

CABINET

11 FEBRUARY 2014

CAPITAL AND REVENUE BUDGETS 2014/15

ADDENDUM REPORT

Portfolio Holder: Councillor Alan Jarrett, Deputy Leader and Finance

Report from: Mick Hayward, Chief Finance Officer

Summary

This addendum report updates Cabinet on consultation with tenants on the proposals for the Housing Revenue Account, discussions at the Business Support Overview and Scrutiny Committee on the 2014/15 budget proposals and the Employment Matters Committee on the pay and grade review together with details from the Final settlement released on 5 February 2014 and Diversity Impact Assessments.

1. Tenant Consultation

- 1.1 As set out in section 20 of the Cabinet report the council has developed a Resident Engagement Strategy detailing how we will consult and engage with it's housing tenants in partnership with tenant's forums. In order to support this commitment, the Council consulted with residents through a specific budget consultation meeting on 31 January 2014.
- 1.2 The meeting was advised that the Council follows the Government's rent restructuring formula for increasing rents and the decrease of average service charges was noted. Most tenants were very pleased with the service they received and it was hoped that this would continue to improve. They were also pleased to note that the £5m capital programme designed to improve homes and environment would continue and services would be sustained for the following year despite the budget not being increased. In response to questions, Tenants were assured that the recent £2m transfer to the General Fund would not impact on service delivery for the next year

2. Business Support Overview and Scrutiny Committee Feedback

- 2.1 The Business Support Overview and Scrutiny Committee considered two reports on 4 February 2014 concerning the 2014/15 capital and revenue budgets. The first report considered proposals specific to services within the remit of the committee and the second presented the comments and recommendations of all other Overview and Scrutiny Committees on the initial budget plan for 2014/15. The Committee agreed to consider these items together.

2.3 The draft budget was based on principles contained in the Medium Term Financial Plan (MTFP) 2014-2017 approved by Cabinet in October 2013 and reflected the formula grant assumptions announced as part of the Local Government Finance Settlement 2014/15 and 2015/16 Technical Consultation in July and September.

2.5 The Committee was advised that the Government's announcement of the financial settlement for local government was expected on 12 February, the day after the Medway Cabinet meeting and that the Secretary of State for Communities and Local Government – Eric Pickles, MP might also announce a change to the council tax cap, potentially reducing it from 2% to 1.5%.

2.7 Members then raised points as follows:

- Impact of reorganisations in finance and human resources teams - concern was expressed that both teams were having to undertake work they had not had to do before and reassurance was requested that service standards would be preserved.

The Chief Finance Officer stated that the reorganisations were not unexpected given the current financial climate and the Council's commitment to protect front line services. He acknowledged that the loss of posts would create some additional pressure for senior managers but he was confident that core services would continue to be delivered.

2.9 The Business Support Overview & Scrutiny Committee held on 4 February 2014 noted the draft revenue and capital budget 2014/15, insofar as it affected the Committee, to be considered by the Cabinet on 11 February 2014.

2.10 The Business Support Overview & Scrutiny Committee also agreed to forward the comments of other Overview and Scrutiny Committees to Cabinet, along with their own at 2.8 above.

2.11 In response to previous discussion on the Empty Properties report the Business Support Overview and Scrutiny Committee also asked that the Chief Finance investigate the feasibility of introducing a penal rate of Council Tax for long-term empty properties in common with many other Councils.

3. Employment Matters Committee

3.1 Paragraph 9.4 of the Cabinet report notes that the budget build assumed a nil increase in pay for staff and a continued freeze on increments. It referred to the proposals to amend the present pay structure, in tandem with a review of grades and assimilation to the new structure, and that the results of negotiations with Trade Unions would be reported to the Employment Matters Committee on 6 February 2014.

3.2 The Employment Matters Committee considered a report on the Pay and Grade Project on 6 February 2014, following consideration of the proposals at the Joint Consultative Committee (JCC) earlier the same evening.

3.3 The Assistant Director, Organisational Services, provided the Committee with the background to the Pay and Grade Review, including the issue of long and overlapping pay grades, and stated that following Committee approval, the Council

had consulted on four options between 25 November 2013-20 January 2014. The Council had received over 200 responses to the consultation and with regards to preferred options, there were 24 responses in favour of option 4 with 14 responses in favour of option 1.

- 3.4 The Assistant Director, Organisational Services, stated that option 4 was the preferred option given that this would result in the least number of employees requiring pay protection. She stated that the Council was now proposing pay protection for five years (years 1-3 at 100%, year 4 at 75% and year 5 at 25%) compared to the original proposal (years 1-2 at 100% and year 3 at 25%) following discussions with the trade unions.
- 3.5 The Assistant Director, Organisational Services, informed the Committee of the proposals around pay progression and this would be subject to performance and would not be automatically awarded. She also informed the Committee that there was currently a collective dispute with the trade unions on the Pay and Grade Review with particular reference to the issue of pay progression.
- 3.6 The Assistant Director, Organisational Services, informed the Committee that the trade unions, at the JCC meeting earlier the same evening, had made two counter proposals regarding the Pay and Grade Review as follows:
 - 3.6.1 Continue with option 1 as a holding position together with a 0.5% pay award. This would cost the Council £400,000.
 - 3.6.2 Accept option 4, delay the implementation of the pay progression scheme for 12 months together with a 1% pay award. This would cost the Council approximately £1.2m.
- 3.7 The Assistant Director, Organisational Services, informed the Committee that the final decision regarding the preferred option would be made at Full Council on 20 February 2014.
- 3.8 Members raised a number of issues including:
 - That the counter proposals from the trade unions merited further discussion given that staff had not received a pay increase for a long time.
 - That the implementation of the pay progression scheme was ambitious in terms of training managers, staff awareness and the need to set targets by April/May. The scheme would need to have the general support of staff.
 - Clarification was sought on the proposal for senior managers to hear and determine appeals against dismissal.

The Assistant Director, Organisational Services, stated that these appeals would only relate to dismissal resulting from the Pay and Grade Review and if there were a high number of appeals it may be impractical for Members to hear and determine the appeals.

 - The Pay and Grade Review should be considered in the context of the savings that the Council had to make in the next two financial years (£27m).

- That a pay progression scheme would be a national requirement by 2015 so it was appropriate that Medway was moving to such a scheme now.
- That option 4 was the preferred option and this had not been rejected by the trade unions.
- That negotiations were taking place between the Council and the trade unions and this had led, for example, to revised proposals for pay protection.

3.9 The Committee recommended to Full Council to agree that the revised pay structures (option 4) shown at Appendices 7 and 8 (in the Employment Matters Committee report) are implemented.

