

# Scottish Borders Council

## Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

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

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

3.	<b>Description:</b>	Following changes to service delivery requirements a full review of staffing is underway to explore more integrated and streamlined professional, managerial and administrative support for front line services to ensure the optimum deployment of staff resources across service delivery models. Officers will seek to manage this reduction through natural staff turnover, redeployment, new service developments, and the current ER/VS scheme where possible. This is a development to the proposal previously agreed within the 2016/17 Financial Plan.
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5. <b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (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	
<b>Age</b> (Older or younger people or a specific age grouping)		X	X	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.  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.
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X	X	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.
<b>Gender</b> (Males, Females, Transgender or Transsexual people)		X	X	Finance - Higher proportion of female staff in the department especially in lower grades.  Children & Young People - There are more women employed in Business Support, particularly Admin posts, and therefore it is likely the female staff population would be affected through any redesign of the structure.
<b>Marital Status</b> Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.	X			
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			

	<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
	<b>People with Religious or other Beliefs:</b> different beliefs, customs (including atheists and those with no aligned belief)	X			
	<b>Sexual Orientation,</b> e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
	<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)	X			
	<b>Poverty</b> (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)			X	Finance - Likelihood of lower grade posts being removed through restructuring.
	<b>Employees</b> (those employed by the Council including full time, part time and temporary)		X	X	Finance - Positive: restructuring may provide opportunities and increased job satisfaction. Negative: restructuring/new system will reduce the number of staff required.  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.

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	<b>Age</b>	Finance / CYP - Age of the post holder will not be part of the consideration on which posts will be reduced.
	<b>Gender</b>	Finance / CYP - Gender of the post holder will not be part of the consideration on which posts will be reduced.

<b>Poverty</b>	Finance / CYP- If any post holder loses their job they will be compensated financially either through ER/VS or redundancy.
<b>Employees</b>	Finance / CYP- We are using temporary contracts, taking opportunities as they arise naturally and using ER/VS when people want to leave.

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

<b>Completed By</b>			
Name	Lizzie Turner	Service Area.	Finance
Post	Business Partner – Chief Executive & Neighbourhood Services	Date	11 <sup>th</sup> January 2017

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>MB2: Changes to Working Practices</b>								
2.	<b>Service Area:</b> <b>Department:</b>	Corporate – Chief Executive’s								
3.	<b>Description:</b>	The Workforce Transformation Programme is one of the central enabling strands of the Council's Corporate Transformation Programme and is critical to enabling new and more efficient ways of working that will, in turn, unlock savings identified across the Financial Plan. The programme seeks to enable a 7.4% saving in the Council's manpower budget by introducing new working practices and taking a managed approach to the reduction of the establishment over the next 5 years. This will involve reducing paid overtime and introducing People Plans which will sit alongside the financial plan and business plans to establish a forward plan for each service's workforce - its size, its structure, its job types and its skills requirements - and set out how that change will be effected over time. This will be managed against a backdrop of an ageing demographic profile of our workforce where, by 2020, 10% of our current workforce will be over 65 and 26% will be over the age of 60. This demographic, together with a non-retirement/ERVS turnover of over 6%, provides an opportunity for a managed approach to overall reduction in the size of the establishment. The programme itself has a target of £1,048m in savings. These savings will necessarily be derived from savings within service budgets and represents a relatively small proportion of the manpower budget savings that the Council seeks to achieve.								
4.	<p><b>Relevance to the Equality Duty.</b></p> <p><b>Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?</b> (If you believe that your proposal may have some relevance – however small please indicate yes)</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%; text-align: center;">Duty</th> <th style="width: 50%; text-align: center;">Yes/No</th> </tr> </thead> <tbody> <tr> <td><b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b> <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i></td> <td>Yes – the Programme will seek to promote modern working practices that, indirectly, will mitigate against discrimination</td> </tr> <tr> <td><b>Promotion of equality of opportunity?</b> <i>(Could your proposal help or hinder the Council with this)</i></td> <td>As above</td> </tr> <tr> <td><b>Foster good relations?</b> <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i></td> <td>Yes</td> </tr> </tbody> </table>		Duty	Yes/No	<b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b> <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	<b>Promotion of equality of opportunity?</b> <i>(Could your proposal help or hinder the Council with this)</i>	As above	<b>Foster good relations?</b> <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes
Duty	Yes/No									
<b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b> <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									
<b>Promotion of equality of opportunity?</b> <i>(Could your proposal help or hinder the Council with this)</i>	As above									
<b>Foster good relations?</b> <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Yes									

5. <b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i>
<b>Age</b> (Older or younger people or a specific age grouping)		X	X	<p>The programme will seek to ensure a balance in the age profile of the workforce which may benefit younger people.</p> <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>The people plan will have a positive impact on the Council's initiative on apprenticeships. Succession Planning will also help with retention and the development of staff for all ages.</p> <p>Overall the programme will seek a managed reduction in numbers and therefore there is a risk that there could be a potential negative impact. A full EIA will be undertaken as the programme matures.</p>
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring	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>
<b>Gender</b> (Males, Females, Transgender or Transsexual people)		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>
<b>Marital Status</b> Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	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>
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby	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</p>

	until one year after the baby is born. This includes breastfeeding				everyday working practices are a consideration.
	<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			No negative impacts have been identified.
	<b>People with Religious or other Beliefs:</b> different beliefs, customs (including atheists and those with no aligned belief)	X			No negative impacts have been identified.
	<b>Sexual Orientation,</b> e.g. Lesbian, Gay, Bisexual, Heterosexual	X			No negative impacts have been identified.
	<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)	X			No negative impacts have been identified.  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.
	<b>Poverty</b> (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			No negative impacts have been identified.
	<b>Employees</b> (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.  Overall the programme will seek a managed reduction in numbers and therefore there is a risk that there could be a potential negative impact. A full EIA will be undertaken as the programme matures.

