

Appendix C**Budget 2013/14 EIA Summary**

At the full council meeting on 13 February, the following proposals were submitted for an equality impact assessment:

- Reduction in homelessness budget
- Change approach to funding Economic Development Strategy
- Reduce by 1 Trading Standards post at enforcement level
- Provide Meals on Wheels from NHS kitchen during school
- Remove subsidies for bus services
- Reduce childcare grant funding
- Cease payment to Care & Learning Alliance for evaluation
- Remove principal teachers posts
- End class size maxima 18 for P1-3
- End associated free meals for and revert back to means tested free meals
- Full cost recovery for Sports and Holiday initiatives. Fees will go up by 35p per session to £3.35 and minimum group size from 8 to 12
- Remove Admin support grant support for Moray College
- Remove Prince's Trust support.
- Reduce Dialogue Youth
- Reduce LEAD Scotland Grant
- Remove promotional arts budget
- Reduce grants for Sports
- Reduce grants for Arts
- Reduce grants for NEAT
- Reduce grants for individuals
- Recharge at full cost, community use of schools, staffing and equipment for active schools and leisure
- Reduction in library services
- Make museums available for transfer to community
- Restructure learning and teacher officer posts and support
- Reduce grant to Women's Aid
- Reduce grant to Couple counselling
- Reduce grant to violence against women
- Reduce grant to rape and abuse line
- Reduce Youth Justice Operational Budget
- Reduction in Mental health social worker, 0.64
- Review of work allocations access & Fieldwork teams & adult protection
- Alter staffing arrangements in Moray Resource Centre

No Further assessment needed

After an initial screening it was decided that the following did not need a full assessment. Table 1 gives an overview of the proposals and the reasons why a further EIA was not required.

Proposal	Reason
Reduction in Homeless budget.	The proposal has been changed to a housing needs review which will be implemented over a longer period. At this stage it is uncertain what the details are and a full EIA will be carried out as part of the implementation.
Change approach to funding Economic Development Strategy.	Following discussion with the Head of Development Services it was agreed that there would be no impact on groups protected under the Equality Act 2010. There will be no impact on service delivery
Reduce by 1 Trading Standards post at enforcement level.	It was agreed with the Head of Development Services that no further EIA was needed. The changes are reductions in Trading Standards service and a reduction in research and information. This will result in a reduction in routine inspections and reduce capability for first contact being face to face. No impact on equality groups. No EIA required
Provide Meals on Wheels from NHS kitchen during school.	The service will still continue and be provided by NHS outwith school terms. and therefore no EIA needed. Discussed with Environmental Protection Manager. No impact on service delivery. No EIA required.
Reduce childcare grant funding.	Discussed with Head of Schools and Curriculum Development. Grants were used for equipment which is now in place. No impact on service delivery. No EIA required.
Cease payment to Care & Learning Alliance for evaluation and research.	Discussed with Head of Schools and Curriculum Development. No impact on service delivery No EIA required.
Remove principal teachers posts.	Discussed with Head of Schools and Curriculum Development. Some of the pt responsibilities will revert to Head

	teachers. No impact on service delivery. No EIA required
End class size maxima 18 for P1-3.	Discussed with Head of Schools and Curriculum Development. This will affect three schools where the limit will be reset to 25. Research data on class size inconclusive. There will be ongoing monitoring. No EIA required. Initial screening attached. APP. C1
End associated free meals for and revert back to means tested free meals.	Discussed with Head of Schools and Curriculum Development and Environmental Protection Operational Support Officer. Meals still be available but subject to means testing. No EIA required.
Remove Prince's Trust Support.	Feedback from Acting CLD Manager is that this funding is not used for Prince's Trust. No impact on service delivery. No EIA required.
Reduce budgets for community use of schools, staffing and equipment for active schools and leisure.	There has been a reduction in the budget for caretaking at schools to reflect experience of usage. Staffing has been re-organised without impacting on opening times. These have no impact on the service. Reduction in the active schools budget will have only a minor impact on overall physical activity of young people. No EIA required.
Make museums available for transfer to community.	Discussed with the Libraries and Museums Manager. Initial screening attached APP. C2 No EIA required.
Restructure learning and teacher officer posts and support.	Discussed with Head of Schools and Curriculum Development . No impact on service delivery. No EIA required.
Reduce grant to violence against women.	Children 1st who run this have found alternative funding and have notified the Moray Council that they don't need this grant. No impact on service delivery. No EIA required.
Reduce Youth Justice Operational Budget.	Discussed with Head of Children and Families and Criminal Justice. This concerns a contingency fund that

	hasn't been used for a number of years. No impact on service delivery. No EIA required.
Reduction in Mental health social worker, 0.64.	On the ground there has not been a reduction in social work staff, the saving has been on the re-organisation of staffing (staff vacancy and how that post has been filled i.e. now a part-time social work assistant's post & the gain of two new social work posts) and on the amount of additional money that was allocated to mental health i.e. there has been an overall gain in funding for mental health social care services 2013-2014 including more social work time, however, not as much as was hoped thus the saving of £29K. No impact on service delivery. No EIA required.
Review of work allocations access & Fieldwork teams & adult protection.	The saving has been gained through changes in the management structure resulting in a reduction in the grade of staff required as vacancies arise. No union engagement was required as no staff member is being made redundant or down-graded (who is currently in post). However it is currently unclear what the impact of these changes will be on the quality of service provision by the Access & Fieldwork Teams to service-users of this change in structure – the position will be monitored through process analysis and quality audit; findings can then be analysed and acted on. No further EIA required

Progress on Proposals requiring EIAs

Remove subsidies from bus services	Potential impacts identified: Rural isolation, inability to access work opportunities, further education, medical appointments, retail facilities, and recreational facilities. Greater use of cars, associated increase in pollution. Less opportunity for concessionary card holders to benefit from free travel. There is a commitment to a full review of transport services in Moray which could provide the required mitigating actions. RIO and Equal Opportunities Officer working with Transport Manager to get full overview of passenger numbers and available services. EIA process ongoing
Full cost recovery for Sports and Holiday initiatives	Fees will go up by 35p per session to £3.35 and minimum group size from 8 to 12. No impact disaggregated by protected characteristic. No further EIA required Initial screening attached APP. C3
Remove admin support grant from Moray College	Impact on age and sex. Full EIA appended. APP. C4
Reduce Dialogue Youth.	Was to be used for a post that hasn't been advertised. No further EIA required.
Reduce LEAD Scotland Grant.	Impact on disabled people. Within Moray the project offers a service to support disabled adults (16+) and carers of disabled adults who wish to develop or improve their literacy skills. Last year, LEAD provided support to 22 learners, all of whom have a disability. The project also provides support to learners who may have access issues because of rurality, caring responsibilities and who need additional support because of disability or health issues. The service provides person-centred, one to one support to those individuals wishing to develop skills and engage more confidently in learning. It offers: • Outreach support to those who want to register on a course • Offer support in the pre-engagement period prior to attending college and through the

	transition period • Home based assessment with support/assistive technology to ensure additional support needs are in place. <u>Learning Locations</u> Moray College, Elgin Moray Resource Centre, Elgin Forres Learning Centre Towerview Day Centre Home visits in Elgin, Archiestown, Aberlour, Dufftown, Lossiemouth, Fochabers Impact: LEAD would have to provide fewer one-on-one sessions and deliver in group settings to a client group which has high support needs. Full EIA appended APP. C5
Remove promotional arts budget.	No impact disaggregated by protected characteristic. No further EIA required. Initial screening attached. APP. C6
Reduce grants for Arts.	No impact disaggregated by protected characteristic. No further EIA required. Initial screening attached. APP. C6
Reduce grants for NEAT.	No impact disaggregated by protected characteristic. No further EIA required. Initial screening attached APP. C6
Reduce grants for Sports.	No impact disaggregated by protected characteristic. No further EIA required Initial screening attached APP. C7
Reduce grants for individuals.	The grants are for individuals who have been selected to represent their school/organisation, the area or country. The money(around £100) is considered in relation to the costs borne by the individual and normally involves travel outwith Moray. It could be argued that removal of the grant could prohibit people in poverty from participating. The reality is though that the grant has not been advertised for a number of years and so it is always underspent. No further EIA required.
Reduction in library services.	Range of potential impacts identified. Because of scale of proposals Equal

	Opportunities Officer and RIO working with Libraries and Museums Manager to collect data and get better understanding of possible impacts. Additional issue of ERDF funding which may limit mitigating actions that can be taken without further financial implications. Impact on: disability, elderly, young Engagement to be undertaken with affected communities to explore mitigating actions. EIA process ongoing.
Reduce grant to Women's Aid.	MWA indicated that this would not impact on women looking for support but would take away flexibility in relation to supporting children. No details about numbers that would be affected. Mitigating action: • Dialogue with MWA to further investigate impact. • Explore possibility of lottery funding to support with interpretation and translation Recommend review of reporting procedures for voluntary organisations in receipt of Moray Council funding. Full EIA appended APP. C 8
Reduce grant to Couple counselling	Despite requests no information received from Avenue Confidential but first response was that there would be no equality impact. Recommend review of reporting procedures for voluntary organisations in receipt of Moray Council funding. Mitigating action: • Dialogue with Avenue Confidential to further investigate impact. • Explore possibility of lottery funding to support with interpretation and translation Full EIA appended APP. C 8
Reduce grant to rape and abuse line.	Information received. Impact on training budget which would affect quality of service but no information

	specific to TMC grant. Affected protected characteristics: • Sex (male and female) • Disability • Sexual orientation • Gender reassignment • Race • Pregnancy and maternity Recommend review of reporting procedures for voluntary organisations in receipt of Moray Council funding. Mitigating action: • Dialogue with Rape and Abuse Line to further investigate impact. • Explore possibility of lottery funding to support with interpretation and translation Full EIA appended. APP. C8
Moray Resource Centre.	Overall the service will lose 14.5 hours of resource worker time and 8 hours of carer time. This will have a minimal impact on the service delivery. Full EIA appended APP. C9
Reduce classroom assistants	The reason for considering the potential need for an EIA relates to the impact this saving could have on children and therefore the potential for age discrimination. Each school will continue to have an allocation depending on size of school. Smallest schools will have 0.5 fte of CA time. This is considered to be sufficient to support their educational needs in the classroom environment. No further EIA required

Moray Council Equality Impact Assessment

APP. C1

Service: Schools and Curriculum Development

Department: Education and Social Care

Title of policy/activity: Raise class size from 18 to 25

1. What are the aims and objectives of the policy/activity?

This affects three primary schools, New Elgin, East End (Elgin) Millbank (Buckie) which currently have a ceiling of 18 on class sizes. These were previously in the 15% most educationally deprived areas but have moved up the SMID ranking . The proposal will be implemented in August 2013, at the start of the new school year.

