

## EQUALITY AND POVERTY IMPACT SCREENING

### 1. CONTEXT

- 1.1 Falkirk Council needs to make projected savings of more than £40 million over the next 3 years. In order to achieve this, Services were asked to identify a number of budget reductions and this report sets out the Equality and Poverty Impact Assessment (EPIA) process which was undertaken and also the outcomes of that.
- 1.2 Equality and poverty impact assessments are undertaken to help inform the Council's financial decision making and to ensure that hard decisions that have to be made on balancing the budget are made in a way that is as fair as possible.
- 1.3 The purpose of this report is to outline the equality and poverty impact assessment process as well as provide an overall summary of the impact assessments conducted. Prior to taking decisions about particular savings proposals, Members require to ensure their decision making is informed by the EPIAs that Services have produced and that the overall analysis supported by the assessments is robust enough to demonstrate that 'due regard' has been made of the potential impact of these proposals.
- 1.4 This budget has been built using a set of guiding principles that reflect the Council goals in terms of:
- Developing a thriving, sustainable and vibrant economy
  - Improving the health, safety and wellbeing of our citizens and communities
  - Increasing our efforts to tackle disadvantage and discrimination
  - Enhancing and sustaining an environment in which people want to live and visit
- 1.5 It must be remembered that this report notes the specific impact of the equality and poverty impact assessment process. The legislation that covers this work only relates to equality impact assessments. Members will recall that in taking forward the Council's poverty strategy it was agreed that we would extend our approach to integrate a poverty assessment with the statutory requirements for equality impact assessment. These two assessments are complementary as many of the groups covered by equalities legislation are also those who are disadvantaged by poverty.

### 2. BACKGROUND – EQUALITY ACT 2010

- 2.1 The Equality Act 2010 places a General Duty on Falkirk Council to eliminate discrimination, promote equality of opportunity and to promote good relations between different groups according to nine "protected characteristics" (age, religious belief and non-belief, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sex and sexual orientation).
- 2.2 The legislation also sets out a number of duties that all local authorities need to comply with in order to demonstrate that the decisions they make are carried out in a fair, transparent and accountable way and consider the needs of different members of the community. This is achieved through assessing the impact that changes to policies and practices could have on different protected groups set out in legislation.

- 2.3 Assessing the potential impact of decisions for equalities communities is an important part of our decision-making process, and we have used our equality and poverty impact assessment process against all relevant individual Service budget options. We also need to look at the 'bigger picture' of any potential impacts, and explore any combined impact where one saving option had the effect of impacting on another service or indeed where there is a potential cumulative impact of a number of options.
- 2.4 An example of service proposals which impact on other services would be e.g. the proposals to reduce the cleaning of buildings by one service clearly impacts on the number of staff employed by another. The service impact assessment for the service proposing the reduction also contains commentary from the affected service in this regard providing the relevant staff [numbers] impact information.
- 2.5 With regard to any cumulative impact arising from the proposals, it might be useful to consider charging. While included in the proposals is a range of charges, it is important to recognise that some charges are one-off; some are life cycle events and some might be regular/repeating as they are linked to activity.
- 2.6 It is understood that more people are experiencing financial pressures and worries in the current economic climate. These can often impact much more significantly on equalities groups and have to be taken into account when assessing budget reductions by extending consideration to include poverty impact as well. While in legislative terms the requirement is to consider the equality impact, it is recognised that poverty and inequality are inextricably linked. By way of example if there is an increase in charges, there may be an impact on low income households – it is known that many people with a disability and older people live in low income households.
- 2.7 Budget reductions are focussed in the following ways:
- Providing the same services at less cost, for example through greater use of technology
  - Reducing costs by reducing the number of Council offices and other buildings
  - Changing, reducing or stopping some services
  - Increasing charges for some services
  - Looking at our workforce as 60 per cent of our budget is spent on staff
- 2.8 The test in terms of equality and poverty impact assessment acknowledges that there are links between poverty and equality. Therefore there is need to examine if budget reductions are likely to disproportionately impact on people/groups for whom there is protection under the Equality Act 2010.
- 2.9 Some of the aforementioned equality protected characteristics are mentioned very little within our equality and poverty impact assessments. This may be because some of these groups are not specifically or disproportionately affected by our options, or that there is a gap in monitoring information. Making improvements to equality data will be a priority for the Council going forward and has already been identified as part of the Council's equality outcomes.

### 3. EQUALITY AND POVERTY IMPACT ASSESSMENT PROCESS (EPIA)

3.1 In line with guidance issued by the Equality and Human Rights Commission, Falkirk Council has carried out a rigorous equality impact assessment process. This process will help to ensure that 'due regard' has been taken of the potential impact on front line services and vulnerable people within Council area who have a protected characteristic. This has been achieved by:

- Regular briefings forming part of the Learning & Development training series for staff. A briefing was also delivered for Elected Members, and where Services requested or it was considered helpful separate Service Briefings.
- Services where it was considered that there was no impact recording this through screening assessment.
- This year we formed an EPIA Task Group with representatives from all Council Services. The purpose of the Group was to co-ordinate actions on the assessments and to quality assure the assessments as they were being carried out.
- A consistent definition of equality and poverty impact has been applied. This is set out at the end of this report.