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>

Age	The Programme seeks to mitigate the potential risk of a negative impact by ensuring that there is a managed approach to the reduction in the overall 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 reduction in the overall 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.	<b>How certain are you of the answers you have given?</b>	
	<b>Answer</b>	<b>Tick One</b>
	<b>Certain</b> - I have populated the evidence base to support my answers.	
	<b>Fairly Certain</b> – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	<b>X</b>
	<b>Not Certain</b> – further assessment is recommended if proposal is progressed.	

<b>Completed By</b>			
Name	James Lamb	Service Area.	Transformation Team, Chief Executives
Post	Programme Manager	Date	07 December 2016

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>MB3 Delivery of an Inclusion for All model</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b>	Children & Young People
	<b>Department:</b>	People

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

3.	<b>Description:</b>	The existing delivery model to support children requiring additional support will be re-designed with the emphasis being on an Inclusion for All model. Current provision is no longer fit for purpose and over bureaucratic. Redesign will address this by delivering enhanced teacher support in the area of severe and complex needs and Social Emotional and Behavioural Needs. This redesign will review staffing models alongside meeting learners' needs.
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b>				
	<i>(Please x all that apply ).</i>				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i>
	<b>Age</b> (Older or younger people or a specific age grouping)		X	X	The age profile in the service could result in staffing changes mainly impacting on older staff. More potential opportunities for younger staff in the longer term.
	<b>Disability</b> e.g. Effects on people		X	X	Young people with disabilities are supported by the service

with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring				and depending on the support could have a positive or negative impact.
<b>Gender</b> (Males, Females, Transgender or Transsexual people)	X			
<b>Marital Status</b> Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
<b>People with Religious or other Beliefs:</b> different beliefs, customs (including atheists and those with no aligned belief)	X			
<b>Sexual Orientation,</b> e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)		X	X	Whilst more carers may be needed in some areas others may find their positions at risk.
<b>Poverty</b> (people who are on a low income including benefits claimants, people experiencing fuel	X			

	poverty, isolated rural communities etc)				
	<b>Employees</b> (those employed by the Council including full time, part time and temporary)			X	A restructured service may result in significant staffing changes.

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	<b>Age</b>	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.
	<b>Disability</b>	This could result in a reduction in existing levels of service provision for service users.
	<b>Carers</b>	This could result in a reduction in existing levels of service provision for service users.
	<b>Employees</b>	There will be a reduction in staff levels but there could be opportunities for re-deployment.

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

<b>Completed By</b>			
Name	Leslie Gill	Service Area.	People Department
Post	Finance Business Partner	Date	31/1/2017

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>MB4 Learning Delivery Review</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b>	Children & Young People
	<b>Department:</b>	People

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

3.	<b>Description:</b>	A full review of the learning delivery framework including Education support services, cessation of teachers salary conservation scheme, outdoor education and a harmonisation of the devolved school management scheme bringing budget allocations into line with other local authorities.
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (Please x all that apply ).				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i></p>
	<b>Age</b> (Older or younger people or a specific age grouping)			X	The review of CLD may result in reduced services for adults.
	<b>Disability</b> e.g. Effects on people with mental, physical, sensory	X			

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

etc)				
<b>Employees</b> (those employed by the Council including full time, part time and temporary)			X	Proposal likely to result in a reduction of staff, which will be delivered by a combination of ERVS, deleting of vacant posts, and redeployment.

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	<b>Age</b>	The review of CLD is likely to impact mostly on older people, alternative delivery models will be sought to mitigate the impact.
	<b>Employees</b>	ERVS / Redeployment will be offered to all eligible staff identified to deliver the saving detailed in the learning delivery review.

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

<b>Completed By</b>			
Name	Leslie Gill	Service Area.	People Department
Post	Finance Business Partner	Date	31/1/2017

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>MB5 Reduction in Teacher Numbers</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b>	Children & Young People
	<b>Department:</b>	People

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

3.	<b>Description:</b>	Revision of teacher number allocation within the devolved school management model across a range of settings.
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (Please x all that apply ).				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i></p>
	Age (Older or younger people or a specific age grouping)	X			
	Disability e.g. Effects on people	X			

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

	poverty, isolated rural communities etc)				
	<b>Employees</b> (those employed by the Council including full time, part time and temporary)			X	Proposal likely to result in a reduction of staff, which will be delivered by a combination of ERVS & deleting of vacant posts.

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	<b>Employees</b>	ERVS / vacancy management will be used to deliver the saving.