3.10 The Committee, subject to the approval of the recommendation at paragraph 3.9 above:

- a) Agreed the current protection arrangements be increased to 100% for years one to three, 75% for year four and 25% in year five
- b) Agreed the revised annual leave and notice periods as detailed in section 7 (of the Employment Matters Committee report) are adopted for those staff below service manager.
- c) Agreed the principles of pay progression as set out in Section 4 (of the Employment Matters Committee report).
- d) Noted that consultations with the trade unions will continue on the job evaluation appeals procedure, the competency framework, and the detail of the pay progression scheme.
- e) Agreed in the event that a collective agreement cannot be reached that the Assistant Director, Organisational Services is delegated authority to undertake the necessary dismissal and reengagement process. Should it be necessary to unilaterally change individual contracts of employment, that the dismissal appeal process be amended as set out in decision (f) below.
- f) Agreed to delegate the power to consider, hear and determine appeals against dismissal resulting from the Pay and Grade Review to the Council's Directors, Assistant Directors and Service Managers.

3.11 In accordance with Council Rule 12.5, Councillors Christine Godwin and Paul Godwin requested that their votes against the decisions set out in paragraph 3.10 (c) and (e) be recorded in the minutes.

4. Final Settlement

4.1 The Final Local Government Financial Settlement was announced on 5 February 2014, a week ahead of expectation. This included confirmation that the 'excess' level of council tax increase to trigger a referendum would be set at 2%.

4.2 The settlement presented a marginally favourable position for the Council with a £12,577 increase in the Revenue Support Grant (RSG) to be received in 2014/15.

RSG for 2015/16 is unchanged from the Provisional settlement and as stated in the Cabinet report. The Baseline Funding for business rates for both 2014/15 and 2015/16 is as announced in the Provisional Settlement and again consistent with the figures quoted in the Cabinet report.

- 4.3 The actual level of business rate income available to support the budget will be a different figure and dependent upon actual collection and the compensation from Government for the changes to reliefs that were announced by the Chancellor in his Autumn statement. The Cabinet report also includes a proposal to implement these reliefs using powers under section 47 of the Localism Act 2012.
- 4.4 The revised budget gap to be closed before Council on the 20 February is now £81,000.

5. Diversity Impact Assessments

- 5.1 Paragraph 17 of the main report refers to Diversity Impact Assessments.
- 5.2 A Diversity Impact Assessment accompanies the Capital and Revenue Budgets 2014/15 report (Appendix A). It is an overarching report containing a summary of the results of the Diversity Impact Assessments which have been completed for each of the services affected by the proposed budget changes.
- 5.3 The summary Diversity Impact Assessment identifies five services where there may be potential adverse impact on some protected characteristic groups as a result of the proposed budget changes.
- 5.4 The five Diversity Impact Assessments are enclosed for reference by Cabinet:
- Decommissioning of ethnic minority day centres (Appendix B)
 - Telecare and Telehealth efficiencies (children and adults) (Appendix C)
 - Reorganisation of the Business Administration support service (Appendix D)
 - Restructure of disability services (Appendix E)
 - Packages for disabled children (Appendix F).

6. Additional Recommendations

That Cabinet:

- 6.1 Note the views expressed at the Tenant consultation event on 31 January 2014 in respect to the proposals for the Housing revenue Account for 2014/15.
- 6.2 Consider the views of Business Support Committee in relation to the Draft Budget approved on 26 November 2013.
- 6.3 Consider the recommendations of the Employment Matters Committee in relation to the Pay and Grade Review proposals discussed on 6 February 2014.
- 6.4 Note the minor improvement in the Revenue Support Grant for 2014/15 and the consequent reduction in the budget gap yet to be closed, together with the confirmation that the referendum 'excess' limit was to be set at 2% and is consistent with the 1.995% increase in Council Tax proposed.

Report author **Mick Hayward, Chief Finance Officer.**

Appendix A Diversity Impact Assessment: Screening Form

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| Directorate Business Support | Name of Function or Policy or Major Service Change Capital and Revenue Budgets 2014 - 15 | | |
| Officer responsible for assessment Mick Hayward Chief Finance Officer | Date of assessment February 2014 | New or existing? New | |
| Defining what is being assessed | | | |
| 1. Briefly describe the purpose and objectives | <p>The capital and revenue budgets 2014/15 set out the council's spending plans and how it intends to resource the delivery of services in 2014/15. In accordance with the constitution, these are to be submitted to Council on 20 February 2014.</p> <p>Once again, significant savings have been identified because of the need to deliver a sustainable budget.</p> <p>This diversity impact assessment reviews the possible cumulative impact of the proposals identified in the budget report. It summarises the results from all of the DIAs which have separately addressed the potential impacts which may result from each of the proposed budget changes across all services.</p> | | |
| 2. Who is intended to benefit, and in what way? | <p>The budget supports the services which will focus on delivering the council's four priorities:</p> <ol style="list-style-type: none"> 1. Children and young people have the best start in life in Medway Council 2. Adults maintain their independence and live healthy lives 3. Safe, clean and green Medway 4. Everyone benefiting from regeneration <ul style="list-style-type: none"> • Children and young people and their parents/carers benefit from services delivered under priority 1. • Older and vulnerable adults and their carers benefit from services delivered under priority 2. • All residents, businesses and visitors to Medway benefit from services delivered under priorities 3 and 4. | | |
| 3. What outcomes are wanted? | A sustainable budget which supports the council in delivering its priorities and in meeting its statutory responsibilities. | | |

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| <p>4. What factors/forces could contribute/detract from the outcomes?</p> | <p>Contribute</p> <p>Good planning and effective use of information and intelligence eg publication of census 2011 data providing a detailed understanding of our customer profile.</p> <p>Good performance management: a more focused set of 62 indicators in place to assess the delivery of the Council plan priorities.</p> <p>24 key projects have been identified to deliver the Council plan priorities</p> <p>Cross-team working across council services duplication, fills gaps, reduces costs and enables service-users to access services seamlessly.</p> <p>If decisions are made to outsource services, it is proposed to involve service users and their families in the specification of outcomes/ outputs to be achieved by the provider and the evaluation of the contract to provide further reassurance.</p> <p>Customer feedback and benchmarking with similar providers takes place regularly within service areas. This is further enhanced by feedback obtained corporately through the Tracker Survey and Citizens Panel.</p> | <p>Detract</p> <p>The risk of cumulative impact of further funding cuts on vulnerable individuals and groups, including rising service charges and fees, reductions in benefits, and changes in how strictly eligibility criteria are interpreted and applied. These are increasing pressure on council services.</p> <p>Reduction in funding coming at a time of increased demand from service-users including Increasing demographic pressures of a more diverse and ageing community.</p> |
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| | <p>Continued engagement with service-users and potential service-users to identify ways in which services can be improved to better meet diverse needs. This will enable services to be more accessible, appropriate and efficient.</p> <p>Corporate learning & development provision which increases staff capacity, skills and knowledge.</p> <p>Clear communication of changes, especially to vulnerable groups, well in advance of the changes taking place will help to reduce anxiety and disruption.</p> | |
| 5. Who are the main stakeholders? | Residents, businesses located in Medway, councillors, partners, Council workforce. | |
| 6. Who implements this and who is responsible? | Senior managers. Subject to a decision by Full Council | |