3.2 The assessment ratings fall into the three categories:

- Low - No mitigation required – essentially proposals where the assessment identified that there was no/low disproportionate impact on any of the equality protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.
- Medium - Mitigation identified - where the assessment identified that there was a disproportionate impact and that mitigation was possible. This might not result in the impact being completely alleviated but that it is possible to identify actions to help. Where an impact has been identified e.g. a specific service to a specific group of people [older people] the mitigation may focus on alternative ways of providing the service e.g. transitioning the change over a longer period of time; changing the service criteria for access to a service.
- High - No mitigation– where the assessment identified that there was a disproportionate impact and that it is not possible to mitigate the effects of the proposal. In this case the justification for there being no mitigation must be made. The reasons suggested fall into the following categories:
  - The Council's requirement to make savings and maintain a balanced budget;
  - The Council is unable to continue to deliver services without increasing charges as without the increased charge the service would be reduced significantly or withdrawn; and/or
  - The Council will maintain statutory services and in order to do so some non-statutory services will be reduced/withdrawn.

3.3 The key information used to determine the equality and poverty impact is derived from data i.e. equality monitoring data on staff and service users compared to local and national equality and poverty data captured from the census and other research sources. Knowing who our staff and customers are in terms of the equality profile helps determine the level of potential impact as well.

- 3.4 Consultation is also a key requirement of any equality and poverty impact assessment process. It provides the opportunity for services to consult with staff, service users and the community on changes to the way that they plan to deliver and provide services. The results from consultation will not only provide a 'temperature check' in relation to any potential savings option but offer the potential to explore different delivery methods which may contribute to more mitigation of impact.
- 3.5 In terms of the current budget reductions the following corporate information and consultation opportunities have been provided:
- Budget information was shared through the Council website, Falkirk Council news and in the press;
  - A series of budget questions was included as part of the Citizens Panel; and
  - A budget service specific web survey was also made available on the Council website.
- 3.6 For the EPIA process, focus groups were carried out with 32 participants in Camelon, Bo'ness, Stenhousemuir, Grangemouth and Carron – it should be noted that these groups included people from across the Council area and not restricted to that areas residents. Certain groups were targeted in order to ensure that we covered specific equality characteristics of age, disability and gender. Participants were accessed through local gatekeeper services, including Community Learning and Development and Social Work Services. Getting access in this way was advantageous given the quick turnaround required, but it also created a sample bias. This means that participants were more likely to talk about specific service cuts than general members of the public, as they were currently engaged with those services. Consent from participants was received before they partook in focus groups and data was anonymised. Feedback will be provided to participants through the officer who facilitated the sessions.
- 3.7 Participants were asked to select which of the proposals they felt would affect them, their families and their communities most, and then those topics were discussed. This allowed the pre-coding of the qualitative data and discuss what the proposals meant in the 'real lives' of participants. The focus groups included people from a range of socioeconomic backgrounds and life circumstances including older people, people either in work or looking for work, people with a disability, carers and young people. Participants often fitted within multiple 'categories', as could be expected.
- 3.8 It should be noted that the data from focus groups is only meant to provide Services and the Council with a view and indication of the impact taking a particular option might have upon communities. It is not a definitive assessment of impact but a view at a point in time from participants.
- 3.9 The most commonly selected and discussed budget proposal was the reduction in CLD staff. This was raised in 4 of the 6 focus groups we carried out. It was argued that reducing CLD staff and/or closing centres would impact particularly upon young people's learning and employment opportunities and people looking for work. The reprovision of Bo'ness CLD Base was also selected and discussed in 3 out of 6 focus groups (although in one focus group it was noted that it was not this base in particular that caused concern, rather it was perceived as a first step in closing other community centres). It should be noted that this impact might not have a particular equality impact but rather a poverty impact.

- 3.10 The delivery or enablement of youth work, Parent and Toddler groups, 50+ groups and Job Clubs were seen as important ways of reducing social isolation and keeping people active within their communities. Reduced educational attainment and employment opportunities, reduced social/leisure opportunities, reduced citizenship opportunities and increased likelihood of engagement in antisocial behaviour amongst young people were put forward as consequences of significantly reducing CLD provision. The following are extracts of views from the participants:

*Community learning is learning the population to go out and get a job and keep them off the streets and if the CLD is cut drastically then the impact would be more and more young people would be getting into trouble in the streets. They need the community workers developing the young people on the learning aspects of life (Female, 62, FG1).*

*[Y]outhprovision[...] is a big thing when you have a place like this and you have close to 100 kids over 3 nights a week coming in here. If that provision was removed what would these 100 kids go do?(Male, 66, FG5).*

*Just for the job club alone, it is worth its weight in gold, honestly [...]socially it is great just to hear someone else say yeah that is how I feel and this is where I'm at at the moment – you are not on your own etc. [...] I started here last Feb/March and stood outside the door a couple of times scared to come in because my computer skills are virtually none. I was approaching homelessness, dead end jobs and my confidence was literally on the floor. Without people [...] encouraging me and knowing how hard it was for me to just walk through that door every week. But I knew if I got through that door there was somebody saying "it's okay, right you can't do this so..." just taking the time to talk to you and encourage/help you. I got another part time job out of this – I couldn't have done this without the help I wouldn't have had the confidence to even apply for the job (Female, 46, FG5).*

- 3.11 Many participants emphasised that the budget proposals had cumulative impacts upon their lives, with some service reductions exacerbated by streamlining in other parts of the Council. For example, several people suggested that the combination of charges for special uplifts and the closure of a household waste site would lead to an increase in fly tipping. Reducing waste staff was suggested as further exacerbating the amenity and hygiene of areas.