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

<b>Completed By</b>			
Name	Leslie Gill	Service Area.	People Department
Post	Finance Business Partner	Date	31/01/17

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>MB6: Review of Current Day Services &amp; Staffing Models</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b> <b>Department:</b>	Adult Services
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*(Please enter the department/service area submitting the proposal)*

3.	<b>Description:</b>	<p>This proposal is taking a broad review of daytime opportunities across different client groups; Older People, Mental Health Learning Disabilities. It is also considering opportunities around joint working with NHS and key voluntary sector partners.</p> <p><b>The proposal aims to deliver:</b></p> <ul style="list-style-type: none"> <li>-More efficient use of existing resources including staff and premises;</li> <li>-Targeting of resources to achieve better outcomes;</li> <li>-Clear and identifiable alternative day opportunities.</li> </ul> <p>With the introduction of SDS, fewer people have been attending Day Services as other more personalised options have been developed. However, it is recognised that for a small number of people and their families Day Services continue to provide a valued service and therefore there will need to be detailed individual discussions, should proposals be developed to change either the venue or model of service.</p>
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5. <b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i>
<b>Age</b> (Older or younger people or a specific age grouping)			X	Potential to reduce Adult Day Services, Social Centres & Community Health Teams
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring			X	Potential to reduce Learning Disability Day Services / Physical Disability Services.
<b>Gender</b> (Males, Females, Transgender or Transsexual people)	X			
<b>Marital Status</b> Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.	X			
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
<b>People with Religious or other</b>	X			

	<b>Beliefs:</b> different beliefs, customs (including atheists and those with no aligned belief)				
	<b>Sexual Orientation</b> , e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
	<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)	X			
	<b>Poverty</b> (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			
	<b>Employees</b> (those employed by the Council including full time, part time and temporary)			X	Changes in the day services could mean that roles may have to change.

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	<b>Age</b>	Alternatives would need to be developed and provided for individuals.
	<b>Disability</b>	Alternatives would need to be developed and provided for individuals.
	<b>Employees</b>	Staff may need to be redeployed

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

<b>Completed By</b>			
Name	Elaine Torrance	Service Area.	People Department
Post	Chief Social Work Officer	Date	7 <sup>th</sup> January 2017

## Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>MB7 : Cleaning Services</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b>	Place Department – Assets & Infrastructure
	<b>Department:</b>	

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

3.	<b>Description:</b>	Review of cleaning service provision creating a modernised service. This proposal would also link janitorial and crossing patrols to Cleaning and Facilities
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (Please x all that apply ).				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b> <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>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	
	<b>Age</b> (Older or younger people or a specific age grouping)	x			
	<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment,	x			

learning disability, visible/invisible, progressive or recurring				
<b>Gender</b> (Males, Females, Transgender or Transsexual people)	x			No evidence identified at this stage as to direct positive or negative effect on this group of rationalise subsidised bus service provision.
<b>Marital Status</b> Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
<b>Sexual Orientation,</b> e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)	X			
<b>Poverty</b> (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			
<b>Employees</b> (those employed by the Council including full time, part time and temporary)			X	Employees- morale/stress during restructure (-ve). Staff and Trades Unions are being consulted.

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	<b>Age</b>	
	<b>Disability</b>	
	<b>Race</b>	
	<b>Poverty</b>	
<b>Employees</b>	Staff and Trade Unions will be fully consulted on all proposed changes in relation to any changes planned.	

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

<b>Completed By</b>			
Name	John Gray	Service Area.	Cleaning
Post	Cleaning Service Manager	Date	11/01/17

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>MB8 Review of Children &amp; Young Peoples Service</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b>	Children & Young People
	<b>Department:</b>	People

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

3.	<b>Description:</b>	Further Review of all aspects of Service Provision.
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (Please x all that apply ).				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i></p>
	<b>Age</b> (Older or younger people or a specific age grouping)	X			
	<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment,	X			

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

	<b>Employees</b> (those employed by the Council including full time, part time and temporary)			X	The review is likely to result in fewer staff to deliver the forecast saving.
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6.	<b>Mitigation</b>				
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>				
	<b>Characteristic</b>	<b>Mitigation</b>			
	<b>Employees</b>	There will be a reduction in staff levels but there could be opportunities for re-deployment.			

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

<b>Completed By</b>			
Name	Leslie Gill	Service Area.	People Department
Post	Finance Business Partner - CYP	Date	19/01/17

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	Title of Proposal:	<b>WP1: Alternative Models of Service Delivery</b>
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2.	Service Area: Department:	Corporate Transformation and Services
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3.	Description:	<p><b>Background</b></p> <p>SBC is looking for alternative ways to structure services that result in more focused, cost-effective services with more opportunities to generate income. This will include Limited Liability Partnerships (LLPs) and joint ventures.</p> <p>Reduction to costs following integration of Customer Services, Welfare Benefits and Housing staff and review of how these services are delivered.</p> <p><b>Objectives</b></p> <p>Realise identified financial benefits from a move to alternative models.</p> <p>Realise identified benefits to the citizens of the Scottish Borders from a move to alternative models.</p>
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4.	<b>Relevance to the Equality Duty.</b>	
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?	
	<b>Duty</b>	<b>Yes/No</b>
	Elimination of discrimination (both direct & indirect), victimisation and harassment.	Yes
	Promotion of equality of opportunity?	Yes
	Foster good relations?	Yes

