

## Equality Impact Assessment: Stage 1 Summary

### Hastings Borough Council Efficiencies, Income and Savings Proposals 2011/12 - 2012/13

#### Equality Impact Assessments (EIA)

1. Before adopting any new policy or making key decisions about Council services we consider how the decision will impact or affect different communities, especially those groups or communities who experience inequality, discrimination, social exclusion or disadvantage. We assess this impact by doing an Equality Impact Assessment.
2. An Equality Impact Assessment (EIA) is a way of helping us to identify the likely or actual effects of decisions on people in respect of their age, race, disability, gender, gender reassignment, sexual orientation, religion or belief or their economic status. The aim of the assessment is to make sure that as far as possible, any negative consequences for minority groups are eliminated or minimised and opportunities for promoting equality are maximised.
3. The EIA assessment is done in two parts - Stage 1 is an initial screening assessment. Stage 2 is a more detailed assessment carried out when Stage 1 identifies that the risk of negative impact is medium or high. Stage 2 identifies further information, barriers and possible solutions and involves consultation with representatives of equality groups. Each EIA undertaken is proportionate to the issue under consideration and the likelihood of impact.

#### Assessing the Equality Impacts of our Budget proposals

4. In developing our Budget proposals for 2011/12 – 2013/14, the Council sought to involve local people and stakeholders in its [Big Conversation](#) about prioritising services and activities. Despite the efficiencies we have been able to make, the significant reduction in Government funding has meant the Council has had to make very difficult choices in reducing the scale of some services and the numbers of people we employ.
5. During development of proposals, implications for equality groups were considered, however the size of the reductions, and speed within which we have had to react (we received our draft settlement figures on 13<sup>th</sup> December 2010) means we have only been able to share our proposals and seek feedback from communities for a month ([Budget Consultation](#) period: January 14<sup>th</sup> – February 14<sup>th</sup> 2011). At the time of publishing this summary the consultation is still on-going, therefore any further issues relating to equality implications of the proposals that are raised will be reported to the Budget Cabinet on 16<sup>th</sup> February.
6. At the very minimum, each of the items included in the Budget proposals set out in the table below have been the subject of a Stage 1 Initial Screening Assessment. This seeks to prevent the Council from making decisions in principle when agreeing the draft Budget without being aware of the potential equality impacts. Also included below are a number of areas where potential impacts have been highlighted, or where the full details of schemes have not yet been developed. In both of these cases a Stage 2 Impact Assessment will be undertaken prior to implementation of the decision to clarify the potential impacts and to identify any possible mitigation.
7. The effects of the Budget proposals on staffing are addressed using our existing restructure, redundancy and redeployment policies which have previously been equality impact assessed. Equalities considerations are an integral part of our policies and provide the basis for effective

reporting. Currently, there is no evidence to suggest any direct or indirect discriminatory effects of the proposals.

8. The decisions made within the Budget process to reduce funding or a level of service is not, the end of the matter, the Equality Duty 2010 is a continuing one, and it will be necessary to monitor the effects of decisions after implementation.
9. **Where the likelihood of an impact has been assessed as Low in the initial assessment, should evidence arise (e.g. from complaints/feedback) that the service change/budget reduction is having a disproportionate impact on any equality group – the Council will review it's EIA and consider what, if any mitigations may be appropriate.**

## **Public Sector Equality Duties**

10. Under equality legislation, public authorities have legal duties to pay 'due regard' to the need to eliminate discrimination and promote equality. The 2010 Equalities Act sets out the 'protected characteristics' as age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation, and includes marriage and civil partnerships for some aspects of the duty.
11. Hastings Borough Council also considers deprivation as one of its equality strands and, although this part of the Act has not been enacted by Government, we continue to apply the same consideration to those who are socially excluded as a result of poverty and deprivation.
12. The equality duties do not prevent public authorities from making difficult decisions such as reorganisations, redundancies and service reductions, nor do they stop public authorities from making decisions which may affect one group more than another. What the equality duties do is enable public authorities to demonstrate that they are making financial decisions in a fair, transparent and accountable way, considering the needs and the rights of different members of their community.
13. Assessing the impact of proposed changes to policies, procedures and practices is not just something the law requires, it is a positive opportunity for public authorities to ensure they make better decisions.
14. Regardless of the duties set out by the Equality Act, Hastings Borough Council is committed to equality and diversity in all areas of employment and service delivery. One of our 6 Strategic Priorities is to:

