**Equality impact assessment for financial plans**

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| **Financial Plan** | MTSRP 2012/13 – Transformation Service ; Service Plan |
| Name of directorate and service | Resources Directorate; Transformation Service |
| **Name and role of officers completing the EIA** | Angela Parratt, Head of Transformation and IT Client for the Council |
| Date of assessment | 14 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 | | 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? | | This EIA reviews the service plan for the Transformation Service which comprises programme management of the Councils Change programme and the Mouchel partnership, specifically in the role of IT Client.  Solutions and service changes delivered by the various programmes and projects within the change programme will produce their own EIA as part of assessing the impacts of any changes. The changes being introduced are derived from central Government or local requirements.  For ICT, the only national requirement that must be met is to comply with the Governments Code of Connection for ICT. These are technical standards applied to hardware, software and networks.  ICT delivers solutions to services and officers internal to the Council. The service is delivered by a strategic partner through an outsource agreement. The exceptions to this are the Councils websites which are managed by service areas e.g. Marketing and Communications is responsible for the main website, Heritage Services have their own website as does part of Children’s Services. | |
| **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? | | For the purposes of this assessment, only ICT is considered because the task of programme management does not have an equalities impact (as discussed above, the leads of individual programmes and projects carry out EIAs of any changes they introduce).  Meeting the savings target for ICT does not result in any service delivery changes.  Consideration of inadvertent impacts is informed by the facilitated workshop on equality impacts for Divisional Directors in November. | |
| **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? | | The Head of Transformation prepared this plan and has participated in various equalities and diversity training initiatives since joining the Council in 2001. | |
| **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.) | | As for the Council (see HR plan), primarily office based staff (approximately 2,500 staff). | |
| **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? | | Cost proposals in ICT are expected to reduce costs without reducing service. This is expected to be achievable for 2012, therefore no impacts are expected. | |
| **2.4** | | What is the equality profile of service users who will be affected by this financial plan? | | See 2.2 above. ICT managed by the IT Client is provided to Council employees. | |
| **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) | | Annual satisfaction surveys are carried out for ICT by both the Councils strategic partner for ICT and through the Councils participation in Cipfa benchmarking. Satisfaction with IT Helpdesk support is generally very good. Different IT solutions as part of reasonable adjustments (for example) are procured and in place, arranged by service managers.  Training and up skilling IT competence is on-going which will receive additional focus in 2012 . | |
| **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? | | The plan assumes a review of IT training needs in 2012. The subsequent training programme that gets developed will be more differentiated to meeting individual and service (officers) and elected Member needs than the current set of arrangements.  The gap that we do have is that in support of the Councils WorkPlaces programme, a new desktop technology called VDI will be introduced. This will not work with all software that the Council currently has. Implementation of this and other planned software upgrades will be carried out on user by user basis and some exceptions are expected. Exceptions to these technologies could be users who need to access particularly powerful software or where additional hardware or software as part of reasonable adjustments has been provided. In these instances, a review will be carried out with the user on how to best meet their needs. Solutions could include ‘no change’ or alternative hardware / software solutions. Until the project starts (pilot Feb/ March and with implementation on a building by building basis) we do not know what we will encounter.  This could also affect existing flexible working solutions. VDI could make flexible working more available to more staff (i.e. would not be as dependent on a 2mb line which is the current minimum standard), especially those living in rural areas.  It could also bring down the cost of a flexible working solution which would mean that the current ‘bar’ that a member of staff has to be in employment in for a period of time could be raised, however this would be an HR policy decision, which would need to be informed by the WorkPlaces programme. It could also remove the need for additional phone lines to a property. The work on these solutions will be probably begin towards the end of 2012 and more realistically will figure in the 2013 service plan. | |
| **2.7** | | What consultation have you carried out on your financial plan? | | * Transformation Team * Shared with Strategic Partner and comments invited | |
| **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 | | The IT training programme will meet differentiated training needs better than current arrangements | | Not everyone will be trained at the same time. Some services and staff will need to wait longer than others to have their training needs assessed and to receive their training.  Follow-up training programmes to respond to further / individual needs will be arranged after the first wave of training has rolled out. | |