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

<b>Age</b> (Older or younger people or a specific age grouping)		<b>X</b>		Programme not developed sufficiently to fully answer this. Potential positive impact from Integrated Customer Service Model due to more streamlined, improved, joined up service with easier access. for some elements.
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		<b>X</b>		Programme not developed sufficiently to fully answer this. Potential positive impact from Integrated Customer Service Model due to more streamlined, improved, joined up service with easier access.
<b>Gender</b> (Males, Females, Transgender or Transsexual people)		X		Programme not developed sufficiently to fully answer this. Potential positive impact from Integrated Customer Service Model due to more streamlined, improved, joined up service with easier access.
<b>Marital Status</b> Civil Partnership, Co-habiting Divorced, Married, Separated & Single.		X		Programme not developed sufficiently to fully answer this. Potential positive impact from Integrated Customer Service Model due to more streamlined, improved, joined up service with easier access.
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding		X		Programme not developed sufficiently to fully answer this. Potential positive impact from Integrated Customer Service Model due to more streamlined, improved, joined up service with easier access.
<b>Sexual Orientation,</b> e.g. Lesbian, Gay, Bisexual, Heterosexual		X		Programme not developed sufficiently to fully answer this. Potential positive impact from Integrated Customer Service Model due to more streamlined, improved, joined up service with easier access.
<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)		X		Programme not developed sufficiently to fully answer this. Potential positive impact from Integrated Customer Service Model due to more streamlined, improved, joined up service with easier access.
<b>Poverty</b> (People who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc.)		X		Programme not developed sufficiently to fully answer this. Potential positive impact from Integrated Customer Service Model due to more streamlined, improved, joined up service with easier access.
<b>Employees</b> (those employed by the Council including full time, part time and temporary)			X	Employees- morale/stress during restructure (-ve). Staff and Trades Unions are being consulted.

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
		Programme not developed sufficiently to answer this.

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

<b>Completed By</b>			
Name	Donald Macdonald	Service Area.	Finance
Post	Business Partner	Date	20th January 2017

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

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

2.	<b>Service Area:</b> <b>Department:</b>	All
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*(Please enter the department/service area submitting the proposal)*

3.	<b>Description:</b>	Targeted efficiencies to be achieved from review and negotiation with providers around current commissioned services arrangements within Children & Young People (£175k), Adult Services (£375k), Council wide grants (£200k). This is a development to the proposal previously agreed within the 2016/17 Financial Plan.
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b>				
	<i>(Please x all that apply ).</i>				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i>
	<b>Age</b> (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.
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X	X	As Above.
<b>Gender</b> (Males, Females, Transgender or Transsexual people)	X			
<b>Marital Status</b> Civil Partnership, Co-habiting, Divorced, Married, Separated & Single.	X			
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
<b>People with Religious or other Beliefs:</b> different beliefs, customs (including atheists and those with no aligned belief)	X			
<b>Sexual Orientation</b> , e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)		X	X	As Above
<b>Poverty</b> (people who are	X			

on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)				
<b>Employees</b> (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.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	<b>All</b>	Any changes to the grant funding may affect all groups within the community, including those with protected characteristics.

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

<b>Completed By</b>			
Name	Lizzie Turner	Service Area.	Chief Executives
Post	Business Partner – Chief Executives, Neighbourhood Services & Other	Date	11/01/17

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>WP3 : Efficiencies In Culture &amp; Sport Funding</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b>	People
	<b>Department:</b>	

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

3.	<b>Description:</b>	As a development to the previously agreed 2016/17 Financial Plan, reduced funding would be provided to Culture and Sports Trusts. Realising these savings will require a joint approach from SBC and Live Borders. This proposal is subject to support for ER/VS from the Council and the provision of capital investment to support increased income generation in Halls in the first year.
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b>				
	<i>(Please x all that apply ).</i>				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i>
	<b>Age</b> (Older or younger people or a specific age grouping)	X			
	<b>Disability</b> e.g. Effects on people	X			

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

	poverty, isolated rural communities etc)				
	<b>Employees</b> (those employed by the Council including full time, part time and temporary)	X			Staff reductions to be managed via ERVS

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>

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

<b>Completed By</b>			
Name	Linda Ross	Service Area.	Live Borders
Post	Head of Business Services	Date	23rd January 2017

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

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

2.	<b>Service Area:</b> <b>Department:</b>	Place
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*(Please enter the department/service area submitting the proposal)*

3.	<b>Description:</b>	Implement a range of measures including property rationalisation, asset disposal and property maintenance. These measures will be designed to improve our Asset Management effectiveness and the delivery of cashable savings.
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (Please x all that apply ).				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i></p>
	<b>Age</b> (Older or younger people or a specific age grouping)			X	Programme not yet sufficiently developed to answer at this stage.
	<b>Disability</b> e.g. Effects on people			X	Programme not yet sufficiently developed to answer at this

with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring				stage.
<b>Gender</b> (Males, Females, Transgender or Transsexual people)	X			
<b>Marital Status</b> Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
<b>People with Religious or other Beliefs:</b> different beliefs, customs (including atheists and those with no aligned belief)	X			
<b>Sexual Orientation,</b> e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)			X	Programme not yet sufficiently developed to answer at this stage.
<b>Poverty</b> (people who are on a low income including benefits claimants, people experiencing fuel	X			

	poverty, isolated rural communities etc)				
	<b>Employees</b> (those employed by the Council including full time, part time and temporary)		X	X	Programme not yet sufficiently developed to answer at this stage for some elements. Positive impacts expected for employees from the Energy Efficiency Programme in providing a better working environment.