*It is like a double whammy almost, if you increase the cost to a prohibited level and close a household waste site then you get a multiplied effect (Male, 56, FG5).*

*I have only used the special collection once but if I had to pay for it, particularly if there was reduction in the waste disposal areas, Roughmute is the only one that I would know of and if that was to go I would be tempted to fly-tip (Male, 60, FG6).*

*I suppose if they [couldn't afford] the special uplifts and that then some folk would just leave their old furniture in their gardens and make [the town] look even worse (Male, 19, FG3).*

*Why should folk like us have to go without a safe environment? You don't want your bairn coming in with their feet covered in dog waste or going out in the back garden and seeing a rat run along your window sill (Male, 46, FG4).*

- 3.12 However it was interesting that while comments were made specifically on these services, there wasn't any specific impact on either equality or poverty groups other than comments on charging. It could be therefore considered that what concerns equality and poverty groups are similar concerns of the general public.

- 3.13 Closing care homes and removing bus subsidies were seen to have a double-impact on both equality and poverty groups.

*If you close a care home that is close to where your family lives and you move somebody and you are going to change the buses too, how are you going to visit? It has a knock on effect for the families/visitors that they will have (Female, 70, FG1).*

*You take the people out and the buildings will stand empty and disintegrate. People are waiting to get into homes and that will only increase [...]Then there is the potential reduction in the transport of moving people around, so it is a snake eating its tail you know (Male, 59, FG6).*

#### 4. ASSESSMENT OF SAVINGS PROPOSALS 2014/2015

- 4.1 The following table outlines the savings options broken down to identify which would require formal consultation and the corresponding saving value:

Action required	Number of Options	Value £'000's
Nothing required - Low	52	7,261
Mitigation identified - Med	51	13,102
No mitigation - High	2	1,650
<b>TOTAL</b>	<b>105</b>	<b>22,013</b>

- 4.2 From the above table the proportion of the value of the budget savings proposals where no mitigation was needed was 33 %. The proportion where we were able to offer some mitigation is 60% and the proportion of value where it was not possible to identify mitigation is 7%. In this difficult climate people will inevitably feel that there is constriction of the services that the Council has been proud to provide. In order to reduce the impact actions have been identified:

##### **Maintain services by delivering them in a different way e.g.:**

- 4.3 One of the proposals is to make changes to the way we deliver supported employment through the sign factory. For a number of years we subsidised this workspace and service as a way of maintaining employment for local disabled people. However in the long term this is not sustainable and we are pleased that we have been able to attract a supported employment provider into the area who is able to offer support in the transfer of our Sign Factory to their operations. As part of this process our existing staff have been engaged in conversations about this change and supported to make decisions that are right for them and their future. In the longer term we anticipate that by having a specialist supported employment provider in the area that this will extend employment opportunities available to disabled people.

##### **Work with others to provide replacement/alternative services e.g.:**

- 4.4 One options considered is the proposal to close automated public conveniences. Mitigation for this option maybe working with local business and other public providers to offer a 'comfort scheme', thus allowing members of the public to use existing facilities available in other public spaces and places.

##### **Identify efficiencies by looking at our systems, processes and practices e.g.:**

- 4.5 As an organisation, the Council currently provides its services through a variety of buildings in a variety of locations. By reducing the number of premises leased or owned by the Council by

making improved use of existing building space as well as moving to more mobile/flexible working solutions, there will be a reduction in the need for staff to have a single office base.

**Of course there are difficult decisions and we have found that for some proposals it has not been possible to mitigate e.g.**

- 4.6 Options where mitigating actions have not be possible include those services where there is a proposal to stop service delivery or to increase our charges equivalent with inflation resulting in new charges being passed on to our service users/citizens. Equally there maybe an impact due to removing existing concessions and/or subsidies because it is no longer financially viable to maintain them.
- 4.7 The results from consultation will further inform the specific equality and poverty assessment risk ratings leading to a potential review of the savings options in relation to mitigation which may further reduce the risk rating.
- 4.8 Equality risk ratings were scrutinised over January 2015 and the equality and poverty risk values by Service and by impact were determined. This information has been summarised at the end of this report with every option where an EPIA has been undertaken set out with its description, assessment, consultation arrangements and comment.
- 4.9 The effects of the budget options on staffing will be addressed using existing HR organisational change policies where there are processes and practices in place to respond to voluntary severance and redeployment policies which have previously been subject to equality impact assessment.

## **5. PUBLICATION OF EQUALITY AND POVERTY IMPACT ASSESSMENTS**

- 5.1 Within the terms of the Equality Act 2010 there is a requirement to publish impact assessments once they are finalised. The budget related impact assessments will be published on the Council website. It is anticipated that the low rated assessments can be published first with subsequent assessments following thereafter.
- 5.2 The first report to be published will be this overall screening assessment covering the EPIA process as part of budget decision making; providing information on risk and assessment as well as contextualising the outcome as per the process against the legal duty.
- 5.3 The individual EPIA's publication will be confirmed after the February budget meeting. The budget proposals identified as low risk will be the first to be finalised, signed off and published. Those rated as medium/high will follow in line with different consultation processes (e.g. some options will require statutory consultation processes) and this will impact on timeframes for publication.
- 5.4 The Council has sought to balance the impact of service savings across the range of Council functions. Unfortunately in order to secure a balanced budget, difficult decisions are necessary which means that not all services could be protected. Where these services have budget options rated medium/high impact work will be undertaken to ensure risks and impacts are mitigated as far as possible. Indeed a great deal of work has taken place since options were identified to mitigate any potential risk. However it must be stressed that making savings of the magnitude required will undoubtedly have an impact on service delivery.

### **Assessment of workforce implications**

- 5.5 The Council's various services put forward options to make efficiencies through changes which result in a reduction of workforce numbers.
- 5.6 For equality purposes the information thus far has identified the possible net employee changes included from each service proposal. This information is still subject to clarification through the steps being taken with the Trade Unions; staff consultation and available options such as voluntary severance/early or flexible retirement. As this work progresses, it will lead to a better informed service delivery impact assessment.
- 5.7 The Council is committed to ensuring that the Council is as capable as possible to deliver services to our diverse communities by reflecting that diversity in the make-up of the work force. To minimise any unwelcome impacts resulting from these proposals, HR will undertake an overall workforce equality and poverty impact assessment. This assessment will allow a Council wide examination of the staff impact to test if there are any disproportionate consequences arising from the budget proposals.

