

## INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

### Budget Savings Proposals

<b>Essential Information</b>
Name of Officer(s) completing this Template: Tracy Bunton
Designation(s): Principal Revenues and Benefits Officer
Directorate/Service: Finance
Date of Impact Assessment: 27 <sup>th</sup> August 2019
Name of Proposed Budget Saving <sup>1</sup> : Reduced service arising from a reduction in resources within the Benefits and Masterfile Teams following a VER trawl

<b>1. Does the proposed budget saving impact on:</b>		
	<b>Yes</b>	<b>No</b>
a. Protected characteristics under The Equality Act 2010:  Age; Disability; Gender Reassignment; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation ( <b>see Section 3</b> )	x	
b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty <sup>2</sup> ( <b>see Section 6</b> )	x	
c. Local Outcomes Improvement Plan (LOIP) 2017/22 <sup>3</sup> ( <b>see Section 7</b> )	x	
d. Corporate Plan 2018/22 <sup>4</sup> ( <b>see Section 8</b> )	x	
<b>2. If “yes” is selected for any part of Section 1, please populate the other relevant</b>		

<sup>1</sup> Please attach the Budget Saving Proposal to this Template

<sup>2</sup> [Fairer Scotland Duty: interim guidance for public bodies](#)

<sup>3</sup> [Local Outcomes Improvement Plan 2017/22](#)

<sup>4</sup> [Corporate Plan 2018/22](#) (agenda item 5)

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### Sections of this Template.

If “no” is selected for **every part** of Section 1, **please sign below and email** a copy of this Template to Karen Barclay, Corporate Policy Officer:

[karen.barclay@inverclyde.gov.uk](mailto:karen.barclay@inverclyde.gov.uk).

Signature

Date

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### 3. Impact – Protected characteristics

Which of the protected characteristics will the proposed budget saving have an impact upon? (See guidance for examples of key considerations under each characteristic – this is on ICON.)

Equality Target Group	Positive impact +	Neutral impact =	Negative impact -
Age			x
Disability			x
Gender Reassignment		x	
Pregnancy and maternity			x
Race		x	
Religion and belief		x	
Sex			x
Sexual orientation		x	
Other groups to consider		x	

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<b>4. Which parts of the Equality Duty will the proposed budget saving impact on?</b>	
x	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
x	Advance equality of opportunity between people of different groups
<input type="checkbox"/>	Foster good relations between from different groups

<b>5. Impact - groups</b>	
From the information you have highlighted above, describe the positive and negative impacts and the groups affected under The Equality Act 2010.	
<p><b>Positive impacts</b> +</p> <p><i>(Describe groups affected.)</i></p>	<p><b>Negative impacts</b> -</p> <p><i>(Describe groups affected.)</i></p> <p>Age; Disability; Pregnancy and maternity: A high percentage of the users of the Benefits Service may have these Protected Characteristics.</p> <p>There are 28 employees potentially affected by this budget saving proposal, 17 of whom are female. This proposal will therefore affect predominantly female workers.</p> <p>The age profile of the 28 employees is:</p> <p>Age 20-29 = 14% Age 30-39 = 29% Age 40-49 = 25% Age 50-59 = 29% Age 60+ = 4%.</p> <p>This profile is showing 33% of employees are aged over 50 years.</p>

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### 6. Impact – Fairer Scotland Duty

What impact will this budget saving proposal have on reducing inequalities of outcome caused by socio-economic disadvantage? *Please tick.*

Positive Impact +	Neutral Impact =	Negative Impact -
		X

**Briefly describe how the budget saving proposal will impact on reducing inequalities of outcome.**

A high percentage of the users of the Benefits Service are economically disadvantaged.

Removing vacant posts and a post where the duties are already absorbed within the service ensures the impact on customers will normally be minimal. However, there may be times when service delivery is marginally short of target timescales.

### 7. Impact – LOIP 2017/22

Which Priority/Priorities from the LOIP 2017/22 will this budget saving proposal impact on?

