

Scottish Borders Council

Equality Impact Assessment

1.	Title of Proposal:	MB1: Management review of Professional and Support Services
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(Please enter the title or reference for your proposal)

2.	Service Area: Department:	Various
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(Please enter the department/service area submitting the proposal)

3.	Description:	Following changes to service delivery requirements a full review of Management and Admin is underway to explore more integrated and streamlined professional, managerial and administrative support for front line services and ensure the optimum deployment of staff resources across service delivery models. Officers will seek to manage this reduction through natural staff turnover and the current ER/VS scheme where possible.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.	
	<p>Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010? (If you believe that your proposal may have some relevance – however small please indicate yes)</p>	
	Duty	Yes/No
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced? (Please x all that apply).				
	Equality Characteristic	Impact			Description <i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively</i>
		No Impact	Possible Positive Impact	Possible Negative Impact	

				<i>affected. If you are unsure of the answer please state this and recommend further investigation.</i>
Age (Older or younger people or a specific age grouping)		X	X	<p>Occupational Health - It is possible that a reduction in the Occupational Health budget would impact negatively on older members of staff who may be more prone to suffer injuries or develop conditions which require the assistance of the Occupational Health Service. This is particularly acute given the age profile of the workforce.</p> <p>Finance - ER/VS is seen as a key tool to facilitate the structural changes required which will probably be more attractive to older members of staff and those with longer service.</p> <p>Online Benefits - The roll out of online benefits could adversely affect customers lacking in online skills</p> <p>Adults & Children & Young People- The review must be mindful of staff of different ages, and ensure that employees are not denied access to opportunities due to their age.</p> <p>Welfare benefits - Reduced capacity for maximising customer's incomes and advocating on their behalf in relation to benefit/tax credit and Universal Credit matters.</p>
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X	X	<p>Occupational Health - Employees with a disability may make more use of the service than employees without. In addition to referrals for periods of absence, the Occupational Health service advise on adjustments which would allow a disabled employee to return to or remain at work.</p> <p>Online Benefits - The roll out of online benefits could adversely affect customers with reduced ability to access or use online material</p> <p>Adults & Children & Young People - Any redesign of the organisational structure, roles, working practices and arrangements must consider staff with disabilities and ensure these individuals are not unfairly disadvantaged. For example, generic job descriptions may not be suitable for staff with disabilities who may not be able to perform all the duties of the role.</p> <p>Welfare benefits - Reduced capacity for maximising customer's incomes and advocating on their behalf in relation to benefit/tax credit and Universal Credit matters.</p>
Gender (Males, Females, Transgender or Transsexual people)		X	X	<p>Finance - Higher proportion of female staff in the department especially in lower grades.</p> <p>Children & Young People - There are more women employed</p>

				<p>in Business Support, particularly Admin posts, and therefore it is likely the female staff population would be more affected through any redesign of the structure.</p> <p>Welfare benefits - Reduced capacity for maximising customers incomes and advocating on their behalf in relation to benefit/tax credit and Universal Credit matters.</p>
<p>Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.</p>	X			
<p>Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding</p>			X	<p>The Occupational Health service may be required to conduct a risk assessment to ascertain if a pregnant employee is able to remain in her current role or move to another. They may also recommend adjustments to the role.</p>
<p>Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)</p>			X	<p>Online Benefits - The roll out of online benefits could disadvantage groups with limited access to IT equipment and/or connections. It could also present language barriers to those whose native language is not catered for.</p> <p>Welfare benefits - Reduced capacity for maximising customers incomes and advocating on their behalf in relation to benefit/tax credit and Universal Credit matters.</p>
<p>People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)</p>	X			
<p>Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual</p>	X			
<p>Carers (those who have caring responsibilities for someone with an equality Characteristic)</p>			X	<p>Reduced capacity for maximising customers incomes and advocating on their behalf in relation to benefit/tax credit and UC matters.</p>
<p>Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)</p>			X	<p>Finance - Likelihood of lower grade posts being removed through restructuring.</p> <p>Online Benefits - The roll out of online benefits could disadvantage individuals with limited access to IT equipment and/or connections.</p>

<p>Employees (those employed by the Council including full time, part time and temporary)</p>		X	X	<p>Any reduction in the Occupational Health service would affect employees.</p> <p>Training reduction - There is a possible negative impact to employees as the reduction in courses and placements will affect the employees' development, skills and knowledge required to carry out their role effectively and efficiently. This may, in turn, lead to employee relation issues based on performance and loss of morale</p> <p>Finance - Positive: restructuring may provide opportunities and increased job satisfaction. Negative: restructuring/new system will reduce the number of staff required.</p> <p>Online Benefits - The roll out will in due course mean less overall staffing is required in a specialist staffing group</p> <p>Customer services – overtime rationalisation. Staff will have less opportunity to work overtime therefore low income families will have a reduced opportunity to increase their income levels through overtime</p> <p>Adults & Children & Young People- The review will impact on employees, who may have concerns about the uncertainties of their future within SBC. There is likely to be some changes to most staff and the review must be mindful of this.</p> <p>Welfare Benefits - Reduced advice and advocacy on benefits issues for those on low pay and for Council Employees who work directly with customers within the categories. Reduced training opportunities and support</p>
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6.	Mitigation	
	<p>Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.</p>	
	Characteristic	Mitigation
	All	The Occupational Health budget was underspent last year, and is on course to be underspent by a similar amount this year. The £30,000 reduction would be covered by the underspend.
	Age/ Disability/ Pregnancy – Maternity	If it appeared that the reduction in the Occupational Health budget did potentially affect the extent of service provision, referrals could be targeted to ensure priority cases were dealt with.
	Employees	Training - Courses will have to be scrutinised more for their value and suitability to employees and SBC. Limited/reduced places on courses will have to be assessed to ensure those places are allocated to the most appropriate roles within SBC.
	Age	Finance - Age of the post holder will not be part of the consideration on which posts will be reduced.

Gender	Gender of the post holder will not be part of the consideration on which posts will be reduced.
Poverty	If any post holder loses their job they will be compensated financially either through ER/VS or redundancy.
Employees	Finance - We are using temporary contracts, taking opportunities as they arise naturally and using ER/VS when people want to leave and there is a business case to allow this..
Age	Online Benefits - Paper application forms will remain available for a time after roll out and online access courses will be run/publicised via Council services or related organisations. Mediated assistance will be available from various Council staffed sites
Disability	Online Benefits - Paper application forms will remain available for a time after roll out and online access courses will be run/publicised via Council services or related organisations. Mediated assistance will be available from various Council staffed sites
Employee	Online Benefits - The roll out will affect long term staffing levels however this will be managed through natural wastage and existing staffing recruitment gaps
Race	Online Benefits - Paper application forms will remain available for a time after roll out and online access courses will be run/publicised via Council services or related organisations. Mediated assistance will be available from various Council staffed sites
Employee	Overtime rationalisation - Staff are given the opportunity where appropriate to change or increase hours when vacancies or temporary hours become available.

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	X
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Lizzie Turner	Service Area.	Finance
Post	Business Partner – Chief Executive & Neighbourhood Services	Date	4 th December 2015

Equality Impact Assessment

1.	Title of Proposal:	MB3: Changes to Working Practices
2.	Service Area: Department:	Corporate – Chief Executive’s
3.	Description:	A programme of work is underway to assess how the Council can deploy its workforce in the most efficient and effective ways. Changes in working practices resulting from this review will generate savings in 2017/18 and 2018/19 of the Financial Plan. This will involve more flexible working patterns and the deployment of staff to deliver services in line with service demand.
4.	Relevance to the Equality Duty. Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010? (If you believe that your proposal may have some relevance – however small please indicate yes)	
	Duty	Yes/No
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes – the Programme will seek to promote modern working practices that, indirectly, will mitigate against discrimination
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	No

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced? (Please x all that apply).			
	Equality Characteristic	Impact		Description
		No Impact	Possible Positive Impact	Possible Negative Impact
				Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.
	Age (Older or younger people or a specific age grouping)		X	X
				The programme will seek to ensure a balance in the age profile of the workforce which may benefit younger people. Within the programme, the people planning process addresses organisational structures, roles and responsibilities and learning and development making sure that there is no unconscious bias. The people plan will have a positive impact on the Council’s initiative on apprenticeships. Succession Planning will also

				<p>help with retention and the development of staff of all ages.</p> <p>A full EIA will be undertaken as the programme matures.</p>
<p>Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring</p>	X			<p>No negative impacts have been identified.</p> <p>The people planning process-requires managers to consider work-style, working environment, location and tasks and where applicable ensure that reasonable adjustments to everyday working practices are a consideration.</p>
<p>Gender (Males, Females, Transgender or Transsexual people)</p>		X		<p>Within the programme, the people planning process addresses organisational structures, roles and responsibilities and learning and development making sure that there is no unconscious bias.</p>
<p>Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.</p>	X			
<p>Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding</p>	X			
<p>Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)</p>	X			
<p>People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)</p>	X			
<p>Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual</p>	X			
<p>Carers (those who have caring responsibilities for someone with an equality Characteristic)</p>	X			

Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			
Employees (those employed by the Council including full time, part time and temporary)		X	X	Within the programme, the people planning process addresses organisational structures, roles and responsibilities and learning and development making sure that there is no unconscious bias. Succession Planning will also help with retention and the development of staff for all ages.