## **6. SUMMARY OF EQUALITY IMPACT SCREENING**

- 6.1 Some of the options considered have an impact upon people because of age, disability and gender. However, public sector austerity creates a climate for significant savings requirements and through the process of equality and poverty assessment every effort has and will be made to identify and act on mitigating actions where that is possible. It is important that in reviewing the Members EPIA's that while these must be used to inform discussions, they should not hamper or hinder Members taking difficult decisions.
- 6.2 Following the EPIA process, there are only two areas of service that are identified as having a high impact and where the no mitigation actions have been identified. These are:-
- Charging non-council tenants for Garden Aid; and
  - Reviewing packages of care against eligibility criteria with a view to reducing costs.
- 6.3 Clearly both of these have an impact on 2 particular groups, older people and people with a disability. While there will be an impact, it is reasonable that the Council reduces or charges for such services given the level of savings to be achieved, the nature of the service provided, and also in the case of the latter saving this is about more vigorously applying current policy and procedure.
- 6.4 In addition to the high risk impact savings there are a number of proposals when seen together can be said to have a cumulative impact which Members also should have regard to. The group most impacted on by a variety of savings are low-income families as identified the Council's poverty strategy. The reduction in CLD, transport subsidies, community halls, increased charges for breakfast clubs etc. all have an impact on this group. It is important that the Council's response through support services and through its revised poverty strategy have regard to these impacts and identifies ways that their potential impact is minimised.
- 6.5 A robust process of development, implementation and review of the EPIA process is in place. This reports on compliance with duties set out within the Equality Act and has taken into consideration the protected characteristics in considering the implications of savings options with services seeking to put in place actions to minimise the equality impact of its 2015/2016 budget.

- 6.6 In terms of the identified mitigating actions in order to make sure that they are actioned these will be subject to Service monitoring in order to assure their intended effect.
- 6.7 This process will also produce lessons to be learnt to improve the equity of arrangements for impact assessing our 2016/17 budget and beyond. As a result this report has satisfied the requirement to assess the equality and poverty impacts of the proposed budget.

**30 January 2015**

## Budget Proposals February 2015

### Definition of Risk

#### Low

The assessments considered at this stage to be of **'no or low impact'** are deemed such because the assessment demonstrates that there is no disproportionate impact on any of the equality protected characteristics. In relation to the Equality Act 2010 this is identified as age, disability, gender, gender re-assignment, race & ethnicity and sexual orientation. These savings can often be attributed to efficiencies, differing procurement or delivery arrangements being put in place.

#### Medium

The assessments considered at this stage to be of **'medium impact'** are deemed such because the assessment has been able to identify mitigating actions which will reduce the impact on the equality protected characteristic groups. A medium impact is something that is assessed at having an impact on one of the equality protected groups or on one of the groups identified within the Council's poverty strategy but can often be mitigated by some other action.

#### High

The assessments considered at this stage to be of **'high impact'** are deemed such because the assessment has not been able to identify mitigating actions or that the information contained within the assessment has not allowed for a robust understanding of the impact of that option to be assessed.

### Workforce Savings

In addition to the above categories, we have identified where we intend to make savings in our workforce. These savings will require statutory consultation and therefore have been shown separately where appropriate. These are all identified as a medium risk as until the exact staff are identified any equality and poverty impact cannot be robustly assessed.

## CENTRAL SUPPORT SERVICES

LOW

EQUALITY AND PROVERTY IMPACT ASSESSMENT BUDGET REDUCTION OPTIONS				
EPIA RISK RATING – CENTRAL SUPPORT SERVICES.				
Budget ref	Description	Saving £'000's	Assessment, comment and mitigation	Group (s) Impacted.
2	Reduced council tax bad debt provision	300	These proposals focus on internal systems, for example income generation from business and reducing outgoing building lease expenditure where there is no impact on people.	None
3	Increase council tax collection rate from 97.8% to 98%	100		
4	Reduce pension costs in Finance to reflect current staffing profile.	38		
5	Remove repairs and renewal for pooled property	20		
6	Generate additional income through corporate fraud initiative, starting with council tax discount.	40		
7	General expenditure efficiencies	17		
8	Credit card surcharge for payments received.	25		
9	Children's panel safeguarder – recovery of costs from constituent councils.	20		
10	End of a lease for a town centre office space.	104	These proposals focus on internal systems, for example income generation from business and reducing outgoing building lease expenditure where there is no impact on people.	None
1	Printworks – income generation	25		
13	Changes to the Occupational Health	27		

**EQUALITY AND PROVERTY IMPACT ASSESSMENT  
BUDGET REDUCTION OPTIONS**

**EPIA RISK RATING – CENTRAL SUPPORT SERVICES.**

<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
	contract and reducing the specification			
TOTAL		716		