**Priority 4: Promote equality and an inclusive, supportive community and narrowing the gap – bringing the quality of life of people in the most deprived parts of Hastings and St Leonards up to those of the rest of the town, and the town up to county and national averages**

15. The stated aim in our [Single Equality Scheme](#) is to ensure that there are equal life chances for all within the Borough - we will contribute to this by the way we deliver our services to the community, by being an accessible employer and through our community leadership role.

## Equality Impacts - Hastings Borough Council Efficiencies, Income and Savings Proposals for 2011/12 and 2012/13

### Environmental Services Directorate

#### 1. Amenities, Waste and Leisure Services

Activity Efficiency, Income & Savings Proposals	Likelihood of negative impact on equalities groups Low/Medium/High	Further action required
<p><b>Waste Re-structure</b></p> <ul style="list-style-type: none"> <li>• <b>Waste &amp; Recycling Team</b></li> <li>• <b>Environmental Enforcement Team</b></li> </ul> <p>Merge the teams to create a new 'Street Scene Team' bringing together the staff that focus on the quality of life issues including street cleanliness, enviro crime, refuse and recycling and tackling waste on private land to create a seamless link between enforcement and waste management issues and reduce occasional duplication.</p>	<p><b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups.</p> <p>This change is about the management of the resources dealing with street scene issues. The level of service should be improved to all local residents as the service is delivered in a more joined up way that is more effective and reduces the duplication that has occurred previously.</p>	No
<p><b>Waste collection and Recycling</b></p> <p>Save costs of replacement Twin Bin delivery service by new arrangements and reduce the budget for recycling bags</p>	<p><b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups NB Arrangements for <a href="#">assisted collections</a> are not impacted by this change.</p>	No
<p><b>Bulverhythe Depot</b></p> <p>Obtain additional income from renting out part of the site</p>	<p><b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups</p>	No
<p><b>Public Conveniences</b></p> <p>Close the Silverhill public toilets</p>	<p><b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups.</p>	No
<p><b>Cemetery &amp; Crematorium</b></p> <p>Following investment in new cremators, reduce the repairs budget</p>	<p><b>Low</b> – does not impact on service delivery</p>	No
<p><b>Parks and Gardens</b></p> <p>Make management cost savings by doing more contract management in-house and reduce maintenance budgets by £60k</p> <p>NB: Changes relate to seasonable bedding, grass cutting, floral decorations, and removal of tennis court from White Rock Gardens</p>	<p><b>Low</b> – The main user of the White Rock tennis court is a tennis club – they have been informed and advised of alternative public provision in Alexandra park.</p>	No

<b>Decorative Lighting</b> Following installation of new LED lighting energy costs will be reduced	<b>Low</b> – does not impact on service delivery	No
<b>Floral Decorations and Baskets</b> No longer provide any spring hanging baskets and remove the flower boxes on the Town Hall	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Allotments</b> Work with the Allotment Associations to encourage them to take on more maintenance and clearing responsibilities	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	EIA to be undertaken if significant change in arrangements is proposed in the future
<b>Hastings Country Park</b> Income from the introduction of a ‘pay for parking’ scheme	<b>Medium</b> – Potential impact on deprivation in terms of ability to pay, however to mitigate this, the draft proposals include the ability for Hastings residents who regularly drive to the Country Park to purchase an annual permit for £25. Issues regarding bays for disabled parking will need to be agreed as details of the scheme are developed prior to implementation.	A full EIA to be undertaken as proposals are developed further and prior to implementation.
<b>Arboriculture</b> Reduce the maintenance budget by 10%	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	
<b>Countryside Stewardship</b> Reduce the agricultural operations budget at Fairlight Place Farm by 10%	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Bus Shelters and Seats</b> Reduce the repairs budget by 10%	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups. Essential maintenance will continue to be undertaken to repair broken/dangerous items, the budget reduction will impact on ‘decorative’ repairs.	No
<b>Streetsigns</b> Reduce the repairs budget by 10%	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Lifeguard Service</b> Reduce the budget but maintain appropriate cover for safety and Blue Flag status	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Hastings Museum and Art Gallery</b> Close the Museum and Art Gallery one day a week – the Museum’s Committee to advise which day	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No

