

Appendix B: Single Equality Scheme summary of findings from Equality Impact Assessments 2010-2011 (annual update November 2011)

Findings from Equality Impact Assessments 2010-2011

Service	Summary and supporting actions
<p>Community Initiatives</p>	<p>July 2011 Proposed cuts in grant funding could be phased in from 2012/13, this will entail reduced funding for some community-delivered services from six voluntary sector organisations. All six organisations affected by these proposals have been involved in a systematic consultation process (meetings held June –July 2011). Meetings were held to discuss the potential impact of various levels of funding reduction and how negative impacts may best be managed. A refreshed EIA on the potential impact of these proposals was completed in September 2011 and the findings of this assessment have been made available to Members to inform their debates at Scrutiny (4-10-11), Cabinet (20-10-11) and Council (2-11-11); prior to any funding decisions being taken.</p>
<p>Planning Services</p>	<p>February 2011 This EIA examined the potential impact of proposed efficiency savings in the Capital Programme specifically within the Transportation function of Planning Services. <u>No adverse impact identified.</u> However, in relation to rural isolation, it must be noted that the Council budget relating to rural transport support i.e. Community Transport services, has been protected from budget cuts thereby seeking to mitigate the effects of rural isolation. <u>Action to support the service</u> - The Council will continue to maintain its work on Market Town Transport Strategies, Safe Cycle Routes, Local Transport Plan Bid, Bus Shelter Provision & Railway Station Improvements and to seek scheme delivery via a range of other funding sources such as S.106 and the Sustainable Transport Fund and other options, possibly using external funding.</p>
<p>Operations Division</p>	<p>May 2011 This EIA examined the potential impact of proposed efficiency savings on Operations Division, which includes Markets, CCTV, Car Parks, Countryside Services, Refuse & Recycling and Grounds Maintenance. Cutting CCTV may have an impact on the whole community by potentially raising fear of crime; there</p>

	<p>could be a disproportionately negative impact on the more vulnerable groups in society. The potential impact of changes to Charter Markets, Car Parks. Refuse & Recycling and possibly Grounds Maintenance will need to be investigated further.</p> <p><u>Mitigating actions:</u></p> <ul style="list-style-type: none"> • consider alternatives to minimise impact on CCTV service • consideration of how to maintain some countryside services e.g. working with Friends Groups and the Wildlife Trust.
<p>Customer Services Centres</p>	<p>December 2010</p> <p>This EIA examined the potential impact of proposed efficiency savings relating to customer service provision in St Ives, Ramsey and Yaxley.</p> <ul style="list-style-type: none"> • Some impact in terms of gender as affected employees are female (but will be redeployed). • Although no evidence was found, it is likely that reduction in service will impact on disabled people • Ramsey and Yaxley currently record services offered for younger and older people. These include help with finding work, writing CV's, learning services, bus and rail passes, general issues around services offered by other organisations (e.g. age concern, pensions, other benefits, etc). Younger customers will still be able to access services specific for them via the libraries and with the neighbourhood management services. It was noted that older customers are often less mobile and may not be able to use their free bus pass to travel into Huntingdon. However, they will be able to use the free phone from Ramsey to contact the call centre or will be able to access the CAB for other general queries. <p><u>Mitigating actions:</u></p> <ul style="list-style-type: none"> • Communicating the changes to all customers • Obtain costs for travelling into Huntingdon from other areas • Obtaining telephone line in Ramsey library <p>Update July 2011</p> <p>Overview & Scrutiny panel have asked for an update in June 2012 as there was little to report at the July 2011 meeting as changes not yet into effect due to timescales involved with changing work practices.</p>