**CENTRAL SUPPORT SERVICES  
MEDIUM**

<b>EQUALITY AND PROVERTY IMPACT ASSESSMENT BUDGET REDUCTION OPTIONS</b>				
<b>EPIA RISK RATING – CENTRAL SUPPORT SERVICES.</b>				
<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group Impacted.</b>
12	Remove Customer First provision from one stop shops.	191	<p>The changes in service will be mitigated by a review of customer access to services and also by offering alternative means of engaging with the council e.g. home visits, channel shift etc.</p> <p>These savings are part of a reduction in the Councils workforce and will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.</p>	Low income families and Older people
11	Savings from the restructure of Payroll & HR Systems Support	70	<p>These savings are part of a reduction in the Councils workforce and will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.</p>	EPIA to be carried out once statutory consultation concluded and specific savings identified.
14	Centralise the Registrars in one location	100	<p>These savings are part of a reduction in the Councils workforce and will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.</p>	EPIA to be carried out once statutory consultation concluded and specific savings identified.
15	Governance	111	<p>These savings are part of a reduction in the Councils workforce and will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.</p> <p>These are in addition to savings identified as part of service options noted below.</p>	
15	Corporate Finance	221		
15	Revenues and Benefits	290		
16	HR Operations – Review of Health & Safety and Employee & Organisational Development	32	<p>These savings are part of a reduction in the Councils workforce and will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.</p>	EPIA to be carried out once statutory consultation concluded and specific savings identified.

**EQUALITY AND PROVERTY IMPACT ASSESSMENT  
BUDGET REDUCTION OPTIONS**

**EPIA RISK RATING – CENTRAL SUPPORT SERVICES.**

<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group Impacted.</b>
17	Policy, technology and improvement – Review of operational arrangements	197	These savings are part of a reduction in the Councils workforce and will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.	EPIA to be carried out once statutory consultation concluded and specific savings identified.
TOTAL		1,212		

**CORPORATE AND NEIGHBOURHOOD SERVICES**

**LOW**

<b>EQUALITY AND PROVERTY IMPACT ASSESSMENT BUDGET REDUCTION OPTIONS</b>				
<b>EPIA RISK RATING – CORPORATE AND NEIGHBOURHOOD SERVICES.</b>				
<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
9	Introduce charge for special uplifts	227	This change will not disproportionately affect any one group.	No groups disproportionately impacted.
3	Increase charges for bereavement services	150	Financial information and support is given to customers where required, in line with the Council's income maximisation work.	
4	Review of fleet services	255	Through general efficiencies and contractual arrangements.	
8	Charge for pest control services.	39	Introduce charging for Pest Control Services. Charges considered competitive in comparison to private services providers and other Local Authorities.	
5	Charge for refuse collection bins in new housing developments	15	Charge will lie with developer therefore no direct impact on customer.	
10	Property savings from rates	22	Savings delivered through a combination of property rationalisation; vacancy management and efficiencies in the purchase of supplies and equipment. No direct impact on any particular group or community.	
11	Savings from deleting vacant posts in resources & procurement	30		
12	Resources & procurement – reduction in supplies & services.	10		
21	Reduce the budget for providing the private sector housing service.	99		
22	Reduce third party payments through a supported accommodation review.	202	Savings delivered through efficiencies and the reduction in the furniture project.	
27	Reduce administration	100	Realign budgets to cover the cost of the administration of Buy Backs;	

**EQUALITY AND PROVERTY IMPACT ASSESSMENT  
BUDGET REDUCTION OPTIONS**

**EPIA RISK RATING – CORPORATE AND NEIGHBOURHOOD SERVICES.**

<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
	costs for managing the services provided by the private sector team to owner/occupiers and landlords.		Mortgage to Rent; Empty Homes This will allow these services to continue.	
28	Refuse Collection – increase brown bin to monthly collection	200	No disproportionate impact on any equality group	
<b>TOTAL</b>		1,349		

**CORPORATE AND NEIGHBOURHOOD SERVICES  
MEDIUM**

<b>EQUALITY AND PROVERTY IMPACT ASSESSMENT BUDGET REDUCTION OPTIONS</b>				
<b>EPIA RISK RATING – CORPORATE AND NEIGHBOURHOOD SERVICES.</b>				
<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
1	Transfer of the Sign factory	470	Mitigation through re provision of services through partnership with Haven	People with a disability
2 & 25	Close automated Public conveniences excluding Blackness and close staffed public conveniences	361	A comfort scheme will be established to ensure provision of service is still available. The savings will on the whole be through staffing so will be part of the statutory workforce consultation.	People with a disability and Older people
6	Reduce number of Community Safety Team patrols	100	These savings are part of a reduction in the Councils workforce and will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.	EPIA to be carried out once statutory consultation concluded and specific savings identified.
13	Trade waste – review crew sizes to 2 staff.	50		
14	Litter picking – reduce the number of teams/squads and reduce the frequency of the current litter picking cycles	200		
15	Review mechanical street sweeping cycles	100		
16	Reduce grass cutting frequencies	415		
17	Review weed control	100		
18	Reduce shrub bed and hedges maintenance	75		
19	Reduce the size of the squads carrying out tree works	40		
20	Reduce the number of annual flower beds and revert to grass areas. Reduce the overall	30		

**EQUALITY AND PROVERTY IMPACT ASSESSMENT  
BUDGET REDUCTION OPTIONS**

**EPIA RISK RATING – CORPORATE AND NEIGHBOURHOOD SERVICES.**

<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
	number of hanging baskets displayed.			
26 & 29	Reduce building cleaning costs and the level of administration costs to building services functions.	139		
23	Reduce administration costs associated with the Deposit Guarantee Scheme	56	Budget realignment will ensure that we can continue to administer this service.	This service is used by mainly homeless persons seeking accommodation in the private rented sector.
24	Increase charges for small repair scheme.	93	As a discretionary service, this increase in charging will ensure the provision of this service continues.	This service is mainly used by women and those over 75.
<b>TOTAL</b>		2,229		