<b>Museums Service</b> Reduce the operating budget for temporary exhibitions and education	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Sports Development</b> Delete the vacant Sports Development Post and reduce the casual staff budget by £5,000	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups or level of service Programmes that are targeted towards equality groups e.g. Active Women, Street Games etc have been preserved and funding has been achieved from external sources to cover more of our costs.	No
<b>Leisure administration &amp; stationery</b> Reduce the hours of a leisure administrative officer and reduced office and stationery costs since office re-location	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No

## 2. Environmental Health, Parking and Highways Service

<b>Activity</b> <b>Efficiency, Income &amp; Savings Proposals</b>	<b>Likelihood of negative impact on equalities groups</b> <b>Low/Medium/High</b>	<b>Further action required</b>
<b>Emergency Planning</b> Reduce supplies and equipment budget	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Licensing</b> Reduce licensing staffing by half a post (0.5fte) following a planned retirement in March 2011	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Food Safety and Enforcement</b> By using specialist contractors we have been able to work with a reduced staffing compliment and can now delete a vacant post – equivalent to 2 days a week (0.4fte)	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Environmental Protection</b> Undertake Contaminated Land work in-house but retain £10k for specialist contractors as required.	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No

## Regeneration, Homes and Communities Directorate

### 3. Planning Services

<b>Activity</b> <b>Efficiency, Income &amp; Savings Proposals</b>	<b>Likelihood of negative impact on equalities groups</b> <b>Low/Medium/High</b>	<b>Further action required</b>
<b>Planning Management and Administration</b> Reduce the budgets for supplies and equipment, and for professional services required for complicated planning applications.	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Development Control</b> Reduce half an administration post (0.5fte) following flexible retirement (already implemented)	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Building Control</b> Delete a vacant Building Control Surveyor post	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Archive</b> Delete half (0.5fte) of the Senior Administration Officer – Corporate Archive post	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No

### 4. Housing Services

<b>Activity</b> <b>Efficiency, Income &amp; Savings Proposals</b>	<b>Likelihood of negative impact on equalities groups</b> <b>Low/Medium/High</b>	<b>Further action required</b>
<b>Private Sector Renewal</b> Following the loss of capital funding grants from Regional Government, the Housing Renewal team will be re-structured. Staff will continue with the enforcement of housing standards in the private sector and maintain our efforts to bring empty homes back into use. Part of the team is also being retained for the potential implementation of a 'Houses in Multiple Occupation Licensing Scheme' following consultation. (The Scheme will improve conditions and management of these properties if approved)	<b>High</b> – the Council's Housing Renewal activity was previously funded by Government Grant. This totalled around of £1.6m in 2010/11. This whole grant has been withdrawn from 2011/12. The work undertaken by the Housing Renewal Staff focussed on improving the poorest housing conditions in our town. Support was means-tested to those on low incomes living in poor accommodation and in fuel poverty.  The Council has identified the following mitigations: <ul style="list-style-type: none"> <li>• A potential HMO Licensing Scheme will seek to improve housing conditions for some of those living in the private rented sector</li> </ul>	Alternative funding models to be explored in relation to continuing improvements in existing private sector housing stock

<p>Staffing implications: Capital funding:</p> <ul style="list-style-type: none"> <li>• 3.5 fte posts retained to manage new Licensing Scheme</li> <li>• 3.5 fte posts deleted</li> <li>• Empty Homes Officer post retained</li> </ul> <p>Revenue funding: 1.0 fte technical post deleted</p>	<ul style="list-style-type: none"> <li>• Continued investment in a Empty Homes Officer to bring back empty homes into use to meet housing demand</li> <li>• A Proactive programme of CPO purchases of longer empty homes.</li> <li>• Ensured funding continues for a <u>Sanctuary Scheme</u> which enables victims of domestic violence to remain in their homes and feel safe.</li> <li>• The mainstreaming of some aspects of household energy advice within other officer roles.</li> </ul>	
<p><b>Housing Management and Administration</b> Delete 1fte systems support officer post by the amalgamation of posts within Renewal and options teams</p>	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<p><b>Support Services</b> Reduce the support budget across whole service</p>	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No

