**Equality impact assessment for financial plans**

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| **Financial Plan** | Risk & Assurance Service Plan |
| Name of directorate and service | Resources Directorate  Risk & Assurance Service |
| **Name and role of officers completing the EIA** | Jeff Wring |
| Date of assessment | December 2011 |

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 highlight 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 | | 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 | |
| **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? | | The Risk & Assurance Service Plan is the annual plan for the delivery of the key services to the Council of the following :   * Procurement * Audit & Risk * Business Continuity & Emergency Planning * Information Governance   This is an incremental plan which has been developed in as part of the Resources MTSRP | |
| **1.3** | | Do the aims of the financial plan conflict with any other financial plan or service activity of the Council or Partnership? | | No | |
| **1.4** | | What steps have you taken to ensure your financial plan does not *inadvertently* affect another service? | | Review of key outcomes with other Divisional Directors at Equalities Workshop in November 2011**.**  Individual discussion with Divisional Directors. | |
| **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? | | All Managers who have worked on the plan have attended the Council Managers Equality Training. | |
| **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) | | One specific employee will be directly affected from the outcomes of the plan.  We have 67(%) men and 33(%) women within the Service.  The no of staff who consider they are disabled is 0  Breakdown of BME etc staff. – White 100%  The plan does not directly impact on any staff or staff groups in Risk & Assurance other than one staff member | |
| **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? | | 1 Full Time permanent member of staff took early retirement. Post is within Audit & Risk which supplies support services and no direct impact on public facing services or citizens. | |
| **2.4** | | What is the equality profile of service users who will be affected by this financial plan? | | The Service is primarily an internal support service providing advice and information to all Council employees.  However the Procurement, Information Compliance and Business Continuity & Emergency Planning functions do provide services to businesses, the public and external partners.  Policies for procurement in particular will need to ensure compliance with Equality legislation  . | |
| **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) | | Staff attitude and engagement is surveyed at least biannually and used to inform actions at both service and council-wide level. Further research on internet and social media usage are available from the Voicebox surveys along with customer feedback from internal users | |
| **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? | | There are no significant gaps in data, however there are plans to extend feedback to businesses and users of our external procurement portal and e-tendering system. | |
| **2.7** | | What consultation have you carried out on your financial plan? | | Management and staff within the service have been encouraged to review and comment on the plan. This has been done through team meetings and individual responses. | |
| **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 | | Focussed on functions providing services to the public, however very little is focussed directly on services to the elderly or young –  Ensuring Procurement Policies and guidance promotes equality  Free access to e-procurement systems for all businesses and individuals  Multiple access points for FOI requests  Improved use of website for business advice | | Unable to access or use the Internet - Ensuring multiple access points for receipt of FOI requests and provision of support to help applicants | |
| **3.2** | **Disability** –  Disabled people (ensure consideration of a range of impairments including both physical and mental impairments) | | Improved use and access of the Council Website so that people with disability should be able to access the website via assistive technology.  Ensuring Procurement Policies and guidance promotes equality | |  | |
| **3.3** | **Gender** –  women and men | | The website/Internet provides a platform regardless of gender. Everybody has equal access.  Ensuring Procurement Policies and guidance promotes equality | |  | |
| **3.4** | **Gender identity -**  transgender people | | The website/Internet can be accessed 24/7 from the privacy of an individual’s home. This makes it suitable to undertake transactions of a confidential nature.  Ensuring Procurement Policies and guidance promotes equality | |  | |
| **3.5** | **Race** –  People from black and minority ethnic groups | | The website/Internet provides a platform regardless of race. Everybody has equal access.  Ensuring Procurement Policies and guidance promotes equality | |  | |
| **3.6** | **Religion / belief** –  people of different religious/faith groups and those with no religion or belief | | The website/Internet provides a platform regardless of belief. Everybody has equal access  Ensuring Procurement Policies and guidance promotes equality | |  | |
| **3.7** | **Rural communities** –  people living in rural communities | | The website/Internet offers a channel of communication that is independent of location.  Ensuring Procurement Policies and guidance promotes equality | | Use of broadband access in rural communities. This can to a degree be mitigated by ensuring that the website is compliant with mobile telephones | |
| **3.8** | **Sexual orientation -**  lesbian, gay, bisexual & heterosexual people | | The website/Internet provides a platform regardless of orientation. Everybody has equal access  Ensuring Procurement Policies and guidance promotes equality | |  | |
| **3.9** | **Socio-economically disadvantaged** –  people who are disadvantaged due to factors like family background, educational attainment, neighbourhood and employment status | | The website/Internet provides a platform regardless of status. Everybody has equal access Evidence indicates that people from these backgrounds have a high usage of mobile telephones and also use social media. This offers opportunities to engage with these people – if they wish  Ensuring Procurement Policies and guidance promotes equality | | Group may not have access to internet facilities. Social media and access to mobile telephones, i.e. FOI requests by Twitter | |
| **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? | | Quarterly review during Management Team Meetings.  Quarterly review through Performance Dashboards | | | |

**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:

|  |  |  |
| --- | --- | --- |
| 1 | No major change required | X |
| 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** |
| Different Groups may not have access to internet facilities and proposals for mitigation  Ensuring evolving Procurement Policies, guidance and strategies do not discriminate. | The increasing sophistication of mobile technology alongside appropriate face to face customer service should provide some mitigation.  Refresh of Strategies, Policies and guidance |  |  |  |

**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**: Jeff Wring (Divisional Director) **Date:23rd December 2011**