

Community Development

SCIA No.	Savings / Growth Proposal	Equalities Assessment			Actions to be taken Could reasonable adjustments be made to the proposal to address the Equality Impacts?	Resp. Officer
		Potential to cause adverse impact or discrimination	Make a positive contribution to promoting equality	Summary of Impacts		
1	Withdraw from West Kent Arts Partnership	Yes	No	Awareness raising events involving or focussing on diverse groups would be withdrawn.	This budget has funded arts projects that have benefited a cross section of the community but which are in addition to core services. The Council will continue to raise awareness as appropriate through any other means available.	LB
2	Fund Anti-Social Behaviour post & Community Safety Assistant post	Yes	Yes	Maintaining these posts ensures the Council maintains sufficient capacity to address hate crime.	This is a proposal to fund these posts directly by the Council and therefore there should be no adverse impact.	LB
3	Percentage reduction in the overall community grant scheme budget	Yes	No	Adverse impact on organisations funded to deliver projects to diverse groups.	Organisations may be able to seek additional funding elsewhere. The remaining budget will be allocated according to the grant guidelines which set out priorities to provide for vulnerable people.	LB
4	Deletion of SDC contribution to shared Health post	Yes	No	By removing part funding to the post it is likely that the number of Choosing Health projects in the District may be unable to go ahead.	We continue to target people and locations identified in most need of health interventions to reduce health inequalities. No change to the level of services we provide is anticipated. If we are not able to deliver to the same level we	LB

Budget Setting for 2011/12 - Equalities Impacts Assessments

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					will take equalities into account when reviewing services.	
5	Investigate ways to reduce the Council's leisure centre asset maintenance costs	No	No	Assessment not required as savings do not relate to frontline services and there are no apparent impacts on particular groups at this stage.	Not required	LB
6	Reduction in Leisure Management Contract fee	Yes	No	Sencio run a wide range of programmes including some targeted at people with disabilities.	Sencio Community Leisure have an equalities policy and will continue to deliver their services in line with this policy. They will conduct an impact assessment before any service affecting people with disabilities is agreed.	LB
7	Sustainability project costs	No	No	Assessment not required as there are no apparent impacts on the advice available to the public at this stage.	Not required	-
8	Cease shared service activity with Heart of Kent & delete project costs	No	Yes	A sustainable and accessible service will be provided by the Visit Kent partnership and website.	None required – tourist information will continue to be accessible.	-
9	Reduction in financial contribution to West Kent Partnership	No	No	Assessment not required as there are no apparent impacts on the public at this stage	Not required	-
10	Delete 1.5 Youth posts	Yes	No	We will no longer be able to involve young people in the monitoring of the Young People's Action Plan. Youth involvement will continue	The current Young People's Action Plan ends in 2012 and this Plan will no longer delivered after this period. At this stage it is not	LB

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				through other agencies in the District including KCC, West Kent Extra.	known how the plan will be monitored during 2011.	
11	Delete SDC contribution to 8-12s project (staff supervision costs) & SDC project costs	Yes	No	It is anticipated that 8-12s activities will continue but led within the voluntary and community sector	Not required.	LB

Budget Setting for 2011/12 - Equalities Impacts Assessments

Development Services

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12	Delete Conservation Consultant Budget, Reduce Appeal Legal Budget & Reduce Appeal Consultants Budget	No	No	Assessment not required as there are no apparent impacts on the public at this stage. An EqIA has already been carried out on this service and did not identify any significant issues.	Not required	-
13	Delete Information Officer Post, Reduce Career Grade, Delete Team Manager Post & Delete Team Technician Post	Yes	No	A potential impact is that our desire to maximise the use of less costly means of communication, via the website, disadvantages those who find it difficult to use the website. This could be due for example to age, language, or reading skills.	We can make reasonable adjustments by:- <ul style="list-style-type: none"> <li>• Maintaining different methods of communications, even if we seek to maximise usage of the website.</li> <li>• Training staff by; <ul style="list-style-type: none"> <li>(a) Issuing a written reminder to staff of the full range of communications methods that the Council offers before 31.3.2011, and;</li> <li>(b) Also referring to this verbally at Team Meetings before 31.3.2011.</li> </ul> </li> </ul>	JK
14	Planning and Pre-Application fees – additional income & S106 Monitoring – additional income	Yes	No	A potential impact is that as Planning fees increase, they become less affordable.	The impact on some groups may be mitigated by the part played by organisations such as Registered Social Landlords because they carry out development with the aim of providing Affordable Housing. In addition, when we set future	JK