<p>Environmental Management</p>	<p>February 2011 This EIA examined the potential impact of proposed efficiency savings in the Capital Programme specifically, schemes around Environmental Improvements and Access. These schemes have provided in the past, help to parish and town councils with funding to help pay for and design expertise for public building conversions, renovations, improvements such as ramped entrances and improvements to pavements (improving access, signage and usage). This will impact most on older people, parents with young children, and those with a wide range of disabilities <u>Mitigating action</u> - Continue to provide advice and information to community building committees/parish councils etc concerning possible designs and alternative sources of funding, possibly using external funding.</p>
<p>Housing – Housing Strategy</p>	<p>December 2010 The Housing Strategy aims to provide direction for both private and social housing activity within the District. The Strategy was reviewed during 2010 and an EIA identified <u>no adverse impact</u>. However, vulnerable people e.g. people who have disabilities, persons fleeing domestic violence or harassment because of their ethnicity, sexuality or religion, could positively benefit from a strategy that provides, through direct service provision including advice, assistance and financial resources the opportunity for vulnerable people to live independently.</p>
<p>Housing – Homelessness Strategy</p>	<p>November 2010 The Homelessness Strategy aims to</p> <ul style="list-style-type: none"> • address the causes of homelessness in the area • introduce initiatives to prevent homelessness wherever possible • provide sufficient temporary accommodation for those households that are or may become homeless • ensure that appropriate support is available for people who have previously experienced homelessness in order to prevent it happening again <p>The Strategy was reviewed during 2010 and an EIA identified <u>no adverse impact</u></p>
<p>Home Improvement Agency</p>	<p>May 2011 An EIA was undertaken to consider the operational and managerial merger of Huntingdonshire District</p>

	<p>Council's Home Improvement Service with that of South Cambridgeshire District's and Cambridge City Councils. <u>No adverse impact</u> has been identified, however <u>actions to support the merger</u> include:</p> <ul style="list-style-type: none"> • Include a wider range equality questions in future monitoring forms and customer satisfaction survey • Analyse responses by equality groups to satisfaction surveys and benchmark against previous responses • It is proposed that Parish Councils be asked to promote the service and any detailed changes to it to ensure the service, and information surrounding it, remains accessible to a wide variety of applicants
<p>Policy, Performance & Partnership - Incremental Progression Framework for Qualification Success</p>	<p>July 2010 The purpose of this policy is to promote a consistency of approach to achieve a measure of uniformity towards incremental progression for staff undertaking recognised qualifications. The policy includes specific guidelines for Apprentices, Technical Trainees, Professional Trainees, Professional/Management Qualifications The policy was reviewed and an EIA found that due to lack of monitoring and analysis, it is not currently known whether adverse impact taking place. <u>Mitigating action:</u></p> <ul style="list-style-type: none"> • Monitoring Statistics on who receives incremental progression via examination success and numbers of trainees.
<p>Democratic Services – Political Management Structure</p>	<p>April 2010 This function aims to provide an effective political management structure supporting sound, open, transparent and accountable decision-making. An EIA of this function found <u>no adverse impact</u> however there are a number of <u>actions to support the service</u> include:</p> <ul style="list-style-type: none"> • Raise public awareness of the opportunities local people have to become councillors. • Investigate ways of giving local people more say in local decision making. • Have regard to the multi-faith Calendar when setting the Council's Schedule of Meetings and Member Development Programme; • Offer equalities training to all Councillors

<p>HR - Adverse Weather Policy</p>	<p>April 2010 The purpose of the policy is to set out the procedure for attending work in adverse weather conditions. The Council has a reasonable expectation that all employees will make every effort to carry on work as usual either by attending their normal place of work or working flexibly. An EIA found that due to lack of monitoring and analysis it is not currently known whether adverse impact taking place. <u>Mitigating action:</u></p> <ul style="list-style-type: none"> • Statistics to be recorded as and when adverse weather situations arise. HR to mail round to Activity Managers and record data.
<p>HR – Disability at Work</p>	<p>November 2010 This policy aims to provide managers and employees with guidance on a range of support and reasonable adjustments that HDC can provide disabled employees to ensure they are supported at work an EIA of this new policy found <u>no adverse impact</u> but there were positive differential impact for disabled employees. <u>Action to support this policy include:</u></p> <ul style="list-style-type: none"> • Continue to collect and analyse previous year’s employment (equality monitoring) data to produce monitoring and analysis of workforce profiles by equality categories. Set equality objectives where required. • Continue to build capacity amongst Council employees and Members through awareness training, information sharing sessions or newsletters. Identify employees who could receive specific disability awareness training • Improve disability disclosure amongst employees and Members. Consider ‘hidden disabilities’ training for managers or basic mental health awareness training for employees. • Work with the Richmond Fellowship to ensure that support for employees is available • Carry out a Local Labour Market Assessment
<p>HR – Stress Management Policy</p>	<p>September 2010 The policy aims to reduce the rate and duration of sickness absence from stress-related illness. Not currently known whether adverse impact taking place <u>Mitigating actions:</u></p>

