improved models of service delivery</p> <p>R Our financial strategy will reflect the current economic challenges by saving £24M whilst ensuring the delivery of quality services</p> <p>P Streamline business support under the leadership of the business community</p>	<p>Single outcome agreement document which contains the Council key priorities</p>

8. What are the main aims of this proposal? If this proposal revises an existing policy have its aims changed?

<p>The main aim of this proposal is to improve customers and communities experience of accessing and utilising Stirling Council's services by simplifying how we handle customer interactions and providing customers with additional flexibility and choice. Careful consideration will be given to how community access can be maintained at a cost to the Council which is affordable.</p> <p><b>Current State</b></p> <p>Services are delivered from different buildings within communities e.g. libraries, registrars, local offices, community centres. Customers travel to various buildings to access the services they need.</p> <p>Some rural communities require improved access to services.</p> <p>Duplication of functions and activities exists within each service e.g. work-scheduling, business support, handling of general enquiries and advice services, arrears and payments processing.</p> <p>Due to silo working there may be varying levels of service quality and customer satisfaction. There is also some double handling of work.</p> <p>Multiple IT systems performing similar tasks exist within each directorate e.g. work-flow systems.</p> <p>Paper based resource intensive processes are in place e.g. application forms are printed off by customers then posted to the Council and scanned into systems manually by staff.</p> <p>Customer transactions e.g. council tax payments are handled by a member of staff in local offices. Customers are unable to pay automatically if they choose to do so. This can result in queues during</p>
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busy periods and may result in customer dissatisfaction.

### **Potential Future State**

Services could be delivered from a One Stop Shop within communities making it easier for communities to access services in one place in a way that fits and is tailored to local needs; this will also ensure that the Council can continue to deliver face to face services in a tight fiscal climate.

Community empowerment may provide more opportunities for community-led and run assets

Mobile services will be explored with the aim of improving access to those who are the most vulnerable or geographically isolated

Customer enquiries, functions and activities could be handled within a centralised customer hub providing best value and additional staffing coverage. This may result in improvements in service quality and customer satisfaction.

There could be a reduction of duplicate IT systems and associated operating costs.

Customers could have the choice to apply for services online, self-serve or apply via post.

Customer transactions e.g. council tax payments can be handled by a member of staff or customers can choose to self-serve and avoid queues during busy periods.

- 9.** Who is most likely to be affected by this proposal? Consider current and potential future service users including people with particular needs, specific geographical communities and current and prospective employees. Provide anticipated numbers affected by the proposal where possible.

Communities accessing and utilising services within existing public buildings across Stirling would be affected by this proposal. Separate equality impact assessment forms would be completed as proposals to integrate services and public buildings take shape. This work requires further engagement with elected members, other organisations working locally, communities and services to pull together the next level of detail. This work will be undertaken in a transparent way to ensure that tailored local solution based on the needs of communities are developed, while also reducing Council costs.

Employees performing activities relating to the external customer would also be affected by this proposal. This would include back office staff within each directorate and customer facing staff within local offices, registrars, libraries and community centres.

## GATHERING EVIDENCE

10. What evidence has been used to identify the potential impact of this proposal, where did it come from and how it was obtained? Please list all the evidence used. (Examples may include research undertaken at local or national level and service delivery information about service users/customers and levels of satisfaction. Evidence may have been gathered routinely through regular engagement with service users, equality groups and communities; or through engagement specifically undertaken to improve understanding of the impact of this proposal.)

EVIDENCE (Subject/Title)	SOURCE (Where it came from)	COLLECTION METHOD (How it was gathered and when)
<p>Engagement</p> <p>Additional formal evidence needs to be captured for this EQIA. As proposals are developed further and additional EQIAs are completed evidence would be provided for consideration on a case by case basis.</p>	<p>Community Council</p>	<p>PBB communication events have been undertaken throughout the Stirling area</p>

## ASSESSING IMPACT

11. What potential impact will this proposal have on people in terms of the “needs” of the public sector equality duty i.e. the Council’s responsibilities to:

- **eliminate discrimination, harassment and victimisation**
- **advance equality of opportunity**
- **foster good relations - including the need to tackle prejudice and promote understanding**

Please consider each “need”, assess the impact of the proposal as positive (+), neutral (0), or negative (-) and summarise the reason/s for your response. See guidance for additional information.