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					fees, before October 2011, we can ensure that the fee charged to individual householders is proportionate to the scale of development.	
15	Reduced annual contribution to the LDF Fund	No	No	Assessment not required as SDC savings relate to the process of producing strategy documents. The LDF document is subject to a separate ongoing Equality Impact Assessment.	Not required	-

**Budget Setting for 2011/12 - Equalities Impacts Assessments**

**Environmental & Operational Services**

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16	Shared Building Control Manager, Team restructure & Delete full time admin post	No	No	Assessment not required as savings will allow the service to remain available with no apparent impacts on particular groups of people at this stage.	Not required	-
17	CCTV increased partnership working	No	No	Assessment not required as savings relate to location of CCTV control room and service will continue to be provided to the same level.	Not required	-
18	Direct Services – Delete four posts	Yes	No	Litter levels may have an impact on people with disabilities.	Revised schedules of cleaning to be determined but some cleaning frequencies will be extended. The schedules will be kept under review.	RW
19	Review of Pest Control Service and removal of subsidy	Yes	No	Removal of the pest control subsidy will impact on people receiving means tested benefits.	Service will remain available to residents on means tested benefits at full charge.	RW
20	Implement shared Environmental Health working proposal with DBC	No	No	Assessment not required as savings will allow the service to remain available with no apparent impacts on particular groups of people at this stage.	Not required	-

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21	Deletion of Minibus Service	Yes	No	The minibus provides a service to older people, special needs groups and youth service users.	Discussions ongoing with KCC Social Services; Age UK and voluntary groups to try and mitigate effect of losing Council provided service .	RW
22	Parking and Amenities – Various	No	No	Assessment not required as savings will allow the service to remain available with no apparent impacts on particular groups of people at this stage.	Not required	-
23	Sencio Leisure parking fees	Yes	No	This is dependent on what Sencio use the income for. It is unclear whether this will impact on service delivery at this stage.	Sencio to consider any possible mitigating action and consultation as appropriate.	Sencio
24	Parking – Additional Income	Yes	No	Low income groups may find parking less affordable.	Parking charges for 2011/12 set by Cabinet at 30 September meeting. No further increases to charges will be implemented before April 2012.	RW

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25	On Street Parking – Additional Income	Yes	No	Low income groups may find parking less affordable.	Parking charges for 2011/12 set by Cabinet at 30 September meeting. No further increases to charges will be implemented before April 2012.	RW
26	Closure of public conveniences	Yes	No	People with disabilities that may need to travel further to use facilities.	Conveniences threatened with closure offered to relevant Town/Parish council's to operate. DisabledGo Access Guide provides information to help people locate venues with accessible conveniences.	RW
27	Delete supervisor post.	Yes	No	Litter levels may have an impact on people with disabilities.	Revised schedules of cleaning to be determined but some cleaning frequencies will be extended. The schedules will be kept under review.	RW
28	Asset Maintenance	No	No	Assessment not required as savings do not relate to frontline services and there are no apparent impacts on particular groups at this stage.	Not required	-