6.	Mitigation	
Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.		
Characteristic	Mitigation	
Age	The Programme seeks to mitigate the potential risk of a negative impact by ensuring that there is a managed approach to changes in the workforce in the context of both the age structure of the workforce and turnover. Central to this is the People Planning process which aligns People Planning with the Financial Plan and Business Plans.	
Employees	The Programme seeks to mitigate the potential risk of a negative impact by ensuring that there is a managed approach to the changes in the workforce in the context of both the age structure of the workforce and turnover. Central to this is the People Planning process which aligns People Planning with the Financial Plan and Business Plans.	

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	James Lamb	Service Area.	Transformation Team, Chief Executives
Post	Programme Manager	Date	07 December 2015

Equality Impact Assessment

1.	Title of Proposal:	MB4: Delivery of an Inclusion for All model
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(Please enter the title or reference for your proposal)

2.	Service Area:	Children & Young People
	Department:	People

(Please enter the department/service area submitting the proposal)

3.	Description:	<p>The existing delivery model to support children requiring additional support will be redesigned with the emphasis being on an Inclusion for All model. Existing provision does not meet current needs, is over bureaucratic and redesign will address this by building universal capacity ensuring all children are supported and those with the greatest professionally assessed needs receive the most support. 2016/17 manpower implications are likely to be in the region of 40 FTE ANAs with an element of the reduction being delivered through existing vacancies and the remainder through redeployment or ER/VS. The ANA resource for children with exceptional (severe and complex) needs in both mainstream schools and enhanced support centres will not be reduced as part of this proposal. A highly trained ANA workforce, embedded within an inclusive school ethos and classroom structure will achieve better outcomes for our children with mild / moderate learning needs. Investment is planned in related budget areas for example complex needs and upskilling staff.</p>
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.	
	<p>Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010? (If you believe that your proposal may have some relevance – however small please indicate yes)</p>	
	Duty	Yes/No
	<p>Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i></p>	Yes
	<p>Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i></p>	Yes
	<p>Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i></p>	Yes

5. Which groups of people may be impacted (both positively and negatively) if the proposal is advanced? (Please x all that apply).				
Equality Characteristic	Impact			Description
	No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
Age (Older or younger people or a specific age grouping)		X	X	Delivery of Inclusion for All will impact young people across the Borders. Ratios of ANAs to pupils will be reduced, with reduced investment in the universal service. Children with severe and complex needs will benefit from specialist facilities being planned and better trained staff.
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X	X	With overall investment in the service being reduced, targeted provision will be reduced. Children with severe and complex needs will benefit from specialist facilities being planned and better trained staff. Avoiding children with a disability being educated outside the area will ensure greater social integration in the local community for those children.
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different	X			

beliefs, customs (including atheists and those with no aligned belief)				
Sexual Orientation , e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)		X	X	There will be a focus on provision within the locality avoiding travel to external facilities where appropriate. Overall investment in universal additional needs provision will be reduced.
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			
Employees (those employed by the Council including full time, part time and temporary)			X	There will be a targeted reduction in employee numbers.

6.	Mitigation	
Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.		
Characteristic	Mitigation	
Age	The re-design of the ASN service will re-focus the provision of support on the areas of severe and complex needs and Social Emotional and Behavioural Needs. This could result in a reduction in existing levels of service provision for service users.	
Disability	This could result in a reduction in existing levels of service provision for service users.	
Carers	This could result in a reduction in existing levels of service provision for service users.	
Employees	There will be a reduction in staff levels but there could be opportunities for re-deployment.	

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Scott Lees	Service Area.	People Department
Post	Project Manager	Date	10/11/15

Equality Impact Assessment

1.	Title of Proposal:	MB5: Review of Early Years provision
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(Please enter the title or reference for your proposal)

2.	Service Area:	Children & Young People
	Department:	People

(Please enter the department/service area submitting the proposal)

3.	Description:	Phase 1 of a new delivery model for the provision of the Early Years service is currently being rolled out, to be completed in August 2016. The new model delivers a modernisation of the Early Years workforce to incorporate more efficient staffing models. This is a continuation of the proposal previously agreed within the 2015/16 Financial Plan and that being rolled out in the current year.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?		
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age grouping)		X		The early Years model being rolled out and will deliver an improved provision to a greater number of 2, 3 & 4 year olds.
	Disability e.g. Effects on people with mental,		X		Investment in improved facilities and better trained staff will improve provision for those with a disability.

physical, sensory impairment, learning disability, visible/invisible, progressive or recurring				
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated	X			

rural communities etc)				
Employees (those employed by the Council including full time, part time and temporary)			X	Overall staff numbers may reduce following implementation, this reduction is likely to be delivered by vacancy management within the service.

6.	Mitigation	
Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.		
	Characteristic	Mitigation
	Employees	Managing confidence of staff & expectations who will be feeling overwhelmed with challenge of change, potential impact to staff morale. Time management and changes to working practice. Changes to working patterns, terms and conditions.

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Janice Thomas	Service Area.	People Department
Post	Project Manager	Date	12/11/15

Equality Impact Assessment

1.	Title of Proposal:	MB6: Learning Delivery Review
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(Please enter the title or reference for your proposal)

2.	Service Area:	Children & Young People
	Department:	People

(Please enter the department/service area submitting the proposal)

3.	Description:	Projects are currently being rolled out to deliver Service efficiencies, extending the peripatetic janitor model, cessation of a Salary Conservation scheme, review of Community Learning & Development budgets, review of historic Curriculum for Excellence Budgets following implementation & School Library Review.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?		
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age grouping)			X	Reduced investment in Curricular budgets and school library provision may reduce choice for young people.
	Disability e.g. Effects on people with mental,			X	Reduced investment in Curricular budgets and school library provision may reduce choice for young people with a

physical, sensory impairment, learning disability, visible/invisible, progressive or recurring				disability
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated	X			

	rural communities etc)				
	Employees (those employed by the Council including full time, part time and temporary)	X			

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation
	Age / Disability	Delivery will focus on mitigating impact of implementing the Learning Delivery Framework.

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I could provide evidence to support my answers if asked.	x
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Francis Eneide	Service Area.	People Department
Post	Project Manager	Date	3.12.15

Equality Impact Assessment

1.	Title of Proposal:	MB7: Focused Education Delivery
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(Please enter the title or reference for your proposal)

2.	Service Area:	Children & Young People
	Department:	People

(Please enter the department/service area submitting the proposal)

3.	Description:	Review of pre-school home visiting teacher service, Educational Psychology Service, Art Therapist Service and Home School Link Worker provision. Schools have the flexibility to use their DSM budget to fund this support if they wish.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	<p>Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010? (If you believe that your proposal may have some relevance – however small please indicate yes)</p>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. (Could your proposal discriminate? Or help eliminate discrimination?)	Yes	
	Promotion of equality of opportunity? (Could your proposal help or hinder the Council with this)	Yes	
	Foster good relations? (Could your proposal help or hinder the council s relationships with those who have equality characteristics?)	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced? (Please x all that apply).				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	
				X	Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.
	Age (Older or younger people or a specific age grouping)			X	Reduced investment in services (EP) may have an impact on preventative work in the service, with caseload work being compromised.
	Disability e.g. Effects on people with mental, physical, sensory impairment,	X			

learning disability, visible/invisible, progressive or recurring				
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			

	Employees (those employed by the Council including full time, part time and temporary)		X	There will be a reduction in overall staff numbers. This will be managed within the department "People Plan".
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6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation
	Age	Delivery will ensure impact is minimal by a fair targeted approach.
	Employees	Employee reductions will be delivered by targeted ERVS / redeployment.