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| Assessing impact | | |
| 7. Are there concerns that there <u>could</u> be a differential impact due to <i>racial groups</i>? | YES | To deliver a sustainable council budget service savings have been identified that could have a differential impact due to racial groups. |
| | | Where this is the case the Council is committed to ensuring that Diversity Impact Assessments are undertaken to inform decision-making and that appropriate mitigating actions are considered and taken to deliver services to people that need them. |
| What evidence exists for this? | <p>The DIA listed below (which has been undertaken by services in relation to savings proposals) has highlighted a potential impact on racial groups:</p> <ul style="list-style-type: none"> Decommissioning of ethnic minority day centres | |

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| | Any remodelling of services would seek to put in place actions to minimise adverse impact and/or advance equality for others by increasing opportunity to access funding or services. | |
| 8. Are there concerns that there <u>could</u> be a differential impact due to <i>disability</i>? | YES | To deliver a sustainable council budget service savings have been identified that could have a differential impact due to disability. |
| | | Where this is the case the Council is committed to ensuring that Diversity Impact Assessments are undertaken to inform decision-making and that appropriate mitigating actions are considered and taken to deliver services to disabled people that need them. Any further issues not already identified will be incorporated. |
| What evidence exists for this? | <p>The DIAs listed below (which have been undertaken by services in relation to savings proposals) have highlighted a potential impact on disability groups:</p> <ul style="list-style-type: none"> • Telecare and Telehealth efficiencies • Re-organisation of the Business Administration Support Service (workforce) • Restructure of disability services • Packages for disabled children <p>Existing council equalities and workforce approaches, such as the Fair Access, Diversity and Inclusion Policy and the Organisational Change Policy, will be used to minimise or avoid negative impacts on staff.</p> <p>Any remodelling of services would seek to put in place actions to minimise adverse impact and/or advance equality for others by increasing opportunity to access funding or services.</p> | |
| 9. Are there concerns that there <u>could</u> be a differential impact due to <i>gender</i>? | YES | To deliver a sustainable council budget service savings have been identified that could have a differential impact due to gender. |
| | | Where this is the case the Council is committed to ensuring that Diversity Impact Assessments are undertaken to inform decision-making and that appropriate mitigating actions are considered and taken to deliver services to people that need them. |
| What evidence exists for this? | <p>The DIAs listed below (which have been undertaken by services in relation to savings proposals) has highlighted a potential impact on gender groups:</p> <ul style="list-style-type: none"> • Decommissioning of ethnic minority day centres • Re-organisation of the Business Administration Support Service (workforce) <p>Existing council equalities and workforce approaches, such as the Fair Access, Diversity and Inclusion Policy</p> | |

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| | | <p>and the Organisational Change Policy, will be used to minimise or avoid negative impacts on staff.</p> <p>Any remodelling of services would seek to put in place actions to minimise adverse impact and/or advance equality for others by increasing opportunity to access funding or services.</p> |
| 10. Are there concerns there <u>could</u> be a differential impact due to <i>sexual orientation</i>? | NO | <p>None of the services have reported service reductions that might impact disproportionately. However this will continue to be reviewed to look for any unintentional or unidentified impact in the future.</p> |
| What evidence exists for this? | | |
| 11. Are there concerns there <u>could</u> be a have a differential impact due to <i>religion or belief</i>? | NO | <p>None of the services have reported service reductions that might impact disproportionately. However this will continue to be reviewed to look for any unintentional or unidentified impact in the future.</p> |
| What evidence exists for this? | | |
| 12. Are there concerns there <u>could</u> be a differential impact due to people's <i>age</i>? | YES | <p>To deliver a sustainable council budget service savings have been identified that could have a differential impact due to age.</p> <p>Where this is the case the Council is committed to ensuring that Diversity Impact Assessments are undertaken to inform decision-making and that appropriate mitigating actions are considered and taken to deliver services to people that need them.</p> |
| What evidence exists for this? | | <p>The DIA listed below (which has been undertaken by services in relation to savings proposals) has highlighted a potential impact on protected characteristic age groups:</p> <ul style="list-style-type: none"> • Telecare and Telehealth efficiencies • Restructure of disability services <p>Any remodelling of services would seek to put in place actions to minimise adverse impact and/or advance equality for others by increasing opportunity to access funding or services.</p> |
| 13. Are there concerns that there <u>could</u> be a differential impact due to <i>being trans-gendered or transsexual</i>? | NO | <p>None of the services have reported service reductions that might impact disproportionately. However this will continue to be monitored to look for any unintentional or unidentified impact in the future.</p> |
| What evidence exists for this? | | |
| 14. Are there any <i>other</i> groups that would find it difficult to access/make use | YES | <p>To deliver a sustainable council budget service savings have been identified that could have a differential impact due to not having a phone,</p> |

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| of the function (e.g. people with caring responsibilities or dependants, those with an offending past, or people living in rural areas)? | | carers responsibilities. Where this is the case the Council is committed to ensuring that Diversity Impact Assessments are undertaken to inform decision-making and that appropriate mitigating actions are considered and taken to deliver services to people that need them. |
| What evidence exists for this? | | The DIA's (listed below) which have been undertaken by services in relation to savings proposals, which will be included as part of the Cabinet report on these proposals, have highlighted a potential impact on people who do not have a phone, those with carers responsibilities and those with low literacy skills <ul style="list-style-type: none"> • Telecare and Telehealth efficiencies • Re-organisation of the Business Administration Support Service (workforce) • Packages for disabled children Existing council equalities and workforce approaches, such as the Fair Access, Diversity and Inclusion Policy and the Organisational Change Policy, will be used to minimise or avoid negative impacts on staff. Any remodelling of services would seek to put in place actions to minimise adverse impact and/or advance equality for others by increasing opportunity to access funding or services. |
| 15. Are there concerns there <u>could</u> be a have a differential impact due to <i>multiple discriminations</i> (e.g. disability <u>and</u> age)? | | Yes |
| What evidence exists for this? | | Please refer to examples listed above. |

| Conclusions & recommendation | | |
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| 16. Could the differential impacts identified in questions 7-15 amount to there being the potential for adverse impact? | YES | Many of the services proposed to undergo changes are provided to particular groups so the impact will be specifically on that group. This is not surprising when such significant funding reductions need to be incorporated into the budget. |
| 17. Can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or another reason? | YES | Please refer to decommissioning of ethnic minority day centres |
| Recommendation to proceed to a full impact assessment? | | |