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	<b>Age</b>	
	<b>Gender</b>	
	<b>Poverty</b>	
	<b>Employees</b>	

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

<b>Completed By</b>			
Name	Stuart Mawson	Service Area.	Property & Facilities
Post	Property Manager	Date	24 <sup>th</sup> January 2017

# Stage 1 Equality Impact Assessment – Start Up-

(For Early Proposals, Project Initiation, Start Up)

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

2.	<b>Service Area:</b>	Waste Services
	<b>Department:</b>	Neighbourhood Services

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

3.	<b>Description:</b>	<p>On the 25 June 2015 the Council approved its approach to develop a new Waste Management Plan.</p> <p>The aim of the 'Plan' is to deliver a Waste Service that is 'fit for purpose' and financially sustainable in the long term.</p> <p>The scope of the 'Plan' will include:</p> <ul style="list-style-type: none"> <li>- Kerbside Collection</li> <li>- Transfer and Bulk Haulage</li> <li>- Waste Treatment</li> <li>- Waste Disposal</li> </ul> <p>Waste Services is required to identify financial savings for future years as part of the annual budget setting process. The following areas have been identified as potential areas where savings may be possible: working patterns, waste facilities including Community Recycling Centres, kerbside collection services, route optimisation, PR and communications, service level agreements, fees and charges including how these services are delivered and waste analysis assessments.</p> <p>This will be considered as part of the Waste Management Plan.</p>
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is</b>
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<b>advanced?</b> (Please x all that apply ).				
<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b> <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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i>
	<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	
<b>Age</b> (Older or younger people or a specific age grouping)			X	The introduction or increase of charges for services such as replacement bins and bulky uplifts may have a detrimental impact on different age groups.  A move to online communications may have a detrimental impact to different age groups.  The full impacts are known at the current time. Therefore further investigation is required.
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring			X	The introduction or increase of charges for services such as replacement bins and bulky uplifts may have a detrimental impact on disability groups.  A move to online communications may have a detrimental impact on disability groups.  The full impacts are known at the current time. Therefore further investigation is required.
<b>Gender</b> (Males, Females, Transgender or Transsexual people)	X			
<b>Marital Status</b> Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)			X	The full impacts are known at the current time. Therefore further investigation is required.

	<b>People with Religious or other Beliefs:</b> different beliefs, customs (including atheists and those with no aligned belief)	X			
	<b>Sexual Orientation,</b> e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
	<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)			X	The full impacts are known at the current time. Therefore further investigation is required.
	<b>Poverty</b> (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 such as replacement bins and bulky uplifts 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 known at the current time. Therefore further investigation is required.
	<b>Employees</b> (those employed by the Council including full time, part time and temporary)		X	X	The changes to working patterns and CRC operating hours are likely to have the biggest impact on employees.  At the current time the full impacts are not known. Therefore further investigation is required.

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	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	Unsure requires further investigation.

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

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

<b>Completed By</b>			
Name	Ross Sharp-Dent	Service Area.	Waste Services
Post	Waste Manager	Date	13/01/2017

# Stage 1 Equality Impact Assessment – Start Up –

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>LB3: New Delivery Model for Public Toilet Provision</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b> <b>Department:</b>	Place Department - Neighbourhood Services - Neighbourhood Operations
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*(Please enter the department/service area submitting the proposal)*

3.	<b>Description:</b>	A proposed redesign of the way Scottish Borders Council provides publicly available toilet facilities. The aim is to deliver a service that delivers efficiencies whilst continuing to provide publicly accessible facilities in a manner that is financially and environmentally sustainable. The proposal seeks to redesign the way in which public access to toilet facilities is provided, seeking alternative means of provision that will ensure an equal or enhanced level of availability can be sustained across the region. The document is being taken to members for approval.
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*(Please enter a full description of your proposal including its aims and objectives)*

4.	<b>Relevance to the Equality Duty.</b> <b>Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?</b> (If you believe that your proposal may have some relevance – however small please indicate yes)			
	<b>Duty</b>		<b>Yes/No</b>	
	<b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b> <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>		Yes	
	<b>Promotion of equality of opportunity?</b> <i>(Could your proposal help or hinder the Council with this)</i>		Yes	
	<b>Foster good relations?</b> <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>		yes	
5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (Please x all that apply ).			
	<b>Equality Characteristic</b>	<b>Impact</b>		<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>
			X	X
	Age (Older or younger people or a specific age grouping)			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 is proposed for key strategic facilities in key urban areas: Positive impact: may ensure toilet provision is better quality and more sustainable Negative impact: may affect people who have more need to use facilities and may incur costs. 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.
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X	X	As above with one exception; Radar keys will ensure no restriction on access to facilities with toilet charging for people with disability (no impact).
<b>Marital Status</b> Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding			X	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
<b>Gender</b> (Males, Females, Transgender or Transsexual people)			X	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
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)			X	As above – for wider potential positive/negative impact.  Travelling people may require access to toilets, as the caravans may not include WC's. The key sites for travelling communities would be unaffected by the Review, however it is understood that off-site facilities in Kelso, St Boswells and Tweedbank are used by Travelling people. We will continue to assess and monitor potential impacts through the process.
<b>People with Religious or other Beliefs:</b> different beliefs, customs (including atheists and those with no aligned belief)	X			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.
<b>Sexual Orientation,</b> e.g. Lesbian, Gay, Bisexual,	X			No evidence identified at this stage as to direct positive or negative effect on this group of redesigning

Heterosexual				the service of public toilet provision. The public may experience a wider positive benefit from more facilities being made available via Comfort Schemes.
<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)		X	X	As above.
<b>Poverty</b> (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 (30p) and provision of alternative non-charging facilities (such as public libraries, contact centres, etc) .
<b>Employees</b> (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. There are 3 exceptions to this, and discussions with these individuals will be held in advance of any decision being made. ERVS is continuing to be offered across the service, which will naturally reflect any reduction in workforce across the service.

6.	<b>Mitigation</b>	
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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>		
<b>Characteristic</b>	<b>Mitigation</b>	
<b>Age</b>	The redesigned service seeks to provide an increased network of publicly available facilities via alternative means, this should enhance the overall accessibility of facilities.	
<b>Disability</b>	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 <sup>rd</sup> 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.	
<b>Race</b>	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.	
<b>Carers</b>	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 <sup>rd</sup> 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.	
<b>Poverty</b>	The redesigned service seeks to provide an increased network of publicly available facilities via alternative means, this should enhance the overall accessibility of facilities.	