## 5. Regeneration and Community Services

Activity Efficiency, Income & Savings Proposals	Likelihood of negative impact on equalities groups Low/Medium/High	Further action required
<p><b>Regeneration Team</b> Following ending of Area Based Grants, re-structure the staff teams and activities. The new structure will support Neighbourhood Regeneration, with a focus on areas of greatest need; Economic Development, Community Safety, Area Based Structures, Multi Agency Tasking Teams (MATT teams), Cultural Regeneration, bidding for External Funds to support our priorities and reporting to funders on our use of external funding – all at a reduced level.  Make a £7,000 contribution to the East Sussex-wide Community Safety Partnership to part fund 2 county-wide Community Safety Support Officers.</p>	<p><b>High</b> - The reductions in Government funding included the ending of Area Based Grants (ABG). These enabled the Council to fund activities across the community addressing worklessness, social exclusion and community cohesion. This work impacted on sections of each of the equality groups to a greater or lesser extent.  In order to determine the way ahead the Council engaged with partners to:</p> <ul style="list-style-type: none"> <li>• Decide where to make in-year cuts to the ABG programme following the Government's withdrawal of £286,000 in July 2010.</li> <li>• Undertake a detailed review of ABG funded activities in early 2010 to identify emerging trends, needs and issues.</li> <li>• Give due regard to the advice given by the Hastings and Bexhill Economic Alliance about needs and priorities, informed by its</li> </ul>	<p>We are awaiting clarification regarding funding for the Safer Hastings Partnership (from Sussex Police and East Sussex County Council). However the Council has established a budget to address local priorities one of which is Hate Crime, in order to mitigate the impact of an anticipated</p>

<p>The Seniors and Young People's officer post is already funded for three years from 2011/12 and the Community Cohesion Officer post is unaffected.</p>	<p>monitoring of the ABG programme and strategic overview role.</p> <p><b>Mitigation</b> measures include: The Council's Budget proposals include retaining support for the priorities and functions that support equality groups albeit at a reduced level. These include:</p> <ul style="list-style-type: none"> <li>• Support for communities in need – the neighbourhood team</li> <li>• Dedicated youth and senior's officer post, that will also support the local Disability Forum</li> <li>• Community Cohesion officer – will support the Black and Minority Ethnic community, Hastings Intercultural Organisation, the Lesbian, Gay, Bisexual and Transgender community and the Inter-Faith Forum.</li> <li>• Retaining a focus on economic development to assist long-term unemployed people, and those who are farthest from the workplace in terms of skills and other vulnerabilities.</li> </ul>	<p>county-wide level cut in these resources.</p>
<p><b>Community Partnership Funding</b> Reduce the Budget available to commission activity from the Voluntary and Community Sector by 8.9%* per annum in line with the Council's own revenue spending power reduction as calculated by Government</p> <p>Note: An additional contribution will be made to the 'My Place' young people's project of £20,000 per annum for 3 years</p> <p><b>* Since publication of the draft Budget the recommendation to the Budget Cabinet is that this is a 6.6% reduction</b></p>	<p><b>High</b> – The funding provided by the Council supports work with equality groups and the most vulnerable in our town. Following the significant reduction in Government funding, the Council has to reduce expenditure across all its activities and is forced to share that burden with the voluntary and community sector.</p> <p>Mitigation measures include</p> <ul style="list-style-type: none"> <li>• Protecting the highest priority activities funded by CPF by applying the 6.6% reduction disproportionately across recipients (advice, domestic violence and homelessness services)</li> <li>• Facilitating the co-location of advice services in Renaissance House to improve the service offer and enable advice agencies to make economies of scale</li> </ul>	<p>Review of Community Partnership funding to be undertaken in 2011/12</p>