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| NO, BUT ... | <p>What is required to ensure this complies with the requirements of the legislation? (see DIA Guidance Notes)?</p> | <p>Each service has produced a separate DIA to address each budget change. Where the service has identified there are potential adverse impacts, an action plan which aims to mitigate this impact is included in the relevant DIA.</p> <p>Although diversity impact assessments help to anticipate the likely effects of proposals on different communities and groups in reality it is likely that the full impact will only be known once it is introduced. Consequently, the council through individual services will continue to review and monitor satisfaction and take up of services and any unintentional impacts that come to light during that monitoring will be reported through existing quarterly monitoring processes.</p> |
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| Action plan to make Minor modifications | | |
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| Outcome | Actions (with date of completion) | Officer responsible |
| Unintentional and unintended impact is picked up through on going monitoring | Monitor take up of and satisfaction with services | Assistant Directors |
| Put mitigations in place, where possible, to redress any unintended or unintentional impact identified through monitoring | Review monitoring at service and directorate level and report any impact to the Equality and access group | Assistant Directors |

| Planning ahead: Reminders for the next review | | |
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| Date of next review | Budget 2015-2016 | |
| Areas to check at next review (e.g. new census information, new legislation due) | Any adverse impact identified through the course of the on going monitoring. | |
| Signed (completing officer/service manager) | Date 7.2.2014 | |
| Signed (service manager/Assistant Director) | Date 7.2.2014 | |

Appendix B: Diversity Impact Assessment: Screening Form

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| Directorate Children and Adults | Name of Function or Policy or Major Service Change Decommission of ethnic minority day centres | | |
| Officer responsible for assessment David Quirke-Thornton | Date of assessment 6 February 2014 | New or existing? New | |
| Defining what is being assessed | | | |
| 1. Briefly describe the purpose and objectives | The Decommission of three day care centres for specific ethnic minority groups. These are the ISAT and Welcome Asian women's groups; and a Chinese Community Day Centre. The people who attend these groups are not all eligible people for social services, although there is some risk of social isolation. It is intended that from the savings made by the council by decommissioning these services, a fund will be put in place against which charitable organisations can bid to provide services for their ethnic minority residents to reduce potential social isolation. | | |
| 2. Who is intended to benefit, and in what way? | Members of other ethnic groups who will now be able to benefit through funding currently not available to them, thus widening the range of ethnic groups who could receive assistance. The current recipients will also be entitled to bid for funding. | | |
| 3. What outcomes are wanted? | To reduce costs in providing these non essential services; at the same time to provide a fund to give all ethnic groups the opportunity to provide services, where at the moment funding is restricted to these three. Resulting in fairer access to care services. | | |
| 4. What factors/forces could contribute/detract from the outcomes? | Contribute That the additional funding available benefits a greater number of residents from ethnic backgrounds. | Detract That the funding is not directed accordingly, and less residents benefit than is possible. | |
| 5. Who are the main stakeholders? | The attendees of the three day care groups. Medway Council Members of other ethnic groups, which up until now, have had no funding for day centres, will be able to bid for some funding. | | |
| 6. Who implements this and who is responsible? | David Quirke-Thornton (Deputy Director Children and Adults) | | |

| Assessing impact | | |
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| 7. Are there concerns that there <u>could</u> be a differential impact due to <i>racial/ethnic groups</i>? | YES | Yes |
| | NO | |
| What evidence exists for this? | The three ethnic minority day care centres that currently receive funding would lose this funding, which could lead to a differential impact upon those attendees. Some social isolation could occur, and/or a reduction in the community cohesion of those groups. | |
| 8. Are there concerns that there <u>could</u> be a differential impact due to <i>disability</i>? | YES | No |
| | NO | |
| What evidence exists for this? | Any changes resulting from these proposals would not be intended to cause a differential impact due to disability | |
| 9. Are there concerns that there <u>could</u> be a differential impact due to <i>gender</i>? | YES | Yes |
| | NO | |
| What evidence exists for this? | Two of the ethnic minority day centres are aimed at women, and therefore there could be a loss of service for these groups. | |
| 10. Are there concerns there <u>could</u> be a differential impact due to <i>sexual orientation</i>? | YES | No |
| | NO | |
| What evidence exists for this? | Any changes resulting from these proposals would not be intended to cause a differential impact due to sexual orientation | |
| 11. Are there concerns there <u>could</u> be a have a differential impact due to <i>religion or belief</i>? | YES | No |
| | NO | |
| What evidence exists for this? | Any changes resulting from these proposals would not be intended to cause a differential impact due to religion or belief. Whilst the groups are ethnic minorities, the groups are based upon ethnic groups rather than by religion | |
| 12. Are there concerns there <u>could</u> be a differential impact due to people's <i>age</i>? | YES | No |
| | NO | |
| What evidence exists for this? | Any changes resulting from these proposals would not be intended to cause a differential impact due to age. | |
| 13. Are there concerns that there <u>could</u> be a differential impact due to <i>being transgendered or transsexual</i>? | YES | No |
| | NO | |
| What evidence exists for this? | Any changes resulting from these proposals would | |

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| this? | not be intended to cause a differential impact due to being transgendered or transsexual. | |
| 14. Are there any <i>other</i> groups that would find it difficult to access/make use of the function (e.g. speakers of other languages; people with caring responsibilities or dependants; those with an offending past; or people living in rural areas)? | YES | No |
| | NO | |
| What evidence exists for this? | It is intended that a wider range of the BME population would be reached by the new proposals | |
| 15. Are there concerns there <u>could</u> be a have a differential impact due to <i>multiple discriminations</i> (e.g. disability <u>and</u> age)? | YES | Yes |
| | NO | |
| What evidence exists for this? | Racial groups and gender. Two of the groups are for Asian women | |

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| Conclusions & recommendation | | |
| 16. Could the differential impacts identified in questions 7-15 amount to there being the potential for adverse impact? | YES | Yes. Some of the groups currently funded, would lose some or all of that funding and therefore there could be an adverse impact upon those groups as described above. |
| | NO | |
| 17. Can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or another reason? | YES | Yes. The new proposals, whilst reducing services for the three ethnic minority groups, would open up the opportunity for a greater proportion of the BME population to be included in social inclusion where currently they are not. |
| | NO | |
| Recommendation to proceed to a full impact assessment? YES | | |
| NO | This function/ policy/ service change complies with the requirements of the legislation and there is evidence to show this is the case. | |
| NO, BUT ... | What is required to ensure this complies with the requirements of the legislation? (see DIA Guidance Notes)? | Minor modifications necessary (e.g. change of 'he' to 'he or she', re-analysis of way routine statistics are reported) |
| YES | Give details of key person responsible and target date for carrying out full impact assessment (see DIA Guidance Notes) | David Quirke-Thornton. Prior to implementation of proposed changes |

| Action plan to make Minor modifications | | |
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| Outcome | Actions (with date of completion) | Officer responsible |
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| Planning ahead: Reminders for the next review | | |
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| Date of next review | | |
| Areas to check at next review (e.g. new census information, new legislation due) | | |
| Is there <i>another</i> group (e.g. new communities) that is relevant and ought to be considered next time? | | |
| Signed (completing officer/service manager) | Date | |
| Signed (service manager/Assistant Director) David Quirke-Thornton (Deputy Director Children and Adults) | Date | |