<b>Employees</b>	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.
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7.	<b>How certain are you of the answers you have given?</b>	
	<b>Answer</b>	<b>Tick One</b>
	<b>Certain</b> - I have populated the evidence base to support my answers.	
	<b>Fairly Certain</b> – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	<input checked="" type="checkbox"/> Report to Executive (31/1/2017) will recommend a phased approach.: phase 1: charging and engagement; Phase 2: partnerships and further consideration of provision. Stage 2 EIA will be undertaken during each phase
	<b>Not Certain</b> – further assessment is recommended if proposal is progressed.	

<b>Completed By</b>			
Name	Jason Hedley	Service Area.	NEIGHBOURHOOD SERVICES
Post	Service and Neighbourhood manager (Tweeddale)	Date	13/01/2017

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>LB4 : Bus Subsidies Review</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b> <b>Department:</b>	Place Department – Planning & Regulatory Services – Passenger Transport
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*(Please enter the department/service area submitting the proposal)*

3.	<b>Description:</b>	Review of bus routes, subsidies paid to operators and service usage in order to rationalise future service provision.
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (Please x all that apply ).		
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Equality Characteristic	Impact			Description
	No Impact	Possible Positive Impact	Possible Negative Impact	
<b>Age</b> (Older or younger people or a specific age grouping)			X	Younger and older people are more likely to use public transport and may be adversely affected.
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring			X	Impact on those who have been refused a driving license or are unable to obtain a driving license due to their disability to access services.
<b>Gender</b> (Males, Females, Transgender or	X			No evidence identified at this stage as to direct positive or negative effect on this group of rationalise subsidised bus service provision.

Transsexual people)				
<b>Marital Status</b> Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			No evidence identified at this stage as to direct positive or negative effect on this group of rationalise subsidised bus service provision.
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			No evidence identified at this stage as to direct positive or negative effect on this group of rationalise subsidised bus service provision.
<b>Sexual Orientation,</b> e.g. Lesbian, Gay, Bisexual, Heterosexual	X			No evidence identified at this stage as to direct positive or negative effect on this group of rationalise subsidised bus service provision.
<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)	X			No evidence identified at this stage as to direct positive or negative effect on this group of rationalise subsidised bus service provision.
<b>Poverty</b> (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)			X	Bus travel is an essential mode of transport, often the only transport mode, for many on low incomes and for job seekers.
<b>Employees</b> (those employed by the Council including full time, part time and temporary)			X	Some people rely on bus travel as their only means to get to and from their place of work and this group may be adversely affected.

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	<b>Age</b>	Consultation on any proposed changes will be made with stakeholder groups.
	<b>Disability</b>	Consultation on any proposed changes will be made with stakeholder groups.
	<b>Race</b>	
	<b>Poverty</b>	Consultation on any proposed changes will be made with stakeholder groups.
<b>Employees</b>	Consultation on any proposed changes will be made with stakeholder groups.	

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

<b>Completed By</b>			
Name	Tim Stephenson	Service Area.	Passenger Transport
Post	Passenger Transport Manager	Date	11/01/17

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>LB5 School Estate Review</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b>	Children & Young People
	<b>Department:</b>	People

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

3.	<b>Description:</b>	Review of the School Estate following appropriate consultation, this may involve the closure of some under occupied buildings and substantial investment in the remainder of the Estate.
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (Please x all that apply ).				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i></p>
	<b>Age</b> (Older or younger people or a specific age grouping)	X			
	<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment,	X			

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

	<b>Employees</b> (those employed by the Council including full time, part time and temporary)			x	Potential reduction in staffing as a result of the review.
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6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	<b>Employees</b>	ERVS / vacancy management will be used to deliver the saving.

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

<b>Completed By</b>			
Name	Leslie Gill	Service Area.	People Department
Post	Finance Business Partner	Date	31/01/2017

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>BP1 : ICT Investment in New Technologies</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b> <b>Department:</b>	Corporate Transformation & Services
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*(Please enter the department/service area submitting the proposal)*

3.	<b>Description:</b>	Review of IT service provision to the Council
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (Please x all that apply ).				
	Equality Characteristic	Impact			Description
		No Impact	Possible Positive Impact	Possible Negative Impact	
			X		<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i>
	Age (Older or younger people or a specific age grouping)				Potential community benefits still to be identified. New apprenticeship opportunities being created
	Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability,	X			

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

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	N/A	N/A

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

<b>Completed By</b>			
Name	Bill Edwards	Service Area.	Corporate Transformation
Post	ICT Programme Manager	Date	11/01/17

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>BP2: Commercial Opportunities &amp; Procurement</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b>	All
	<b>Department:</b>	Procurement & Payment Services

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

3.	<b>Description:</b>	Accessing efficiency and savings opportunities through Procurement
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b>				
	<i>(Please x all that apply ).</i>				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i>
	<b>Age</b> (Older or younger people or a specific age grouping)	X			
	<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability,	X			

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

employed by the Council including full time, part time and temporary)				
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6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
		N/A

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

<b>Completed By</b>			
Name	Kathryn Dickson	Service Area.	Procurement & Payment Services
Post	Procurement & Payment Services	Date	23.01.17

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>BP3: Reduction in Loans Charges</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b>	Finance
	<b>Department:</b>	Chief executive

