**Equality impact assessment for financial plans**

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| **Financial Plan** |  |
| Name of directorate and service |  |
| **Name and role of officers completing the EIA** |  |
| Date of assessment |  |

This Equality Impact Assessment (EAI) is used to systematically analyse a financial plan to identify what impact or likely impact it will have on different groups within the community.  It should identify any discriminatory or negative consequences for a particular group or sector of the community but will also higlight beneficial impacts.

It is intended that this is used as a working document throughout the EIA process, with a final version including the action plan section being published on the Council’s and NHS Bath and North East Somerset’s websites.

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| **1.** | | **Identify the scope of the financial plan** | | | |
|  | | **Key questions** | | **Answers / Notes** | |
| **1.1** | | Briefly describe the aims of the financial plan including   * How the financial plan is delivered and by whom * If responsibility for its implementation is shared with other services or organisations * Intended outcomes | | Our guidance shows us that the plan is used to:   * *To facilitate the delivery of the Services responsibility within the Council’s Corporate Plan and Bath & North East Somerset’s Community Strategy and to achieve established policy priorities* * *To ensure maximum economy, efficiency and effectiveness in the use of financial resources* * *To ensure the sustainability of the Council’s budget in the medium term* * *To facilitate proactive, strategic management of the Council’s budget* * *To guarantee responsiveness to an ever-changing and uncertain financial climate* | |
| **1.2** | | Provide brief details of the scope of the financial plan being reviewed, for example:   * Is it a new financial or review of an existing one? * Is it a national or legislative requirement? * How much room for review is there? | |  | |
| **1.3** | | Do the aims of the financial plan conflict with any other financial plan or service activity of the Council or Partnership? | |  | |
| **1.4** | | What steps have you taken to ensure your financial plan does not *inadvertently* affect another service? | |  | |
| **2. Consideration of available data, research and information** | | | | | |
| You need to show that you have made decisions based on evidence. Monitoring data and other information can help you analyse whether you are developing fair financial proposals: a decision which is informed by relevant local and national data about equality is a better quality decision. Please consider the availability of the following as potential evidence:   * Demographic data and other statistics, including census findings * Recent research findings * Results from recent consultation or surveys * Service user monitoring data (including ethnicity, gender, disability, religion/belief, sexual orientation and age) * Information from relevant groups or agencies, for example trade unions and voluntary and community organisations * Analysis of records of enquiries about your service, or complaints or compliments about them * Recommendations of external inspections or audit reports | | | | | |
|  | | **Key questions** | | **Data, research and information that you can refer to** | |
| **2.1** | | What equality training have those who developed the financial plan received? | |  | |
| **2.2** | | What is the equality profile of the employees who will be affected by this financial plan? Are there any particular staffing issues? (e.g. high proportion of female workers etc) | |  | |
| **2.3** | | If there are proposed staffing reductions: what are the potential knock-on effects of this on other service areas including other public services where we collectively serve our citizens? | |  | |
| **2.4** | | What is the equality profile of service users who will be affected by this financial plan? | |  | |
| **2.5** | | What do you know about service users’ needs in relation to this service area? (e.g. results of customer satisfaction surveys, results of previous consultations) | |  | |
| **2.6** | | Are there any gaps in the data, research or information that is available? What additional information would assist you in developing your financial plan? | |  | |
| **2.7** | | What consultation have you carried out on your financial plan? | |  | |
| **3. Assessment of impact** | | | | | | |
|  | Based upon any data you have analysed, or the results of consultation or research, use the spaces below to list how the financial plan:   * Meets any particular needs of each of the equality groups or helps promote equality in some way. * Could have a negative or adverse impact for each of the equality groups | | | | | |
|  | **Identify the impact / potential impact of the financial plan on** | | **Examples of how the financial plan promotes equality** | | **Examples of potential negative or adverse impact and what steps have been or could be taken to address this** | |
| **3.1** | **Age** –  different age groups | |  | |  | |
| **3.2** | **Disability** –  Disabled people (ensure consideration of a range of impairments including both physical and mental impairments) | |  | |  | |
| **3.3** | **Gender** –  women and men | |  | |  | |
| **3.4** | **Gender identity -**  transgender people | |  | |  | |
| **3.5** | **Race** –  People from black and minority ethnic groups | |  | |  | |
| **3.6** | **Religion / belief** –  people of different religious/faith groups and those with no religion or belief | |  | |  | |
| **3.7** | **Rural communities** –  people living in rural communities | |  | |  | |
| **3.8** | **Sexual orientation -**  lesbian, gay, bisexual & heterosexual people | |  | |  | |
| **3.9** | **Socio-economically disadvantaged** –  people who are disadvantaged due to factors like family background, educational attainment, neighbourhood and employment status | |  | |  | |
| **4. Monitoring and review** | | | | | | |
| **4.1** | What arrangements have you put in place to monitor the *actual* effect of your financial plan following its implementation? | |  | | | |

**5. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan**

The outcome of this EIA will fall into one of four categories:

Please tick which is appropriate:

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| --- | --- | --- |
| 1 | No major change required |  |
| 2 | Adjustments to remove barriers identified by EIA or to better promote equality |  |
| 3 | Continue despite having identified some potential for adverse impact or missed opportunities to promote equality |  |
| 4 | Stop and rethink |  |

List actions below that you plan to take as a result of this EIA. These actions should be based upon the analysis of data, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your financial plan and future service planning framework. Actions/targets should be measurable, achievable, realistic and time framed. (Add rows as appropriate)

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| --- | --- | --- | --- | --- |
| **Issues identified** | **Actions required** | **Progress milestones** | **Officer responsible** | **By when** |
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**5. Sign off and publishing**

Once you have completed this form, it needs to be ‘approved’ by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equality Team ([equality@bathnes.gov.uk](mailto:equality@bathnes.gov.uk)), who will publish it on the Council’s and/or NHS B&NES’ website. Keep a copy for your own records.

**Signed off by**: (Divisional Director or nominated senior officer) **Date:**