EQUALITY DUTY “NEED”	POTENTIAL IMPACT (+) / ( 0 ) / (-)	SUMMARY OF REASONS FOR RESPONSE
Eliminate discrimination, harassment and victimisation	Neutral	Separate equality impact assessment forms would be completed as proposals to integrate services and public buildings take shape.
Advance equality of opportunity	Neutral	Separate equality impact assessment forms would be completed as proposals to integrate services and public buildings take shape.
Fostering good relations	Neutral	Separate equality impact assessment forms would be completed as proposals to integrate services and public buildings take shape.

12. Will this proposal have a potential impact on people with protected characteristics? A more detailed explanation of these is provided in the guidance. Consider which if any, of the groups below will be affected by the proposal and if the impact will be positive (+), neutral (0), or negative (-). Your response to Question 11 may help you consider the impact of the proposal on people in these particular groups. Please consider each “need”, assess the impact of the proposal and summarise the reason/s for your response.

PROTECTED CHARACTERISTIC GROUP	EQUALITY DUTY NEED			SUMMARY OF REASONS
	Eliminating unlawful treatment (+) / (0) / (-)	Advancing equality of opportunity (+) / (0) / (-)	Fostering good relations (+) / (0) / (-)	
Age (Younger / Older)	0	0	0	Separate equality impact assessment forms would be completed as proposals to integrate services and public buildings take shape.
Disability	0	0	0	Separate equality impact assessment forms would be completed as proposals to integrate services and public buildings take shape.
Gender Reassignment	0	0	0	Separate equality impact assessment forms would be completed as proposals to integrate services and public buildings take shape.
Marriage and Civil Partnership	0	0	0	Separate equality impact assessment forms would be completed as proposals to integrate services and public buildings take shape.
Pregnancy and Maternity	0	0	0	Separate equality impact assessment forms would be completed as proposals to integrate services and public buildings take shape.

Race	0	0	0	Separate equality impact assessment forms would be completed as proposals to integrate services and public buildings take shape.
Religion and Belief	0	0	0	Separate equality impact assessment forms would be completed as proposals to integrate services and public buildings take shape.
Sex	0	0	0	Separate equality impact assessment forms would be completed as proposals to integrate services and public buildings take shape.
Sexual Orientation	0	0	0	Separate equality impact assessment forms would be completed as proposals to integrate services and public buildings take shape.

**IMPACT ON COMMUNITIES, HOUSEHOLD GROUPS OR INDIVIDUALS VULNERABLE TO POVERTY**

13. Will this proposal have a positive (+), neutral (0), or negative (-) impact on communities, household groups or individuals with a **higher risk of experiencing poverty**. Guidance is available on those communities, households and individuals with a higher risk of experiencing poverty. Please assess the impact of the proposal and describe those who will be affected.

THOSE AFFECTED	POTENTIAL IMPACT (+) / ( 0) / (-)	DESCRIPTION OF IMPACT
<p><b>Geographical Community/ies</b> (Please specify)</p>	<p>0</p>	<p>Separate equality impact assessment forms would be completed as proposals to integrate services and public buildings take shape.</p>
<p><b>Individuals or household groups</b> (Please specify)</p>	<p>0</p>	<p>Separate equality impact assessment forms would be completed as proposals to integrate services and public buildings take shape.</p>

**OVERALL IMPACT**

14. Based on responses to Questions 11, 12 and 13, summarize the **overall** impact of this proposal confirming if this will be positive, neutral, or negative and highlighting any particular groups affected.

The overall impact of this proposal is currently classified as neutral. Separate equality impact assessment forms would be completed as proposals to integrate services and community facilities / public buildings take shape.

## MITIGATING POTENTIAL NEGATIVE IMPACT

Based on your response to question 14:

- if this proposal has any potential negative impact you must answer Questions 15 -18
- if this proposal does not have any potential negative impact go directly to Question 19

15. Describe the potential negative impact/s of this proposal, the level of impact anticipated and the number of people likely to be affected. If you are unable to confirm the actual number of people potentially affected please give an indication of the relative scale of this for example as a proportion of current service users. Please see the Guidance for additional information.