NB: Remember to list the evidence (i.e. documents and data sources) used

Diversity Impact Assessment: Screening Form

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| Directorate Children and Adults | Name of Function or Policy or Major Service Change; Telecare and Telehealth efficiencies | | |
| Officer responsible for assessment David Quirke-Thornton | Date of assessment 4 February 2014 | New or existing? New | |
| Defining what is being assessed | | | |
| 1. Briefly describe the purpose and objectives | To assess the role of Telecare and Telehealth in care packages. To look at extending both Telecare and Telehealth' offer to cater for all care groups. Currently they only offer services to older people and those with learning difficulties. The new offer will include people with physical and mental difficulties. By increasing and widening the Telecare and Telehealth offer it will reduce the need for visiting carers to attend at residences, which could lead to cost efficiencies | | |
| 2. Who is intended to benefit, and in what way? | Users of the service will benefit, as they will receive a service that is part of their care package, is appropriate for their needs, and will afford them an amount of privacy and dignity. | | |
| 3. What outcomes are wanted? | A reduction in unnecessary visits to people's homes, where a phone call will provide a useful and appropriate service, without intruding on a person's space. E. G as a reminder for a person to take their medication. That Telecare and Telehealth become an integral part of a service users care package and not a substitution for it. | | |
| 4. What factors/forces could contribute/detract from the outcomes? | Contribute Telecare and Telehealth offer services that are appropriate for a users needs. | Detract If Telecare and Telehealth fail to maintain a high standard of service to the detriment of service users. | |
| 5. Who are the main stakeholders? | Service users | | |
| 6. Who implements this and who is responsible? | David Quirke Thornton Deputy Director Children and Adults | | |

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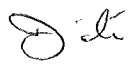
| Assessing impact | | |
|--|--|------|
| 7. Are there concerns that there <u>could</u> be a differential impact due to <i>racial groups</i>? | YES | No |
| | NO | |
| What evidence exists for this? | Any changes to the service would not cause any differential impact upon a person due to their racial group | |
| 8. Are there concerns that there <u>could</u> be a differential impact due to <i>disability</i>? | YES | Yes. |
| | NO | |
| What evidence exists for this? | The service change is aimed at, amongst other groups, people with disabilities, and therefore there could be a differential impact due to disability, although the service change could benefit this group | |
| 9. Are there concerns that there <u>could</u> be a differential impact due to <i>gender</i>? | YES | No |
| | NO | |
| What evidence exists for this? | Any changes to the service would not cause any differential impact upon a person due to their gender. | |
| 10. Are there concerns there <u>could</u> be a differential impact due to <i>sexual orientation</i>? | YES | No |
| | NO | |
| What evidence exists for this? | Any changes to the service would not cause any differential impact upon a person due to their sexual orientation. | |
| 11. Are there concerns there <u>could</u> be a have a differential impact due to <i>religion or belief</i>? | YES | No |
| | NO | |
| What evidence exists for this? | Any changes to the service would not cause any differential impact upon a person due to their religion or belief | |
| 12. Are there concerns there <u>could</u> be a differential impact due to people's <i>age</i>? | YES | Yes |
| | NO | |

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| What evidence exists for this? | There could be a differential impact due to people's age, as the service change is aimed at groups including older people. However the intended outcome is that the service offer will be widened to include additional groups, and that all groups will benefit from the changes. | |
| 13. Are there concerns that there <u>could</u> be a differential impact due to <i>being transgendered or transsexual</i> ? | YES | No |
| | NO | |
| What evidence exists for this? | . Any changes to the service would not cause any differential impact upon a person due to being transgendered or transsexual. | |
| 14. Are there any <i>other</i> groups that would find it difficult to access/make use of the function (e.g. young parents, commuters, people with caring responsibilities or dependants, young carers, or people living in rural areas)? | YES | Yes |
| | NO | |
| What evidence exists for this? | People who have no phone would not be able to access the service, as the Telecare and Telehealth services would be unable to contact them. In these cases, which is expected to be minimal, personal visits would continue | |
| 15. Are there concerns there <u>could</u> have a differential impact due to <i>multiple discriminations</i> (e.g. disability <u>and</u> age)? | YES | No |
| | NO | |
| What evidence exists for this? | | |

| Conclusions & recommendation | | |
|---|-----|---|
| 16. Could the differential impacts identified in questions 7-15 amount to there being the potential for adverse impact? | YES | Yes |
| | NO | |
| 17. Can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or another reason? | YES | There could be some adverse impact upon some groups, however as the service is intended to be widened it is expected that a greater number of people will benefit from the service. |
| | NO | |
| Recommendation to proceed to a full impact assessment? No | | |
| <p>This function/ policy/ service change complies with the requirements of the legislation and there is evidence to show this is the case.</p> | | |

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| | What is required to ensure this complies with the requirements of the legislation? (see DIA Guidance Notes)? |) |
| | Give details of key person responsible and target date for carrying out full impact assessment (see DIA Guidance Notes) | |

| Action plan to make Minor modifications | | |
|---|-----------------------------------|---------------------|
| Outcome | Actions (with date of completion) | Officer responsible |
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| Planning ahead: Reminders for the next review | | |
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| Date of next review | 6 months after implementation of the service change | |
| Areas to check at next review (e.g. new census information, new legislation due) | Check that users are not being disadvantaged by the changes, and that care packages are appropriate for users | |
| Is there <i>another</i> group (e.g. new communities) that is relevant and ought to be considered next time? | No | |
| Signed (completing officer/service manager) | Date | |
| Signed (service manager/Assistant Director) David Quirke- Thornton  | Date | 5.2.2014. |

Diversity Impact Assessment: Screening Form

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|--|---|-------------------------|--|
| Directorate | Name of Function or Policy or Major Service Change | | |
| Business Support | Re-organisation of the Business Administration Support Service | | |
| Officer responsible for assessment | Date of assessment | New or existing? | |
| Christopher White | 30 January 2014 | New | |
| Defining what is being assessed | | | |
| 1. Briefly describe the purpose and objectives | To re-organise the Business Administration Support Service (BASS) to achieve further efficiencies in the way administration is organised and carried out, with the ability for this service to be able to make continued improvements by looking at processes, technology and innovation to support front-line services. | | |
| 2. Who is intended to benefit, and in what way? | <p>This service supports council officers who in turn offer front line services. Therefore the services being supported benefit from an efficiently run service with the ability for BASS to be able to continue to look at its processes and procedures to bring about continued improvements.</p> <p>Medway residents benefit from professional service delivery with front line officers of the council being able to concentrate on service delivery and freed up from managing an administration service.</p> <p>The service aims to offer continued resilience and standardisation in order to run an efficient, effective and continuing and improving administration service.</p> | | |
| 3. What outcomes are wanted? | To achieve business improvements in the Business and Administration Support Service and continue to provide a professional, standardised and resilient service, within a budgetary constraint. | | |