**CORPORATE AND NEIGHBOURHOOD SERVICES**

**HIGH**

<b>EQUALITY AND PROVERTY IMPACT ASSESSMENT BUDGET REDUCTION OPTIONS</b>				
<b>EPIA RISK RATING – CORPORATE AND NEIGHBOURHOOD SERVICES.</b>				
<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
7	Review the introduction of a charge for the Garden Aid scheme.	250	This will mean those not Council tenants will be charged for garden aid. However this is a discretionary service and thus it is the Councils choice as to its provision of this. This service will transfer as part of Health & Social Care Integration.	This will impact on older people and people with a disability who are in receipt of DLA.
TOTAL		250		

## DEVELOPMENT SERVICES

LOW

EQUALITY AND PROVERTY IMPACT ASSESSMENT BUDGET REDUCTION OPTIONS				
EPIA RISK RATING – DEVELOPMENT SERVICES.				
Budget ref	Description	Saving £'000's	Assessment, comment and mitigation	Group (s) Impacted.
1	Reduce overtime	60	This will reduce costs but with no disproportionate impact on equalities groups.	None
2	Reduction in supplies & services	150	These proposals focus on internal systems, for example income generation from business and reducing outgoing expenditure where there is no impact on people.	
4	Capitalise flooding revenue	316		
5	Capitalise roads revenue	158		
9	Increase car parking charges by 30p	82		
12	Increase planning application fees	25		
13	Allow for administration costs for external funding applications.	55		
14	Street naming and numbering (new charges to developers/householders)	7		
7	Change the residual waste collection from fortnightly to 3-weekly.	291	These proposals will not directly impact on service users but will have a positive benefit as it will increase the level of recycling and reduce the cost of waste disposal.	
8	Change the residual waste collection from 3-weekly to 4-weekly	400		
6	Economic development – reduction in service	500	Includes reduction in funding to town centre management and Visit Scotland.	

**EQUALITY AND PROVERTY IMPACT ASSESSMENT  
BUDGET REDUCTION OPTIONS**

**EPIA RISK RATING – DEVELOPMENT SERVICES.**

<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
	provision in areas business property, growth & investment and the employment training unit.			
TOTAL		2,044		

## DEVELOPMENT SERVICES

### MEDIUM

<b>EQUALITY AND PROVERTY IMPACT ASSESSMENT</b>				
<b>BUDGET REDUCTION OPTIONS</b>				
<b>EPIA RISK RATING –DEVELOPMENT SERVICES</b>				
<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
10	Youth employment – removal of additional funding element introduced in 2012/13	500	This will look to reduce the Council's direct subsidy for youth employment programmes. However additional external funding such as European funding will be accessed to reduce the impact of this.	People on a low income and a small number of people with a disability.
11	Reduce staff costs by 8% across the service.	1,000	These savings are part of a reduction in the Councils workforce and will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.	EPIA to be carried out once statutory consultation concluded and specific savings identified.
15	Reduction in bus subsidies for unprofitable bus routes	208	This is a discretionary service. While there will be a reduction in service, the Council will continue to provide significant subsidies in many areas. In addition alternative subsidised transport provision is available for people with a disability.	This may impact on older people and those on low incomes.
3	Remove 14/15 year old travel concession	74	Withdrawal of this subsidy will impact on 14/15 year olds. Discussions with First Bus indicate that they are likely to increase the fare from half to two thirds. Consultation results suggest that this would not have a disproportionate impact on any of the equality protected groups.	May contribute to a cumulative impact on low income families.
<b>TOTAL</b>		1,782		

## SOCIAL WORK

LOW

<b>EQUALITY AND PROVERTY IMPACT ASSESSMENT</b>				
<b>BUDGET REDUCTION OPTIONS</b>				
<b>EPIA RISK RATING – SOCIAL WORK.</b>				
<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
1	Inflationary increase to non-residential charges and charging caps	100	Increase to keep pace with inflation at rate of 2.5% per annum. Financial inclusion advice available to provide information to service users	Older people People with a disability
2	Introduce charges for day care for older people at a rate of £5 per week	29	Increases equity regarding charging for services across all age groups.	
5	Inflationary uplift in income for services funded by NHSForthValley	200	These proposals focus on internal systems and there is no impact on people.	None
6	No inflationary uplift for supporting people expenditure	600	This will run at a stand still budget. Service will be maintained through internal efficiency.	None
12	Inflationary uplift in charges for older peoples homes.	35	Increase to keep pace with inflation rate of 2.5% per annum Financial inclusion actions available to provide information to service users.	None
13	Property savings from reduced rates	60	These proposals focus on internal systems and reducing outgoing building lease expenditure where there is no impact on people.	None
14	Property savings from ending leases	20		
18	Joint Working with the NHS	101	Reduce Council spend on joint services.	
TOTAL		1,145		

**SOCIAL WORK  
MEDIUM**

<b>EQUALITY AND PROVERTY IMPACT ASSESSMENT BUDGET REDUCTION OPTIONS EPIA RISK RATING – SOCIAL WORK.</b>				
<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
4	Introduce eligibility criteria for transport accompanied by changes for transport provided	50	An independent review of transport arrangements across Development, Education and SW is near conclusion and this is likely to further inform the assessment.	Potential impact on people with a disability.
3	Reduce frequency of cleaning to buildings.	16	These savings are part of a reduction in the Councils workforce and will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.	EPIA to be carried out once statutory consultation concluded and specific savings identified.
7	Home care – shift the balance of internal/external provision towards a greater proportion of external provision	75	This will ensure a service is provided but through a different provider.	Mainly older people and people with a disability.
8	Redesign of employment services to people with a disability and potential closure of ASSET.	102	The employment support element of this project with service users and two staff is to be passed over to Employment and Training Unit as well as to the new Momentum Project. The remainder of service users will be reassessed and supported as appropriate in the community.	This proposal will impact on service users with learning disability.
9	Potential reduction of existing building based day services in response to anticipated increase in demand for packages of self directed support.	460	Gradual shift from provision via a building / base to different ways of supporting the needs of individuals	
10	Switch existing shopping service to an alternative reduced service being commissioned through the voluntary sector.	125	Scoping exercise needs to take place with the 3 <sup>rd</sup> sector to determine level of interest in picking up this provision. This is a discretionary service and can be provided by alternative providers.	Older people People with a disability.