2. List the evidence that has been used in this assessment

Internal data (customer satisfaction surveys; equality monitoring data; customer complaints)	
Consultation with officers or partner organisations	Consultation with Head of Schools and Curriculum Development.
Consultation with community groups	
External data (statistics, census, research)	Scottish Government overview of effect of class size on attainment
Other	

3. Detail any gaps in the information that is currently available?

Research on this issue is inconclusive. The effect is different in relation to literacy then it is for maths. It is impossible to separate the effects of class size from other

classroom interventions..

4. What measures will be taken to fill the information gaps before the policy/ activity is implemented? These should be included in the action plan

Measure	Timescale
Monitor attainment and achievement	From August 2013 onwards

5. Are there potential impacts on protected groups? Tick as appropriate

	Positive	Negative	None	Unknown
Age – young				
Age – elderly				
Disability				
Race				
Religion or belief				
Sex				
Pregnancy and maternity				
Sexual orientation				
Gender reassignment				
Marriage and civil partnership				

6. What are the potential negative impacts?

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7. Have any of the affected groups been consulted. If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps.

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8. What mitigating steps will be taken to remove those impacts? These should be included in the action plan.

Mitigating step	Timescale

9. What steps can be taken to promote good relations between various groups? These should be included in the action plan.

10. How does the policy/activity create opportunities for advancing equality of opportunity?

11. What monitoring arrangements will be put in place? These should be included in the action plan.

12. What is the outcome of the assessment? Tick as appropriate.

1	No impacts have been identified	
2	Impacts have been identified, these can be mitigated as outlined in question 7	
3	The activity will have negative impacts which cannot be mitigated fully	✓

13. Set out the justification that the activity can and should go ahead despite the negative impact?

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Sign off and authorisation

Department	
Title of Policy/activity	
We have completed the equality impact assessment for this policy/activity.	Name: Position: Date:
Authorisation by Director or Head of Service	Name: Position: Date:

The impact assessment should now be authorised by either the Director or Head of Service.

Please return this form, along with the completed screening process and full assessment forms, to the Equal Opportunities Officer, Chief Executive's Office.

Moray Council Equality Impact Assessment

APP. C2

Service: Educational Services

Department: Libraries and museums

Title of policy/activity **Transfer of Provision of museums Outwith the Council**

1. What are the aims and objectives of the policy/activity?

Any transfer would need an appropriate recipient body, properly constituted and with the appropriate range of skills – business, museums, outreach, learning – and financially sustainable.

A key element for the Falconer Museum's financial sustainability is that it should be an "accredited museum".

To transfer existing museums, whether Tomintoul or Falconer, will require time for consultation, forming of an appropriate organisation (or failing to do so), implementing the appropriate local agreements, developing the skills of that organisation over a period of time and in the case of the Falconer ensuring that the museum becomes accredited under that new organisation. In the case of the Falconer should a leisure, libraries and museums trust not be considered, it would be appropriate, in the first instance, to approach the Friends of the Falconer organisation as the initial potential organisation to take over the museum and care of the collection and if necessary then widening that scope.

There is a high risk that should a museum be "shut down" prior to an appropriate transfer being secured, that transfer becomes all the more difficult to implement with the recruitment of volunteers much more challenging.

The process of transfer, particularly in the case of the Falconer, is fundamentally affected by the council's ownership of the collection and hence the reality that the council would be expected to contribute to its care under that new organisation.

In short, the 12 months from April 2013 to March 2014 would be required to put appropriate arrangements in place with transfer being completed by April 2014.

Hence to secure the option of effective transfer of museums to outwith the council, while delivering key priorities, Service Development Group may require to accept that savings in 2013-2014 will fall well short of the indicative £100,000 during the year, but that this level of saving should be more than realised in future years.

It is also implicit that any successful transfer will require ongoing financial support to ensure appropriate professional advice, support and leadership within that new organisation. It is also implicit that at the initial stages there would require to be support in respect of materials, training etc, and while the professional post would come within the new Falconer organisation it would require to support/advise the Elgin Museum, and liaise with Tomintoul should the council's collections remain there. There is a need therefore to retain and then "transfer" the Museums Officer's 1 fte post.

A further crucial decision is the post of Visitor Development Officer. Retention in whole or in part would allow wider support across Moray not least in relation to strengthening the heritage tourism product, implementing Homecoming 2014 initiatives and strengthening support to schools.

While identifying the advantages of the museums remaining open during the main season April-October 2013, that does not mean that savings cannot be found in the interim 2013-14 year.

2. List the evidence that has been used in this assessment

Internal data (customer satisfaction surveys; equality monitoring data; customer complaints)	
Consultation with officers or partner organisations	
Consultation with community groups	
External data (statistics, census, research)	
Other	

3. Detail any gaps in the information that is currently available?

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4. What measures will be taken to fill the information gaps before the policy/ activity is implemented? These should be included in the action plan

Measure	Timescale

5. Are there potential impacts on protected groups? Tick as appropriate

	Positive	Negative	None	Unknown
Age – young			✓	
Age – elderly			✓	
Disability			✓	
Race			✓	
Religion or belief			✓	
Sex			✓	
Pregnancy and maternity			✓	
Sexual orientation			✓	
Gender reassignment			✓	
Marriage and civil partnership			✓	

6. What are the potential negative impacts?

a) Interim savings 2013-2014

Should Service Development decide that the Falconer Museum should continue, but managed by an external organisation then, as outlined above, it would be likely to take until March 2014 to put the necessary arrangements in place.

Assuming the non-closure of the museum during that interim period, and that the new organisation would also manage the museum services' collections on behalf of the council in future years there are still economies that can be made. This assumes no Sunday opening, no winter opening of the Falconer Museum.

Staffing:

In respect of the Visitor Development Officer, there is the reduction of the post to 0.5 fte at an annual saving of £18,500.

In respect of the museums officers, given the work involved, the 1fte post will still be required to ensure ongoing management in the visitor season at Forres and Tomintoul and training/support to the new organisation in the winter months.

In respect of the museums and information assistant employment would be reduced from 20 to 15 hours per week until 30 September with the post then being deleted, giving a saving of £7,500.

In respect of seasonal staff at the Falconer, overall costs can be reduced by £4,000 at no detriment to the service. Some £12,000 savings have already been identified in respect of Tomintoul.

Cleaner costs can be reduced by 2 hours per week in the main season (£1,000 saving) and by a further 6 hours per week in the winter months giving £2,500 savings.

Savings of £1,000 can be achieved from the Museums Store budget.

At the Falconer Museum, the following savings could be achieved:

Energy £700; Display Materials £2,300; Printing & Stationery £2,000; Postages £50; Other Supplies & Services £1,000; Conferences Expenses £400; Advertising £2,000, giving a total of £7,750.

Summary of savings during 2013-2014 should council decide to keep the museums open in that interim year

Moray Society	£7,000
Tomintoul Staffing	12,000
Falconer Museum & Museum Store:	
Visitor Development Officer's post reduced to 0.5 fte	18,500
Reduction in hours then deletion of Museums & Information Asst's post	7,000
Reduction in hours of cleaner's post	
Reduction in seasonal staff hours	2,500
Savings at Museums Store	4,000
Savings at Falconer Museum in property, supplies & services	1,000
	8,450
	£60,450

b) Costs and savings when transfer is implemented

As identified any successful transfer will require ongoing financial support to ensure appropriate professional advice, support and leadership within the new organisation while also advising Elgin and Tomintoul Museums.

Projected costs for the running of the Falconer Museum and Museums Store by a relevant community organisation are as follows and assume voluntary input in terms

of front line staffing and 1.5 professional posts in the initial years but which might be reduced as the organisation develops appropriate skills.

Any support would be subject to a service level agreement with performance, as with the Elgin Museum, related to the Museums Quality System.

Projected initial running costs would be:

Museums Store Property	£2,400	assumed 80% rates relief
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Museums Store Supplies & Services	<u>2,000</u>
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4,400

Falconer Museum

Staffing:

Museums Officer	37,000
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Visitor Dev. Officer	18,500
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Cleaner	<u>3,000 (optional)</u>
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58,500

Property Costs	8,000	assumes 80% rates relief
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Supplies & Services	8,000
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Contingencies	<u>3,000</u>
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19,000

63,400

Less Income	<u>5,000</u>
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£76,900

Members may consider that for the initial 5 years the organisation might be grant

aided in full, but with that grant aid reduced as alternative funding streams were both accessed and generated.

Projected costs for Tomintoul are:

Property costs	£2,000 (assuming rates relief for museum & museum flat)
Supplies & Services	1,500
Contingencies	<u>2,000</u>
	5,500
Income	<u>3,500</u>
	<u>£2,000</u>

Hence modest support might be required in the initial year, with no need for further support from 2015-2016 onwards.

Hence in 2014-2015 direct costs for supporting museums would be:

Falconer Museum & Store	£76,900
Tomintoul Museum	2,000
Moray Society	13,200
Buckie Fishing Heritage	<u>2,000</u>
	£94,100

There would be no museums staff within the Council given the deletion of the Libraries and Museums Manager's post from April 2014 and the deletion of and presumed transfer of the Museums Officer's post and the Visitor Development Officer's reduced post.

There might be associated computer/telecoms costs in separating the service from the council.

Should the Council decide to place the Falconer Museum and collections within a wider Leisure, Libraries and Museums Trust then the costs would be increased by c£34,000 (£28,000 seasonal staff and £6,000 admin. staff) giving a total cost for Museums provision of £128,100.

Principal Risks are:

- Failure to achieve appropriate recipient organisations.
- Diminution in service quality/visitor experience, but this can be addressed to some extent by museums and VisitScotland quality schemes.
- Over reliance on volunteers.
- Failure of future organisation to secure adequate funding.
- Failure to secure Museums Accreditation, this is addressed by professional staffing input.

7. Have any of the affected groups been consulted. If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps.

8. What mitigating steps will be taken to remove those impacts? These should be included in the action plan.

Mitigating step	Timescale
Museums to be transferred to community groups.	

9. What steps can be taken to promote good relations between various groups? These should be included in the action plan.

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10. How does the policy/activity create opportunities for advancing equality of opportunity?

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11. What monitoring arrangements will be put in place? These should be included in the action plan.

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12. What is the outcome of the assessment? Tick as appropriate.

1	No impacts have been identified	
2	Impacts have been identified, these can be mitigated as outlined in question 8	✓
3	The activity will have negative impacts which cannot be mitigated fully	

13. Set out the justification that the activity can and should go ahead despite the negative impact?

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Sign off and authorisation

Department	
Title of Policy/activity	
We have completed the equality impact assessment for this policy/activity.	Name: Position: Date:
Authorisation by Director or Head of Service	Name: Position: Date:

The impact assessment should now be authorised by either the Director or Head of Service.