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Scott Lees	Service Area.	People Department
Post	Project Manager	Date	11/11/15

Equality Impact Assessment

1.	Title of Proposal:	MB8: Redesign of elements of the Children & Families Social Work Service
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(Please enter the title or reference for your proposal)

2.	Service Area:	Children & Young People
	Department:	People

(Please enter the department/service area submitting the proposal)

3.	Description:	A review of the Children & Families Social Work service will include a review of management posts, commissioned services and service delivery options and case work delivery. It is envisaged that children in need of focused support will be accommodated within the development of the inclusion agenda and earlier interventions by universal and targeted services. Manpower implications are likely to be minimal.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?		
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes	
	Foster good relations? <i>(Could your proposal help or hinder the council's relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age grouping)			X	A reduction in the services being commissioned will result in a reduced investment in preventative work undertaken within the service.

Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring			X	There may be inadequate specialist provision within the universal provision for young people with a disability.
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)			X	With reduced investment in preventative provision there will be an increased workload on carers.
Poverty (people who are on a low income including benefits)	X			

claimants, people experiencing fuel poverty, isolated rural communities etc)				
Employees (those employed by the Council including full time, part time and temporary)			X	Employee numbers will reduce, which will be accommodated within the service as part of the people plan being undertaken

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation
	Age, Disability & Employees.	We will re-align duties and responsibilities across the Children & Families SW service to mitigate negative impacts.
Age, Disability & Employees.	We will be reducing a front line support service to children & young people who are, or are at risk of being accommodated. Whilst this is not a statutory service the service supports the work of the statutory staff. If the service no longer exists the statutory involvement will continue but the level of intensive service will be reduced.	

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Ann Blackie	Service Area.	People Department
Post	Chief Officer CYPS	Date	02/12/2015

Equality Impact Assessment

1.	Title of Proposal:	MB9: Supporting Independence when Providing Care at Home
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(Please enter the title or reference for your proposal)

2.	Service Area:	Adult Services
	Department:	People

(Please enter the department/service area submitting the proposal)

3.	Description:	<p>Project underway to develop an independence-focussed approach to Care at Home. It is expected that on implementation, a number of improved outcomes for clients will result such as quicker reablement and decreased dependency on homecare and other care services enabling affordability and sustainability of services going forward. This is also linked to a review of what/how key day and night care services are currently delivered.</p> <p>There are currently 64 clients across Adult Services in receipt of Direct Payment or homecare packages in excess of 25 hours per week (2,338 hours in total). (1,322 / 1,016 respectively). Through systematic review an average reduction of 10% (230 hours) is targeted. 40 hours assessment time has been agreed to focus on the 64 cases to review them with a view to creating reablement opportunities, assistive technology and reductions in hours to manage care in an appropriate way.</p>
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.	
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?	
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>	
	Duty	Yes/No
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes

5. Which groups of people may be impacted (both positively and negatively) if the proposal is advanced? (Please x all that apply).				
Equality Characteristic	Impact			Description <i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	No Impact	Possible Positive Impact	Possible Negative Impact	
Age (Older or younger people or a specific age grouping)		X	X	Older people are likely to be affected by changes to traditional home care services. Will predominately affect older people who may see a change in the level of care they receive and the way in which their outcomes are met. More robust application of eligibility criteria and consideration of other models of care, greater fairness and equity.
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X	X	There is likely to be changes affecting service users with a disability in receipt of home care. Will predominately affect older people, but may affect people with a disability who may see a change in the level of care they receive and the way in which their outcomes are met. More robust application of eligibility criteria and consideration of other models of care, greater fairness and equity.
Gender (Males, Females, Transgender or Transsexual people)		X	X	Service users may express preferences to the gender of the person providing support, and this should be carefully considered.
Marital Status Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			

People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)		X	X	Arrangements for carers may need to be adjusted to align with changes to the provision of home care.
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			
Employees (those employed by the Council including full time, part time and temporary)		X	X	This is likely to change working arrangements of staff.

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation
	Age	More robust application of eligibility criteria and consideration of other models of care, greater fairness and equity.
	Disability	More robust application of eligibility criteria and consideration of other models of care, greater fairness and equity.
	Gender	Specific consideration of gender of carers will be required when planning care provision.
	Carers	Need to ensure that there is no impact on the caring role to ensure that carers are continued to be supported to care. Ensure carers assessments are carried out where possible.

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	

	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Frances Eneide Samantha Barrie	Service Area.	People Department
Post	Performance Officer	Date	21/01/2015 03/12/15

Equality Impact Assessment

1.	Title of Proposal:	MB10: Review Secondary School Teacher Allocation
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(Please enter the title or reference for your proposal)

2.	Service Area:	Children & Young People
	Department:	People

(Please enter the department/service area submitting the proposal)

3.	Description:	Review secondary school staffing allocations across all secondary schools reducing teacher numbers from 2017/18. Delivery of the saving will be via a revised formula for devolving staffing to secondary schools where staffing allocations will be realigned to ensure the most efficient model is in place for every secondary school. The saving will be delivered by a redesign of timetabling in secondary schools.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?		
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age grouping)			X	Reducing secondary teacher numbers may impact on choices available for young people.
	Disability e.g. Effects on people with mental,	X			

physical, sensory impairment, learning disability, visible/invisible, progressive or recurring				
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated	X			

	rural communities etc)				
	Employees (those employed by the Council including full time, part time and temporary)			X	There will be a managed reduction in employee numbers, managed as part of the service people plan.

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation
	Age / Employees	With a reduction in pupil course choice, and a targeted ERVS to deliver the efficiency, the proposal will be managed through vacancy management and the implementation of ERVS.

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Donna Manson	Service Area.	People Department
Post	Service Director – Children & Young People	Date	02/12/2015

Equality Impact Assessment

1.	Title of Proposal:	MB11: Closing the Gap
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(Please enter the title or reference for your proposal)

2.	Service Area:	Children & Young People
	Department:	People

(Please enter the department/service area submitting the proposal)

3.	Description:	A new distribution methodology will be used for the allocation of Closing the Gap funding. A proportion of funding will be allocated to schools with significant needs in terms of their percentage of vulnerable learners, with the remaining funds used to fund staff, who will work closely with each locality cluster to support the raising of attainment of vulnerable learners across the cluster leading to improved outcomes. The cluster of schools will manage this resource.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.	
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?	
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>	
	Duty	Yes/No
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age grouping)		X	X	Reduced overall investment in deprivation funding will reduce overall provision. Provision will be targeted to those most in need in the Borders, as determined within each cluster.

Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring	X			
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (people who are on a low income including benefits)	X			

claimants, people experiencing fuel poverty, isolated rural communities etc)				
Employees (those employed by the Council including full time, part time and temporary)			X	Employee numbers will be reduced, impacting mainly on part-time staff.

6.	Mitigation	
Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.		
Characteristic	Mitigation	
Age	Through closing the gap strategy a deeper understanding of activity which impacts upon pupil attainment will mitigate the risk.	
Employees	Impact on employees will be managed in line with the service people plan.	

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Donna Manson	Service Area.	People Department
Post	Service Director – Children & Young People	Date	02/12/2015

Equality Impact Assessment

1.	Title of Proposal:	MB12 : Extend Corporate Transformation Programme
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(Please enter the title or reference for your proposal)

2.	Service Area:	All
	Department:	All

(Please enter the department/service area submitting the proposal)

3.	Description:	Extend the Corporate Transformation programme in future years to target further operational efficiencies through new ways of working, better service alignment, partnership working and use of new technology.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	<p>Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010? (If you believe that your proposal may have some relevance – however small please indicate yes)</p>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. (Could your proposal discriminate? Or help eliminate discrimination?)	No	
	Promotion of equality of opportunity? (Could your proposal help or hinder the Council with this)	No	
	Foster good relations? (Could your proposal help or hinder the council s relationships with those who have equality characteristics?)	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced? (Please x all that apply).				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	
		<p><i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i></p>			
	Age (Older or younger people or a specific age grouping)	X			
	Disability e.g. Effects on people with mental, physical, sensory impairment,	X			

	learning disability, visible/invisible, progressive or recurring				
	Gender (Males, Females, Transgender or Transsexual people)	X			
	Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
	People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
	Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
	Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
	Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			
	Employees (those employed by the Council including full time, part time and temporary)		X	X	It is likely any organisational change of this scale will affect staff in some way.

