

## INVERCLYDE COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

### Budget Savings Proposals

<b>Essential Information</b>
Name of Officer(s) completing this Template: Allan McDonald
Designation(s): ICT and Customer Service Manager
Directorate/Service: Environment, Regeneration and Resources/Finance and Corporate Governance
Date of Impact Assessment: 22/08/2022
Name of Proposed Budget Saving <sup>1</sup> : Reduction in Registrars Service

<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	

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

<sup>2</sup> [Fairer Scotland Duty: 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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**2. If 'yes' is selected for any part of Section 1, please populate the other relevant Sections of this Template.**

**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.)

<b>Equality Target Group</b>	<b>Positive impact +</b>	<b>Neutral impact =</b>	<b>Negative impact -</b>
Age	+		
Disability		=	
Gender Reassignment		=	
Marriage and civil partnership			-
Pregnancy and maternity			-
Race		=	
Religion and belief			-
Sex	+		
Sexual orientation		=	

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Other groups to consider  <ul style="list-style-type: none"> <li>• Carers</li> </ul>		=	
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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 style="text-align: center;"><b>Positive impacts</b> +</p> <p>Age and Sex: there are ≤5 employees potentially affected by this budget saving proposal all of whom will be offered voluntary early retirement.</p> <p>The age profile of the employees is:</p> <p>Age 20-29 = 0%                  Age 30-39 = 0%                  Age 40-49 = 33%                  Age 50-59 = 66%                  Age 60+ = 0%.</p> <p>The profile is showing 66% of employees are aged 50 – 59.</p>	<p style="text-align: center;"><b>Negative impacts</b> -</p> <p>Marriage and civil partnership: if the size of the team is reduced, it will not be able to carry out the same number of ceremonies and there may be a reduction in ceremonies conducted outside the normal working week.</p> <p>Religion and belief: delays in registering a death are not acceptable to people of some religions.</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 -
	=	

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

**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 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
<input checked="" type="checkbox"/>	4. <b>The local economy:</b> Inverclyde has a thriving and diverse local economy, economic activity is increased and skills development enables both those in work and those furthest from the labour market to realise their full potential

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

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Priority 4. Reduction in Registrar led marriage ceremonies in Inverclyde may result in the reduction of associated economic activities such as venue hire, provision of catering and similar ancillary services.

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

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

<input checked="" 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 type="checkbox"/>	4. To reduce the prevalence of poverty and in particular, child poverty in our communities
<input type="checkbox"/>	5. To safeguard, support and meet the needs of our most vulnerable families and residents
<input 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
X	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 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.**

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Priority 1: The reduction in Registrar led wedding ceremonies as an option may impact negatively on the desirability of the area as a destination to host wedding and associated activities.

Priority 9: The team is currently working with ICT colleagues on self-service options which would be available through the Council’s website; these could be extended to include applying for extracts for births, deaths and marriages on-line which would save customers having to call or telephone with requests. The work to produce these extracts is still a manual process that the registration team must carry out.

**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.

<b>Evidence</b>	<b>Details</b>
Consultation/Engagement	<p>Officers attend networking meetings with their counterparts in neighbouring local authorities and would therefore have early notice of relevant changes to service provision at those Councils, in the event that families would look for alternative areas to register a death, should Inverclyde not be able to meet the timescale due to service reduction.</p> <p>In the 2022 budget consultation, 35% of respondents supported this budget saving proposal.</p>
Research	
Officer’s knowledge and experience (including feedback from frontline staff)	The officers are experienced and are aware of the potential impact of this budget saving proposal.

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	<p>Delays in registering deaths have previously resulted in adverse comments about the Council and complaints to Elected Members.</p>										
<p>Equalities monitoring data</p>	<p>In 2022 there were:</p> <table border="1" data-bbox="847 584 1394 779"> <tr> <td>Birth Registrations</td> <td>684</td> </tr> <tr> <td>Death Registrations</td> <td>1167</td> </tr> <tr> <td>Marriages Ceremonies</td> <td>63</td> </tr> <tr> <td>Citizenships</td> <td>11</td> </tr> <tr> <td>Copy Extract Production</td> <td>1945</td> </tr> </table>	Birth Registrations	684	Death Registrations	1167	Marriages Ceremonies	63	Citizenships	11	Copy Extract Production	1945
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<p>User feedback (including complaints)</p>	<p>Implementing this saving could lead to complaints from customers, funeral directors and potentially the National Records of Scotland however in the context of the current financial climate it is one which needs to be advanced for consideration.</p> <p>The unavailability of Registrar led wedding ceremonies may result in complaints to Elected Members.</p>										
<p>Stakeholders</p> <p>Other</p>	<p>The Scottish Government has made the remote registration of deaths a permanent option from September 2022.</p>										
<p>Are there information gaps and, if so, what are these?</p>											

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**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 proposed saving could potentially affect the services delivered to all service users.

At present, most appointments for registrations are arranged for the next day and legislative timescales are always met. Delays registering a death are not acceptable to people of some religions but arrangements are in place to ensure appropriate timescales would always be met by the Council. Arrangements for locum cover from other Council areas for Registrars are also in place, if required. However, there has until now been very little demand from this group who prefer instead to use services in other registration districts, possibly because extended family groups are located there.

As the Registrars is a small team, reducing the full-time equivalent from the current staffing complement would leave the service vulnerable, particularly at times of annual leave and sickness. The service no longer has access to a sessional resource although the Customer Services Centre Team has taken on administrative duties to provide some resilience.

To mitigate the impact of the reduction, wedding ceremonies will be significantly reduced. Weekend weddings would no longer be offered and the overall number of wedding ceremonies available would be reduced to accommodate statutory requirements for the registration of Births and Deaths. Citizenship ceremonies would continue on a monthly basis.

The team is currently working with ICT colleagues on self-service options which would be available through the Council's website; these could be extended to include applying for extracts for births, deaths and marriages on-line which would save customers having to call or telephone with requests. The work to produce these extracts is still a manual process that the registration team must carry out.

It is worth noting that, in terms of the Council's repopulation agenda, babies born in Inverclyde are included in our population statistics, even if their registrations are processed by Registrars from other local authorities.



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Details of the Person(s) who completed the Assessment:	Name: Allan McDonald
	Position: ICT and Customer Service Manager
	Date: 15/02/23
Authorised by:	Name: Alan Puckrin
	Position: Interim Director - Finance and Corporate Governance
	Date:15/02/23

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

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