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| <p>4. What factors/forces could contribute/detract from the outcomes?</p> | <p>Contribute</p> <p>Ability to be able to make business improvements within the budget available for this service, including a new Development Officer post.</p> <p>Improved use of technology such as electronic document management systems and integration with other council systems</p> <p>Ability to have multi-trained staff who can work across more than one area.</p> <p>Improved performance information.</p> <p>Improved procedures and sharing of knowledge across the service.</p> | <p>Detract</p> <p>Delays to technological changes.</p> <p>Integration of some ICT systems to avoid re-keying of information and double entering or keeping spreadsheets for performance information or other.</p> <p>Reliance on other services and resources to bring about more mobile technology to assist with front line service delivery.</p> <p>Reduction in numbers of staff for cross training.</p> <p>Further investment in staff training for the council's CRM to be able to efficiently pull data.</p> |
| <p>5. Who are the main stakeholders?</p> | <p>Officers within the council whom in most cases offer a frontline service, service users and staff within the service.</p> | |
| <p>6. Who implements this and who is responsible?</p> | <p>Service Manager Business and Administration Support Service Assistant Director Communications, Performance and Partnerships</p> | |
| <p>Assessing impact</p> | | |
| <p>7. Are there concerns that there <u>could</u> be a differential impact due to <i>racial/ethnic groups</i>?</p> | <p>YES</p> <hr/> <p>NO</p> | <p>Brief statement of main issue</p> |
| <p>What evidence exists for this?</p> | <p>Any selection process will follow the Council's Organisational Change Policy and the Council's Fair Access and Inclusion Policy</p> | |
| <p>8. Are there concerns that there <u>could</u> be a differential impact due to <i>disability</i>?</p> | <p>YES</p> <hr/> <p>NO</p> | <p>We have staff with declared and are likely to have staff with hidden disabilities.</p> |
| <p>What evidence exists for this?</p> | <p>Any selection process will follow the Council's Organisational Change Policy and the Council's Fair Access and Inclusion Policy. We would make reasonable adjustments as required, for example,</p> | |

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| | support via Access to Work for individuals if required. | |
| 9. Are there concerns that there <u>could</u> be a differential impact due to <i>gender</i>? | YES | Brief statement of main issue We have a high proportion of female staff members. |
| | NO | |
| What evidence exists for this? | Any selection process will follow the Council's Organisational Change Policy and the Council's Fair Access and Inclusion Policy | |
| 10. Are there concerns there <u>could</u> be a differential impact due to <i>sexual orientation</i>? | YES | Brief statement of main issue |
| | NO | |
| What evidence exists for this? | Any selection process will follow the Council's Organisational Change Policy and the Council's Fair Access and Inclusion Policy | |
| 11. Are there concerns there <u>could</u> be a have a differential impact due to <i>religion or belief</i>? | YES | Brief statement of main issue |
| | NO | |
| What evidence exists for this? | Any selection process will follow the Council's Organisational Change Policy and the Council's Fair Access and Inclusion Policy | |
| 12. Are there concerns there <u>could</u> be a differential impact due to people's <i>age</i>? | YES | Brief statement of main issue |
| | NO | |
| What evidence exists for this? | Any selection process will follow the Council's Organisational Change Policy and the Council's Fair Access and Inclusion Policy | |
| 13. Are there concerns that there <u>could</u> be a differential impact due to <i>being transgendered or transsexual</i>? | YES | Brief statement of main issue |
| | NO | |
| What evidence exists for this? | Any selection process will follow the Council's Organisational Change Policy and the Council's Fair Access and Inclusion Policy | |
| 14. Are there any <i>other</i> groups that would find it difficult to access/make use of the function (e.g. speakers of other languages; people with caring responsibilities or dependants; those with an offending past; or people living in rural areas)? | YES | If yes, which group(s)? There will be no direct change to front line service delivery. However, as part of the re-organisation it may be necessary for staff to work from alternative locations. There could be an impact on those staff with caring responsibilities. |
| | NO | |
| What evidence exists for this? | Permanent staff have access to the right to apply for flexible working under The Right to Apply for Flexible Working Policy. | |
| 15. Are there concerns there <u>could</u> be a have a differential impact due to <i>multiple discriminations</i> (e.g. <i>disability and age</i>)? | YES | Brief statement of main issue |
| | NO | |
| What evidence exists for this? | Any selection process will follow the Council's | |

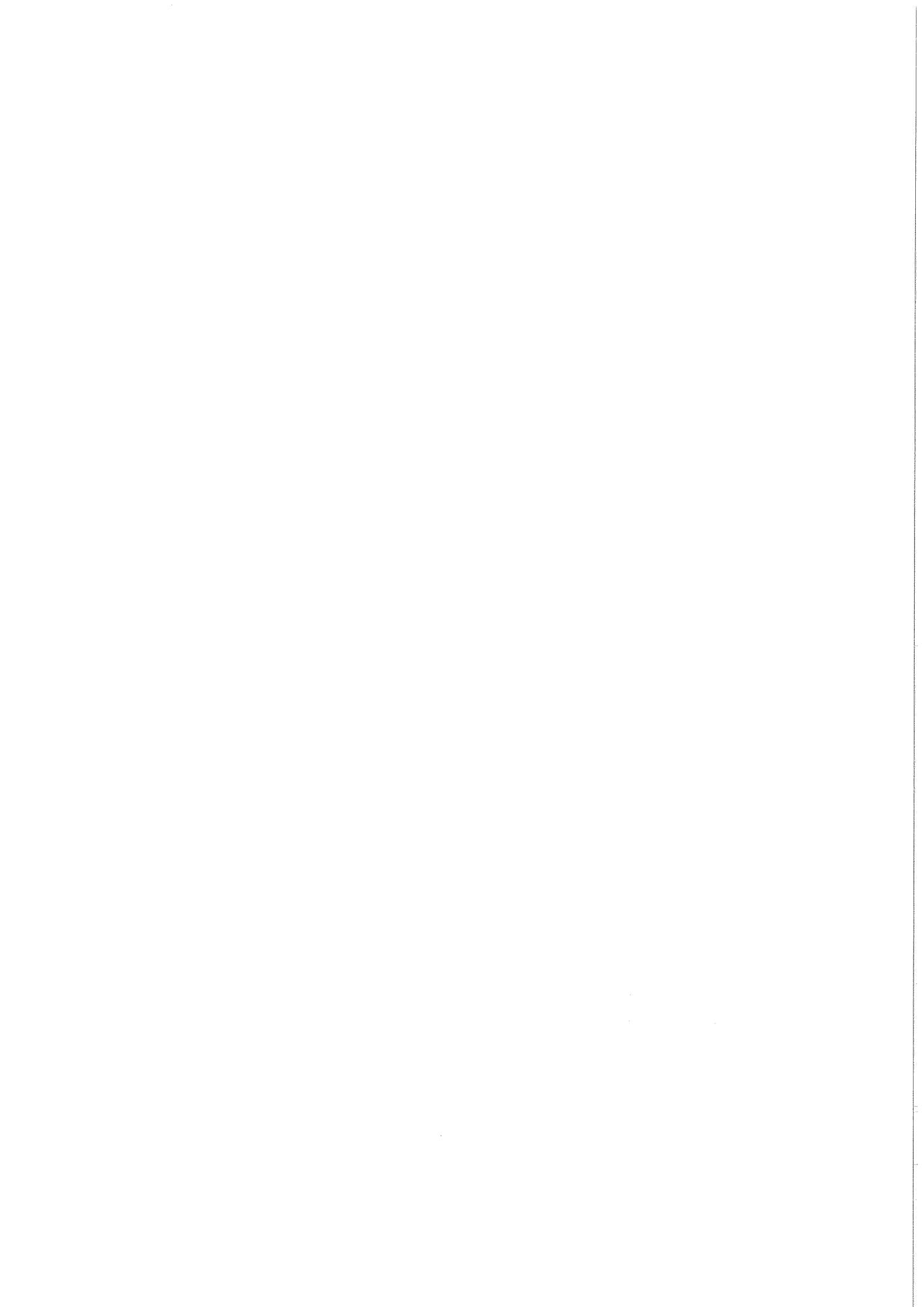
| | |
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| this? | Organisational Change Policy and the Council's Fair Access and Inclusion Policy |
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| Conclusions & recommendation | | |
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| 16. Could the differential impacts identified in questions 7-15 amount to there being the potential for adverse impact? | YES | See 7-15 above. The potential for adverse impact on staff is to ensure that robust interpretation and implementation of the Council's Organisational Change Policy and the Council's Fair Access and Inclusion Policy. |
| | NO | |
| 17. Can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or another reason? | YES | Please explain |
| | NO | |
| Recommendation to proceed to a full impact assessment? | | |
| NO | This function/ policy/ service change complies with the requirements of the legislation and there is evidence to show this is the case. | |
| NO, BUT ... | What is required to ensure this complies with the requirements of the legislation? (see DIA Guidance Notes)? | |
| YES | Give details of key person responsible and target date for carrying out full impact assessment (see DIA Guidance Notes) | |

