



## Form A1

### INITIAL SCREENING FOR BUDGET DECISIONS – DO THEY HAVE ANY RELEVANCE OR POSE ANY RISK TO ANY OF THE EQUALITIES GROUPS?



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

**Note:**

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

DEPARTMENT:	Relevance/Risk to Equalities																					
State the service or proposal being assessed:	Gender inc transgender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Priority status For EIA			
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Restructure of In-house insurance services to the Council	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities																						

For saving proposals complete form A2a below

For investment proposals complete form A2b below

**Form A2a – proposed savings**

**Equality Impact Assessment**

**Please Explain**

<b><u>Stage 1 – Scoping and Defining</u></b>			
(1) What are the aims and objectives of service where savings are to be made?	<ul style="list-style-type: none"> <li>• Arranging, reviewing, maintaining and monitoring a cost effective insurance programme for the whole Council;</li> <li>• Responsibility for the solvency and viability of the liability, fire, motor and school all risk internal funds (current value £10m);</li> <li>• Administration of risk management controls and initiatives to reduce claims exposure (external insurances and internal funds);</li> <li>• Providing a traded service to schools re insurance; all claims handling functions.</li> </ul>		
(2) How does the service fit with the council’s wider objectives?	The service is integral to the sound functioning of the Council and the delivery of all its services.		
(3) What would have been the expected outcomes of the service?  Who would have benefited from the service and in what way?	<ul style="list-style-type: none"> <li>• Cost effective insurance provision in place for whole Council</li> <li>• All risk internal fund solvent and viable and managed effectively</li> <li>• Risk management controls in place to reduce claims exposure and secure most cost effective provision</li> <li>• Insurance cover offered to schools on a traded basis</li> </ul>		
(4) Does this proposed saving have the potential to directly or indirectly discriminate against any particular group or to compound issues of social inequality?  Please identify all groups that are affected	RACE	AGE	GENDER inc Transgender
	RELIGION/BELIEF	DISABILITY	SEXUAL ORIENTATION
	X	X	X
	X	X	X

(5) Are there any negative impacts on social inequality issues? This includes impacts on child poverty for example or our most geographically disadvantaged communities	No
<b><u>Stage 2 - Information Gathering</u></b>	
(1) What type and range of evidence or information have you used to help you make a judgement about the cut to this particular service?	Reference to the management information relating to this service area. Review of structural proposals for the Law & Governance Division proposing a transfer of the insurance function from the Community and Environment legal service to the Audit and Risk Assurance service. Assessing the services provided and their impact with the outgoing and incoming service managers.
(2) Have you been able to use any consultation data to help make this decision, if so what?	Consultation/discussions with relevant service managers and other in-house staff and also with retiring Insurance Manager
<b><u>Stage 3 – Making a Judgement</u></b>	
(1) From the evidence above is there any adverse or negative impact identified for any particular group?	The changes involve a change in the management function in this area. There is only one member of staff in this team. There are no other implications for other staff or proposed staffing reductions. The service is also retained.
(2) If there is an adverse impact, can this be justified?	N/A
(3) if there is an adverse impact on social inequalities can these be justified?	N/A

(4) What actions could be taken or have been taken to reduce or eliminate negative or adverse impact?	None				
(5) Is there any positive impact?  Does it promote equality of opportunity between different groups and actively address discrimination?	Yes. A more cohesive approach to the Council's insurance role being more closely linked to the Council's risk and assurance functions.				
<b><u>Stage 4 – Action Planning, Review &amp; Monitoring</u></b>					
If No Further Action is required then go to – Review & Monitoring  (1) Action Planning – Specify any action which could be taken to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.	EIA Action Plan				
(2) Review and Monitoring  State how and when you will monitor the impact of this proposed saving	DLT monitors savings proposals and implementation on a regular basis.				

Action	Lead Officer	Date for completion	Resource requirements	Comments

Please annotate your proposed saving with the following statement:

'An Equality Impact Assessment on this proposed saving was undertaken on (date of assessment) and will be reviewed on date (one years from the date it was assessed).'

**Form A2b – proposed investment**

**Equality Impact Assessment**

**Please Explain**

<b>Stage 1 – Scoping and Defining</b>			
(1) What are the aims and objectives of the proposed investment?			
(2) How does the investment fit with the council's wider objectives?			
(3) What are the expected outcomes of the investment?			
Who is intended to benefit and in what way?			
(4) Does this investment have the potential to directly or indirectly discriminate against any particular group?	RACE	AGE	GENDER
Please identify all groups that are affected	RELIGION/BELIEF	DISABILITY	SEXUAL ORIENTATION
(5) Are there any positive impacts on social inequality issues? This includes impacts on child poverty for example or our most geographically disadvantaged communities			
(6) Are there any obvious barriers to accessing the service provided through the investment?			
(7) How does the investment contribute to promotion of equality and/or reduction of social inequalities?			
(8) Does the investment have the potential to promote good relations between groups?			

**Stage 2 - Information Gathering**

(1) What type and range of evidence or information have you used to help you make a judgement about the proposal?

(2) What consultation data has been used? What new consultation, if any, do you need to undertake?

**Stage 3 – Making a Judgement**

(1) From your data and consultations is there any adverse or negative impact identified for any particular group?

Is there any evidence of needs not being met? e.g. language or physical access barriers; lack of appropriate resources or facilities

(2) If there is an adverse impact, can this be justified?

(3) What actions are going to be taken to reduce or eliminate negative or adverse impact?																										
(4) Is there any positive impact? Does it promote equality of opportunity between different groups and actively address discrimination?																										
<b><u>Stage 4 – Action Planning, Review &amp; Monitoring</u></b>																										
<p>If No Further Action is required then go to – Review &amp; Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements which can be made to the proposal to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EIA Action Plan</p> <table border="1" data-bbox="779 759 2040 991"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																						
(2) Review and Monitoring State how and when you will monitor policy and EIA Action Plan																										

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this proposed investment was undertaken on (date of assessment) and will be reviewed on date (one year from the date it was assessed)’.