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

3.	<b>Description:</b>	Reduction in Loans Charges budget due to saving following the end of some medium term consent to borrow repayments
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (Please x all that apply ).				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i></p>
	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				
<b>Gender</b> (Males, Females, Transgender or Transsexual people)	X			
<b>Marital Status</b> Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
<b>People with Religious or other Beliefs:</b> different beliefs, customs (including atheists and those with no aligned belief)	X			
<b>Sexual Orientation,</b> e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)	X			
<b>Poverty</b> (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			
<b>Employees</b> (those	X			

employed by the Council including full time, part time and temporary)				
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6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
		N/A

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

<b>Completed By</b>			
Name	Lizzie Turner	Service Area.	Finance
Post	Business Partner – Chief Executive, Neighbourhood Services & Other	Date	05/01/17

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal</b>	<b>BP4: Out of Area Placement Savings through Re-design of ICS Service</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Department</b>	Children & Young Peoples Service
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*(Please enter the department/service area submitting the proposal)*

3.	<b>Description</b>	Out of Area Placement saving consistent with Inclusion for All strategy.
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*(Please enter a full description of your proposal)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is adopted?</b> (Please x all that apply).				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></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			
	Employees (those employed by the Council including full time, part time and temporary)	X			

6.	<b>Negative Impact</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Explanation</b>

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

<b>Completed By</b>			
Name	Leslie Gill	Dept.	Finance Department
Post	Finance Business Partner - CYP	Date	19/1/2017

## Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>BP5: Review of Older People service to reflect demand</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b>	Adult Services
	<b>Department:</b>	People

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

3.	<b>Description:</b>	An action plan is being developed to implement a cost effective solution to deal with the impact of a projected number of new Older People clients that will result in the ability to deliver the service within a cash-constrained budget for 2016/17 and 2017/18. This includes development of reablement, self- management, effective use of assistive technology and consistent use of eligibility criteria. Robust screening and referral will ensure appropriate assessments and delivered outcomes, along with the development of community hubs.
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*(Please enter a full description of your proposal including its aims and objectives)*

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

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

			Impact	Impact	Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. <b>If you are unsure of the answer please state this and recommend further investigation.</b>
<b>Age</b> (Older or younger people or a specific age grouping)				X	The growth element of the Older Peoples budget for 16/17 was intended to address the increase in demand for services due to the aging profile of the people of the borers. Without this funding there is a significant risk that projected financial outturn for the Older People will exceed the budget allocation significantly during 16/17. 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
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring				X	As above
<b>Gender</b> (Males, Females, Transgender or Transsexual people)	X				
<b>Marital Status</b> Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X				
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X				
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X				
<b>People with Religious or other Beliefs:</b> different beliefs, customs (including atheists)	X				

and those with no aligned belief)				
<b>Sexual Orientation</b> , e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
<b>Carers</b> (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.
<b>Poverty</b> (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			
<b>Employees</b> (those employed by the Council including full time, part time and temporary)	X			

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	<b>As Above</b>	<b>As Above</b>

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

<b>Completed By</b>
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Name	Elaine Torrance	Service Area.	People Department
Post	Chief Social Work Officer	Date	13/01/17

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>BP6: Review of Street Lighting Provision</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b> <b>Department:</b>	Infrastructure & Asset Management (PLACE)
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*(Please enter the department/service area submitting the proposal)*

3.	<b>Description:</b>	Reduce the energy consumption and carbon footprint in street lighting and the whole life cost of the lamps.
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (Please x all that apply ).				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i></p>
	Age (Older or younger people or a specific age)	X			

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

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

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	Age	
	Gender	
	Poverty	
	Employees	

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

<b>Completed By</b>			
Name	David Richardson	Service Area.	
Post	Asset Manager – Infrastructure & Asset Management	Date	11 <sup>th</sup> January 2017

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>BP7: Increased Use of Technology</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b> <b>Department:</b>	Adult Services
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*(Please enter the department/service area submitting the proposal)*

3.	<b>Description:</b>	The proposal is to identify and invest in options to increase the use of technology enabled care. Increased investment in technology through a bid to the ICF. Technology, such as medication carousel dispensers can provide increased independence for individuals and result in reduced reliance on homecare
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (Please x all that apply ).				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i></p>
	Age (Older or younger people or a specific age grouping)		X		Greater use of technology can promote greater independence

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

claimants, people experiencing fuel poverty, isolated rural communities etc)				
<b>Employees</b> (those employed by the Council including full time, part time and temporary)	X			

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>

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

<b>Completed By</b>			
Name	Elaine Torrance	Service Area.	People Department
Post	Chief Social Work Officer	Date	7 <sup>th</sup> January 2017

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>BP8 : Corporate Transformation</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b>	All
	<b>Department:</b>	All

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

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (Please x all that apply ).				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i></p>
	<b>Age</b> (Older or younger people or a specific age grouping)	X			
	<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability,	X			

visible/invisible, progressive or recurring				
<b>Gender</b> (Males, Females, Transgender or Transsexual people)	X			
<b>Marital Status</b> Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
<b>People with Religious or other Beliefs:</b> different beliefs, customs (including atheists and those with no aligned belief)	X			
<b>Sexual Orientation,</b> e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)	X			
<b>Poverty</b> (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			
<b>Employees</b> (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.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	<b>Staff</b>	EIA Process will be completed as part of the full detailed proposals that will be worked up

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

<b>Completed By</b>			
Name	Lizzie Turner	Service Area.	Finance
Post	Business Partner	Date	24/01/17

# Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>BP9: Review of care packages</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b>	Adult Services
	<b>Department:</b>	

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

3.	<b>Description:</b>	<p>The proposal is to review current care packages in both Older People and Adults with Learning Disabilities to generate a saving of £110,000. With AWLDS this will focus upon auditing providers to ensure that hours contracted are in fact delivered or can be reduced.</p> <p>This can be achieved through assessing and reviewing packages of care to best meet the needs of the individual, including the use of community resources and SDS.</p>
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (Please x all that apply ).				
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>	<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. <b>If you are unsure of the answer please state this and recommend further investigation.</b></i></p>
	Age (Older or younger people or			X	Reducing the number of home care visits and reviewing the role and function of specialist teams. As many packages

a specific age grouping)				impact on older people this will need to be taken into account.
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring			X	An audit of specific high cost LDS care packages will be undertaken. Out of area placements will also be reviewed. There will be a need to ensure key essential tasks are continued as part of the review
<b>Gender</b> (Males, Females, Transgender or Transsexual people)	X			
<b>Marital Status</b> Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X			
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X			
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			
<b>People with Religious or other Beliefs:</b> different beliefs, customs (including atheists and those with no aligned belief)	X			
<b>Sexual Orientation</b> , e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)			X	A reduction in care could mean increased care to be provided by carers. Additional support for carers may be required.

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

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	<b>Age</b>	Essential tasks will be continued
	<b>Disability</b>	Essential tasks will be continued
	<b>Carers</b>	Additional methods of supporting carers.

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

<b>Completed By</b>			
Name	Elaine Torrance	Service Area.	People Department
Post	Chief Social Work Officer	Date	7 <sup>th</sup> January 2017

## Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

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

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

3.	<b>Description:</b>	<p>Following on from the Council's Fees &amp; Charges policy which was approved by Executive in November 2012, all fees and charges have been 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. Fees and charges have been increased by a minimum of 3% in 2017/18 unless there is a service reason not to do so and were approved by Council on 22nd December 2016. The resulting increased income comes from areas including Rental Properties, Planning Fee Income, Fleet Management Income, School lets, Music Tuition, Bordercare Inflation and the generation of advertising revenue from SBConnect.</p>
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*(Please enter a full description of your proposal including its aims and objectives)*

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

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

			Impact	Impact	Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. <b>If you are unsure of the answer please state this and recommend further investigation.</b>
<b>Age</b> (Older or younger people or a specific age grouping)	X				
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring	X				
<b>Gender</b> (Males, Females, Transgender or Transsexual people)	X				
<b>Marital Status</b> Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X				
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X				
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X				
<b>People with Religious or other Beliefs:</b> different beliefs, customs (including atheists and those with no aligned belief)	X				
<b>Sexual Orientation</b> , e.g. Lesbian, Gay, Bisexual, Heterosexual	X				
<b>Carers</b> (those who	X				

have caring responsibilities for someone with an equality Characteristic)				
<b>Poverty</b> (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	X			
<b>Employees</b> (those employed by the Council including full time, part time and temporary)	X			

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	AGE	Further investigation
	CARERS	Further investigation
	POVERTY	Further investigation

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

<b>Completed By</b>			
Name	Suzy Douglas	Service Area.	Finance
Post	Financial Services Manager	Date	31/01/17

## Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	<b>MR3: Waste Fees &amp; Charges</b>
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b> <b>Department:</b>	Neighbourhood Services / Waste Services
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*(Please enter the department/service area submitting the proposal)*

3.	<b>Description:</b>	Proposal to increase the Council's Trade Waste Fees and Charges following a review of the service, to ensure the Council is making a reasonable charge and recovers its costs in line with the Environmental Protection Act (1990).
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*(Please enter a full description of your proposal including its aims and objectives)*

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

5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b>			
	<i>(Please x all that apply ).</i>			
	<b>Equality Characteristic</b>	<b>Impact</b>		<b>Description</b>
		<b>No Impact</b>	<b>Possible Positive Impact</b>	<b>Possible Negative Impact</b>
		<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</i>		

					<i>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>
<b>Age</b> (Older or younger people or a specific age grouping)	X				
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring	X				
<b>Marital Status</b> Civil Partnership, Co-habiting Divorced, Married, Separated & Single.	X				
<b>Pregnancy &amp; Maternity:</b> The period of time a woman is expecting a baby until one year after the baby is born. This includes breastfeeding	X				
<b>Gender</b> (Males, Females, Transgender or Transsexual people)	X				
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X				
<b>People with Religious or other Beliefs:</b> different beliefs, customs (including atheists and those with no aligned belief)	X				
<b>Pregnancy and Maternity</b> (refers to the period after the birth, and is linked to <i>maternity</i> leave in the employment context. In the non-work context, <i>protection</i> against <i>maternity</i> discrimination is for 26 weeks after giving	X				

birth),				
<b>Sexual Orientation</b> , e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)	X			
<b>Poverty</b> (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)			X	
<b>Employees</b> (those employed by the Council including full time, part time and temporary)	X			

6.	<b>Mitigation</b>	
	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>
	<b>Poverty</b>	<b>A new post will be created that will provide advice and guidance to traders to ensure they have the correct waste services, that they are minimising waste generation, maximising recycling and diversion of waste. This will help traders to minimise their waste management costs and consequently the cost that may be passed onto the consumer.</b>

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

<b>Completed By</b>			
Name	Ross Sharp-Dent	Service Area.	Waste Services

Post	Waste Manager	Date	12 <sup>th</sup> January 2017
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