<input type="checkbox"/>	1. <b>Population:</b> Inverclyde's population will be stable and sustainable with an appropriate balance of socio - economic groups that is conducive to local economic prosperity and longer term population growth
<input checked="" type="checkbox"/>	2. <b>Inequalities:</b> There will be low levels of poverty and deprivation and the gap between the richest and poorest members of our communities will be reduced (This may already have been highlighted during section 6)
<input type="checkbox"/>	3. <b>Environment, culture and heritage:</b> Inverclyde's environment, culture and heritage will be protected and enhanced to create a better place for all Inverclyde residents and an attractive place in which to live, work and visit

**Briefly describe how the budget saving proposal will impact on the LOIP Priority/Priorities.**

A high percentage of the users of the Benefits Service are socially and economically disadvantaged.

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Removing vacant posts and a post where the duties are already absorbed within the service ensures the impact on customers will normally be minimal. However, there may be times when service delivery is marginally short of target timescales.

### 8. Impact – Corporate Plan 2018/22

Which Priority/Priorities from the Corporate Plan 2018/22 will this budget saving impact on?

<input type="checkbox"/>	1. To promote Inverclyde, to both residents and visitors alike, as a great place to live, work and visit
<input type="checkbox"/>	2. To work collaboratively, to enable strong, connected and empowered communities, particularly in areas of deprivation, so that residents have influence and control over the things that matter to them
<input type="checkbox"/>	3. To grow the local economy in a way that creates opportunities for all our residents, including access to good quality jobs
<input checked="" type="checkbox"/>	4. To reduce the prevalence of poverty and in particular, child poverty in our communities
<input checked="" type="checkbox"/>	5. To safeguard, support and meet the needs of our most vulnerable families and residents
<input checked="" type="checkbox"/>	6. To improve the health and wellbeing of residents so that people live well, and for longer
<input type="checkbox"/>	7. To protect and enhance our natural and built environment
<input type="checkbox"/>	8. To preserve, nurture and promote Inverclyde's unique culture and heritage
<input type="checkbox"/>	9. To deliver services that are responsive to community needs and are underpinned by a culture of innovation, continuous improvement and effective management of resources
<input checked="" type="checkbox"/>	10. To develop motivated, trained and qualified employees who deliver quality services that meet current and anticipated service needs

**Briefly describe how the budget saving proposal will impact on the Corporate Plan Priority/Priorities.**

A high percentage of the users of the Benefits Service are socially and economically disadvantaged.

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### 9. Evidence

What evidence do you have to help identify any potential impacts of the proposed budget saving?

Note: Evidence could include consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.

Evidence	Details
Consultation/Engagement	<p>Whilst a budget saving proposal regarding the Customer Service Centre - which handles almost all Revenues and Benefits' face to face and telephone contacts - was included as part of the 2017 and 2018 Budget Consultations, no direct consultation has been carried out for Revenues and Benefits.</p> <p>Budget Consultation 2019: 46% of respondents supported a reduction in Customer Service Centre and Registration services staff.</p>
Research	Officers closely monitor DWP and Scottish Government welfare benefit policy.
Officer's knowledge and experience (including feedback from frontline staff)	
Equalities monitoring data	The number of Benefit appeals reduced by 40% between 2017/17 and a further 43% between 2017/18 and 2018/19.

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User feedback (including complaints)	
Stakeholders  Other	
Are there information gaps and, if so, what are these?	

**10. Please use the space below to detail any other matters arising from the Equality Impact Assessment process, including what action could be taken to mitigate the impact of this Budget Saving Proposal.**

The Council plans to implement *Citizens Access Revenues* in late 2019 and this is expected to lead to a reduction in the amount of clerical/administration work within the Council Tax team.

Details of the Person(s) who completed the Assessment:	Name: Tracy Bunton
	Position: Principal Revenues and Benefits Officer
	Date: 27 <sup>th</sup> August 2019
Authorised by:	Name: Scott Allan
	Position: Corporate Director – Environment, Regeneration and Resources
	Date: 7 <sup>th</sup> February 2020

Thank you for your assistance with the completion of this task.

Please send a copy of the completed Template to Karen Barclay, Corporate Policy Officer: [karen.barclay@inverclyde.gov.uk](mailto:karen.barclay@inverclyde.gov.uk).



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21 November 2018