Potential negative impact	Level of impact (low-high)	Number of people potentially affected
N/A	N/A	N/A

16. Based on your response to Question 15, could this proposal, in its current form, discriminate against people in a protected characteristic group – will it result in their being treated less favourably when compared with others not in a protected characteristic group? Please see the Guidance for additional information. [\\*link](#)

Please answer Yes or No

No

- If the proposal is considered to have the potential to discriminate against people in a protected characteristic group you should consider modifying it to remove or reduce its potential negative impact
- If the proposal is considered to be discriminatory to the extent that is unlawful it must be rejected or substantially modified

**The resulting modified policy requires to be re-assessed to confirm its impact as per Questions 11, 12, 13 and 14.**

17. Describe in detail the actions taken to remove or modify any identified negative impact of this proposal

N/A

18. Where negative impacts cannot be removed or minimised any further, clearly state your justification for continuing with this proposal.

N/A

**MONITORING AND REVIEW**

- 19. a) How will implementation of this proposal be monitored, how frequently and by whom?
- b) How will the results of the monitoring be used to develop it in the future?
- c) What is the timescale for the reviewing the impact of this proposal?

<ul style="list-style-type: none"><li>a) This proposal would form part of the Councils overall transformation programme and would be subject to existing governance, controls and change management processes.</li> <li>b) This proposal would be reviewed on an ongoing basis through existing transformation governance boards.</li> <li>c) This proposal would roll-out across a 5 year period and benefits would be tracked on an ongoing basis in conjunction with finance, services and Stirling's communities.</li></ul>
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**PUBLISHING RESULTS**

- 20 Please summarise the key findings of the EqIA. **This statement is for publication in the relevant Council report and requires to be authorised and signed by the Lead Officer responsible for the assessment.**

<p>The overall impact of this proposal is currently classified as neutral. Separate equality impact assessment forms would be completed as the detail of changes are developed.</p>
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<b>AUTHORISATION BY LEAD OFFICER (Head of Service/Service Manager)</b>		
<b>Title</b>	<b>Signature</b>	<b>Date</b>

## STIRLING COUNCIL: EQUALITY IMPACT ASSESSMENT FORM (June 2014)

The Guidance: **Equality Impact Assessment Toolkit June 2014** should be used when doing an Equality Impact Assessment (EqIA) and completing this form and a link is provided to this. [Insert link \(1\)](#). The term **proposal** used below is intended to include “policy, strategy, service, function, procedure or project.”

### SUMMARY DETAILS

1. Title of Proposal: SERVICE PBB Ref (if applicable)

<b>Transport Review</b>	<b>All SERVICES</b>	<b>CMP006</b>
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2. Lead and Contact Officer Details.

Lead Officer authorising assessment		Contact Officer/s undertaking assessment	
Title	Director of Communities & Partnerships	Title/s	City & Communities Manager  Customer Development Manager
Name	Stacey Burlet	Name/s	Margaret Wallace  John Muir

3. Which other Council Services or Partner Agencies are / will be involved in the delivery of this proposal?

Transport: All Council Services; including Corporate Operations, Children, Education & Young People; Social Services, Communities & Partnerships and Environment & Housing
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4. Have they been involved in the Equality Impact Assessment process and if so, how?

All Councils service are aware that a EqIA has to be completed for the transport review and PBB .
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5. What is the nature of the proposal? *(Tick/complete all that apply)*

Review of an existing policy/strategy		Review of an existing service/function	✓
Reduction in an existing service/function		Removal of an existing service	
Introduction of a new policy/strategy		Introduction of new service/function	
Other e.g. technical, progress, procedural report			
PBB category e.g. transformational change	✓		

6. For proposals with implications for budgets complete the following:

Current expenditure on activity	In Council area as a whole	
	In/for specific community/ies	N/A
Total anticipated savings or proposed increased spend	In/for Council area as a whole	
	In/ for specific community/ies	N/A
Delivery Timescale and Phasing	Start date for savings/increased spend	16/17
	End Date for savings/increased spend	18/19
	Savings Target Year 1	£
	Savings Target Year 2	£
	Savings Target Year 3	£100K
	Savings Target Year 4	£
	Savings Target Year 5	£

## OUTCOMES, AIMS AND OBJECTIVES

7. What longer term outcomes is this proposal expected to achieve? Consider (a) the Single Outcome Agreement 2013 – 23, (b) Council Key Priorities 2014, (c) the Council's Equality Outcomes 2014 – 17 and any additional relevant strategies or policies. A link is provided to items (a)-(c). [Insert link \(2\)](#)

OUTCOME	SOURCE DOCUMENT
Communities are well served, better connected and safe.	<b>Single Outcome Agreement</b>
Improved support for disadvantaged and Vulnerable families and individuals.	<b>Single Outcome Agreement</b>
Improved opportunities for learning, training and work.	<b>Single Outcome Agreement</b>
Our approach to engagement and participation reflects the diversity of all our communities	<b>Council Key Priorities 2014</b>
The Council is better equipped to meet the needs of its diverse communities	<b>Council Key Priorities 2014</b>