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Action plan

Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications

APP. C3

Moray Council Equality Impact Assessment

Service: Community Learning and Development/Sports Development

Department: Education and Social Care

Title of policy/activity: Full cost recovery for Sports and Holiday Initiatives

1. What are the aims and objectives of the policy/activity?

- Ensure people within Moray live longer, healthier lives.
- Our children have the best start in life and are ready to succeed.
- Provide an introduction to sport for people
- Contribute towards peoples recommended levels of physical activity levels

Sports activity programmes have been organised through the Council since the mid 90s. The number of activity sessions particularly for the younger age group have increased over recent years due to public demand. The cost of these activity programmes have always been set at as minimal a cost as possible to ensure as many people can access this opportunity within the local community. In the 2010/11 year 1,527 young people participated in activities delivered by our section, this increased to 3,170 young people in 2011/12 (large increase due to football delivery started within section). For 2012/13 after quarter 3 we have achieved 1,855 that have attended our programmes. During 2012 £29,000 was generated in income from these programmes delivered.

On occasion these sessions may be targeted in an area of social deprivation, may be girls only or disabled specific, but in the main they are fully inclusive to all.

Proposed saving: £49,000

2. List the evidence that has been used in this assessment

Internal data (customer satisfaction surveys; equality monitoring data; customer complaints)	Customer evaluation forms completed previously
Consultation with officers or partner organisations	
Consultation with community groups	
External data (statistics, census, research)	Statistics on numbers attending and income generated
Other	

3. Detail any gaps in the information that is currently available?

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4. What measures will be taken to fill the information gaps before the policy/ activity is implemented? These should be included in the action plan

Measure	Timescale

5. Are there potential impacts on protected groups? Tick as appropriate

	Positive	Negative	None	Unknown
Age – young				
Age – elderly				
Disability				
Race				
Religion or belief				
Sex				
Pregnancy and maternity				
Sexual orientation				
Gender reassignment				
Marriage and civil partnership				

6. What are the potential negative impacts?

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7. Have any of the affected groups been consulted. If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps.

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8. What mitigating steps will be taken to remove those impacts? These should be included in the action plan.

Mitigating step	Timescale

9. What steps can be taken to promote good relations between various groups? These should be included in the action plan.

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10. How does the policy/activity create opportunities for advancing equality of opportunity?

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11. What monitoring arrangements will be put in place? These should be included in the action plan.

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12. What is the outcome of the assessment? Tick as appropriate.

1	No impacts have been identified	
2	Impacts have been identified, these can be mitigated as outlined in question 7	
3	The activity will have negative impacts which cannot be mitigated fully	

13. Set out the justification that the activity can and should go ahead despite the negative impact?

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Sign off and authorisation

Department	
Title of Policy/activity	
We have completed the equality impact assessment for this policy/activity.	Name: Position: Date:
Authorisation by Director or Head of Service	Name: Position: Date:

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Action plan

Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications

Moray Council Equality Impact Assessment

APP. C4

Service: Community Learning and Development

Department: Education and Social Work

Title of policy/activity: Remove admin support grant for Moray College for Adult Classes

1. What are the aims and objectives of the policy/activity?

Remove admin support grant for Moray College for Adult Classes, £15,000.

2. List the evidence that has been used in this assessment

Internal data (customer satisfaction surveys; equality monitoring data; customer complaints)	
Consultation with officers or partner organisations	Data from Principal of Moray College
Consultation with community groups	
External data (statistics, census, research)	
Other	

3. Detail any gaps in the information that is currently available?

4. What measures will be taken to fill the information gaps before the policy/ activity is implemented? These should be included in the action plan

Measure	Timescale

5. Are there potential impacts on protected groups? Tick as appropriate

	Positive	Negative	None	Unknown
Age – young				
Age – elderly				
Disability				
Race				
Religion or belief				
Sex		✓		
Pregnancy and maternity				
Sexual orientation				
Gender reassignment				
Marriage and civil partnership				

6. What are the potential negative impacts?

The following table gives a breakdown of the total enrolment figures for the courses affected by this proposal.

Enrols	F	16	18	20	25	Blank	F Total	M	16	18	20	25	Blank	M Total	Grand Total
Sess	Under-16	17	19	24	+			Under-16	17	19	24	+			
2009/10			1	6	30	13	324				2	18		20	344
2010/11	1	1	0	10	37	1	390		1		2	39		42	432
2011/12	4	8	7	20	67	8	717	2	0	1	3	10	1	111	828
Grand Total	5	9	8	36	13	22	143	2	1	1	7	16	1	173	1604

The courses are predominantly attended by females and by people over 25.
The grant contributes to the overall delivery and will not result in an end to the courses.
The impact will not be known until August 2013, when Moray College sets its new

budget. The reduction will be considered in the context of its overall funding.

7. Have any of the affected groups been consulted. If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps.

8. What mitigating steps will be taken to remove those impacts? These should be included in the action plan.

Mitigating step	Timescale
Moray College will need to review its budget	August 2013

9. What steps can be taken to promote good relations between various groups? These should be included in the action plan.

10. How does the policy/activity create opportunities for advancing equality of opportunity?

11. What monitoring arrangements will be put in place? These should be included in the action plan.

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12. What is the outcome of the assessment? Tick as appropriate.

1	No impacts have been identified	
2	Impacts have been identified, these can be mitigated as outlined in question 8	
3	The activity will have negative impacts which cannot be mitigated fully	

13. Set out the justification that the activity can and should go ahead despite the negative impact?

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Sign off and authorisation

Department	
Title of Policy/activity	
We have completed the equality impact assessment for this policy/activity.	Name: Position: Date:
Authorisation by Director or Head of Service	Name: Position: Date:

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Action plan

Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications

Moray Council Equality Impact Assessment

APP. C5

Service: Community Learning and Development

Department: Education

Title of policy/activity: Reduce LEAD Scotland Grant

1. What are the aims and objectives of the policy/activity?

Reduce grant to LEAD Scotland by £2,000

2. List the evidence that has been used in this assessment

Internal data (customer satisfaction surveys; equality monitoring data; customer complaints)	
Consultation with officers or partner organisations	Report from LEAD Scotland. Appended.
Consultation with community groups	
External data (statistics, census, research)	
Other	

3. Detail any gaps in the information that is currently available?

NA

4. What measures will be taken to fill the information gaps before the policy/ activity is implemented? These should be included in the action plan

Measure	Timescale
NA	

5. Are there potential impacts on protected groups? Tick as appropriate

	Positive	Negative	None	Unknown
Age – young				
Age – elderly				
Disability		✓		
Race				
Religion or belief				
Sex				
Pregnancy and maternity				
Sexual orientation				
Gender reassignment				
Marriage and civil partnership				

6. What are the potential negative impacts?

--

7. Have any of the affected groups been consulted. If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps.

See report under 6

8. What mitigating steps will be taken to remove those impacts? These should be included in the action plan.

There might be associated computer/telecoms costs in separating the service from the council.

Should the Council decide to place the Falconer Museum and collections within a wider Leisure, Libraries and Museums Trust then the costs would be increased by c£34,000 (£28,000 seasonal staff and £6,000 admin. staff) giving a total cost for Museums provision of £128,100.

Principal Risks are:

- Failure to achieve appropriate recipient organisations.
- Diminution in service quality/visitor experience, but this can be addressed to some extent by museums and VisitScotland quality schemes.
- Over reliance on volunteers.
- Failure of future organisation to secure adequate funding.
- Failure to secure Museums Accreditation, this is addressed by professional staffing input.

7. Have any of the affected groups been consulted. If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps.

8. What mitigating steps will be taken to remove those impacts? These should be included in the action plan.

Mitigating step	Timescale
Museums to be transferred to community groups.	

9. What steps can be taken to promote good relations between various groups? These should be included in the action plan.

--

10. How does the policy/activity create opportunities for advancing equality of opportunity?

--

11. What monitoring arrangements will be put in place? These should be included in the action plan.

--

12. What is the outcome of the assessment? Tick as appropriate.

1	No impacts have been identified	
2	Impacts have been identified, these can be mitigated as outlined in question 8	✓
3	The activity will have negative impacts which cannot be mitigated fully	

13. Set out the justification that the activity can and should go ahead despite the negative impact?

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Sign off and authorisation

Department	
Title of Policy/activity	
We have completed the equality impact assessment for this policy/activity.	Name: Position: Date:
Authorisation by Director or Head of Service	Name: Position: Date:

The impact assessment should now be authorised by either the Director or Head of Service.

Please return this form, along with the completed screening process and full assessment forms, to the Equal Opportunities Officer, Chief Executive's Office.

Action plan

Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications

APP. C3

Moray Council Equality Impact Assessment

Service: Community Learning and Development/Sports Development

Department: Education and Social Care

Title of policy/activity: Full cost recovery for Sports and Holiday Initiatives

1. What are the aims and objectives of the policy/activity?

- Ensure people within Moray live longer, healthier lives.
- Our children have the best start in life and are ready to succeed.
- Provide an introduction to sport for people
- Contribute towards peoples recommended levels of physical activity levels

Sports activity programmes have been organised through the Council since the mid 90s. The number of activity sessions particularly for the younger age group have increased over recent years due to public demand. The cost of these activity programmes have always been set at as minimal a cost as possible to ensure as many people can access this opportunity within the local community. In the 2010/11 year 1,527 young people participated in activities delivered by our section, this increased to 3,170 young people in 2011/12 (large increase due to football delivery started within section). For 2012/13 after quarter 3 we have achieved 1,855 that have attended our programmes. During 2012 £29,000 was generated in income from these programmes delivered.

On occasion these sessions may be targeted in an area of social deprivation, may be girls only or disabled specific, but in the main they are fully inclusive to all.

Proposed saving: £49,000

2. List the evidence that has been used in this assessment

Internal data (customer satisfaction surveys; equality monitoring data; customer complaints)	Customer evaluation forms completed previously
Consultation with officers or partner organisations	
Consultation with community groups	
External data (statistics, census, research)	Statistics on numbers attending and income generated
Other	

3. Detail any gaps in the information that is currently available?

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4. What measures will be taken to fill the information gaps before the policy/ activity is implemented? These should be included in the action plan

Measure	Timescale

5. Are there potential impacts on protected groups? Tick as appropriate

	Positive	Negative	None	Unknown
Age – young				
Age – elderly				
Disability				
Race				
Religion or belief				
Sex				
Pregnancy and maternity				
Sexual orientation				
Gender reassignment				
Marriage and civil partnership				

6. What are the potential negative impacts?

--

7. Have any of the affected groups been consulted. If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps.

--

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8. What mitigating steps will be taken to remove those impacts? These should be included in the action plan.

Mitigating step	Timescale

9. What steps can be taken to promote good relations between various groups? These should be included in the action plan.