**EQUALITY AND PROVERTY IMPACT ASSESSMENT  
BUDGET REDUCTION OPTIONS**

**EPIA RISK RATING – SOCIAL WORK.**

<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
11	Review Caledonia Clubhouse and Services provided by FDAMH with a view to achieving efficiency targets of 20%.	71	As yet the equality impact is to be determined thus the rating for this proposal. It is anticipated that the final review will identify mitigating actions that will minimise any loss of service. This review and re-design proposal will be identified during 2015.	People with a disability.
15	Close Rowans short break service and purchase equivalent number of places externally.	100	Service users will still be able to access a respite service from other providers.  Potential impact on staff and service users as the service changes are implemented.	People with a disability
16	Redesign of care home provision with closure of Oakbank and reprovision of Summerford.	300	This is awaiting a final report on the impact of these changes. This is currently being finalised by HubCo and will be presented to Members in due course. Service users may require to move depending on the care model agreed.	Older people
TOTAL		1,299		

## SOCIAL WORK

### HIGH

EQUALITY AND PROVERTY IMPACT ASSESSMENT				
BUDGET REDUCTION OPTIONS				
EPIA RISK RATING – SOCIAL WORK.				
Budget ref	Description	Saving £'000's	Assessment, comment and mitigation	Group (s) Impacted.
17	Reprofiled eligibility criteria for adult social care with a focus on provision for people whose needs are critical or substantial.	1,400	This proposal will mean reassessing need and reviewing eligibility criteria to focus provision on meeting the most critical levels of need.	Older people People with a disability.
TOTAL		1,400		

## EDUCATION

### LOW

<b>EQUALITY AND PROVERTY IMPACT ASSESSMENT BUDGET REDUCTION OPTIONS</b>				
<b>EPIA RISK RATING – EDUCATION.</b>				
<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
2	Home to School Transport: Move to Statutory Distance Entitlements	350	Move from our current 1 and 2 miles to the 2 and 3 mile statutory distance for Primary and Secondary Schools respectively.	Disabled parents and primary carers.
3	Review management structures in nursery schools and sessionaliseHeathrigg	145	The Service's re-design proposals (inclusive of management reductions) will be measured as part of the overall workforce EPIA.	None
4	Increase in Baby Charges – Full year effect of last year's decision.	17	This is a discretionary service and increasing charges reflects the higher cost of providing baby care provision. There would not be any disproportionate impact on any of the equality protected characteristic groups.	Potential impact on low income families who use the provision.
10	Relocation ofBo'ness CLD office	10	This service will be provided from another building in the area e.g. school and thus will utilise current assets more effectively.	Little or no impact – most service provision is located elsewhere.
17	Reduce schools per capita budget	100	This will reduce the funding that is devolved to schools to locally purchase education materials and supplies/services.	Pupils may be affected by fewer resources.
18	Promote the use of parental contracts instead of taxis	5	This involves advising parents of ASN pupils that they can if they wish opt to transport their child to school and be recompensed for that. This will save on taxi costs. The transport to school for ASN pupils will not be negatively impacted.	None
20	Reduce the number of meal choices in primary and secondary schools	80	This involves reducing existing budget to re-align with demand and to consider options around reducing the cost of existing service provision. Any change will still meet the required nutritional standards.	None
26	Additional Funding Grants - Savings	300	Relates to savings made in the delivery of the P1 to P3 school meals and the extension of early years provision to 600 hours.	Staff affected by change in working location
14	Relocate staff from Camelon Education Centre to Sealock House	50	Relocate staff from Camelon Education Centre to Sealock House or another education premises. This will reduce building operating costs. This has no impact on service provision.	
16	Review of	950	Review the Council's contractual obligations with regards the provision	

**EQUALITY AND PROVERTY IMPACT ASSESSMENT  
BUDGET REDUCTION OPTIONS**

**EPIA RISK RATING – EDUCATION.**

<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
	PPP/NPDOcontractual arrangements.		of schools to reduce costs.	None
TOTAL		2,007		

**EDUCATION  
MEDIUM**

<b>EQUALITY AND PROVERTY IMPACT ASSESSMENT BUDGET REDUCTION OPTIONS EPIA RISK RATING – EDUCATION.</b>				
<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
1	Reduce level of support for learning assistants	400	Service re-design. Potential to impact on pupils with ASN. Potential to impact on staff. Service will try to negate any impact on those pupils who have the highest level of support needs.	Pupils with a disability
5	Reduce level of provision of speech & language therapy	50	This is a service that is provided by the NHS but funded by the Council.	Pupils with a disability.
8	Review curricular choices and move to a more standardised provision in secondary schools	100	This involves reviewing current Advanced Higher options and existing timetabling and delivery models with a view to making existing provision more efficient.	Secondary Senior Pupils
6	Review of options to reduce primary school teaching hours	1,995	Reduce teaching time for primary school pupils from 25 to 22.5 hours per week, in line with teachers' contractual class contact time.	Pupils & Families.
9	Reduce number of educational psychologists	50	Will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.	Pupils with a disability
7	Remove discretionary teacher allocations in primary and secondary schools.	930	This involves the removal of all discretionary teachers allocated to specific schools for specific purposes such as Nurture Classes, Schools in Areas of Deprivation (IDA) and for School Capacity Easing purposes.	Pupils with a disability. Families of those pupils who are currently receiving support.
11	Review existing community learning and development provision and reduce service in non-statutory areas	1,062	Will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.	Staff affected by reductions  Service users will receive less support.  EPIA to be carried out once statutory consultation concluded and specific savings identified.
12	Usage levels in all 22	250	Consider options around the least used Halls including community	Local communities may be