8. What are the main aims of this proposal? If this proposal revises an existing policy have its aims changed?

Stirling Council will undertake a full transport review across all services with an aim of providing the best sustainable and financially viable transport solutions that will meet the needs of our urban and rural communities. The review will gather all service data and current information on how services and solutions are delivered. Part of the review will be to consult with residents and communities to understand better the needs of individuals, families and the most vulnerable with in both our rural and urban neighbourhoods. For example; demand responsive transport is a solution for isolated communities to provide transport to shops, health appointments, service and leisure actives were no transport or suitable transport is available. Our key objectives is to improve access and develop and ensure community transport remains viable and meets the needs of local communities, building on initiatives that are currently being tested such as community use of school transport. Booking for DRT is now coordinated in house by the council, which means that the infrastructure and staffing is now in place for the expansion of the service into areas such as school, social care and taxi card. Consideration will be made to finding financially and sustainable solutions that also meet the needs of individuals, families and communities across the area. Consultation and engagement will be a key feature of the approach to ensure that savings are made in an appropriate way.

9. Who is most likely to be affected by this proposal? Consider current and potential future service users including people with particular needs, specific geographical communities and current and prospective employees. Provide anticipated numbers affected by the proposal where possible.

A range of organisations, individual, and communities may be affected, potentially including business, vulnerable members of the community, including disability, age and low income groups. Below shows organisation to be considered as part of the review.

Organisation	Protected Characteristic potentially affected
School transport	Provide service for school transport.
Social Care	Provide services for social care
DRT	Rural and isolated communities


## GATHERING EVIDENCE

10. What evidence has been used to identify the potential impact of this proposal, where did it come from and how it was obtained? Please list all the evidence used. (Examples may include research undertaken at local or national level and service delivery information about service users/customers and levels of satisfaction. Evidence may have been gathered routinely through regular engagement with service users, equality groups and communities; or through engagement specifically undertaken to improve understanding of the impact of this proposal.)

<b>EVIDENCE</b> (Subject/Title)	<b>SOURCE</b> (Where it came from)	<b>COLLECTION METHOD</b> (How it was gathered and when)
Information from councils	Council Services	Information provided from Council Services, highlighting the areas to covered under the transport review..
Engagement	Community Council	PBB communication events have been undertaken throughout the Stirling area.
User feedback e.g. on the quality of service received	business	Information has been requested by Council Service on the current provision of service to monitor and evaluate deliver of outcomes.

## ASSESSING IMPACT

11. What potential impact will this proposal have on people in terms of the “needs” of the public sector equality duty i.e. the Council’s responsibilities to:

- **eliminate discrimination, harassment and victimisation**
- **advance equality of opportunity**
- **foster good relations - including the need to tackle prejudice and promote understanding**

Please consider each “need”, assess the impact of the proposal as positive (+), neutral (0), or negative (-) and summarise the reason/s for your response. See guidance for additional information [insert link \(1\)](#)

<b>EQUALITY DUTY “NEED”</b>	<b>POTENTIAL IMPACT (+) / (0) / (-)</b>	<b>SUMMARY OF REASONS FOR RESPONSE</b>
Eliminate discrimination, harassment and victimisation	NEG	Reducing funding to dial a journey would not reduce the capacity of the sector to support the protected characteristic groups
Advance equality of opportunity	NEG	Reducing funding would not reduce the capacity of the sector to support the protected characteristic groups
Fostering good relations	NEG	Reducing Third Sector funding would not reduce the capacity of the sector to support the protected characteristic groups

12. Will this proposal have a potential impact on people with protected characteristics? A more detailed explanation of these is provided in the guidance. [Insert link \(1\)](#) Consider which if any, of the groups below will be affected by the proposal and if the impact will be positive (+), neutral (0), or negative (-). Your response to Question 11 may help you consider the impact of the proposal on people in these particular groups. Please consider each “need”, assess the impact of the proposal and summarise the reason/s for your response.