--

10. How does the policy/activity create opportunities for advancing equality of opportunity?

--

11. What monitoring arrangements will be put in place? These should be included in the action plan.

--

12. What is the outcome of the assessment? Tick as appropriate.

1	No impacts have been identified	
2	Impacts have been identified, these can be mitigated as outlined in question 7	
3	The activity will have negative impacts which cannot be mitigated fully	

13. Set out the justification that the activity can and should go ahead despite the negative impact?

--

Sign off and authorisation

Department	
Title of Policy/activity	
We have completed the equality impact assessment for this policy/activity.	Name: Position: Date:
Authorisation by Director or Head of Service	Name: Position: Date:

The impact assessment should now be authorised by either the Director or Head of Service.

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Action plan

Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications

Moray Council Equality Impact Assessment

APP. C4

Service: Community Learning and Development

Department: Education and Social Work

Title of policy/activity: Remove admin support grant for Moray College for Adult Classes

1. What are the aims and objectives of the policy/activity?

Remove admin support grant for Moray College for Adult Classes, £15,000.

2. List the evidence that has been used in this assessment

Internal data (customer satisfaction surveys; equality monitoring data; customer complaints)	
Consultation with officers or partner organisations	Data from Principal of Moray College
Consultation with community groups	
External data (statistics, census, research)	
Other	

3. Detail any gaps in the information that is currently available?

4. What measures will be taken to fill the information gaps before the policy/ activity is implemented? These should be included in the action plan

Measure	Timescale

5. Are there potential impacts on protected groups? Tick as appropriate

	Positive	Negative	None	Unknown
Age – young				
Age – elderly				
Disability				
Race				
Religion or belief				
Sex		✓		
Pregnancy and maternity				
Sexual orientation				
Gender reassignment				
Marriage and civil partnership				

6. What are the potential negative impacts?

The following table gives a breakdown of the total enrolment figures for the courses affected by this proposal.

Enrols	F	16	18	20	25	Blank	F Total	M	16	18	20	25	Blank	M Total	Grand Total
Sess	Under-16	17	19	24	+			Under-16	17	19	24	+			
2009/10			1	6	30	13	324				2	18		20	344
2010/11	1	1	0	10	37	1	390		1		2	39		42	432
2011/12	4	8	7	20	67	8	717	2	0	1	3	4	1	111	828
Grand Total	5	9	8	36	13	22	143	1	2	1	7	16	1	173	1604

The courses are predominantly attended by females and by people over 25.

The grant contributes to the overall delivery and will not result in an end to the courses.

The impact will not be known until August 2013, when Moray College sets its new

budget. The reduction will be considered in the context of its overall funding.

7. Have any of the affected groups been consulted. If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps.

8. What mitigating steps will be taken to remove those impacts? These should be included in the action plan.

Mitigating step	Timescale
Moray College will need to review its budget	August 2013

9. What steps can be taken to promote good relations between various groups? These should be included in the action plan.

10. How does the policy/activity create opportunities for advancing equality of opportunity?

11. What monitoring arrangements will be put in place? These should be included in the action plan.

--

12. What is the outcome of the assessment? Tick as appropriate.

1	No impacts have been identified	
2	Impacts have been identified, these can be mitigated as outlined in question 8	
3	The activity will have negative impacts which cannot be mitigated fully	

13. Set out the justification that the activity can and should go ahead despite the negative impact?

--

Sign off and authorisation

Department	
Title of Policy/activity	
We have completed the equality impact assessment for this policy/activity.	Name: Position: Date:
Authorisation by Director or Head of Service	Name: Position: Date:

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Action plan

Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications

Moray Council Equality Impact Assessment

APP. C5

Service: Community Learning and Development

Department: Education

Title of policy/activity: Reduce LEAD Scotland Grant

1. What are the aims and objectives of the policy/activity?

Reduce grant to LEAD Scotland by £2,000

2. List the evidence that has been used in this assessment

Internal data (customer satisfaction surveys; equality monitoring data; customer complaints)	
Consultation with officers or partner organisations	Report from LEAD Scotland. Appended.
Consultation with community groups	
External data (statistics, census, research)	
Other	

3. Detail any gaps in the information that is currently available?

NA

4. What measures will be taken to fill the information gaps before the policy/ activity is implemented? These should be included in the action plan

Measure	Timescale
NA	

5. Are there potential impacts on protected groups? Tick as appropriate

	Positive	Negative	None	Unknown
Age – young				
Age – elderly				
Disability		✓		
Race				
Religion or belief				
Sex				
Pregnancy and maternity				
Sexual orientation				
Gender reassignment				
Marriage and civil partnership				

6. What are the potential negative impacts?

--

7. Have any of the affected groups been consulted. If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps.

See report under 6

8. What mitigating steps will be taken to remove those impacts? These should be included in the action plan.

Mitigating step	Timescale
Provide training in small group sessions rather than one-on-one	

9. What steps can be taken to promote good relations between various groups? These should be included in the action plan.

--

10. How does the policy/activity create opportunities for advancing equality of opportunity?

--

11. What monitoring arrangements will be put in place? These should be included in the action plan.

--

12. What is the outcome of the assessment? Tick as appropriate.

1	No impacts have been identified	
2	Impacts have been identified, these can be mitigated as outlined in question8	✓
3	The activity will have negative impacts which cannot be mitigated fully	

13. Set out the justification that the activity can and should go ahead despite the negative impact?

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Sign off and authorisation

Department	
Title of Policy/activity	
We have completed the equality impact assessment for this policy/activity.	Name: Position: Date:
Authorisation by Director or Head of Service	Name: Position: Date:

The impact assessment should now be authorised by either the Director or Head of Service.

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Action plan

Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications

Appendix

Moray Project

"Lead Into Learning"

Project Progress Report

April – October 2012

Project Aim:

Within Moray the project offers a service to support disabled adults (16+) and carers of disabled adults who wish to develop or improve their literacy skills.

The project also provides support to learners who may have access issues because of rurality, caring responsibilities and who need additional support because of disability or health issues

The service provides person-centred, one to one support to those individuals wishing to develop skills and engage more confidently in learning. It offers:

- Outreach support to those who want to register on a course
- Offer support in the pre-engagement period prior to attending college and through the transition period
- Home based assessment with support/assistive technology to ensure additional support needs are in place.

As an organisation that is focused on learning, Lead Scotland embraces the 'Social Model of Disability' which looks beyond a person's impairment or disability and works to find solutions to overcome barriers such as organisational, environmental, and attitudinal, to allow the individual to progress towards their aspirations whether it be structured learning, volunteering or employment.

This project fits with The Moray Council's Corporate Vision, which is

'To increase the quality of life and develop the wellbeing of everyone in Moray'.

This support also links to the Scottish Funding Council regarding Widening Participation and links to The Moray Council's Single Outcome Agreement. **'We have tackled the significant inequalities in Scottish Society.'**

Through the literacies agenda Lead has a key role in helping to meet the needs of hard to reach learners and disabled learners, thereby reducing the number of people in Moray who experience literacy and numeracy difficulties.

Project Activity

Representation on MALP steering group by Regional Development Manager (North), Roisin Taylor. Support of RDM to the Learning Co-ordinator.

Direct Service Delivery by Learning Co-ordinator, Barbara Taylor.

Learning Co-ordinator (LC) contracted 14hrs to support a maximum of between 16 – 20 learners over the year to March 2013. Learners receive support from LC and are matched with a Lead volunteer, where appropriate.

LC manages and supports volunteers and oversees training requirements.

LC has been active in volunteer recruitment and an additional 2 new volunteers recruited during this period and matched with learners.

Lead Scotland provides laptop loan and access to adaptive/assistive technology and software when required.

Learning Locations

Moray College, Elgin

Moray Resource Centre, Elgin

Forres Learning Centre

Towerview Day Centre

Home visits in Elgin, Archiestown, Aberlour, Dufftown, Lossiemouth, Fochabers

Referrals from:

Moray Resource Centre, Towerview Day Centre, Forres, NHS Mental Health Team, Job Centre Plus, Elgin Library, Essential Skills, Moray College Student Advisor, Self-referral through personal recommendation

Courses and Learning provision

ECDL, Learning Steps 1 'excel', Learning Steps 2 'Access', Computers for the Terrified, Bridging to ECDL,.

Higher English (part-time) at Moray College

Resources provided for improving literacy and numeracy skills

Pre-engagement materials to improve study skills prior to course enrolment,

Pre-engagement materials for basic IT skills for learners prior to considering course in the future.

Lead providing 6 week Basic Computing Course (levelled SCQF 2/3 and Literacy Support for group of learners

Project Outcomes:

Number of registrations	22
learners who received advice/guidance	22
Learners registered on Moray College courses	4
Learners receiving support from Lead volunteer	5
Learners receiving laptop loan	4
Learners to be matched with Lead volunteer	2
Learners receiving assistive/adaptive equipment and software	5
Learners transition to support to Extended Learning Support at Moray College	1
Learners attended KickStart programme	1

16 learners were transferred from the Moray College project in July to continue to receive support. 4 learners were transferred from the MALP "Connecting Literacies" project. Of the 9 learners registered, 5 were closed and found positive destinations.

2 new registration since July 2012

There have been 2 new enquiries which are on a waiting list. Reviews are due in the next quarter and it is anticipated that some learners will be in a position to be closed.

Sadly LC reports that one learner passed away in October from a long-term health condition.

Of the 5 learners closed from the MALP project:

1 found employment locally, 2 are self-directed, independent learners and 2 moved on to group provision with Towerview Day Centre in Forres.

Successes

- Enhancing existing skills
- Learning new skills
- Increasing confidence
- Individuals have engaged and progressed onto College courses
- Improve ICT and communication skills with assistive software
- Develop social skills

Benefits

- 1 – 1 person centred support
- Equal and impartial working relationship
- Empower individuals to make well informed choices and to engage confidently in learning

- Service offered in the homes of learners
- Provide volunteer opportunities for all
- Volunteers benefit from sharing of knowledge and skills with others and through opportunities for personal development
- A free helpline dedicated to offering support to those wishing to progress to further/higher education

Challenges

Lead receives a steady flow of enquiries from potential volunteers throughout the year. However, only a quarter of those reach PVG Disclosure and training prior to being suitably and successfully matched with a learner. This year there was a number of volunteer closures due to relocation for employment, or volunteers finding employment and no longer having the time to continue their volunteer activity. This has an impact on LC time and capacity to support more learners. We are able to support the current number of registrations due to the Group activity and some volunteers being available to support more than one learner.

Evidence of Impact, Progression and Outcomes

Impact on Learners

The project achieves its aims to give support to individuals wishing to develop and improve their literacy and ICT skills and engage more confidently in learning. Lead works with The Social Model of Disability to identify and reduce barriers to learning, providing opportunities that are accessible and inclusive. Individual Learner Action Plans are completed for each individual to identify short and long terms goals and aims, and are relevant to their needs, with regular check in sessions to monitor progress and reviews held quarterly.