| Action plan to make Minor modifications | | |
|---|-----------------------------------|---------------------|
| Outcome | Actions (with date of completion) | Officer responsible |
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| Planning ahead: Reminders for the next review | | |
|--|------|-----------------|
| Date of next review | | |
| Areas to check at next review (e.g. new census information, new legislation due) | | |
| Is there <i>another</i> group (e.g. new communities) that is relevant and ought to be considered next time? | | |
| Signed (completing officer/service manager)  | Date | 31 January 2014 |
| Signed (service manager/Assistant Director)  | Date | 31 January 2014 |

NB: Remember to list the evidence (i.e. documents and data sources) used



Appendix E: Diversity Impact Assessment: Screening Form

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| Directorate Children and Adults | Name of Function or Policy or Major Service Change; Restructure of disability services | | |
| Officer responsible for assessment Phil Watson | Date of assessment 4 February 2014 | New or existing? New | |
| Defining what is being assessed | | | |
| 1. Briefly describe the purpose and objectives | The purpose of the change is to merge the children and adults disability teams. Consolidating the two strands of disability services will result in efficiencies in management and administration costs. It is not expected that service users will be affected by the changes. | | |
| 2. Who is intended to benefit, and in what way? | Medway Council A streamlined joint approach will aid management of disability services. | | |
| 3. What outcomes are wanted? | A single focussed and coordinated approach to disability services for children and adults. | | |
| 4. What factors/forces could contribute/detract from the outcomes? | Contribute A successful merger of the two strands of the service will lead to better coordination of continuous care, and expected improved outcomes for users. | Detract If the merger is not successful the opposite could result. | |
| 5. Who are the main stakeholders? | Medway Council and its staff. Service users | | |
| 6. Who implements this and who is responsible? | Phil Watson Assistant Director Children's Social Care David Quirke- Thornton deputy Director Children and Adults. | | |

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| Assessing impact | | |
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| 7. Are there concerns that there <u>could</u> be a differential impact due to <i>racial groups</i>? | YES | No |
| | NO | |
| What evidence exists for this? | The changes are aimed at merging and improving the disability services to children and adults and as such no differential impact is expected due to racial groups | |
| 8. Are there concerns that there <u>could</u> be a differential impact due to <i>disability</i>? | YES | Yes |
| | NO | |
| What evidence exists for this? | There could be a differential impact due to disability if the merger of the two services is not successful. However it is expected that once merged a focussed and coordinated approach to disability services will lead to improved outcomes for users. | |
| 9. Are there concerns that there <u>could</u> be a differential impact due to <i>gender</i>? | YES | No |
| | NO | |
| What evidence exists for this? | The changes are aimed at merging and improving the disability services to children and adults and as such no differential impact is expected due to gender | |
| 10. Are there concerns there <u>could</u> be a differential impact due to <i>sexual orientation</i>? | YES | NO |
| | NO | |
| What evidence exists for this? | The changes are aimed at merging and improving the disability services to children and adults and as such no differential impact is expected due to sexual orientation | |
| 11. Are there concerns there <u>could</u> be a have a differential impact due to <i>religion or belief</i>? | YES | No |
| | NO | |
| What evidence exists for this? | The changes are aimed at merging and improving the disability services to children and adults and as such no differential impact is expected due to religion or belief. | |
| 12. Are there concerns there <u>could</u> be a differential impact due to people's <i>age</i>? | YES | Yes. |
| | NO | |

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|--|--|-------------------------|
| What evidence exists for this? | There could be a differential impact due to age if the merger of the two services is not successful. However it is expected that once merged a focussed and coordinated approach to disability services will lead to improved outcomes for all users regardless of their age. | |
| 13. Are there concerns that there <u>could</u> be a differential impact due to <i>being transgendered or transsexual</i> ? | YES | No |
| | NO | |
| What evidence exists for this? | The changes are aimed at merging and improving the disability services to children and adults and as such no differential impact is expected due to being transgendered or transsexual. | |
| 14. Are there any <i>other</i> groups that would find it difficult to access/make use of the function (e.g. young parents, commuters, people with caring responsibilities or dependants, young carers, or people living in rural areas)? | YES | No |
| | NO | |
| What evidence exists for this? | No adverse effect is expected to be felt by users of the service. | |
| 15. Are there concerns there <u>could</u> have a differential impact due to <i>multiple discriminations</i> (e.g. disability <u>and</u> age)? | YES | Yes. Age and disability |
| | NO | |
| What evidence exists for this? | There could be a differential impact due to age and /or disability if the merger of the two services is not successful. However it is expected that once merged a focussed and coordinated approach to disability services will lead to improved outcomes for all users regardless of their age or disability. | |

Conclusions & recommendation

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| 16. Could the differential impacts identified in questions 7-15 amount to there being the potential for adverse impact? | YES | Yes, but unlikely. |
| | NO | |
| 17. Can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or another reason? | YES | Yes. The merged services will be expected to benefit from coordinated management and administration, which it is expected will lead to users seeing no adverse effects to the change, and potentially an improved service. |
| | NO | |
| Recommendation to proceed to a full impact assessment? No | | |

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| | This function/ policy/ service change complies with the requirements of the legislation and there is evidence to show this is the case. | |
| | What is required to ensure this complies with the requirements of the legislation? (see DIA Guidance Notes)? |) |
| | Give details of key person responsible and target date for carrying out full impact assessment (see DIA Guidance Notes) | |