PROTECTED CHARACTERISTIC GROUP	EQUALITY DUTY NEED			SUMMARY OF REASONS
	Eliminating unlawful treatment (+) / (0) / (-)	Advancing equality of opportunity (+) / (0) / (-)	Fostering good relations (+) / (0) / (-)	
Age (Younger / Older)	NEG	NEG	NEG	Reducing funding would not reduce the capacity of the sector to support the protected characteristic groups
Disability	NEG	NEG	NEG	Reducing funding would not reduce the capacity of the sector to support the protected characteristic groups
Gender Reassignment	NEG	NEG	NEG	Reducing funding would not reduce the capacity of the sector to support the protected characteristic groups
Marriage and Civil Partnership	NEG	NEG	NEG	Reducing funding would not reduce the capacity of the sector to support the protected characteristic groups
Pregnancy and Maternity	NEG	NEG	NEG	Reducing funding would not reduce the capacity of the sector to support the protected characteristic groups
Race	NEG	NEG	NEG	Reducing funding would not reduce the capacity of the sector to support the protected characteristic groups
Religion and Belief	NEG	NEG	NEG	Reducing funding would not reduce the capacity of the sector to support the protected characteristic groups
Sex	NEG	NEG	NEG	Reducing funding would not reduce the capacity of the sector to support the protected characteristic groups
Sexual Orientation	NEG	NEG	NEG	Reducing funding would not reduce the capacity of the sector to support the protected characteristic groups

**IMPACT ON COMMUNITIES, HOUSEHOLD GROUPS OR INDIVIDUALS VULNERABLE TO POVERTY**

13. Will this proposal have a positive (+), neutral (0), or negative (-) impact on communities, household groups or individuals with a **higher risk of experiencing poverty**. Guidance is available on those communities, households and individuals with a higher risk of experiencing poverty. [Insert link \(1\)](#)  
Please assess the impact of the proposal and describe those who will be affected.

THOSE AFFECTED	POTENTIAL IMPACT (+) / ( 0) / (-)	DESCRIPTION OF IMPACT
<b>Geographical Community/ies</b> (Please specify)	0	
<b>Individuals or household groups</b> (Please specify)	0	The review and implementation of any new arrangements will be undertaken with a high level of engagement so that reduced funding does not reduce the capacity of the sector to support the protected characteristic groups – that is, communities and individuals in, or vulnerable to, disability, and those living in isolated and rural areas.

**OVERALL IMPACT**

14. Based on responses to Questions 11, 12 and 13, summarize the **overall** impact of this proposal confirming if this will be positive, neutral, or negative and highlighting any particular groups affected.

Transport covers a large crossover of Council services. A reduction or withdrawal of funding may have some potentially negative impact on the companies providing the service.

However the review provides the opportunity to prioritise spending more effectively across the Council, and in relation to communities, to develop positive and productive relationships with service providers to meet key outcomes, and to develop and implement consistent guidance, criteria and procedures.

## MITIGATING POTENTIAL NEGATIVE IMPACT

Based on your response to question 14:

- if this proposal has any potential negative impact you must answer Questions 15 -19
- if this proposal does not have any potential negative impact go directly to Question 20

19. Describe the potential negative impact/s of this proposal, the level of impact anticipated and the number of people likely to be affected. If you are unable to confirm the actual number of people potentially affected please give an indication of the relative scale of this for example as a proportion of current service users. Please see the Guidance for additional information.\*[link](#)

Potential negative impact	Level of impact (low-high)	Number of people potentially affected
This is not yet know, recommendations from the review will determine the full impact. Another EQIA will be undertaken following the review's completion.	Not yet known	This is a yet unclear.

20. Based on your response to Question 15, could this proposal, in its current form, discriminate against people in a protected characteristic group – will it result in their being treated less favourably when compared with others not in a protected characteristic group? Please see the Guidance for additional information.\*[link](#)

Please answer Yes or No

No

- If the proposal is considered to have the potential to discriminate against people in a protected characteristic group you should consider modifying it to remove or reduce its potential negative impact
- If the proposal is considered to be discriminatory to the extent that is unlawful it must be rejected or substantially modified

**The resulting modified policy requires to be re–assessed to confirm its impact as per Questions 11, 12, 13 and 14.**

21. Describe in detail the actions taken to remove or modify any identified negative impact of this proposal

The Corporate Review of transport has allowed funding decision to be made in a clear and transparent way. Documentation and monitoring information are being reviewed, across services.

The recommendations are based on minimising impact and in the longer term, through the development transport framework that is more effective

22. Where negative impacts cannot be removed or minimised any further, clearly state your justification for continuing with this proposal.

To meet the Council's requirement for a balanced budget and to work towards the identified savings targets.