The learners registered on the project are disabled adults or have long term health conditions. 4 have learning disabilities, 2 have learning difficulties.

Learner Comment

"As I had been out of education for a couple of years, I had huge anxieties about returning to learning and often doubted my ability to manage. My fear of classroom environments and my lack of confidence held me back, but with the support of Lead, I was able to take steps to ensure I could be as ready as possible to begin studying again. I received information on study skills including memory, organisation and concentration advice which helped refresh my skills allowing me to feel more confident about learning. I was able to access information and support through the help of the learning Co-ordinator which I wouldn't have been able to do independently. Meeting with the Lead Learning Co-ordinator meant that I felt more prepared and less anxious to start my course."

Case Studies (to be inserted)

Impact on the Community

Learners are able to improve their skills base and their social skills and are more aware of the learning opportunities and support that is available to them in their area and wider community. It also increases their chances of obtaining employment or becoming a volunteer. Learners are supported by trained volunteers where appropriate and this benefits both in terms of sharing skills and knowledge, meeting new people, raising awareness of disability equality issues and for personal development. We promote fairness and equality in our work.

Partnership

Lead works effectively with The Moray Council and a range of local organisations such as NHS Mental Health Team, Moray Resource Centre, Library Service, JobCentre Plus, Moray College, Essential Skills, Moray Sensory Services, Volunteer Centre, Moray for cross referrals of clients and promote other agencies services for learners and volunteers.

Moray Council Equality Impact Assessment

APP. C 6

Service: Education

Department: Community Learning and Development

Title of policy/activity: Reduce grants for Arts/Promotional Arts Budget

1. What are the aims and objectives of the policy/activity?

Remove promotional arts budget (£31,000)
Reduce grants for art by £8,000
Reduce grants for North East Arts Touring by £8,000

2. List the evidence that has been used in this assessment

Internal data (customer satisfaction surveys; equality monitoring data; customer complaints)	
Consultation with officers or partner organisations	Report from Arts Development Officer, appended
Consultation with community groups	Letter to Councillor Skene, appended
External data (statistics, census, research)	
Other	

3. Detail any gaps in the information that is currently available?

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4. What measures will be taken to fill the information gaps before the policy/ activity is implemented? These should be included in the action plan

Measure	Timescale

5. Are there potential impacts on protected groups? Tick as appropriate

	Positive	Negative	None	Unknown
Age – young				
Age – elderly				
Disability				
Race				
Religion or belief				
Sex				
Pregnancy and maternity				
Sexual orientation				
Gender reassignment				
Marriage and civil partnership				

6. What are the potential negative impacts?

There is no information that protected groups are disproportionately more affected than others. No targeted service to any of the protected groups.

7. Have any of the affected groups been consulted. If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps.

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8. What mitigating steps will be taken to remove those impacts? These should be included in the action plan.

Mitigating step	Timescale

9. What steps can be taken to promote good relations between various groups? These should be included in the action plan.

--

10. How does the policy/activity create opportunities for advancing equality of opportunity?

--

11. What monitoring arrangements will be put in place? These should be included in the action plan.

--

12. What is the outcome of the assessment? Tick as appropriate.

1	No impacts have been identified	☒
2	Impacts have been identified, these can be mitigated as outlined in question 7	☐
3	The activity will have negative impacts which cannot be mitigated fully	☐

13. Set out the justification that the activity can and should go ahead despite the negative impact?

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Sign off and authorisation

Department	
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Title of Policy/activity	
We have completed the equality impact assessment for this policy/activity.	Name: Position: Date:
Authorisation by Director or Head of Service	Name: Position: Date:

The impact assessment should now be authorised by either the Director or Head of Service.

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Action plan

Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications

Appendix I. Report from Arts Development Officer

Cut to NEAT grant - Below are figures for 2009/10 but will be similar for now

What does North East Arts Touring (NEAT) contribute to Moray? April 2009 to March 2010

Statistics from North East Arts Touring delivery across Moray and the North East verifiable by evaluation reports and first hand audience and promoter feedback.

Contributed to safer, stronger communities and supported people in need in rural and remote communities by:

Entertaining **2337** people in **9** villages and towns in Moray with professional touring theatre and dance performances.

Promoting **45** events.

Providing **2** network training events for promoters.

Promoted sustainable economic growth in Moray by:

Village communities earning **£ 12,352** in income to reinvest in arts events in their neighbourhood.

Employing **195** artist days for performances alone.

Supported **2** Moray based theatre companies by promoting **4** performances of **2** productions which led to further touring outwith the Moray area.

The **33** volunteers, who are keen activists in their communities, have contributed **1014** hours of

volunteer time and **£9126** as in-kind contributions in volunteer time.

Supported the tourism infrastructure by:

Spending **£6270** in local tourist accommodation for visiting artists (**165** bednights out of season in Moray based on an average of £38 per night).

This does not include the further spend of visiting companies on food and vehicle fuel while in the Moray area.

Delivering value for money:

For every £1 contributed by Moray Council:

External cash and in kind income has been attracted of **£95,500** from Aberdeen City,

Aberdeenshire & Angus Councils and the Scottish Arts Council/creative Scotland. Therefore for every **£1** invested by the **Moray Council in North East Arts Touring**, it has been matched by **£15.90** of partnership support in time and cash.

With direct relationship to the activity in Moray, for every £1 contributed by Moray Council:

Local communities have contributed **£3.58**.

Visiting companies have spent **£1.05**.

Match funding of **£4.64** has been achieved.

In addition, North East Arts Touring has:

Promoted health and wellbeing by supporting the needs of isolated older people by providing affordable events, without need for transport and enabled older people to enjoy a service on their doorstep.

Protected and improved our environment and culture by delivering high quality professional work relevant to local communities direct to their doorstep in partnership with local community volunteers, which would not be available otherwise.

Encouraged cross generational integration by bringing together people of all ages at arts events.

Overcome issues of transport in rural areas, by bringing the services to the rural communities, thus reducing the carbon footprint of audiences travelling to see shows.

Given citizens and communities more say:

Many of North East Arts Touring's volunteers are retired or semi-retired and have worked to increase participation in communities whilst developing new skills. All events are chosen by community groups. North East Arts Touring does not deliver into communities, it works directly with them to offer them a service they need and want.

Overall for every £1 invested by the Moray Council in North East Arts Touring, a further **£9.26** is invested back into the local economy and artistic provision in the **Moray area alone**.

Arts Council for Moray

23 grants awarded to individuals (12) and groups (11) awarded in 2013/14. Includes everything from kids going on holiday course in music to supporting programme at Universal Hall and projects in schools, so full age range and rural spread. Extremely difficult to say numbers involved/affected but thousands rather than hundreds

Kutting Edge Youth Theatre

Very specifically for young people 14+ from across Moray creating issue based productions that have an impact on, for example, health & wellbeing ag 'Knife', 'Bottle', 'Bully'

Productions presented to peer group in schools affecting/impacting on approx 1000+ folk each production.

Productions funded through external sources eg Awards for All, accessed by Arts Development Officer. Council activity but at no cost other than officer time and expertise/advice

KEYT becoming constituted as independent body

Advisory/Capacity Building

A key activity/role over the years. In terms of funding from Creative Scotland for projects initiated by arts organisations/individuals in the area, a successful application is more likely if ADO has been involved in advising/supporting applicant

Nick Fearn

Arts Development Officer

February 2013

Appendix II Letter to councillor Skene

Inspiring events in local spaces

Woodend Barn Arts Centre, Burn O'Bennie, BANCHORY, AB31 5QA

01330 826525/07846 135959

Email: look@neatshows.org.uk Web: www.neatshows.org.uk

NEAT is supported by Creative Scotland, Aberdeen City, Aberdeenshire, Angus & Moray Councils

North East Arts Touring Ltd is a company registered in Scotland Number: 380002

Scottish Charity Number: SC041764

Councillor Anne Skene

Chair – Children and Young People's Services Committee

Council Offices

High Street

Elgin

IV30 1BX

8th February 2013

BY EMAIL ONLY - anne.skene@moray.gov.uk

Dear Councillor Skene,

PROPOSED BUDGET SAVINGS 2013/14

North East Arts Touring operates a touring theatre network in Aberdeenshire, Aberdeen City, Moray and Angus. We work in partnership with the Local Authorities, in particular Arts Development departments, to deliver a service that brings professional performances to areas that would otherwise have no provision and work directly with communities to develop an ongoing programme of events that brings together communities and utilises local facilities, skills and enthusiasm.

NEAT delivers its programme of events through a network of locally based volunteer promoters. Through this service we have achieved the following:

Promoted health and wellbeing by supporting the needs of isolated older people by providing affordable events, without need for transport and enabled people to enjoy a service on their doorstep, and improving community cohesion.

Protected and improved our environment and culture by delivering high quality professional work relevant to local audiences direct to their community in partnership with local voluntary organisations. We have enabled affordable access to the performing arts, that would not be available otherwise, and have reduced the carbon footprint of audiences travelling to see shows.

Given citizens and communities more say:

Many of North East Arts Touring's volunteers are retired or semi-retired and have worked to increase participation in communities whilst developing new skills. All events are chosen by community groups. North East Arts Touring does not deliver into communities, it works directly with them to offer them a service they need and want.

Encouraged cross generational integration by bringing people of all ages together at arts events and enhancing the shared experience at local community level.

Delivered value for money:

Between April 2011 and March 2012 North East Arts Touring and its volunteer promoters have, in return for a cash contribution by Moray Council of £6,500:

- Attracted external income of **£69,500** from Aberdeen City & Aberdeenshire Councils, Creative Scotland and through sponsorship agreements. Therefore for every **£1 invested by Moray Council** in North East Arts Touring, it has been matched by **£10.69** of partnership cash.

With direct relationship to the activity in Moray, for every £1 contributed by Moray Council:

- Local communities have contributed **£1.88**.
 - Visiting companies have spent **£0.88** on accommodation in the area (often out of season).
 - Match funding of **£2.50** has been achieved.
- Overall for every £1 invested by Moray Council in North East Arts Touring, a further **£5.26** is invested back into the local economy and artistic provision in the **Moray area**.

Not included in this calculation is the considerable amount of volunteer time contributed to the promotion of NEAT performances in Moray which for 2011/12 amounted to 912 hours. The proposed withdrawal of the grant to NEAT will jeopardise the entire coordinated operation of NEAT which works at a scale which would not be maintained by the loss of a major funding partner. This reduction could also lead to Creative Scotland withdrawing some, if not all of the £110,000 NEAT has been awarded for 2013-15.

The removal of the Arts Development service at Moray Council would also impact greatly on our ability to deliver, with local promoters, a performance programme within Moray, so I would ask you to strongly consider all possible options and the potential implications.