**Budget Setting for 2011/12 - Equalities Impacts Assessments**

**Finance & Human Resources**

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29	Customer Services – Reduced staffing or shared service	No	No	Assessment not required as savings will allow the service to remain available with no apparent impacts on particular groups of people at this stage.	Not required	-
30	Finance – Review structure to reduce staffing & Rationalise financial systems and administration across Council	No	No	Assessment not required as savings will allow the service to remain available with no apparent impacts on particular groups of people at this stage.	Not required	-
31	HR – Review structure to reduce staffing	Yes	No	Recruitment, Dignity at Work and grievance policies may not be consistently applied.	Saving is planned for year three and partnership working (which would provide greater resilience) is the first choice for making the saving. HR impact assessments in place for HR policies – these would be re-assessed as the situation changes.	TM
32	Reduce secretarial resources by two ftes	No	No	Assessment not required as savings do not relate to frontline services and there are no apparent impacts on particular groups at this stage	Not required	-
33	Delete the 2011/12 Phase of the Members' allowance scheme	Yes	No	The decision could adversely impact on the ability to attract new Members.	No change for carers' allowances. Further increase still planned for 2012/13. Final allowances will still be higher	TM

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					than under the previous scheme.	
34	Target reduction in Argyle Rd office costs	No	No	Assessment not required as savings do not relate to frontline services and there are no apparent impacts on particular groups at this stage.	Not required	
35	Review and reorganisation of the Property section	No	No	Assessment not required as savings do not relate to frontline services and there are no apparent impacts on particular groups at this stage.	Not required	
36	Property Services – External income from partnership working	No	No	Assessment not required as savings do not relate to frontline services and there are no apparent impacts on particular groups at this stage	Not required	

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37	Revenues & Benefits Shared Service – higher than planned savings	Yes	No	Small change to payment methods – customers have been consulted and offered alternative payment methods.	To assess in light of responses from customers. Partnership arrangement will increase access points for service.	TM
38	Revenues & Benefits, Audit & Fraud Shared Service – External income	Yes	No	Any delay in the payment of benefits will affect vulnerable groups.	The service will continue to monitor performance (speed and quality) and to highlight and take action to mitigate any deterioration in performance that impacts on customers.	TM
39	Delete budget for Civic Expenses and associated support	No	No	The number of events attended by the Chairman would reduce but free events within the district would still take place.	Not required	-
40	Cease lease car scheme administration	Yes	No	Gender data needs to be examined to establish impact.	11 women and 20 men affected. All will still be offered cash alternative instead. Consultation with individuals affected and offering support and guidance to move to new arrangements. Car loans also being offered.	TM
41	Reduce the training budget	Yes	No	Training data needs to be reviewed to ensure that access to training courses is equitable.	Training needs are assessed and funded on a priority basis to ensure equitable access.	TM

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Housing Services

SCIA No.	Savings / Growth Proposal	Equalities Assessment			Actions to be taken Could reasonable adjustments be made to the proposal to address the Equality Impacts?	Resp. Officer
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42	Reduction of administrative support across all Housing Services teams	Yes	No	There is a low risk that the speed at which applications for assistance are processed may be adversely affected. This could adversely affect vulnerable groups.	Admin to be absorbed by the Private Sector and Social Housing teams, which will be reconfigured to minimise any negative impact on the community. Often residents are advised early which does not result in actual applications.	PS
43	Reduce the FTE Climate Change post by 50%	Yes	No	Reductions may adversely affect the Council's ability to positively influence the delivery of home energy schemes. This could adversely affect vulnerable groups.	This post deals with Climate Change solely and does not affect general Housing Policy or delivery of affordable homes. It is hoped to share this post with another LA or find external funding. If this is not possible the Housing policy team will absorb the extra work.	PS
44	Renegotiation of SDHR contract with WKHA with a view to renegotiating cost or working in partnership with others to deliver service at reduced cost	No	No	Assessment not required as savings are not expected to impact on service delivery.	Not required	-
45	Delete a Service Manager Post	Yes	No	Some aspects of service delivery activity will be delegated or ceased.	The two teams will be under one Manager who will have two Team leaders for support. The teams are to be reconfigured to ensure there is minimal impact on service delivery.	PS