**MONITORING AND REVIEW**

- 19. a) How will implementation of this proposal be monitored, how frequently and by whom?
- b) How will the results of the monitoring be used to develop it in the future?
- c) What is the timescale for the reviewing the impact of this proposal?

The Transforming Communities programme board will shape the phasing, implementation, monitoring and review of the proposal

- a) The reductions will be implemented and monitored by all services across the Council, Communities and Partnerships, Corporate Operations, Social Services, Children, Young People and Education, and Environment and Housing.
  
- b) As further alteration to spending are made the impact on protected characteristics will be reviewed accordingly.

**PUBLISHING RESULTS**

- 21 Please summarise the key findings of the EqIA. **This statement is for publication in the relevant Council report and requires to be authorised and signed by the Lead Officer responsible for the assessment.**

A full transport review has been initiated looking at a better service to meet community needs, building on recent infrastructure improvements and community-generated solutions e.g. use of school transport by communities.

A transport strategy will be drafted in line with the review.

These activities have been monitored by the Transforming Communities Board and recommendations will be subject to approval by the Finance and Economy Committee. Future funding decisions will also be reviewed through the EqIA process.

**AUTHORISATION BY LEAD OFFICER (Head of Service/Service Manager)**

Title	Signature	Date

## STIRLING COUNCIL: EQUALITY IMPACT ASSESSMENT FORM (June 2014)

The Guidance: **Equality Impact Assessment Toolkit June 2014** should be used when doing an Equality Impact Assessment (EqIA) and completing this form and a link is provided to this. The term **proposal** used below is intended to include “policy, strategy, service, function, procedure or project.”

### SUMMARY DETAILS

1. Title of Proposal: SERVICE PBB Ref (if applicable)

<b>Commercial Excellence Programme</b>	<b>Communities &amp; Partnerships</b>	<b>CMP007</b>
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2. Lead and Contact Officer Details.

Lead Officer authorising assessment		Contact Officer/s undertaking assessment	
Title	Director of Communities & Partnerships	Title/s	Strategic Commissioning & Commercial Services Manager
Name	Stacey Bulet	Name/s	Isabel McKnight

3. Which other Council Services or Partner Agencies are / will be involved in the delivery of this proposal?

All services across the Council. The proposal will also involve working with local suppliers, the third and independent sectors.
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4. Have they been involved in the Equality Impact Assessment process and if so, how?

All Councils service are aware that a EqIA has to be completed for the combined options PBB - CMP001 / 4 / 5 - Commercial Excellence Programme
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5. What is the nature of the proposal? *(Tick/complete all that apply)*

Review of an existing policy/strategy	✓	Review of an existing service/function	✓
Reduction in an existing service/function		Removal of an existing service	
Introduction of a new policy/strategy	✓	Introduction of new service/function	
Other e.g. technical, progress, procedural report			
PBB category e.g. transformational change	✓		

6. For proposals with implications for budgets complete the following:

		(£ 000s)
Current expenditure on activity	In Council area as a whole	£72 M
	In/for specific community/ies	
Total anticipated savings or proposed increased spend	In/for Council area as a whole	<i>Savings total £2,160k</i>
	In/ for specific community/ies	
Delivery Timescale and Phasing	Start date for savings/increased spend	2016/2017
	End Date for savings/increased spend	2020/2021
	Savings/increased spend Year 1	410K
	Savings/increased spend Year 2	500K
	Savings/increased spend Year 3	450K
	Savings/increased spend Year 4	400K
	Savings/increased spend Year 5	400K

## OUTCOMES, AIMS AND OBJECTIVES

7. What longer term outcomes is this proposal expected to achieve? Consider (a) the Single Outcome Agreement 2013 – 23, (b) Council Key Priorities 2014, (c) the Council's Equality Outcomes 2014 – 17 and any additional relevant strategies or policies. A link is provided to items (a)-(c).