Yours sincerely,

Caroline Aston

Executive Manager

On behalf of the NEAT Board of Directors

Moray Council Equality Impact Assessment

APP. C 7

Service: Community Learning and Development/Sports Development

Department: Education and social care

Title of policy/activity: Reduce grants for sports

1. What are the aims and objectives of the policy/activity?

Moray Council provide sportMoray (local sports council) with a grant annually to help meet their aims and objectives of this voluntary organisation.

The grant goes towards the following activities;

- Distribution of grant funding (max £500 annually) to local sports clubs and individuals for future development or representation at elite level
- Annual Recognition Award event
- Club Network night events (free of charge to sports clubs members)
- Attendance/participation at Scottish Association of Local Sports Council events
- Any other expenditure costs incurred by this voluntary organisation to help develop sport in Moray.

Although on occasion grants will be sanctioned to sports clubs for events or activities relating to disability, single sex or in socially deprived areas the majority of grants are sanctioned to clubs on activities/developments that will be inclusive to all.

Proposed saving: £15,000

2. List the evidence that has been used in this assessment

Internal data (customer satisfaction surveys; equality monitoring data; customer complaints)	
Consultation with officers or partner organisations	Consultation with Acting Learning and Development Manager and Sports Development Officer
Consultation with community groups	
External data (statistics, census, research)	
Other	

3. Detail any gaps in the information that is currently available?

NA

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4. What measures will be taken to fill the information gaps before the policy/ activity is implemented? These should be included in the action plan

Measure	Timescale

5. Are there potential impacts on protected groups? Tick as appropriate

	Positive	Negative	None	Unknown
Age – young				
Age – elderly				
Disability				
Race				
Religion or belief				
Sex				
Pregnancy and maternity				
Sexual orientation				
Gender reassignment				
Marriage and civil partnership				

6. What are the potential negative impacts?

1. 64 affiliated sports clubs with sportMoray, many of these affiliate to sportMoray to access some grant funding – so without grant aid provision many may not affiliate which would then generate the question should sportMoray continue. Sports clubs access this funding to help as a start up grant, for events that attract visitors as well as local people to participate, to run development squads for talented youths, for coach education, to help with representation at national/international events. So in essence removal of the grant will reduce the number of events organised by clubs in area, result in less people from local community going through coach/official education which creates questions over sustainability of clubs, less talented sportspeople performing at national/international level as cant afford travel costs etc and potentially less new clubs being created as difficult to obtain some start up funds. These will all have an impact on the health and wellbeing of the Moray population in general as there will be less opportunities available. 2. Reduction of staff – additional burden on remaining staff in particular Sports Development Officer and admin staff. Also tasks will have to be undertaken

by Sports Development Officer that will not make best use of her time/ability. This may impact on the time available by SDO to advise/support the number of groups to develop their club, obtain external funding etc etc. This could result in some clubs folding in the long term as the support is lacking. Some popular Council activities/programmes will no longer be delivered as not enough staff to organise and deliver the programmes/events therefore impacting on the health and wellbeing on the local population.

3. Local/national strategies affected – Moray Physical Activity Sport and Health Strategy, Obesity Route Map, sportscotland Reaching Higher strategy, all National Governing Bodies of Sport strategies, Scottish Governments Lets Make Scotland Moray Active strategy.

7. Have any of the affected groups been consulted. If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps.

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8. What mitigating steps will be taken to remove those impacts? These should be included in the action plan.

Mitigating step	Timescale

9. What steps can be taken to promote good relations between various groups? These should be included in the action plan.

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10. How does the policy/activity create opportunities for advancing equality of opportunity?

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11. What monitoring arrangements will be put in place? These should be included in the action plan.

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12. What is the outcome of the assessment? Tick as appropriate.

1	No impacts have been identified	☒
2	Impacts have been identified, these can be mitigated as outlined in question 7	☐
3	The activity will have negative impacts which cannot be mitigated fully	☐

13. Set out the justification that the activity can and should go ahead despite the negative impact?

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Sign off and authorisation

Department	
Title of Policy/activity	
We have completed the equality impact assessment for this policy/activity.	Name: Position:

	Date:
Authorisation by Director or Head of Service	Name: Position: Date:

The impact assessment should now be authorised by either the Director or Head of Service.

Please return this form, along with the completed screening process and full assessment forms, to the Equal Opportunities Officer, Chief Executive's Office.

Action plan

Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications

Moray Council Equality Impact Assessment

APP. C8

Service: Children and Families

Department: Education and Social Care

Title of policy/activity: Savings Proposals 2013/14

1. What are the aims and objectives of the policy/activity?

• Reduce grant to Moray Women's aid by £18,000 • Reduce grant to Avenue Confidential by £10,000 • Reduce grant to Violence against Women/Children First by £18,000 • Reduce grant to Rape and Abuse Line by £4,000 • Reduce Youth Justice Operational budget by £5,000
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2. List the evidence that has been used in this assessment

Internal data (customer satisfaction surveys; equality monitoring data; customer complaints)	Update on impact of Welfare reforms; Moray Domestic Abuse strategy 2011/14;
Consultation with officers or partner organisations	Consultation with Partnership and Development Officer Grampian Police; John Carney; Susan McLaren; Moray Equalities Forum;
Consultation with community groups	Moray Women's Aid, Avenue Confidential, Children First; Rape and Abuse Line
External data (statistics, census, research)	Scottish Government Evidence Finder, How Fair is Britain; SIMD;
Other	Moray Women's Aid: Social Return on Investment Case Study (January 2008)

3. Detail any gaps in the information that is currently available?

Little or no information about the incidence of domestic abuse among • Minority Ethnic groups • LGBT community
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4. What measures will be taken to fill the information gaps before the policy/ activity is implemented? These should be included in the action plan

Measure	Timescale

5. Are there potential impacts on protected groups? Tick as appropriate

Reduce grant to Moray Women's Aid by £18,000	Positive	Negative	None	Unknown
Age – young		✓		
Age – elderly				
Disability				
Race				✓
Religion or belief				✓
Sex		✓		
Pregnancy and maternity		✓		
Sexual orientation				✓
Gender reassignment				✓
Marriage and civil partnership				

Reduce grant to Avenue Confidential by £10,000	Positive	Negative	None	Unknown
Age – young		?		
Age – elderly			✓	
Disability			✓	
Race			✓	
Religion or belief			✓	
Sex		?		
Pregnancy and maternity		?		
Sexual orientation			✓	
Gender reassignment			✓	
Marriage and civil partnership			✓	

Reduce grant to Violence against Women/Children First by £18,000	Positive	Negative	None	Unknown
Age – young			✓	
Age – elderly			✓	
Disability			✓	
Race			✓	
Religion or belief			✓	
Sex			✓	
Pregnancy and maternity			✓	
Sexual orientation			✓	
Gender reassignment			✓	
Marriage and civil partnership			✓	

Reduce grant to Rape and Abuse Line by £4,000	Positive	Negative	None	Unknown
Age – young				✓

Age – elderly					✓
Disability					✓
Race					✓
Religion or belief					✓
Sex					✓
Pregnancy and maternity					✓
Sexual orientation					✓
Gender reassignment					✓
Marriage and civil partnership					✓

Reduce Youth Justice Operational budget by £5,000	Positive	Negative	None	Unknown
Age – young			✓	
Age – elderly			✓	
Disability			✓	
Race			✓	
Religion or belief			✓	
Sex			✓	
Pregnancy and maternity			✓	
Sexual orientation			✓	
Gender reassignment			✓	
Marriage and civil partnership			✓	

6. What are the potential negative impacts?

Moray Women's Aid. Impacts on children:

7. Have any of the affected groups been consulted. If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps.

- Children First have indicated in discussion with the Head of Integrated Children Services that they have accessed funding from another source and have asked for funding of £18,000 from Moray Council to be discontinued.
- The Youth Justice Operational budget contains £5,000 for contingencies. This has not been used for a number of years and reduction will not impact on service delivery.
- Rape and Abuse line:
- Moray Women's Aid indicated that a reduction will result in it focusing on domestic abuse cases only with no flexibility to provide additional support to

children who suffer detrimental effects as a result of witnessing domestic violence. This could include activities such as offering support to children who present behavioural or emotional difficulties; childcare; bringing children's immunisation up-to-date; temporary accommodation instead of foster care; preventing children being placed on the at-risk register. These activities will either cease or will need to be charged to the Council on a *pro rata* basis. No specific numbers were available. A study on social return on investment carried out on behalf of Moray Women's Aid argues that without intervention by MWA in 2006/07 19 children would have been placed into foster care; 18 put on the at risk register; 16 families would have received emergency social work support. During that year 173 women contacted MWA for advice; 26 families were housed by MWA and 136 children received support. Unfortunately, there is no systematic record of the type of interventions and the numbers involved that are easy to produce at the moment.

- Avenue Confidential, in an initial response indicated that there would be no equality implications. A more detailed response by its Chief Executive is expected soon. None received.
- Rape and abuse line. Letter appended. The reduction will affect the training budget.

8. What mitigating steps will be taken to remove those impacts? These should be included in the action plan.

Mitigating step	Timescale
Three months notice for organisations to prepare for reduction	Immediately
Source external funding for interpretation and translation	June 2013

9. What steps can be taken to promote good relations between various groups? These should be included in the action plan.

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10. How does the policy/activity create opportunities for advancing equality of opportunity?

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11. What monitoring arrangements will be put in place? These should be included in the action plan.

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12. What is the outcome of the assessment? Tick as appropriate.

1	No impacts have been identified	
2	Impacts have been identified, these can be mitigated as outlined in question 8	✓
3	The activity will have negative impacts which cannot be mitigated fully	

13. Set out the justification that the activity can and should go ahead despite the negative impact?

The effects are not measurable. Extra support to children from Moray Women's Aid should be provided with involvement of Children and Families so it can be monitored and to ensure quality control.
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Sign off and authorisation

Department	
Title of Policy/activity	
We have completed the equality impact assessment for this policy/activity.	Name: Position: Date:
Authorisation by Director or Head of	Name:

Service	Position: Date:
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The impact assessment should now be authorised by either the Director or Head of Service.

Please return this form, along with the completed screening process and full assessment forms, to the Equal Opportunities Officer, Chief Executive's Office.

Action plan

[illegible]

Mr John Carney
Head of Children & Families and Criminal Justice Services
Education and Social Care
Moray Council
High Street
Elgin, Moray
IV30 1BX

Dear Mr. Carney

**RESPONSE TO MORAY COUNCIL PROPOSED CUT TO RAPE AND ABUSE
LINE (RAL) FUNDING**

With regard to the above the Rape and Abuse Line, on behalf of our clients, genuinely appreciate the financial support that has previously been given. However we strongly request that the Council reconsiders its proposed cut for the following reasons: -

- 1. With due regard to the Equality Act 2010 this proposed cut will have a negative impact on our service provision and protected group's ability to access the quality help and support they need.**

The Rape and Abuse Line (RAL) is a registered charity based in the North of Scotland and offers a free confidential telephone Helpline to anyone who has experienced rape or abuse, their family members and partners. This includes telephone Helplines answered by trained male and female volunteers, Face to Face Support and Counselling and Email support. They are open and accessible to all protected groups, irrespective of age, disability, race, religion, sex, pregnancy, maternity, sexual orientation, gender reassignment, marital or civil partnership status. One of the Helplines answered solely by trained male volunteers is to encourage male survivors of abuse to seek the help they need. Between April 2012 and Jan 2013 our volunteers answered over 2000 calls on the male helpline. The email support is of particular use to those who live in remote or rural areas, those who have limited access to public transport and those with mobility/ disability problems. Our services are provided free to clients who otherwise may not be able to obtain the help they desperately need.