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation
	Staff	EIA Process will be completed as part of the full detailed proposals that will be worked up

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Lizzie Turner	Service Area.	Finance
Post	Business Partner	Date	20/01/16

Equality Impact Assessment

1.	Title of Proposal:	WP1: Alternative Service Models Programme
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2.	Service Area: Department:	Corporate Transformation and Services
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3.	Description:	Per the 2015/16 Financial Plan, improved efficiency and increased income from enhanced trading opportunities are being delivered through the establishment of SBCares for the delivery of Care services, together with seeking alternative and more cost effective delivery models for other Council services such as LLP's, Joint-Ventures with other Councils or private-sector partners.
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4.	Relevance to the Equality Duty.	
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?	
	Duty	Yes/No
	Elimination of discrimination (both direct & indirect), victimisation and harassment.	Yes
	Promotion of equality of opportunity?	Yes
	Foster good relations?	Yes

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	
				<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>	
	Age (Older or younger people or a specific age grouping)		X	X	Programme not yet sufficiently developed to answer at this stage. Any impacts to be subject of further consultation with affected groups.
	Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability,	X			

	visible/invisible, progressive or recurring				
	Gender (Males, Females, Transgender or Transsexual people)	X			
	Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
	People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
	Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
	Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
	Poverty (People who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc.)	X			
	Employees (those employed by the Council including full time, part time and temporary)		X	X	Programme not yet sufficiently developed to answer at this stage. Any impacts to be subject of further consultation with affected groups.

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Stephen Roy	Service Area.	Corporate Transformation
Post	Project Manager	Date	2 nd December 2015

Equality Impact Assessment

1.	Title of Proposal:	WP2: Commissioned Services
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(Please enter the title or reference for your proposal)

2.	Service Area:	Adult Services, Children and Young People, Commercial Services, Business Transformation
	Department:	People, Place, Chief Executive

(Please enter the department/service area submitting the proposal)

3.	Description:	Targeted efficiencies to be achieved from review and negotiation with providers around current commissioned services arrangements within Children & Young People, Adult Services, Chief Executives and Place. This is a development to the proposal previously agreed within the 2015/16 Financial Plan.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?		
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age grouping)		X	X	Depending on the type of contracts this may affect different age profiles across the clients we support. This can be addressed through the criteria framework to ensure we are not disadvantaging any groups.

				Young People may be directly affected within the C&YP service. There will be a perception of reduced service provision which will have to be managed to demonstrate the benefit of service provision within universal.
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X	X	As Above.
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)		X	X	As Above

	Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			
	Employees (those employed by the Council including full time, part time and temporary)		X	X	<p>This is likely to change the working practices for staff in Social Work Contracts and service management and they may need to be supported to ensure effective negotiations with providers can be achieved.</p> <p>Discussions will need to take place with NHS. For our own staff there could be re-deployment opportunities.</p>

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Jane Douglas	Service Area.	People Department
Post	Principal Officer Health & Social Care/Group manager	Date	03/12/2015
Name	Ann Blackie	Service Area.	People Department
Post	Chief Officer CYPs	Date	02/12/15

Name	Rob Dixon	Service Area.	Transformation & Services
Post	Transformation & Services Director	Date	23/01/15
Name	A Drummond-Hunt	Service Area.	Place
Post	Service Director Commercial Services	Date	6/10/2015

Equality Impact Assessment

1.	Title of Proposal:	WP3 & WP4: Review of Cultural services and efficiencies in Culture and Sport Funding
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2.	Service Area: Department:	Corporate Transformation and Services : Cultural Services
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3.	Description:	<p>Per the 2015/16 Financial Plan, options have been considered regarding the future delivery of Cultural Services within the Scottish Borders. Non Domestic Rates savings will be available following the transfer of these services to a Trust. £158k saving associated with this transfer was reflected in the 2015/16 Financial Plan which was a permanent saving.</p> <p>Reduced funding would be provided to Culture and Sports via an Integrated Trust, realising these savings will require a joint approach from SBC and Borders Sport & Leisure Trust. 2017/18 saving includes a review of Integrated Libraries & Contact Centres</p>
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4.	Relevance to the Equality Duty.	
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?	
	Duty	Yes/No
	Elimination of discrimination (both direct & indirect), victimisation and harassment.	No
	Promotion of equality of opportunity?	Yes
	Foster good relations?	Yes

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	
				<p><i>Where you have identified a potential impact, please detail what you perceive this to be.</i></p> <p><i>Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i></p>	
	Age (Older or younger people or a specific age grouping)		X		<p>Younger people - improved engagement and access to culture, heritage and arts via integrated trust</p> <p>Older – improved engagement with sport and wellbeing initiatives, and to a range of volunteering opportunities</p>

Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X		Improved access and improved engagement to culture, heritage and arts, and to a range of volunteering opportunities Improved access to sport and wellbeing initiatives, including new and additional opportunities brought about by an integrated approach
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (People who are on a low income including benefits)		X		Opening up an integrated set of services to new audiences will allow for some additional promotion and access to opportunities for people of all income groups, including for example promoting access to services within Libraries as part

claimants, people experiencing fuel poverty, isolated rural communities etc.)				<p>of joint working initiatives.</p> <p>An Integrated Trust will also open up volunteering opportunities, including for those people who are looking for routes into employment.</p> <p>In addition the range of services available can be expanded into many more geographical locations, and services such as sports activities can be promoted in mobile libraries and via outreach staff.</p>
Employees (those employed by the Council including full time, part time and temporary)	X			An opportunity exists to cross promote access to cultural and sport activities through joint initiatives, sharing of data and reaching a bigger, wider and more dispersed audience

6.	Mitigation	
Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.		
	Characteristic	Mitigation

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Lindsay Wood	Service Area.	Cultural Services
Post	HoH Business Manager/Acting Cultural Services Manager	Date	8 September 2015

Equality Impact Assessment

1.	Title of Proposal	LB1: Asset Management
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(Please enter the title or reference for your proposal)

2.	Department	Place
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(Please enter the department/service area submitting the proposal)

3.	Description	Work is underway to implement a revised asset management strategy that best supports the future delivery of Council services more cost effectively. Includes energy efficiency measures, estate rationalisation, locality planning, taking full account of revised future service delivery models, including the provision of education, increased flexible working and the co-location of Council Services and community planning partner services wherever possible. This is a development to the proposal previously agreed within the 2015/16 Financial Plan.
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(Please enter a full description of your proposal)

4.	Relevance to the Equality Duty.	
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010? (If you believe that your proposal may have some relevance – however small please indicate yes)	
	Duty	Yes/No
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes
	Foster good relations? <i>(Could your proposal help or hinder the council's relationships with those who have equality characteristics?)</i>	Yes

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?			
	Equality Characteristic	Impact		Description <i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
		No Impact	Possible Positive Impact	
	Age (Older or younger people or a specific age grouping)	X	X	Any possible impacts would be subject to further consultation with affected groups.
	Disability e.g. Effects on people with mental, physical, sensory	X	X	Any possible impacts would be subject to further consultation with affected groups.

impairment, learning disability, visible/invisible, progressive or recurring				
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (People who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities	X			

etc.)				
Employees (those employed by the Council including full time, part time and temporary)		X	X	Any possible impacts would be subject to further consultation with affected groups.

6.	Negative Impact	
	Where you have identified a potential negative impact, please detail what you perceive this to be. Please state the equality characteristic/s potentially negatively affected and explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Explanation

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I could provide evidence to support my answers if asked.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment be conducted if the proposal is accepted.	X
	Not Certain – further assessment is recommended if proposal is accepted.	

Completed By			
Name	A Drummond-Hunt	Dept.	Place
Post	Service Director Commercial Services	Date	3/12/2015

Equality Impact Assessment

1.	Title of Proposal:	LB2: Waste Management Plan
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(Please enter the title or reference for your proposal)

2.	Service Area:	Waste Services
	Department:	Neighbourhood Services

(Please enter the department/service area submitting the proposal)

3.	Description:	Continuing development of the Waste Management Plan which may consider areas such as a review of; working patterns, opening hours at waste facilities, Community Recycling Centres, kerbside collection services, route optimisation, PR and communications, service level agreements, bulky waste uplift service including charging scheme, wheeled bin replacement policy, food waste service and waste analysis assessments. This is a development to the proposal previously agreed within the 2015/16 Financial Plan.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	<p>Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010? (If you believe that your proposal may have some relevance – however small please indicate yes)</p>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced? (Please x all that apply).				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	
				X	<p><i>Where you have identified a potential impact, please detail what you perceive this to be.</i></p> <p><i>Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i></p> <p>The introduction or increase of charges for services may have a detrimental impact on different age groups.</p> <p>A move to online communications may have a detrimental</p>

				<p>impact to different age groups.</p> <p>The full impacts are not known at the current time. Therefore further investigation is required.</p>
<p>Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring</p>			X	<p>The introduction or increase of charges for services may have a detrimental impact on disability groups.</p> <p>A move to online communications may have a detrimental impact on disability groups.</p> <p>The full impacts are not known at the current time. Therefore further investigation is required.</p>
<p>Gender (Males, Females, Transgender or Transsexual people)</p>	X			
<p>Marital Status Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.</p>	X			
<p>Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding</p>	X			
<p>Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)</p>	X			<p>The full impacts are not known at the current time. Therefore further investigation is required.</p>
<p>People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)</p>	X			
<p>Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual</p>	X			
<p>Carers (those who have caring responsibilities for</p>	X			<p>The full impacts are not known at the current time. Therefore further investigation is required.</p>

someone with an equality Characteristic)				
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)			X	The introduction or increase of charges for services may have a detrimental impact on poverty groups. A move to online communications may have a detrimental impact on poverty groups. The full impacts are not known at the current time. Therefore further investigation is required.
Employees (those employed by the Council including full time, part time and temporary)		X	X	Any changes to working patterns are likely to have an impact on employees. At the current time the full impacts are not known. Therefore further investigation is required.