	<ul style="list-style-type: none"> • The stress management policy will form part of the overall health, safety and welfare policy for the Council. Details will be circulated to all managers and employees after the meeting of the Employment Panel on 27 September 2010. • Advice and support will be provided on the new policy and toolkit to managers and employees by HR • Statistical information held by HR should be modified to include additional data to demonstrate compliance with equality legislation.
HR - Redundancy Policy	<p>September 2010 The aim of this policy is to provide a fair, consistent, and legal process through which to deal with redundancy whether voluntary or compulsory, responding to appeals against dismissal, dealing with redundancy payments and seeking suitable alternative work. <u>No adverse impact</u> identified, however an <u>action to support this policy</u> is proposed:</p> <ul style="list-style-type: none"> • Consider how to monitor the usage of the policy - Stats to be recorded as and when redundancy situations arise.
Attendance Management Policy	<p>December 2010 The renewed policy provides guidance to ensure that sickness absence is handled promptly, sensitively and consistently by managers throughout the Council. It also provides guidance to employees on sickness absence and the potential consequences for their employment. <u>No adverse impact</u> identified however, monitoring is not currently carried out.</p> <ul style="list-style-type: none"> • Raise awareness of this policy • Monitoring of sickness absence – this is linked into encouraging disclosure of personal information, Equalities monitoring needs to be introduced for the policy
Overpayments Policy	<p>December 2010 The main objective of this policy is to set out how the Council will deal with the administration of Housing Benefit overpayments. <u>No adverse impact</u> identified, however <u>actions to support the policy</u> include:</p> <ul style="list-style-type: none"> • To monitor the requests received requesting a reduction in the weekly recovery rate against data we hold on sex, age disability and (where available) race. This may inform whether any groups appear to be being treated differently compared to the caseload mix

	<ul style="list-style-type: none"> To ensure that staff attend appropriate equality and diversity training courses in line with HR guidelines.
Revenue & Benefits – Service Standards	<p>March 2011 The aim of this policy is to set out the standards and level of service that we aim to provide to our customers across the whole remit of the service area. <u>No adverse impact</u> however there are a number of <u>actions to support</u> the document include:</p> <ul style="list-style-type: none"> To ensure that the make-up of the benefit caseload reflects the demographics of the district as a whole. To ensure staff are aware and trained on equality and diversity issues To ensure that the Council meets the service standards and take appropriate action where needed To publicise performance so that customers can see if service standards are being met.
Revenue & Benefits – Landlords Policy	<p>July 2010 The main objective of this policy is to set out the roles and responsibilities of the Council and landlords in the administration of Housing Benefit. The EIA found <u>no adverse impact</u> identified, however an <u>action to support this policy</u> is proposed:</p> <ul style="list-style-type: none"> Staff are trained on benefit regulations and equality and diversity
Car Parks Management	<p>January 2010 An EIA found <u>no adverse impact</u>, however, the service does deliver a positive differential service for people with disabilities. Blue Badge holders are allowed to park for free in HDC car parks and there are special spaces for the disabled and some car parks specifically for the disabled. <u>Actions to support this service</u> include:</p> <ul style="list-style-type: none"> Investigate how to ensure Operations Division employees can access Equality & Diversity training Continue to monitor appeals for any accusations of discrimination