## 6. Marketing and Communications

<b>Activity</b> <b>Efficiency, Income &amp; Savings Proposals</b>	<b>Likelihood of negative impact on equalities groups</b> <b>Low/Medium/High</b>	<b>Further action required</b>
<b>Marketing and Communications Staff</b> Delete the vacant Marketing Communications post (1fte) and re-designate the currently part-time Travel Trade Manager's post to become a full-time Tourism Marketing Manager (net saving of 0.5fte)	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Marketing and Communications Staff</b> Delete the Print Buyer/Courier post	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Community Awareness</b> Reduce the number of editions of the About magazine printed from 3 to 2 by better utilising electronic communications and saving £10,000. Reduce the overall budget by a further £5,000	<b>Low</b> – unlikely to impact adversely/disproportionately on any individual groups.	No
<b>Raising the Profile</b> Reduce the budget by 10%	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Mayoral administration</b> Delete the Mayor's Personal Assistant post following a planned retirement in 2011/12 – Mayoral administration support will be combined with duties of Information Officer	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Mayoral Transport and Chauffeur</b> Delete post of Mayor's Chauffeur and reduction in Mayoral transport costs whilst maintaining a budget for transport facilities as required.	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Civic and Ceremonial</b> Reduce hospitality budget	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Town Twinning</b> Reduce operating budget by 10% in 2011/12 and 20% in 2012/13	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Hastings Information Centre</b> Delete 1.2 fte Information Officer posts resulting from rationalisation of products sold in HIC	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups. This is a change in the product line we offer in terms of income generation and will not impact on service delivery/opening hours etc of the HIC.	No

<b>Information Technology Staff</b> Delete 2 Web Development Posts (2 fte) following the introduction of new website content management system	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups. By using the new content management system we will continue to ensure our website remains accessible.	No
<b>Information Technology Staff</b> Delete the IT Trainer post, but retain £10,000 for alternative provision	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups.	No
<b>IT Reserve</b> Reduce the amount of money needed for the IT reserve following negotiation of better maintenance and replacement programme for our IT Hardware over a 5 year period.	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No

## Corporate Resources Directorate

### 7. Financial Services

<b>Activity</b> <b>Efficiency, Income &amp; Savings Proposals</b>	<b>Likelihood of negative impact on equalities groups</b> <b>Low/Medium/High</b>	<b>Further action required</b>
<b>Accountancy</b> Following a mini-restructure in 2010/11 delete a vacant accountancy post; make savings from bringing our investment management in-house; reduce the costs of our financial systems and improve efficiency – in 2012/13 delete the equivalent of 1 full time post (1fte)	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Estates</b> Reduce hours of Administrative Post and supplies and services budget reduced	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Revenues</b> Undertake a mini-restructure and reduce staffing levels: <ul style="list-style-type: none"> <li>• Delete the vacant Building Administration Assistant post (1fte)</li> <li>• Delete vacant Team Leader post</li> <li>• Delete a vacant Benefits Manager post</li> </ul> Save £15,000 courier costs by changing to government's electronic data transmission systems, reduce the equipment and supplies budget, and reduce printing and stationery costs of annual billing for Council Tax Bills.	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups. Service delivery levels have been achieved with these vacant posts. This reduction in posts is achievable at current service demand levels – this position will be reviewed if there is a further significant increase in caseloads to ensure the service is adequately resourced to meet the needs of those on the lowest incomes	Keep under review

<b>Unit Factories</b> Additional income from new factory lettings	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Corporate Expenses</b> Savings from final phase of transfer to a new phone system, renegotiated telephone agreements and a National agreement on Ordnance survey mapping information used for GIS systems	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Legal Costs</b> Reduce the legal costs budget	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>External Audit Fees</b> Pay a reduced level of fees to the external auditors following cessation of the Comprehensive Area Assessment regime.	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No