All the protected groups may have people on low income so will be affected by a cut in service. The very name of our organisation makes it clear the vulnerability of the client groups we are assisting. In our particular case your funding of our organisation is £3690 per annum. By cutting this whole amount it would make some areas of our Moray training schedule impossible to operate as this figure, whilst not a vast proportion of our overall budget, is an essential part of our funding package and will affect our operation and ability to provide a professional service to our clients in Moray.

- 2. The demand for our services continues to increase: so a cut in our budget will reduce our ability to respond and consequently will transfer this demand to other already financially pressed Council services.**

Between April 2012 and Jan 2013 our volunteers answered over 18000 calls on our Helplines. We are currently only assisting a small proportion of those who may be in need as "Research suggests that approximately 13 per cent of all men and 17 per cent of all women will experience two or more kinds of abuse before they are 18"¹ In the current financial climate RAL appreciates the severe financial pressures currently placed on the council but RAL is in need of extra funding to meet demand rather than an entire cut of the budget which is unreasonable and unfair.

- 3. We represent excellent value for money.**

The Helpline and other services we provide are staffed by trained and committed volunteers. If the vulnerable clients we assist were to divert to other Council services this would be at a much higher cost in terms of staff wages alone. Based on the feedback we have obtained from our clients our intervention can reduce the risk of problems becoming worse – which also means a potential future cost saving. Short term savings now will lead to long term expenditure. We have previously calculated from volunteer records and client contact that the work we provide to Moray is in excess of £12000 per annum – a return more than three times greater than the financial support given by Moray Council. This is based on a reasonable costing for the amount of voluntary hours invested and actual costs involved. If Moray Council had to pay for a similar fully contracted professional service – and the demand is certainly there for it – we estimate that total costs might reach at least 10 times the amount of our grant funding.

- 4. Our service is an essential one – helping many people in desperate need. There are other areas of provision less critical than the help and support we provide**

If we lose this whole funding package our training and associated activities could be reduced. In turn our level of service to clients or indeed our ability to continue with the number of clients with whom we have contact would be affected. Due to the essential nature of the work, this could quite easily result in an increased strain on Council and NHS resources in the immediate or not too distant future. We feel that cutting the whole of our funding would be a false economy which would damage the quality of our service to clients, would increase strain and intimately costs to the Council. Most importantly it would remove some of the support to survivors of the type of abuse suffered by those who come to us for help. The service we provide to Moray is by way of help to residents of Moray who need our service and by

supporting our volunteers who live in Moray and have to travel out of the area for training and associated events which enables them to carry out their voluntary work. It is unreasonable to expect our organisation to provide this amount of client care and support within Moray which would then have to be funded by other independent funders or by us diverting much needed funds from elsewhere to cover Moray costs.

Yours faithfully

Richard MacAulay
Manager
Rape and Abuse Line

1 Key facts about child maltreatment Dr. Kirsten Asmussen, The Institute of Psychiatry, King's College London, April 2010

Moray Council Equality Impact Assessment

APP. C 9

Service: Moray Resource Centre

Department: Community Care

Title of policy/activity: Moray Resource Centre - savings

1. What are the aims and objectives of the policy/activity?

To support the Council to make the required savings in financial year 2013/2014.

2. List the evidence that has been used in this assessment

Internal data (customer satisfaction surveys; equality monitoring data; customer complaints)	
Consultation with officers or partner organisations	
Consultation with community groups	
External data (statistics, census, research)	
Other – Consultation with service users.	Report on the consultation at MRC regarding the proposal that the service should become a user led organisation. 14 - 28 Jan 2013

3. Detail any gaps in the information that is currently available?

Formal consultation with staff.

4. What measures will be taken to fill the information gaps before the policy/ activity is implemented? These should be included in the action plan

Measure	Timescale
Discussion with staff re whether a formal consultation is required or whether the staff group agree with the proposals.	End march 2013.

5. Are there potential impacts on protected groups? Tick as appropriate

	Positive	Negative	None	Unknown
Age – young			X	
Age – elderly			X	
Disability				X
Race			X	
Religion or belief			X	
Sex			X	
Pregnancy and maternity			X	
Sexual orientation			X	
Gender reassignment			X	
Marriage and civil partnership			X	

6. What are the potential negative impacts?

The redesign is designed to minimise the potential negative impacts. Overall the service will lose 14.5 hours of resource worker time and 8 hours of carer time. This will have a minimal impact on the service delivery.

7. Have any of the affected groups been consulted. If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps.

There have been discussions with the staff group. Further discussions and possible formal consultation is required.

8. What mitigating steps will be taken to remove those impacts? These should be included in the action plan.

Mitigating step	Timescale
Monitor the impact on service delivery.	From April 2013 for 12 months.
Support the move to service user led services.	Ongoing.

9. What steps can be taken to promote good relations between various groups? These should be included in the action plan.

There are good relations between the groups involved.

10. How does the policy/activity create opportunities for advancing equality of opportunity?

The savings should be seen within the wider context of supporting service user led services.

11. What monitoring arrangements will be put in place? These should be included in the action plan.

A service user satisfaction survey to be carried out in September 2013.

12. What is the outcome of the assessment? Tick as appropriate.

1	No impacts have been identified	
2	Impacts have been identified, these can be mitigated as outlined in question 8	X
3	The activity will have negative impacts which cannot be mitigated fully	

13. Set out the justification that the activity can and should go ahead despite the negative impact?

The redesign is designed to minimise the potential negative impacts. Overall the service will lose 14.5 hours of resource worker time and 8 hours of carer time. This will have a minimal impact on the service delivery. The impact of this will be monitored over time. This change must be viewed in the wider context of supporting a move to service user led services.

Sign off and authorisation

Department	Community Services.
Title of Policy/activity	Moray Resource Centre – Savings.
We have completed the equality impact assessment for this policy/activity.	Name: Charles McKerron Position: Service manager Date: 18 th march 2013.
Authorisation by Director or Head of Service	Name: Position: Date:

The impact assessment should now be authorised by either the Director or Head of Service.

Please return this form, along with the completed screening process and full assessment forms, to the Equal Opportunities Officer, Chief Executive's Office.

Action plan

Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Discussion with staff re whether a formal consultation is required or whether the staff group agree with the proposals.	immediate	End march 2013	Charles McKerron	No formal consultation will be required.	Within existing resources.
Monitor the impact on service delivery.	September 2013	September 2013	Alison Blair noble	No or minimal impact will be identified.	Within existing resources.
Support the move to service user led services.	immediate	TBA	Charles McKerron/Alison Blair Noble	A service user led organisation will manage the service.	TBA

HB1072236

Moray Council Equality Impact Assessment

APPENDIX D

Service: THE MORAY COUNCIL

Title of policy/activity: Workforce Implications of Budget Proposals 2013/14

1. What are the aims and objectives of the policy/activity?

The Council has to reduce its budget spend for 2013/14 by £5.5m. The proposals/change activity outlines how these savings will be achieved.

2. List the evidence that has been used in this assessment

Internal data (customer satisfaction surveys; equality monitoring data; customer complaints)	Equality monitoring data from employee records system
Consultation with officers or partner organisations	Trade Unions – consultation undertaken (although not on the equality data specifically)
Consultation with community groups	Public consultation (although not on the equality data specifically) This included road shows, workshops, on line information and a suggestion box option. Council employees were also encouraged to attend these public events. Employee Conference. These forums were used to assist in identifying the service areas to achieve the savings.
External data (statistics, census, research)	
Other	

3. Detail any gaps in the information that is currently available?

Information on equality data has been gathered from employees through questionnaires. Approximately 50% of employees have returned information. Full information is held for all employees on age and sex only as this can be collated via other records/data.

4. What measures will be taken to fill the information gaps before the policy/ activity is implemented? These should be included in the action plan

Measure None	Timescale
Efforts have already been made to gather information from employees to reach the current data levels. It is not proposed to take further specific action at this time.	
However, consideration has been given to whether there might be a disproportionate impact on the equality groups where full information is not available (e.g. disability, race, religion) and no impact has been identified.	

5. Are there potential impacts on protected groups? Tick as appropriate

	Positive	Negative	None	Unknown
Age – young			√	
Age – elderly			√	
Disability			√	
Race			√	
Religion or belief			√	
Sex		Slight		
Pregnancy and maternity			√	
Sexual orientation			√	
Gender reassignment			√	
Marriage and civil partnership			√	

6. What are the potential negative impacts?

There is no evidence to suggest that these proposals will expressly exclude any of the equality groups.

Age- the impact on this group is proportionate to the age profile of the total workforce, although there is a slightly greater impact on older workers. This is to be expected given the areas in which savings are being made and the age profile of those who tend to chose this type of work to suit family commitments.

Gender reassignment & Disability – data sample is too small for analysis but no negative impact is anticipated.

Sex – impact on sex is slightly disproportionate when the percentage affected is considered against the gender balance within the council's current workforce.

The remaining equality groups result in neither a positive or negative impact in

relation to these proposals.

7. What mitigating steps will be taken to remove those impacts? These should be included in the action plan.

Mitigating step	Timescale
There is a slight impact within the Sex equality group, however the reason for this position has been identified, steps have been taken to mitigate the impact of the budget cuts on employees as a whole. These have reduced the number of redundancies overall and have led to many being managed via voluntary means. Other impacts such as reductions in hours have also been managed to avoid redundancies wherever possible. Voluntary packages have been opened up to staff that are not in scope where it is identified that their post may provide a suitable redeployment opportunity for another employee at risk.	

8. What steps can be taken to promote good relations between various groups? These should be included in the action plan.

Continued consultation with staff and trade unions

9. How does the policy/activity create opportunities for advancing equality of opportunity?

The proposals developed have considered how best to maintain frontline services with an acceptable effect on our service users.

Additionally with regards to staffing changes, means of avoiding compulsory redundancies have been a priority in progressing the change activity. The process of seeking volunteers was offered in a fair, equitable and consistent manner thus promoting equality across all groupings

10. What monitoring arrangements will be put in place? These should be included in the action plan.

The EIA has been carried out at the stage where the impact of the budget on staff is known. The implementation is a one-off event and there is no ongoing situation to be monitored. However it is known that further extensive savings are to be achieved over the course of the next 4 years and as each budget is developed and set the EIA assessment will be undertaken accordingly.