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation
	Age	Unsure requires further investigation.
	Disability	Unsure requires further investigation.
	Race Groups	Unsure requires further investigation.
	Carers	Unsure requires further investigation.
	Poverty	Unsure requires further investigation.
	Employees	Mitigation measures to be discussed with affected groups when impacts are known

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Ross Sharp-Dent	Service Area.	Waste Services
Post	Waste Manager	Date	26 th October 2015

Equality Impact Assessment

1.	Title of Proposal:	LB3: Review & Modernise Winter Operations
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(Please enter the title or reference for your proposal)

2.	Service Area:	Neighbourhood Operations
	Department:	Place

(Please enter the department/service area submitting the proposal)

3.	Description:	Review and modernisation of winter operations to establish a more effective arrangement for night time and standby cover. Utilising new technology will allow statistical and geographical information to be developed which can be used to prioritise routes and reduce salt use.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?		
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	No	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	No	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age grouping)	X			
	Disability e.g. Effects on people with mental,	X			

physical, sensory impairment, learning disability, visible/invisible, progressive or recurring				
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated	X			

rural communities etc)				
Employees (those employed by the Council including full time, part time and temporary)		X	X	more effective arrangement for night time and standby cover may result in staff being positively or negatively affected depending on their personal situation and view point of working anti-social hours

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation
	Employees	Staff consultation and discussion with representative bodies prior to any changes being implemented

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Jason Hedley	Service Area.	Neighbourhood Services
Post	Service and Neighbourhood Manager (Tweeddale)	Date	30/11/15

Equality Impact Assessment

1.	Title of Proposal:	LB4: New delivery model for Public toilet provision
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(Please enter the title or reference for your proposal)

2.	Service Area:	Neighbourhood Services - Neighbourhood Operations
	Department:	Place

(Please enter the department/service area submitting the proposal)

3.	Description:	A new delivery model for the provision of public toilets. This may include introducing charging, a comfort scheme network, community partnering, mothballing, and providing alternative facilities to rationalise provision following a full review. An implementation date of October 2016 is planned with savings phased over 2016/17 and 2017/18 accordingly.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty. Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010? (If you believe that your proposal may have some relevance – however small please indicate yes)		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced? (Please x all that apply).				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be.</i> <i>Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age grouping)		X	X	Depending on nature of changes agreed at local level, public toilet provision may be via alternative means in different locations: Positive impact: proposals may increase wider availability of facilities in the local area and may enhance the quality of facilities made available. Negative impact: individual walking distance to a facility may increase Introduction of toilet charging may be proposed for key strategic facilities in key urban areas: Positive impact: may ensure toilet provision is better quality

				<p>and more sustainable</p> <p>Negative impact: may affect people who have more need to use facilities and may incur costs.</p> <p>We are fairly certain that impacts can be mitigated and the range of proposals drafted seek to provide a better overall level of provision, but we will continue to assess and monitor through to implementation stage.</p>
<p>Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring</p>		X	X	<p>As above with one exception;</p> <p>Radar keys will ensure no restriction on access to facilities with toilet charging for people with disability (no impact).</p>
<p>Gender (Males, Females, Transgender or Transsexual people)</p>		X	X	<p>Female access to public toilets, particularly where options are limited (in rural areas) is important due to specific needs (pregnancy/menstruation) – see above for summary of possible Positive and negative impacts</p>
<p>Marital Status Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.</p>	X			
<p>Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding</p>		X	X	<p>Female access to public toilets, particularly where options are limited (in rural areas) is important due to specific needs (pregnancy/menstruation) – see above for summary of possible Positive and negative impacts</p>
<p>Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)</p>			X	<p>As above – for wider potential positive/negative impact.</p> <p>Travelling people may require access to toilets, as the caravans may not include WC's.</p> <p>We will continue to assess and monitor potential impacts through the process.</p>
<p>People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)</p>	X			<p>No evidence identified at this stage as to direct positive or negative effect on this group of redesigning the service of public toilet provision. The public may experience a wider positive benefit from more facilities being made available via Comfort Schemes.</p>
<p>Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual</p>	X			<p>No evidence identified at this stage as to direct positive or negative effect on this group of redesigning the service of public toilet provision. The public may experience a wider positive benefit from more facilities being made available via Comfort Schemes.</p>

Carers (those who have caring responsibilities for someone with an equality Characteristic)		X	X	As above.
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)		X	X	As above plus; Possible negative impact: the introduction of charging to public toilets in urban areas may impact on low income groups, however this is mitigated by the nominal fee for toilet use (20p) and provision of alternative non-charging facilities (such as public libraries, contact centres, etc) .
Employees (those employed by the Council including full time, part time and temporary)		X	X	The staff deployed to undertake cleaning activities are predominantly undertaking a range of duties of which toilet cleaning is only one – therefore the impact of any reduction in toilet cleaning duties will be offset by other duties, and no direct loss of posts will be created.

6.	Mitigation	
Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.		
Characteristic	Mitigation	
Age	The redesigned service seeks to provide an increased network of publicly available facilities via alternative means, this should enhance the overall accessibility of facilities.	
Disability	The redesigned service seeks to provide an increased network of publicly available facilities via alternative means, this should enhance the overall accessibility of facilities. Comfort Scheme or 3 rd party facilities incorporated will be assessed to ensure an equal or improved level of disabled access to facilities is maintained. Radar keys will mitigate any impact on Disabled users needing access to toilets which have charging introduced.	
Race	The redesigned service seeks to provide an increased network of publicly available facilities via alternative means, this should enhance the overall accessibility of facilities, however there may be instances where travelling people need to use facilities that may no longer be provided or free to use. This could be mitigated by temporary provision of facilities as needed.	
Carers	The redesigned service seeks to provide an increased network of publicly available facilities via alternative means, this should enhance the overall accessibility of facilities. Comfort Scheme or 3 rd party facilities incorporated will be assessed to ensure an equal or improved level of disabled access to facilities is maintained. Radar keys will mitigate any impact on Disabled users needing access to toilets which have charging introduced.	
Poverty	The redesigned service seeks to provide an increased network of publicly available facilities via alternative means, this should enhance the overall accessibility of facilities.	
Employees	Discussions and engagement with Trade Unions is ongoing and will continue through the review – however this is on the basis that ERVS would continue to be offered and direct impact on employees would be mitigated.	

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Jason Hedley	Service Area.	NEIGHBOURHOOD SERVICES
Post	Service and Neighbourhood manager (Tweeddale)	Date	01/12/15

Equality Impact Assessment

1.	Title of Proposal	LB5: Bus Subsidies Review
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(Please enter the title or reference for your proposal)

2.	Department	Passenger Transport
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(Please enter the department/service area submitting the proposal)

3.	Description	A review of the subsidised bus network to ensure that travellers needs are met through the more efficient use of resources, creative collaboration with communities and the business sector, and the retendering of bus contracts.
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(Please enter a full description of your proposal)

4.	Relevance to the Equality Duty.	
	<p>Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010? (If you believe that your proposal may have some relevance – however small please indicate yes)</p>	
	Duty	Yes/No
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	No
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced? (Please x all that apply).				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	
				<p><i>Where you have identified a potential impact, please detail what you perceive this to be.</i></p> <p><i>Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i></p>	
	Age (Older or younger people or a specific age grouping)		X	X	Younger and older people are more likely to use public transport. Any possible impact would be subject to further consultation with affected communities.
	Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible,			X	Impact on those who have been refused a driving licence or are unable to obtain a driving licence due to their disability to access services. Any possible impact would be subject to further consultation with affected communities.

progressive or recurring				
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)			X	Access to cultural/peer/support/care groups. Bus travel is an essential mode, often the only travel mode for many on low incomes and for job seekers. Any possible impact would be subject to further consultation with affected communities.
Employees (those employed by the	X			

Council including full time, part time and temporary)				
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6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation
		See Above

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I could provide evidence to support my answers if asked.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment be conducted if the proposal is accepted.	X
	Not Certain – further assessment is recommended if proposal is accepted.	