| **3.2** | **Disability** –  Disabled people (ensure consideration of a range of impairments including both physical and mental impairments) | | The IT training programme will meet differentiated training needs better than current arrangements  The introduction of the new technologies referred to will allow IT staff to engage with individual users, which will mean that we can review current solutions and if necessary provide the same or better solutions.  This may also mean (see 3.7 below) that more work in some services could be done from home electronically, facilitating more employment opportunities for this group. | | In support of the Councils WorkPlaces programme, a new desktop technology called VDI will be introduced. This will not work with all software that the Council currently has. Implementation of this and other planned software upgrades will be carried out on user by user basis and some exceptions are expected. Exceptions to these technologies could be users who need to access particularly powerful software or where additional hardware or software as part of reasonable adjustments has been provided. In these instances, a review will be carried out with the user on how to best meet their needs. Solutions could include ‘no change’ or alternative hardware / software solutions. Until the project starts (pilot Feb/ March and with implementation on a building by building basis) we do not know what we will encounter. | |
| **3.3** | **Gender** –  women and men | | VDI could make flexible working more available to more staff (i.e. would not be as dependent on a 2mb line which is the current minimum standard), especially those living in rural areas.  It could also bring down the cost of a flexible working solution which would mean that the current ‘bar’ that a member of staff has to be in employment in for a period of time could be lifted, however this would be an HR policy decision, which would need to be informed by the WorkPlaces programme. It could also remove the need for additional phone lines to a property. The work on these solutions will be probably begin towards the end of 2012 and more realistically will figure in the 2013 service plan. | |  | |
| **3.4** | **Gender identity -**  transgender people | | No impact | |  | |
| **3.5** | **Race** –  People from black and minority ethnic groups | | No impact | |  | |
| **3.6** | **Religion / belief** –  people of different religious/faith groups and those with no religion or belief | | No impact | |  | |
| **3.7** | **Rural communities** –  people living in rural communities | | VDI could make flexible working more available to more staff (i.e. would not be as dependent on a 2mb line which is the current minimum standard), especially those living in rural areas.  It could also bring down the cost of a flexible working solution which would mean that the current ‘bar’ that a member of staff has to be in employment in for a period of time could be lifted, however this would be an HR policy decision, which would need to be informed by the WorkPlaces programme. It could also remove the need for additional phone lines to a property. The work on these solutions will be probably begin towards the end of 2012 and more realistically will figure in the 2013 service plan. | | In support of the Councils WorkPlaces programme, a new desktop technology called VDI will be introduced. This will not work with all software that the Council currently has. Implementation of this and other planned software upgrades will be carried out on user by user basis and some exceptions are expected. Exceptions to these technologies could be users who need to access particularly powerful software or where additional hardware or software as part of reasonable adjustments has been provided. In these instances, a review will be carried out with the user on how to best meet their needs. Solutions could include ‘no change’ or alternative hardware / software solutions. Until the project starts (pilot Feb/ March and with implementation on a building by building basis) we do not know what we will encounter. | |
| **3.8** | **Sexual orientation -**  lesbian, gay, bisexual & heterosexual people | | No impact | |  | |
| **3.9** | **Socio-economically disadvantaged** –  people who are disadvantaged due to factors like family background, educational attainment, neighbourhood and employment status | | The IT training programme will meet differentiated training needs better than current arrangements.  VDI could make flexible working more available to more staff (i.e. would not be as dependent on a 2mb line which is the current minimum standard), especially those living in rural areas.  It could also bring down the cost of a flexible working solution which would mean that the current ‘bar’ that a member of staff has to be in employment in for a period of time could be lifted, however this would be an HR policy decision, which would need to be informed by the WorkPlaces programme. It could also remove the need for additional phone lines to a property. The work on these solutions will be probably begin towards the end of 2012 and more realistically will figure in the 2013 service plan. | | In support of the Councils WorkPlaces programme, a new desktop technology called VDI will be introduced. This will not work with all software that the Council currently has. Implementation of this and other planned software upgrades will be carried out on user by user basis and some exceptions are expected. Exceptions to these technologies could be users who need to access particularly powerful software or where additional hardware or software as part of reasonable adjustments has been provided. In these instances, a review will be carried out with the user on how to best meet their needs. Solutions could include ‘no change’ or alternative hardware / software solutions. Until the project starts (pilot Feb/ March and with implementation on a building by building basis) we do not know what we will encounter. | |
| **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? | | Arrangements will be put in place as part of project plans for ICT to ensure that EIA review is carried out at regular intervals.  It will also be incorporated into the Change Programme work stream reporting template as a check item and reminder for project leads to consider the equalities impacts of any potential changes they are looking to make. | | | |

**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)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issues identified** | **Actions required** | **Progress milestones** | **Officer responsible** | **By when** |
| Incorporate EIA monitoring and review as part of ICT project planning and Change Programme programme management reporting | Amend templates / plans and  agree with strategic partner for ICT how best to incorporate into ICT [project plans (likely to be a part of ICT programme and project managers duties with overview provided by the ICT Operations Delivery Manager) |  | A Parratt  A Parratt | Jan 2012  Jan 2012 |

**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**: Angela Parratt (Divisional Director or nominated senior officer) **Date: 14 December 2011**