11. What is the outcome of the assessment? Tick as appropriate.

1	No impacts have been identified	
2	Impacts have been identified, these can be mitigated as outlined in question 7	√
3	The activity will have negative impacts which cannot be mitigated fully	√

12. Set out the justification that the activity can and should go ahead despite the negative impact?

The Council has a pressing and unavoidable need to reduce its budget. As much (over 50%) of the budget relates to staff it will not be possible to make savings and avoid the impact on people.

Across the Council there is a pattern of one sex being predominant within a service and so any particular budget saving is likely to impact more on one sex than the other. It is also of note that the majority of council employees are female and the age profile is towards older workers. Therefore, it is to be expected that a larger number of older, female employees will be affected by the budget savings and the impact noted above is not unexpected.

The Council is making every effort to mitigate the impact on the workforce, however, it is not possible to make the savings required without this impact.

Sign off and authorisation

Department	The Moray Council
Title of Policy/activity	Budget Proposals 2013
We have completed the equality impact assessment for this policy/activity.	Name: Anne Smith Position: HR Adviser Date: 8 March 2013
Authorisation by Director or Head of Service	Name: Denise Whitworth

	Position: Head of HR and ICT Date: 12 March 2013
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The impact assessment should now be authorised by either the Director or Head of Service.

Please return this form, along with the completed screening process and full assessment forms, to the Equal Opportunities Officer, Chief Executive's Office.

Equalities Impact Assessment Process for Change Management purposes

Guidance notes for Managers:

1. Define the aims of activity
2. Identify the staff group affected and how they will be affected by the change.
e.g. structure comparison, 'as is' and 'to be'
3. Consider the makeup of the staff group against the equalities groups (use Appendix I as a working document)
 - Collate relevant information currently on file as a result of the exercise/ source of information.
4. Assess how the change might affect the staff group (use Appendix II):
 - is it a positive impact or a negative impact:
 - Consider how the change affects the different groups of the workforce,
 - Is the impact the same or different?
 - Is there an adverse effect on one group of the workforce?
 - Have you sufficient information to effectively assess
5. Rate the impact either High, Medium or Low
 - If the impact is High or Medium, consider whether the change could be amended to eliminate discrimination – Yes / No
6. Action plan required amendments.
7. Discuss Appendix II with the Head of Service and acquire authorisation to progress.
8. Attach Appendix II & III to the Change Management Plan.

APPENDIX A – BUDGET PROPOSALS 2013/14

What does the information you have tell you about how this policy/activity might impact positively or negatively on equality groups?

There are 97 individuals in scope as a result of the budget proposals, however given 30 of these individuals will be selected from 'Groups At Risk' full equality details are not available. Therefore for the purpose of this assessment these 30 individuals have been disregarded from the assessment apart from the Gender equality group assessment as data available allowed an anticipated implication to be considered.

Age	EMPLOYEE TOTALS		IN SCOPE	TMC
			67	5771
			(1.16%)	(100%)
	Group unknown		30	
			(0.5%)	
	AGE PROFILE			
		In Scope	TMC	
	<20	0	65	
		(0%)	(1.1%)	
	20 - 29	4	539	
		(5.9%)	(9.3%)	
	30 - 39	6	948	
		(8.9%)	(16.6%)	
	40 - 49	26	1878	
		(38.8%)	(32.5%)	
	50 - 59	21	1789	
		(31.3%)	(30.9%)	
	>60	10	552	
		(14.9%)	(9.6%)	
The above table indicates the age profile of those affected by the budget proposals 2013/14. The impact on the age profile is generally in proportion to the total workforce, however the impact has slightly increased within the 'older' age ranges compared to the total workforce however this is reflective of the general age of staff employed within support roles within schools, which is a service area impacted as a result of the proposals. The increase is not deemed significant to identify a significant impact on this group.				

Disability	<table><tr><th colspan="3">DISABILITY</th></tr><tr><th></th><th>In Scope</th><th>TMC</th></tr><tr><td>Group unknown</td><td>30</td><td></td></tr><tr><td>Yes</td><td>0</td><td>22</td></tr><tr><td>No</td><td>67</td><td>5749</td></tr></table> Records indicate that no members of staff in scope are disabled. This is 0% of our total registered disabled employees and 0.38% of our total workforce. Data is too small for analysis.	DISABILITY				In Scope	TMC	Group unknown	30		Yes	0	22	No	67	5749						
DISABILITY																						
	In Scope	TMC																				
Group unknown	30																					
Yes	0	22																				
No	67	5749																				
Gender	1.68% of the total workforce is in scope to be affected by the budget proposals. Currently 26% of the Council workforce is male and 74% of the workforce is female. 97 employees are in scope to be affected by the budget proposals of these 15 employees are male (15.4%) and 82 employees are female (84.6%). The impact on gender group is disproportionate of the current total workforce. This is as a result of the high numbers of women working within the school and library environments which is an area that has faced a large reduction as a result of the proposals in comparison to other service areas.																					
Gender Reassignment	The statistical information for both those in scope and for the Council wide position are detailed below. <table><tr><th colspan="3">GENDER RE-ASSIGNMENT</th></tr><tr><th></th><th>In Scope</th><th>TMC</th></tr><tr><td>Group unknown</td><td>30</td><td></td></tr><tr><td>Unknown</td><td>43</td><td>3550</td></tr><tr><td>Not Same as Birth</td><td>1</td><td>65</td></tr><tr><td>Prefer not to say</td><td></td><td>26</td></tr><tr><td>Same as birth</td><td>23</td><td>2130</td></tr></table> Data sample too small for valid analysis.	GENDER RE-ASSIGNMENT				In Scope	TMC	Group unknown	30		Unknown	43	3550	Not Same as Birth	1	65	Prefer not to say		26	Same as birth	23	2130
GENDER RE-ASSIGNMENT																						
	In Scope	TMC																				
Group unknown	30																					
Unknown	43	3550																				
Not Same as Birth	1	65																				
Prefer not to say		26																				
Same as birth	23	2130																				
Pregnancy and	No member of staff in scope for the proposals is currently on																					

Maternity	maternity leave, Currently there are 56 employees on maternity leave which is 0.97% of the total workforce.
Race	There is neither a positive or negative impact on this grouping.
Religion and Belief	As above
Sexual Orientation	As above

APPENDIX B - BUDGET PROPOSALS

EQUALITY IMPACT ASSESSMENT – STAFF

Activity / proposed change	The Council has had to reduce its budget for 2013/14 by £5.5m. The proposals/ change activity outline how these savings will be achieved.																					
Staff group(s) affected & how	See Appendix A (Summary Workforce Implications) which outlines the proposals and implications for staff.																					
Equality group issues – summary of impact (see appendix I for detail)	GENDER: Of the 5771 staff employed by the Council 26% are male and 74% are female workers. 97 employees (1.68% of the total workforce) are in scope to be affected by the budget proposals; of these 15 employees are male (15.4%) and 82 employees are female (84.6%). As such there is a disproportionate impact based on gender. AGE: The age profile of the staff members affected is mainly in proportion to the overall workforce. Details of the employee age profiles are as follows: <table><tr><td>Age</td><td>In Scope</td><td>Overall workforce</td></tr><tr><td><20</td><td>0%</td><td>1.1%</td></tr><tr><td>20 – 29</td><td>5.9%</td><td>9.3%</td></tr><tr><td>30 - 39</td><td>8.9%</td><td>16.6%</td></tr><tr><td>40– 49</td><td>38.8%</td><td>32.5%</td></tr><tr><td>50 – 59</td><td>31.3%</td><td>30.9%</td></tr><tr><td>60 +</td><td>14.9%</td><td>9.6%</td></tr></table> Whilst there is a slight increase in percentages for 3 age brackets it is deemed that this is not an significant increase and therefore it is assessed that no age range is affected disproportionately. Therefore the proposals are not discriminatory and as indicated, is mainly in proportion to our overall workforce and reflective of those working within these service areas. In conclusion, analysis of workforce statistics does demonstrate a slight disproportionate effect within	Age	In Scope	Overall workforce	<20	0%	1.1%	20 – 29	5.9%	9.3%	30 - 39	8.9%	16.6%	40– 49	38.8%	32.5%	50 – 59	31.3%	30.9%	60 +	14.9%	9.6%
Age	In Scope	Overall workforce																				
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50 – 59	31.3%	30.9%																				
60 +	14.9%	9.6%																				

	the gender equality group.
Rate of the impact High / Med / Low	High/Med – however, impact has been reduced via actions referred to below.
Can the impact be amended to lessen the impact on the identified staff groups? Yes / no If no, detail why not	In determining its budget for 2013/14 the Council undertook an extensive review of its finances and engaged in consultation with staff, trade unions and the public on a range of options during October/ November and December 2012. This background work and the consultation feedback informed the decisions that were made in relation to areas where savings are to be implemented. It is important to note that for staff affected by the proposals, there has been a clear emphasis on avoiding compulsory redundancies and mitigating the effects on employees. This has involved specific workforce planning activity for the areas affected (e.g. VER/VS) as well as council wide measures such as vacancy management. Where possible staff have been redeployed or displaced to revised roles, consideration has been given to reduction in hours to preserve the workgroup as a whole as opposed to instigating compulsory redundancies and hours from vacancies have been reallocated among existing employees to minimise reductions in hours. Additionally Voluntary Schemes are being offered and invited from other service areas across the Council. These applications will be supported for consideration where they can provide suitable alternative employment for those currently at risk of redundancy. The consultation process has allowed employees and trade unions to provide feedback with regards to the implications of the budget and how these changes will be implemented. Therefore where any impact can be lessened through alternative ways of achieving savings being identified, consideration will be given to reviewing the proposals. Overall this has meant the Council has reduced the overall number of redundancies. This has all served to manage the impact on employees.
Action plan:	Consider feedback as a result of the consultation process

Evaluation methods:	
Any comments:	Impact on equality groups as a result of these proposals is proportionate with the representation of these groups within the whole workforce with the exception of Gender. However it is acknowledged that Schools and Libraries attract a high number female workers and this is reflective of the assessment.

APPENDIX C – BUDGET PROPOSALS 2013/14

Sign off and authorisation page

Department:	
Title of Policy / Activity	
This policy / activity have been assessed against the equality groups and where an impact has been identified, this has been taken into account when developing the policy / activity. Measures to eliminate discrimination and/or promote equality of opportunity and good relations have been included.	<u>Name:</u> Anne Smith <u>Position:</u> HR Adviser <u>Date:</u> 8 March 2013
Authorisation by Head of Service or Director	<u>Name:</u> Denise Whitworth <u>Position:</u> Head of Human Resources and ICT. <u>Date:</u> 12 March 2013