## 8. Legal and Democratic Services

<b>Activity</b> <b>Efficiency, Income &amp; Savings Proposals</b>	<b>Likelihood of negative impact on equalities groups</b> <b>Low/Medium/High</b>	<b>Further action required</b>
<b>Legal Services</b> Delete the vacant Legal Services Manager post	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Register of Electors</b> Stop sending the first written reminder on the annual canvass (requires people to register on the electoral roll) – this is proven not to be cost-effective	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Cost of Democracy</b> Stop our contribution to the East Sussex Health Overview and Scrutiny Committee; stop reimbursing Councillors travel costs on official business within the Borough, and reduce the supplies and services budget.	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>South East Employers</b> Stop our subscription	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Foreshore Trust</b> Re-charge the Foreshore Trust for the time spent on Trust matters by the Borough Solicitor	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Local Government Information Unit</b> Withdraw our Membership of the LGIU	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No

## 9. Internal Audit, Fraud Investigation and Procurement Service

<b>Activity</b> <b>Efficiency, Income &amp; Savings Proposals</b>	<b>Likelihood of negative impact on equalities groups</b> <b>Low/Medium/High</b>	<b>Further action required</b>
<b>Audit and Procurement</b> Reduce the operating budget (not staffing) by innovative and efficient practices.	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Fraud and Joint Working Initiative</b> Reduce the operating budget (not staffing) through efficient practices and undertaking the legally required transcription of statements in-house at minimal clerical cost	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Audit Grant Claim work</b> Undertake additional audit work in-house and reduce the fees paid to our external auditors	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No

## 10. People and Organisational Development Service

<b>Activity</b> <b>Efficiency, Income &amp; Savings Proposals</b>	<b>Likelihood of negative impact on equalities groups</b> <b>Low/Medium/High</b>	<b>Further action required</b>
<b>POD Division</b> Delete half (0.5fte) the Transaction Officer post from 2012/13	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Corporate Training</b> Reduce the corporate training budget and make good use of shared training resources provided by the Sussex Training Consortium	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Relocation</b> Delete the corporate relocation budget – any future relocation costs to be funded within services	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Recruitment</b> Reduce the budget in anticipation of lower levels of recruitment expected	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No

<b>Professional Services</b> Reduce the budget but maintain a £4,000 budget for an on-line HR resource	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Retention Budget</b> Delete the budget	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No

## 11. Policy, Partnerships and Performance Service

<b>Activity</b> <b>Efficiency, Income &amp; Savings Proposals</b>	<b>Likelihood of negative impact on equalities groups</b> <b>Low/Medium/High</b>	<b>Further action required</b>
<b>Sustainability and Climate Change</b> The Future Cities Climate Change Project to fund an additional day a week of activity by the Sustainability Policy Officer; reduce the supplies budget	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Best Value/CPA Inspection</b> Delete the budget following withdrawal of Comprehensive Area Assessment regime	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Public Consultation</b> Reduce the budget for carrying out Citizens' Panel surveys	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups.	No

## 12. Other Corporate Budgets

<b>Activity</b> <b>Efficiency, Income &amp; Savings Proposals</b>	<b>Likelihood of negative impact on equalities groups</b> <b>Low/Medium/High</b>	<b>Further action required</b>
<b>Chief Executive's Office</b> Delete the separate supplies and services budget	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Printing</b> Reduce the costs of internal printing by smarter working and greater use of electronic communication	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No
<b>Mobile phones</b> Reduce the numbers of mobile phones issued	<b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups	No

<p><b>Accommodation</b> Re-locate Housing Services to Aquila House, thereby vacating Renaissance House</p>	<p><b>High</b> – The services offered by Housing Services are accessed disproportionately by people on low incomes, in housing need and/or other vulnerabilities. There will therefore be an impact on several equality groups in terms of this change of location, however it is not intended that the level of service is reduced.</p> <p>Mitigation measures include:</p> <ul style="list-style-type: none"> <li>• Clear and appropriate communication for current and potential users about the re-location</li> <li>• Raise awareness with agencies that signpost people to housing services</li> <li>• Aquila House is equally accessible by public transport</li> <li>• The public areas of Aquila House are equally accessible</li> <li>• Housing Service will be co-located with the Housing and Council Tax Benefits Service enabling clients to access both services at the same location.</li> </ul>	<p>Yes – as listed under mitigations</p>
<p><b>Accommodation</b> Vacate Bank Buildings and re-locate Legal and Democratic Services to Aquila House</p>	<p><b>Low</b> – unlikely to impact adversely/disproportionately on any equality groups</p>	