**EQUALITY AND PROVERTY IMPACT ASSESSMENT  
BUDGET REDUCTION OPTIONS  
EPIA RISK RATING – EDUCATION.**

Budget ref	Description	Saving £'000's	Assessment, comment and mitigation	Group (s) Impacted.
	community halls will be assessed and options considered around the halls that are least used, including options for closure or community transfer.		transfer. Local meetings will be held to discuss these options.	affected depending on the future options.
13	Reduce central support staff (management, admin and clerical)	400	Will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.	EPIA to be carried out once statutory consultation concluded and specific savings identified.
15	Reduce building cleaning frequency and specification	365	Will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.	EPIA to be carried out once statutory consultation concluded and specific savings identified.
25	Reorganise school library service and provide a decentralised service within each secondary school	325	Will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.	EPIA to be carried out once statutory consultation concluded and specific savings identified.
27	Transport from travelling peoples site	10	Stop discretionary provision and align to statutory distance entitlements.	Parents of pupils at Gypsy/Traveller site will need to make alternative transport arrangements.
28	Music Tuition Service	50	Reduce in line with demand the number of instruments available and increase group instruction delivery models.	Pupils
21	Increase school lets charges by 3%	12	Increase charges by 3% in line with the Falkirk Community Trust	Community groups will face higher charges for lets.
22	School lets – full year effect of last year's decision.	40	Charges in 2014/15 were aligned with those of the Falkirk Community Trust.	Community groups will face higher charges for lets.
23	Childcare Fees – Increase by 5% pa	45	Fees will be increased annually. Fees charged are comparable with those charged by other childcare providers.	Potential impact on low income families who use the provision.

**EQUALITY AND PROVERTY IMPACT ASSESSMENT  
BUDGET REDUCTION OPTIONS**

**EPIA RISK RATING – EDUCATION.**

<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
24	Breakfast Club Fees	5	Increase Charges in 2015/16 by 5p	Potential impact on low income families who use the provision.
19	Schools Meals - increase cost of school meals by 20% (over 3 years)	300	Increase cost by 20% over 3 years. (15p/10p/10p) Note: Free school meals introduced for all P1-3 pupils This does not affect pupils entitled to receive Free School Meals.	Families above the free school meals threshold will pay more.
TOTAL		6,389		

**ALL SERVICES**

**LOW IMPACT**

**PROPOSALS ASSESSED BUT NOT PROCEEDING AT THIS TIME**

<b>EQUALITY AND PROVERTY IMPACT ASSESSMENT BUDGET REDUCTION OPTIONS</b>				
<b>EPIA RISK RATING – ALL SERVICES</b>				
<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
DEV	Reduce school crossing patrols	150	This proposal would reduce the number of school crossing patrols to the amount required by the national guidelines.	
DEV	Increase parking charges at railway stations	130	Blue badge holders would be exempt thus mitigating any potential impact though the impact is deemed to be small.	
S WK	Full cost recovery for meals	6	This addresses existing inequities where by people who are known to social work services have the cost of their meals subsidised. Financial inclusion actions available to provide information to service users.	
CSS	Move Occ. Health into Council Offices	10	These proposals focus on internal systems, for example income generation from business and reducing outgoing expenditure where there is no impact on people.	None
CSS	Savings publications/advertising	49	These proposals focus on internal systems, for example income generation from business and reducing outgoing building lease expenditure where there is no impact on people.	None
CSS	Offsite PC storage	10		None
CSS	PC replacement	200	This saving is dependent on new ways of working being rolled out across the Council including virtual desk tops.	None

**ALL SERVICES**

**MEDIUM IMPACT**

**PROPOSALS ASSESSED BUT NOT PROCEEDING AT THIS TIME**

<b>EQUALITY AND PROVERTY IMPACT ASSESSMENT BUDGET REDUCTION OPTIONS</b>				
<b>EPIA RISK RATING – ALL SERVICES</b>				
<b>Budget ref</b>	<b>Description</b>	<b>Saving £'000's</b>	<b>Assessment, comment and mitigation</b>	<b>Group (s) Impacted.</b>
C&NS	Waste Site Closure	200	Reduce the number of civic amenity sites from two to one.	
C&NS	Cease plant production at Kinneil Nursery	40	Will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.	
DEV	Accessible transport – review of existing services.	64	Among other things the review will look at possible efficiencies and where there are overlapping services.	People with a disability.
ED	Sharing head teachers in primary schools	60	Will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.	EPIA to be carried out once statutory consultation concluded and specific savings identified.
ED	Reduce teachers/ subjects/ management structures.	400	Will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.  Also need to ensure that if savings are achieved in Special learning education the impact on those with a disability needs to be considered.	EPIA to be carried out once statutory consultation concluded and specific savings identified.
ED	Special Education Teachers	300	Will be included as part of the overall workforce assessment. Mitigation will be achieved through a variety of HR policy related to managing organisational change e.g. VS; flexible retirement; early retirement etc.  Also need to ensure that if savings are achieved in Special learning education the impact on those with a disability needs to be considered.	EPIA to be carried out once statutory consultation concluded and specific savings identified.