Completed By			
Name	Tim Stephenson	Dept.	PLACE : PT
Post	Passenger Transport Manager	Date	08-01-16

Equality Impact Assessment

1.	Title of Proposal:	BP1: ICT Investments in new technology leading to reduced running costs and improved efficiency in back office support services
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(Please enter the title or reference for your proposal)

2.	Service Area:	Corporate Transformation & Services
	Department:	All

(Please enter the department/service area submitting the proposal)

3.	Description:	Per the 2015/16 Financial Plan an ICT investment programme is planned that will realise productivity gains and savings across all areas of Council activity. The provision of better ICT solutions will support business process re-engineering to improve efficiency and productivity across the Council but likely to focus in a number of key functional areas including Financial administration, HR and Procurement.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?		
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	No	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	No	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age grouping)		X		Potential community benefits still to be identified. Potential new apprenticeship opportunities still to be defined

Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring	X			
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)		X		Potential community benefits still to be identified
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)		X		Potential community benefits still to be identified
Poverty (people who are on a low income)		X		Potential community benefits still to be identified

	including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)				
	Employees (those employed by the Council including full time, part time and temporary)		X	X	Potential new apprenticeship opportunities still to be defined Potential greater career and training opportunities for existing staff May reduce the number of support staff required in some areas

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation
	N/A	N/A

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Bill Edwards	Service Area.	Corporate Transformation
Post	ICT Programme Manager	Date	07.12.15

Equality Impact Assessment

1.	Title of Proposal:	BP2: Phase 2 Printer refresh
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(Please enter the title or reference for your proposal)

2.	Service Area:	Chief Executive's – Communications and Marketing
	Department:	

(Please enter the department/service area submitting the proposal)

3.	Description:	As a development to the agreed proposal within the 2015/16 Financial Plan, phase 2 of a printer refresh will ensure that the Council is operating the most efficient printing model. This project will focus on the wider estate including social work offices, contact centres, area offices and schools following the printer refresh programme at Council headquarters to replace multiple printers with fewer multi function devices managing printing, photocopying, scanning, faxing and contributing to more efficient and effective document and records management and reduced print consumable costs e.g. paper, print cartridges and maintenance. Following the implementation of a new printing strategy and an investment in our internal printing capability the printing services team have committed to savings from other publications anticipated to deliver a savings of £10k.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?		
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes	
	Foster good relations? <i>(Could your proposal help or hinder the council's relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or			X	

younger people or a specific age grouping)				those who may not have access to internet/digital media – or who are not confident with using online/digital formats.
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring			X	Alternative format documents need to be provided where required to ensure SBC is providing accessible information i.e. easy-read versions of documents.
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)			X	Alternative format documents may need to be developed i.e. other languages.
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation , e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty			X	Those on low income may have less opportunity to access

(people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)				digital/online services therefore if SBC prints less – they may be negatively affected if communications activity is not tailed to suit intended audience.
Employees (those employed by the Council including full time, part time and temporary)	X			

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation
	Age	Communications Plan(s) produced by relevant service-area to ensure most appropriate communications channel(s) are being produced for intended audience
	Race	Communications Plan(s) produced by relevant service-area to ensure most appropriate communications channel(s) are being used and materials are being produced for intended audience
	Poverty	Communications Plan(s) in place by relevant service-area to ensure most appropriate communications channel(s) are being used for intended audience
	Disability	Communications Plan(s) in place by relevant service-area to ensure most appropriate communications channel(s) are being used and materials produced for intended audience

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	x
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Tracey Graham	Service Area.	Communications and Marketing
Post	Corporate Communications and Marketing Manager	Date	30 November 2015

Equality Impact Assessment

1.	Title of Proposal:	BP3: Reducing Mileage
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(Please enter the title or reference for your proposal)

2.	Service Area:	Various
	Department:	Corporate

(Please enter the department/service area submitting the proposal)

3.	Description:	Reducing miles travelled by 20% and reducing the cost of Home to Work travel. This figure is council wide (excluding SBCares) and will require initiatives to reduce mileage for example through increased use of technology, video conferencing and the opportunities provided by the Railway.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?		
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age grouping)	X			
	Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability,		X		The increased use of technology / video conferencing and use of the Railway will have a positive impact on employees who are unable to drive or have difficulty physically attending a work location.

visible/invisible, progressive or recurring				
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			

	Employees (those employed by the Council including full time, part time and temporary)		X	X	Employees will be encouraged to use alternative methods of travel and use technology to allow 'virtual' meetings. This will reduce travel time and requirements to use personal cars for business but also reduce the reimbursement provided to employees for doing so.
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6.	Mitigation			
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.			
	Characteristic	Mitigation		
	Employees	Proposal will be led by HR to ensure impacts on employees are fully considered as specific policy changes are brought in.		

7.	How certain are you of the answers you have given?		
	Answer	Tick One	
	Certain - I have populated the evidence base to support my answers.		
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X	
	Not Certain – further assessment is recommended if proposal is progressed.		

Completed By			
Name	Lizzie Turner	Service Area.	Finance
Post	Business Partner – Chief Executive, Neighbourhood Services & Other	Date	03/12/15

Equality Impact Assessment

1.	Title of Proposal:	BP4: Commercial Opportunities & Procurement
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(Please enter the title or reference for your proposal)

2.	Service Area:	Procurement & Payment Services, Finance
	Department:	Chief Executive

(Please enter the department/service area submitting the proposal)

3.	Description:	Effective contract management and related procurement activity will aim to generate cashable efficiencies through enhanced information sharing, ensuring best value from supply chain through contract management and supplier relationships and enhancing commercial activities through compliance measures and appropriate demand management mechanisms. This is a development to the proposal previously agreed within the 2015/16 Financial Plan.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?		
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	No	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	No	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age grouping)	X			
	Disability e.g. Effects on people with mental, physical, sensory	X			

impairment, learning disability, visible/invisible, progressive or recurring				
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities)	X			

etc)				
Employees (those employed by the Council including full time, part time and temporary)	X			

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation
		N/A

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Kathryn Dickson	Service Area.	Procurement & Payment Services
Post	Procurement & Payment Services	Date	23.10.15

Equality Impact Assessment

1.	Title of Proposal:	BP5: Reduction in Loans Charges
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(Please enter the title or reference for your proposal)

2.	Service Area:	Finance
	Department:	Chief executive

(Please enter the department/service area submitting the proposal)

3.	Description:	A reduction in loans charges as a result of the repayment of specific consents to borrow in 2017/18. A further one off temporary reduction will be made in 2016/17 available as a result of favourable interest rates. This is a development to the proposal previously agreed within the 2015/16 Financial Plan.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?		
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	No	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	No	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	No	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age grouping)	X			
	Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible,	X			

progressive or recurring				
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			
Employees (those employed by the	X			

Council including full time, part time and temporary)				
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6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation
		N/A

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	X
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Lizzie Turner	Service Area.	Finance
Post	Business Partner – Chief Executive, Neighbourhood Services & Other	Date	03/12/15

Equality Impact Assessment

1.	Title of Proposal:	BP6: Out of Area Placement Savings
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(Please enter the title or reference for your proposal)

2.	Service Area:	Children & Young People
	Department:	People

(Please enter the department/service area submitting the proposal)

3.	Description:	With the delivery of an "Inclusion for All" strategy, savings are expected in our out of area placement cost from 2018/19. This will be delivered by working with young people to access opportunities within the community, and by building capacity within the community, including making better use of the voluntary sector which will lead to a reduced spend. This is a development to the proposal previously agreed within the 2015/16 Financial Plan.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?		
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age grouping)		X		Children being retained in the area improving social cohesion and reducing the likelihood of future negative outcomes.
	Disability e.g. Effects on people		X		Avoiding sending children with a disability outside of their locality will enable them to integrate within their locality and

with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring				avoid isolation in future years.
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (people who are on a low income including benefits claimants, people experiencing fuel	X			

	poverty, isolated rural communities etc)				
	Employees (those employed by the Council including full time, part time and temporary)	X			

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Full impact to be determined

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Anne Blackie	Service Area.	People Department
Post	Chief Officer – Children & Young People	Date	02/12/2015

Equality Impact Assessment

1.	Title of Proposal:	BP7: Review of PPP Contract
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(Please enter the title or reference for your proposal)

2.	Service Area:	Children & Young People
	Department:	People

(Please enter the department/service area submitting the proposal)

3.	Description:	Per the 2015/16 Financial Plan, external consultants have been engaged to review the PPP contract with a target to deliver savings of £107k from 2016/17 with an emphasis on insurance costs, contract lifecycle and all other services provided within the contract.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?		
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age grouping)	X			
	Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability,	X			

visible/invisible, progressive or recurring				
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			
Employees (those	X			

employed by the Council including full time, part time and temporary)				
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6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	David Robertson	Service Area.	Chief Executive
Post	Chief Financial Officer	Date	02/12/2015