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46	Reduce Disabled Facilities funding available via WKHA	Yes	No	There is a low risk this may reduce the Council's ability to provide modifications to the home of disabled people. Sevenoaks District Access Group has reported the importance of DFG's to Cabinet previously.	WKHA will be maximising the pot for their tenants. A review of DFG administration has created efficiencies and savings and this will support the reduced budget.	PS
47	Joint Assessment Referrals	Yes	No	There is a low risk that this may result in potentially less support for vulnerable people requiring social housing.	The JAR scheme is no longer applicable and this type of support has been absorbed already by floating support and the Register future management will include this process.	PS

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IT & Facilities Management

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48	Internet Provision Charges	No	No	Assessment not required as savings do not relate to frontline services and there are no apparent impacts on particular groups at this stage.	Not required	-
49	IT – Review staffing resources	Yes	No	If development work is affected there may be an impact on our ability to provide appropriate access channels to Council services that meet all required needs.	The standard of development work would not be affected and any deliverables would still take all appropriate access channels into account. The main impact would be on the timescales to deliver outcomes. Less resource is likely to mean timescales for delivery are extended.	JCW
50	Reduce general IT Support costs	No	No	Assessment not required as savings do not relate to frontline services and there are no apparent impacts on particular groups at this stage.	Not required	-
51	Agresso and IDOX support costs	No	No	Assessment not required as savings do not relate to frontline services and there are no apparent impacts on particular groups at this stage.	Not required	-
52	Review of Facilities Management	No	No	Assessment not required as savings do not relate to frontline services and there are no apparent	Not required	-

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				impacts on particular groups at this stage.		
53	Facilities Management – Various savings	No	No	Assessment not required as savings do not relate to frontline services and there are no apparent impacts on particular groups at this stage.	Not required	-

Budget Setting for 2011/12 - Equalities Impacts Assessments

Legal & Democratic Services

SCIA No.	Savings / Growth Proposal	Equalities Assessment			Actions to be taken Could reasonable adjustments be made to the proposal to address the Equality Impacts?	Resp. Officer
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54	Joint Legal Services working – shared management with TMBC	No	No	Assessment not required as savings do not relate to frontline services and there are no apparent impacts on particular groups at this stage.	Not required	-
55	Share a Democratic Services Manager with Dartford BC	No	No	Assessment not required as savings do not relate to frontline services and there are no apparent impacts on particular groups at this stage.	Not required	-
56	Reduction in personal searches income	No	No	Assessment not required as savings do not relate to frontline services and there are no apparent impacts on particular groups at this stage.	Not required	-
57	Increased Legal fees from an increase in planning agreements	No	No	Assessment not required as savings do not relate to frontline services and there are no apparent impacts on particular groups at this stage.	Not required	-



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Policy, Performance & Communications

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58	Review the current Policy, Performance & Communications service	Yes	No	The team includes the Council's Equalities Officer and work undertaken by the Communications team which includes gathering the views of hard to reach groups and accessibility of Council information.	To consider impact as part of review.	PS/TM

Corporate Savings

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59	A saving in the cost of senior managers	Yes	Yes	Potential loss of experience and skill in the delivery of services and equality commitments. Consider the barriers and opportunities to equality in the representation of the restructured senior management team.	To assess impact when specific proposals are drawn up.	RH
60	Last phase in reduction in market supplements	Yes	No	Gender data needs to be examined to establish impact.	The gender split of those affected broadly matches that of the Council's workforce as a whole. All staff affected consulted previously.	TM
61	Using proposed legislation - the Power of General Competence and through additional shared working	Yes	No	Impact on low income groups needs to be considered in relation to expanding trading and charging activities.	To assess impact of specific proposals when these have been developed.	All
62	Remove Outer Fringe Allowance (OFA) from all staff	Yes	No	Gender data needs to be considered to identify the potential impacts on equal pay.	All staff will be affected by this proposal. Removal of allowance to be phased so that impact on lower graded staff mitigated in early years.	TM
63	No incremental progression from April 2013	Yes	No	Gender data needs to be considered to identify the potential impacts on equal pay.	To review data for those subject to this saving proposal when specific proposals have been developed.	TM