OUTCOME	SOURCE DOCUMENT
Improved opportunities for learning, training and work	Single Outcome Agreement
A diverse economy that delivers good quality local jobs	Single Outcome Agreement
Examining and delivering on more opportunities for improved models of service delivery	Council Key Priorities 2014
Pursue a diverse high wage economy that delivers local jobs for people across Stirling and a procurement policy that supports this	Council Key Priorities 2014
Our financial strategy will reflect the current economic challenges by saving £24M whilst ensuring the delivery of quality services	Council Key Priorities 2014

8. What are the main aims of this proposal? If this proposal revises an existing policy have its aims changed?

<p>This programme will change how the Council spends its money, ensuring best value and generating benefits for communities. Savings will be achieved through a focus on reducing spending via procurement cards. Fewer Council staff will have cards, spending limits for cardholders will be reduced and there will be reduced categories that cardholders can spend against i.e. off contract spend with suppliers. In addition to this, the costs of all contractual and commissioning arrangements will be reviewed and renegotiated; the focus will be on contract specifications, rates and agreeing discounts and rebate. This work will be undertaken in a transparent way, with the focus initially being on high value contracts. The programme will impact on how all Council services do things and makes buying choices e.g. stopping choice in supplies and stationery; this includes schools. The programme will also involve a review of staffing. Work with local suppliers - to include the third and independent sectors in particular - will also take place so that barriers that prevent them effectively bidding for contracts are reduced. This will, for example, be achieved by amending the quick quote processes, introducing supplier forums and a local supplier development programme.</p> <p>This proposal will also involve activities like the development of a local forum and supporting social enterprise development.</p>
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9. Who is most likely to be affected by this proposal? Consider current and potential future service users including people with particular needs, specific geographical communities and current and prospective employees. Provide anticipated numbers affected by the proposal where possible.

<p>All employees, and particularly those currently commissioning / procuring services, as well as the third and independent sector and local suppliers.</p>
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## GATHERING EVIDENCE

10. What evidence has been used to identify the potential impact of this proposal, where did it come from and how it was obtained? Please list all the evidence used. (Examples may include research undertaken at local or national level and service delivery information about service users/customers and levels of satisfaction. Evidence may have been gathered routinely through regular engagement with service users, equality groups and communities; or through engagement specifically undertaken to improve understanding of the impact of this proposal.)

<b>EVIDENCE</b> (Subject/Title)	<b>SOURCE</b> (Where it came from)	<b>COLLECTION METHOD</b> (How it was gathered and when)
Purchase to Pay Review	Scottish Government	Information provided from Council Services highlighting the priorities
Procurement In Councils	Audit Scotland Review	Information provided from Council Services highlighting the priorities
Community Engagement	Community Council	PBB communication events have been undertaken throughout the Stirling area

## ASSESSING IMPACT

11. What potential impact will this proposal have on people in terms of the “needs” of the public sector equality duty i.e. the Council’s responsibilities to:
- **eliminate discrimination, harassment and victimisation**
  - **advance equality of opportunity**
  - **foster good relations - including the need to tackle prejudice and promote understanding**

Please consider each “need”, assess the impact of the proposal as positive (+), neutral (0), or negative (-) and summarise the reason/s for your response. See guidance for additional information.

<b>EQUALITY DUTY “NEED”</b>	<b>POTENTIAL IMPACT</b> (+) / (0) / (-)	<b>SUMMARY OF REASONS FOR RESPONSE</b>
Eliminate discrimination, harassment and victimisation	Neutral	
Advance equality of opportunity	Neutral	This proposal will undertake a full review of current procurement policies and procedures and implement a robust governance structure that will generate operational and financial efficiencies through the adoption of revised procurement practice which can also support the local economy. Employees will be affected through emerging procedural change. Work will be undertaken with local suppliers, the independent and third sector to foster good relations. The level of quality delivered to end service users will remain the same.
Fostering good relations	Neutral	The level of quality delivered to end service users will remain the same.

12. Will this proposal have a potential impact on people with protected characteristics? A more detailed explanation of these is provided in the guidance. Consider which if any, of the groups below will be affected by the proposal and if the impact will be positive (+), neutral (0), or negative (-). Your response to Question 11 may help you consider the impact of the proposal on people in these particular groups. Please consider each “need”, assess the impact of the proposal and summarise the reason/s for your response.

PROTECTED CHARACTERISTIC GROUP	EQUALITY DUTY NEED			SUMMARY OF REASONS
	Eliminating unlawful treatment (+) / (0) / (-)	Advancing equality of opportunity (+) / (0) / (-)	Fostering good relations (+) / (0) / (-)	
Age (Younger / Older)	Neutral	Neutral	Neutral	The level of quality delivered to end service users will remain the same.
Disability	Neutral	Neutral	Neutral	The level of quality delivered to end service users will remain the same.
Gender Reassignment	Neutral	Neutral	Neutral	The level of quality delivered to end service users will remain the same.
Marriage and Civil Partnership	Neutral	Neutral	Neutral	The level of quality delivered to end service users will remain the same.
Pregnancy and Maternity	Neutral	Neutral	Neutral	The level of quality delivered to end service users will remain the same.
Race	Neutral	Neutral	Neutral	The level of quality delivered to end service users will remain the same.
Religion and Belief	Neutral	Neutral	Neutral	The level of quality delivered to end service users will remain the same.
Sex	Neutral	Neutral	Neutral	The level of quality delivered to end service users will remain the same.
Sexual Orientation	Neutral	Neutral	Neutral	The level of quality delivered to end service users will remain the same.