Equality Impact Assessment

1.	Title of Proposal:	BP8: Reprovision reviewing Process for care packages
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(Please enter the title or reference for your proposal)

2.	Service Area:	Adult Services
	Department:	Chief Executive

(Please enter the department/service area submitting the proposal)

3.	Description:	The team was set up in 2008/09 to review all packages of care and to make savings. However all packages of care have been reviewed and savings are being caught at the front end through panel with scrutiny in regard to the application of eligibility criteria. It is proposed that the Reviewing Team be allocated out across localities, filling existing vacancies, re-establishing the reviewing cycle within the assessment & care management function.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?		
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age grouping)		X	X	The service is expected to improve due to being part of the processes of the locality teams and the reviews being more timely and effective. A possible negative would be that because reviews are completed on a more timely basis then additional need will also be identified as well as a

				reduction when care needs may have reduced.
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring	X			
Gender (Males, Females, Transgender or Transsexual people)	X			Predominately a female team, but the staff will be relocated within existing locality teams so there should be no negative impact expected in this area.
Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (people who are on a low income	X			

including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)				
Employees (those employed by the Council including full time, part time and temporary)	X			Predominately a female team, but the staff will be relocated within existing locality teams so there should be no negative impact expected in this area.

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Jane Douglas	Service Area.	People Department
Post	Principal Assistant Health and Social Care/Group Manager	Date	03/12/2015

Equality Impact Assessment

1.	Title of Proposal:	BP9: Review of Adults with Learning Disabilities service to meet demand
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(Please enter the title or reference for your proposal)

2.	Service Area:	Adult Services
	Department:	Chief Executive

(Please enter the department/service area submitting the proposal)

3.	Description:	More effective deployment of Social Worker and Care staff to support client needs to deliver a more efficient delivery model to support adults with learning disabilities and physical disabilities.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	<p>Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010? (If you believe that your proposal may have some relevance – however small please indicate yes)</p>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced? (Please x all that apply).				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	
					<p><i>Where you have identified a potential impact, please detail what you perceive this to be.</i></p> <p><i>Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i></p>
	Age (Older or younger people or a specific age grouping)		X	X	Improvements in staff deployment and training will result in more efficient and effective provision of care but within a fixed level of overall resource.
	Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability,		X	X	As above.

visible/invisible, progressive or recurring				
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)		X	X	As above. Also carers for this particular cohort of clients have significant challenges in their caring role due to the level of disability these young people have. However Employees (those employed by the Council including full time, part time and temporary) as above we have a duty to provide services and will do so. The impact therefore upon these carers should be minimal.
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities)	X			

etc)				
Employees (those employed by the Council including full time, part time and temporary)		X	X	There is a potential scenario, if our plans to meet this cohort of service users within budget are not effective, that we have to delay recruitment to vacant posts and possibly review whether we can continue to provide the same level of service. This could have a negative impact upon jobs and cause staff anxiety and stress. At this moment in time there are no plans to reduce the LDS workforce but their caring role may change.

6.	Mitigation	
Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.		
Characteristic	Mitigation	
Age	Efforts are ongoing to identify cost effective solutions for these individuals to minimise the financial impact on the budget. We have a duty to provide services to this client group so this will happen. The impact therefore upon the young person should be minimal.	
Disability	Efforts are ongoing to identify cost effective solutions for these individuals to minimise the financial impact on the budget. We have a duty to provide services to this client group so this will happen. The impact therefore upon the young person should be minimal.	
Staff	Workforce Planning will form a key element of plans brought forward to deliver efficiency savings and care for greater demand with the same level of resources.	

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Simon Burt	Service Area.	People Department
Post	Group Manager	Date	27/11/15

Equality Impact Assessment

1.	Title of Proposal:	BP10: Review of Older People service to reflect demand
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(Please enter the title or reference for your proposal)

2.	Service Area:	Adult Services
	Department:	People

(Please enter the department/service area submitting the proposal)

3.	Description:	More effective deployment of Social Worker and Care staff to support client needs to deliver a more efficient delivery model to support Older People.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.	
	<p>Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010? (If you believe that your proposal may have some relevance – however small please indicate yes)</p>	
	Duty	Yes/No
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced? (Please x all that apply).				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	
				<p><i>Where you have identified a potential impact, please detail what you perceive this to be.</i></p> <p><i>Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i></p>	
	Age (Older or younger people or a specific age grouping)		X	X	Improvements in staff deployment and training will result in more efficient and effective provision of care but within a fixed level of overall resource.
	Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability,		X	X	As above

visible/invisible, progressive or recurring				
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)		X	X	As above. Carers have significant challenges in their caring role and it is important that they remain supported in this caring role.
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			
Employees (those		X	X	There is a potential scenario, if our plans to meet this cohort

employed by the Council including full time, part time and temporary)				of service users within budget are not effective, that we have to delay recruitment to vacant posts and possibly review whether we can continue to provide the same level of service. This could have a negative impact upon jobs and cause staff anxiety and stress. At this moment in time there are no plans to reduce the older people and external workforce but their caring role may change.
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6.	Mitigation		
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.		
	Characteristic	Mitigation	
	Age	Efforts are ongoing to identify cost effective solutions to meet new demand to minimise the financial impact on the budget. We have a duty of care and statutory responsibilities so we will be focusing on innovative solutions e.g. Re-ablement, assistive technology, self- management to promote independence	
	Disability	Efforts are ongoing to identify cost effective solutions to meet new demand to minimise the financial impact on the budget. We have a duty of care and statutory responsibilities so we will be focusing on innovative solutions e.g. Re-ablement, assistive technology, self- management to promote independence	
	Staff	Workforce Planning will form a key element of plans brought forward to deliver efficiency savings and care for greater demand with the same level of resources.	

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Jane Douglas	Service Area.	People Department
Post	Principal Assistant Social Care & Health/ Group Manager	Date	03/12/2015

Equality Impact Assessment

1.	Title of Proposal	BP11: Review of Street Lighting Provision
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(Please enter the title or reference for your proposal)

2.	Department	Infrastructure & Asset Management (PLACE)
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(Please enter the department/service area submitting the proposal)

3.	Description	The Council maintains 19,000 street lights which previously utilised old Sodium lighting technology. The street lighting energy and maintenance costs of these lights are in excess of £950k p.a. A 5 year capital investment programme is now well advanced to replace the existing Sodium street lighting lanterns with more energy efficient LED lights. To date 6,000 lights have been replaced. These use around 60% less electricity, require less maintenance and will lead to the savings shown in Street Lighting expenditure. The project will also reduce the Council's Carbon Footprint and help to minimise future Carbon tax liabilities. The LED installation rate is running ahead of schedule and the project will be complete 1 year ahead of schedule in 2018/19. This is a development of the previously agreed proposal within the 2015/16 Financial Plan.
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(Please enter a full description of your proposal)

4.	Relevance to the Equality Duty.	
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?	
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>	
	Duty	Yes/No
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	No
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	No
	Foster good relations? <i>(Could your proposal help or hinder the council's relationships with those who have equality characteristics?)</i>	No

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?			
	<i>(Please x all that apply).</i>			
	Equality Characteristic	Impact		Description
		No Impact	Possible Positive Impact	Possible Negative Impact
				<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>

Age (Older or younger people or a specific age grouping)	X			
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring	X			
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation , e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			

Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			
Employees (those employed by the Council including full time, part time and temporary)	X			

6.	Negative Impact	
	Where you have identified a potential negative impact, please detail what you perceive this to be. Please state the equality characteristic/s potentially negatively affected and explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Explanation

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I could provide evidence to support my answers if asked.	X
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment be conducted if the proposal is accepted.	
	Not Certain – further assessment is recommended if proposal is accepted.	