Action plan to make Minor modifications

| Outcome | Actions (with date of completion) | Officer responsible |
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Planning ahead: Reminders for the next review

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| Date of next review | 6 months after implementation of the changes |
| Areas to check at next review (e.g. new census information, new legislation due) | That the merged disability service is providing a service that is not failing its users. |
| Is there <i>another</i> group | No |

| | | |
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| <p>(e.g. new communities) that is relevant and ought to be considered next time?</p> | | |
| <p>Signed (completing officer/service manager)</p> | <p>Date</p> | |
| <p>Signed (service manager/Assistant Director) Phil Watson.</p> | <p>Date</p> | |

Appendix F: Diversity Impact Assessment: Screening Form

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| Directorate Children and Adults | Name of Function or Policy or Major Service Change; Changes to Children's Social Care Services: A review on packages of care for disabled children. | | |
| Officer responsible for assessment Phil Watson | Date of assessment 4 February 2014 | New or existing? New | |
| Defining what is being assessed | | | |
| 1. Briefly describe the purpose and objectives | A review on packages of care for disabled children: This will review existing packages of care for disabled children, and assess new packages of care. In line with national changes to legislation it will promote direct payments of individual budgets to parents/carers of disabled children. This will result in greater empowerment and control for service receivers, and provide greater cost efficiencies to the council than by providing direct services. The Council will provide a brokerage service, which will support parents to access appropriate services and support. | | |
| 2. Who is intended to benefit, and in what way? | Service users and Medway Council. Service users will have greater control over what services their child receives. Medway Council will see greater cost efficiencies. | | |
| 3. What outcomes are wanted? | Better, more directed services for users, which will result in greater empowerment and control, which in turn should lead to appropriate care programmes for disabled children. Cost efficiencies for Medway Council. | | |
| 4. What factors/forces could contribute/detract from the outcomes? | Contribute A comprehensive advice and communications strategy will be required to ensure that users are aware of changes and how to make use of the new system. Parents engage with the new process and benefit from it by accessing appropriate services. | Detract Parents who do not engage with the new system may not be aware of what they can access and how. If The council do not ensure that users are fully conversant with the changes, then this could lead to some users not receiving appropriate and necessary services. | |
| 5. Who are the main stakeholders? | Service Users and their parents, Medway Council, Medway Council staff. | | |

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| 6. Who implements this and who is responsible? | Phil Watson - Assistant Director Children's Social Care. |

| Assessing impact | | |
|---|---|-----|
| 7. Are there concerns that there <u>could</u> be a differential impact due to <i>racial groups</i>? | YES | No |
| | NO | |
| What evidence exists for this? | The service changes are targeted at disabled children regardless of their age, race, gender, sexual orientation, or religion. Therefore no differential impact would be expected due to racial groups. | |
| 8. Are there concerns that there <u>could</u> be a differential impact due to <i>disability</i>? | YES | YES |
| | NO | |
| What evidence exists for this? | The changes affect disabled children, and so it is possible that there could be a differential impact due to disability. The changes result in a transfer of control from the Council to the user and their parents over which services a user receives. If services are not accessed correctly or appropriately under the new system then there could be a negative impact. However, if the parents of the child engage with the new processes, they can manage their child's care which could result in a better care programme for the child, and lead to improved outcomes. | |
| 9. Are there concerns that there <u>could</u> be a differential impact due to <i>gender</i>? | YES | No |
| | NO | |
| What evidence exists for this? | The service changes are targeted at disabled children regardless of their age, race, gender, sexual orientation, religion. Therefore no differential impact would be expected due to gender. | |
| 10. Are there concerns there <u>could</u> be a differential impact due to <i>sexual orientation</i>? | YES | No |
| | NO | |
| What evidence exists for this? | The service changes are targeted at disabled children regardless of their age, race, gender, sexual orientation, religion. Therefore no differential impact would be expected due to sexual orientation.. | |

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| 11. Are there concerns there <u>could</u> be a have a differential impact due to <i>religion or belief</i> ? | YES | No |
| | NO | |
| What evidence exists for this? | The service changes are targeted at disabled children regardless of their age, race, gender, sexual orientation, religion. Therefore no differential impact would be expected due to religion or belief. | |
| 12. Are there concerns there <u>could</u> be a differential impact due to people's <i>age</i> ? | YES | No |
| | NO | |
| What evidence exists for this? | The service changes are targeted at disabled children regardless of their age, race, gender, sexual orientation, religion. Therefore no differential impact would be expected due to age. | |
| 13. Are there concerns that there <u>could</u> be a differential impact due to <i>being transgendered or transsexual</i> ? | YES | No |
| | NO | |
| What evidence exists for this? | The service changes are targeted at disabled children regardless of their age, race, gender, sexual orientation, religion. Therefore no differential impact would be expected due to being transgendered or transsexual. | |
| 14. Are there any <i>other</i> groups that would find it difficult to access/make use of the function (e.g. young parents, commuters, people with caring responsibilities or dependants, young carers, or people living in rural areas)? | YES | YES |
| | NO | |
| What evidence exists for this? | Parents with low literacy skills could find accessing and managing services for their child's care programme difficult, which could lead to a reduction in care levels. However, the council's brokerage service should be able to help parents overcome this issue and ensure that a child's care is not compromised. | |
| 15. Are there concerns there <u>could</u> have a differential impact due to <i>multiple discriminations</i> (e.g. <u>disability and age</u>)? | YES | No |
| | NO | |
| What evidence exists for this? | The service changes are targeted at disabled children regardless of their age, race, gender, sexual orientation, religion. Therefore no differential impact would be expected due to multiple discriminations | |

| Conclusions & recommendation | | |
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| 16. Could the differential impacts identified in questions 7-15 amount to there being the potential for adverse impact? | YES | YES |
| | NO | |
| 17. Can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or another reason? | YES | YES. It is expected that disabled children and their parents/carers will become more empowered by the changes and that the possible adverse impacts will be minimal when compared to the benefits that should arise. |
| | NO | |
| Recommendation to proceed to a full impact assessment? No | | |
| | This function/ policy/ service change complies with the requirements of the legislation and there is evidence to show this is the case. | |
| | What is required to ensure this complies with the requirements of the legislation? (see DIA Guidance Notes)? |) |
| | Give details of key person responsible and target date for carrying out full impact assessment (see DIA Guidance Notes) | |

| Action plan to make Minor modifications | | |
|--|--|----------------------------|
| Outcome | Actions (with date of completion) | Officer responsible |
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| Planning ahead: Reminders for the next review | | |
|--|---|--|
| Date of next review | 6 months after the implementation of the changes. | |
| Areas to check at next review (e.g. new census information, new legislation due) | Check that parents are able to access appropriate services, and that system is working to the benefit of users. Assess that cost efficiency benefits to the council are not compromising services received by users. | |
| Is there <i>another</i> group (e.g. new communities) that is relevant and ought to be considered next time? | No | |
| Signed (completing officer/service manager) | Date 4 February 2014 | |
| Signed (service manager/Assistant Director) Phil Watson | Date | |