**IMPACT ON COMMUNITIES, HOUSEHOLD GROUPS OR INDIVIDUALS VULNERABLE TO POVERTY**

13. Will this proposal have a positive (+), neutral (0), or negative (-) impact on communities, household groups or individuals with a **higher risk of experiencing poverty**. Guidance is available on those communities, households and individuals with a higher risk of experiencing poverty. Please assess the impact of the proposal and describe those who will be affected.

THOSE AFFECTED	POTENTIAL IMPACT (+) / ( 0) / (-)	DESCRIPTION OF IMPACT
<p><b>Geographical Community/ies</b>  (Please specify)</p>	<p>Neutral</p>	<p>The level of quality delivered to end service users will remain the same.</p>
<p><b>Individuals or household groups</b>  (Please specify)</p>	<p>Neutral</p>	<p>The level of quality delivered to end service users will remain the same.</p>

**OVERALL IMPACT**

14. Based on responses to Questions 11, 12 and 13, summarize the **overall** impact of this proposal confirming if this will be positive, neutral, or negative and highlighting any particular groups affected.

The overall impact of this proposal is considered neutral as the level of quality delivered to end service users will remain the same.

## MITIGATING POTENTIAL NEGATIVE IMPACT

Based on your response to question 14:

- if this proposal has any potential negative impact you must answer Questions 15 -18
- if this proposal does not have any potential negative impact go directly to Question 19

23. Describe the potential negative impact/s of this proposal, the level of impact anticipated and the number of people likely to be affected. If you are unable to confirm the actual number of people potentially affected please give an indication of the relative scale of this for example as a proportion of current service users. Please see the Guidance for additional information.

Potential negative impact	Level of impact (low-high)	Number of people potentially affected
The level of quality delivered to end service users will remain the same.		

24. Based on your response to Question 15, could this proposal, in its current form, discriminate against people in a protected characteristic group – will it result in their being treated less favourably when compared with others not in a protected characteristic group? Please see the Guidance for additional information. [\\*link](#)

Please answer Yes or No

No

- If the proposal is considered to have the potential to discriminate against people in a protected characteristic group you should consider modifying it to remove or reduce its potential negative impact
- If the proposal is considered to be discriminatory to the extent that is unlawful it must be rejected or substantially modified

**The resulting modified policy requires to be re–assessed to confirm its impact as per Questions 11, 12, 13 and 14.**

25. Describe in detail the actions taken to remove or modify any identified negative impact of this proposal

Not applicable.

26. Where negative impacts cannot be removed or minimised any further, clearly state your justification for continuing with this proposal.

Not applicable.

## MONITORING AND REVIEW

19. A) how will implementation of this proposal be monitored, how frequently and by whom?  
b) How will the results of the monitoring be used to develop it in the future?  
c) What is the timescale for the reviewing the impact of this proposal?

- d) This proposal would form part of the Councils overall transformation programme and would be subject to existing governance, controls and change management processes.
- e) This proposal would be reviewed on an ongoing basis through existing transformation governance boards.
- f) This proposal would roll-out across a 5 year period and benefits would be tracked on an ongoing basis in conjunction with finance, services and Stirling's communities.
- g) The results will be tracked and evidenced by the Strategic Commissioning & Commercial Services team

## PUBLISHING RESULTS

- 22 Please summarise the key findings of the EqIA. **This statement is for publication in the relevant Council report and requires to be authorised and signed by the Lead Officer responsible for the assessment.**

A procedural review of our current procurement practices is required due to new legislation. There is also an opportunity to establish more efficient and effective processes which can help support the local economy and save the Council money. The overall impact of this proposal is considered neutral as the level of quality delivered to end service users following changes being implemented will remain the same.

### AUTHORISATION BY LEAD OFFICER (Head of Service/Service Manager)

Title	Signature	Date
Isabel McKnight		03/02/2016