Completed By			
Name	David Richardson	Dept.	Infrastructure & Asset Management
Post	Asset Manager	Date	03-12-15

Equality Impact Assessment

1.	Title of Proposal:	BP12: Redesign of Assessment and Care Management Model
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(Please enter the title or reference for your proposal)

2.	Service Area:	Adult Services
	Department:	People

(Please enter the department/service area submitting the proposal)

3.	Description:	A review & redesign of assessment and care management following best practice across the sector including, reviewing every package of care (all reviewed within 6 months), splitting complex cases from non-complex cases, establishing a cycle of review (all cases regularly reviewed within 12mths), encouraging staff out from the office (via hot-desking, mobile working etc...), realigning the service from a geographical set up to a 'value-stream' service, based around (e.g.): assessment, reablement and service provision/deliver with the aim to increase the number of reviews undertaken per assessor.
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?		
	<i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes	
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?			
	<i>(Please x all that apply).</i>			
	Equality Characteristic	Impact		Description
		No Impact	Possible Positive Impact	Possible Negative Impact
				<i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	Age (Older or younger people or a specific age)			X
				Clients currently in receipt of care (older people) may be impacted as the assessment process will change and its outcome may differ from the care plan which is currently in

grouping)				existence.
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring			X	Clients currently in receipt of care (PWPD, AWLD, PWMHN) may be impacted as the assessment process will change and its outcome may differ from the care plan which is currently in existence.
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)			X	As above. Carers have significant challenges in their caring role and it is important that they remain supported in this caring role around any transformation of the assessment and care management process.
Poverty (people who are on a low income	X			

	including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)			
	Employees (those employed by the Council including full time, part time and temporary)		X	The existing processes for assessment and care management currently followed by staff will be redesigned during the course of the review.

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Paul McMenamin	Service Area.	Chief Executive
Post	Business Partner	Date	07/12/15

Equality Impact Assessment

1.	Title of Proposal:	BP13: Review Statutory Services Provision within Place
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2.	Service Area: Department:	PLACE
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3.	Description:	A review of the level to which statutory services within the department are delivered. This will result in a structural change to how these services are delivered in the future.
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4.	Relevance to the Equality Duty.	
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?	
	Duty	Yes/No
	Elimination of discrimination (both direct & indirect), victimisation and harassment.	Yes
	Promotion of equality of opportunity?	Yes
	Foster good relations?	Yes

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced? (Please x all that apply).				
	Equality Characteristic	Impact			Description <i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
		No Impact	Possible Positive Impact	Possible Negative Impact	
	Age (Older or younger people or a specific age grouping)	X			
	Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability,	X			

visible/invisible, progressive or recurring				
Gender (Males, Females, Transgender or Transsexual people)	X			
Marital Status Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			

	Employees (those employed by the Council including full time, part time and temporary)		X	X	Proposal may have both positive and negative impacts for some employees. These effects will only be known when the proposal has been more fully developed. EIA will be updated at that time.
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6.	Mitigation				
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.				
	Characteristic	Mitigation			
		Programme not developed sufficiently to answer this.			

7.	How certain are you of the answers you have given?		
	Answer	Tick One	
	Certain - I have populated the evidence base to support my answers.		
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X	
	Not Certain – further assessment is recommended if proposal is progressed.		

Completed By			
Name	Donald Macdonald	Service Area.	PLACE
Post	Financial Services Business Partner	Date	2 nd December 2015

Equality Impact Assessment

1.	Title of Proposal:	MR1: Maximising Income
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(Please enter the title or reference for your proposal)

2.	Service Area: Department:	People, Place and Chief Executive's departments
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(Please enter the department/service area submitting the proposal)

3.	Description:	<p>Following on from the Council's Fees & Charges policy which was approved by Executive in November 2012, all fees and charges will be reviewed to ensure that they comply with this policy and fully recover all the costs incurred, where appropriate, in delivering each service while remaining fair, equitable and consistently applied. This will expand on the Social Work-specific charging review undertaken last year and will now be applied across all Council services. Specific areas of focus where targeted proposals to increase charges have already been identified include Major Adaptation Housing Grants Administration charges, Converting short stay beds into income generating long stay beds, selling advertising space within SBConnect, Pre-Planning advisory services, Civil Ceremony fees, Burial Fees, School Lets and other miscellaneous Education services such as Music Tuition and a minimal annual letting price for Council properties including allotments. Additionally, the Council is already targeting increased recharging of costs such as those relating to Capital Roads Works planning and professional work and Common Good Fund Estates Management support. This is a development to the proposal previously agreed within the 2015/16 Financial Plan.</p>
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.		
	<p>Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010? (If you believe that your proposal may have some relevance – however small please indicate yes)</p>		
	Duty	Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	Yes	
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes	
	Foster good relations? <i>(Could your proposal help or hinder the council's relationships with those who have equality characteristics?)</i>	Yes	

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced? (Please x all that apply).				
	Equality Characteristic	Impact			Description <i>Where you have identified a potential impact, please detail what you perceive this to be.</i>
		No Impact	Possible Positive	Possible Negative	

			Impact	Impact	<i>Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
Age (Older or younger people or a specific age grouping)		X	X		<p>Predominately older people would be affected by converting short stay beds into long stay but the impact should be positive.</p> <p>People who are considering end of life options may feel impacted upon due to the introduction of new burial fees/increased fees/merging of existing fees. This could lead them to make different end of life choices, it could also lead to them not being able to afford to choose burial over other end of life choices.</p> <p>Increase in minimum rental charge (property & allotments) may affect older persons who are allotment holders and some community groups.</p> <p>Predominately older people may occupy short stay beds – but positive impact</p>
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring	X				
Gender (Males, Females, Transgender or Transsexual people)	X				
Marital Status Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.	X				
Pregnancy & Maternity: The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X				
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers,	X				

refugees, migrants and asylum seekers)				
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			

Carers (those who have caring responsibilities for someone with an equality Characteristic)		X	X	<p>Carers may be affected by converting short stay beds into long stay but the impact should be positive through meeting demand for care effectively and clients being able to use a provision more in their community locality setting and not having to move into a residential setting out with the area they stay.</p> <p>With regard to burial fee increases where power of attorney is held by someone who cares for a person where end of life becomes an apparent reality, the same considerations as outlined at Age may become apparent.</p> <p>Meeting demand for effectively and clients being able to use a provision more in their community locality setting and not having to move into a residential settling out with the area they stay in.</p>
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)			X	With regard to burial fee increases the proposals could give rise to an increase in assisted burials where someone is not able to afford the fees for burial.
Employees (those employed by the Council including full time, part time and temporary)	X			

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation

	AGE	Further investigation
	CARERS	Further investigation
	POVERTY	Further investigation

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	X
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Suzy Douglas	Service Area.	Finance
Post	Financial Services Manager	Date	03/12/15

Equality Impact Assessment

1.	Title of Proposal:	MR2: Second Homes Council Tax
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2.	Service Area: Department:	Housing PLACE
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3.	Description:	A pattern of increased income within Second Homes Council Tax will allow us to permanently recharge Housing Strategy staff to this budget who support the delivery of affordable housing activities.
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4.	Relevance to the Equality Duty.	
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?	
	Duty	Yes/No
	Elimination of discrimination (both direct & indirect), victimisation and harassment.	No
	Promotion of equality of opportunity?	No
	Foster good relations?	No

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	
				<i>Where you have identified a potential impact, please detail what you perceive this to be.</i> <i>Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>	
	Age (Older or younger people or a specific age grouping)	X			
	Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or	X			

	recurring				
	Gender (Males, Females, Transgender or Transsexual people)	X			
	Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
	People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
	Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
	Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
	Poverty (People who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc.)	X			
	Employees (those employed by the Council including full time, part time and temporary)	X			

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	X
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Donald Macdonald	Service Area.	PLACE
Post	Financial Services Business Partner	Date	2 nd December 2015

Equality Impact Assessment

1.	Title of Proposal:	MR3: Council Tax Increase on Long-term Empty Properties
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(Please enter the title or reference for your proposal)

2.	Service Area:	Other
	Department:	

(Please enter the department/service area submitting the proposal)

3.	Description:	<p>Utilising new Scottish Government legislation will allow us to increase the Council tax charged to Long term empty from properties from 90% to up to a maximum of 200% which will generate income and minimise the number of properties within the Borders which lie empty for long periods of time.</p> <p>As there is no significant difference in the Scottish Borders area situation to the national situation a full EIA is not required.</p> <p>http://www.gov.scot/Publications/2012/04/7872/2</p>
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.	
	<p>Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?</p> <p><i>(If you believe that your proposal may have some relevance – however small please indicate yes)</i></p>	
	Duty	Yes/No
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	No
	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>	Yes
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes

5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?				
	<i>(Please x all that apply).</i>				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	
	Age (Older or		X		The Local Housing Needs and Demand Assessment identifies

	younger people or a specific age grouping)				housing for older people as a priority and this may create opportunities for older people to obtain affordable housing.
	Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring	X			
	Gender (Males, Females, Transgender or Transsexual people)	X			
	Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
	People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X			
	Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
	Carers (those who have caring responsibilities for someone with an equality Characteristic)	X			
	Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)		X		There is the potential for this proposal to increase affordable housing for those on a low income and also to help in the regeneration of some deprived areas as empty houses are occupied.
	Employees (those employed by the Council including full time, part time and temporary)	X			

6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	X
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	Carole Douglas	Service Area.	Customer Services
Post	Development Officer	Date	1 st December 2015