

Medium Term Financial Plan

Budget Impact Assessments

2015 - 16

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Impact Assessment Form and Action Table 2014 - 2016

(Expand the boxes as appropriate, please see guidance
(www.somerset.gov.uk/impactassessment) to assist with completion)

"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is **more than having a cursory glance** at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is **proportionate in the circumstances**, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be **considered rigorously and with an open mind.**"

Baroness Thornton, March 2010

Why are you completing the Impact Assessment?

Proposed New Policy or Service	Change to Policy or Service ✓	MTFP or Paper ✓	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: 102 Introduce a charge for Further Education Transport for students with Special Needs going to school or college	

Section 1 – Description of what is being impact assessed

In line with the objectives of the MTFP 2014/15, Transporting Somerset is required to make budget savings. One of the savings proposed is to "introduce a charge for Further Education Transport for students with Special Educational Needs going to school or college".

The Council has a duty to ensure learners of sixth form age are able to access the education and training of their choice. In doing so the needs of a young person with a disability or learning difficulty should be specifically considered.

Transporting Somerset is proposing the same charge is levied on FE SEN students attending school/college as mainstream students for a travel pass for educational transport (called the County Ticket), which is currently £650 per annum and covers the full cost of the transport provision. The proposed ticket price for SEN, although restricting access, is only a portion of the total cost of their transport provision. SEN students would still receive a door to door service with trained drivers.

Section 2A – People or communities that are **targeted or could be affected** (for Equalities - taking particular note of the Protected Characteristic listed in action table)

Parents/FE SEN students would be required to contribute for this transport, which may affect the students' decisions to attend a college, however there are opportunities to access financial support in the form of bursaries and Personal Independence Payments (PIP – which have replaced Disability Living Allowance).

Disability – All users of the FE SEN transport service could be affected.

Low Income – There could be an increased impact on families of students who are in the low income bracket which could affect their life choices in the future.

Colleges may be affected due to reduced FE SEN numbers, therefore reducing their income and potentially limiting the number of courses available, although bursaries are available to help counteract this.

Section 2B – People who are **delivering** the policy or service

There could be an impact on operators who currently deliver the service if many students decide not to attend FE schools or colleges, as their service may need to reduce.

Section 3 – **Evidence and data** used for the assessment (Attach documents where appropriate)

There are currently around 80 FE SEN students accessing colleges using Transporting Somerset transport, which is currently fully funded by SCC. There 78 further students attending the 6th forms of special schools, some of whom receive SCC funded transport. There are 6 SEN students in Somerset who attend Post 16 provision at mainstream schools currently receiving free school transport. They are at Year 13 so will not be continuing in September 2015 unless they take up a college course at this point.

Disability:

12.7% of people in Somerset aged 16 to 64 reported their day-to-day activities were limited (either a little or a lot) by long-term illness or disability. [2011 Census]

The latest figures from the DWP (May 2014) show that in Somerset there were around 3,100 DLA (Disability Living Allowance, now PIP) claimants under the age of 18. Of these 470 were aged 16-17.

Low Income:

Somerset currently has 15.9% of families with no cars or vans. [2011 Census]

A consultation will be undertaken with those people affected regarding the proposed change, the results of which will further inform this impact assessment.

Section 4 – **Conclusions** drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

Community Safety

Considered with no impact highlighted

Equality

There could also be an impact on families with low income who would find a charge levied where there was not one before. This has further implications for a family with a disabled child, as costs for people with a disability are inherently greater. However, this could be mitigated by the availability of the bursary and PIP and there will be a variety of payment options such as monthly direct debits to help spread the cost.

Health and Safety

Considered with no impact highlighted

Health and Wellbeing

There is a potential impact on the equality of opportunity that disabled people have as charging may reduce the chances of them accessing Further Education and thus the likelihood of obtaining employment and leading independent lives. This in turn could impact on social care as an increased provision may then be required.

Privacy

This service uses both personal and sensitive data. Consideration will be given to the additional complexity of raising charges and any payment process will follow SCC's data protection policies.

Sustainability

Parents of SEN students could opt out of SCC subsidised transport and decide to transport their children independently therefore increasing their carbon footprint and adding to congestion at busy times of the day. However parents may also decide to car share which

could reduce costs and the environmental impacts.

Risk

The business risk is low as government policy does not preclude charging for SEN FE transport. This will align with charging for other FE students who have to pay for their transport. (Likelihood 1, Impact 1 – RAG Score = 1)

There is a potential risk to the council's reputation as the parents of SEN children are a small but vocal group who may challenge the decision and contact the press with their views. (Likelihood 5, Impact 2 – RAG Score = 10)

Likelihood		Impact		Risk Score	5.5
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Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

This change in policy will align these students with mainstream college students who currently have to pay for their transport to college. A large number of these students are in receipt of mobility allowances (PIP) which could be used to offset the cost, and if this causes hardship to the family a bursary could be applied for from the college or 6th form school.

6th form schools and colleges have been approached regarding the introduction of a charge and responded positively. Consultation with students and parents will take place to obtain information on options for how the charge could be introduced.

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

Consultation will be undertaken with parents, students, colleges and schools and the results will be shared with the groups participating through email or letter.

The assessment will be monitored and reviewed in 3 months or earlier if changes are made.

All information will be published to Somerset County Council web page.

Completed by:	Kathryn Fraser
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Date	December 2014
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Signed off by:	Michele Cusack
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Date	December 2014
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Compliance sign off Date	January 2015
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To be reviewed by: (officer name)	Kathryn Fraser
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Review date:	
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Version		Date	
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Equality Impact Assessment Issues and Action Table					
2.2					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
Considered with no impact highlighted					
Disability					
Potential impact on the equality of opportunity that disabled people have as charging may reduce the chances of them accessing Further Education and thus likelihood of getting employment.	Colleges have bursaries to help with costs. Individuals' mobility allowances (PIP) can also be used to help meet costs.	FE colleges and 6 th Forms	Bursaries already exist for students to access FE colleges and 6 th forms	Through monitoring FE SEN numbers on county subsidised vehicles.	FE SEN numbers will not be affected by the change to charging for this transport.
Gender Reassignment					
Considered with no impact highlighted					
Marriage and Civil Partnership					
Considered with no impact highlighted					
Pregnancy and Maternity					
Considered with no impact highlighted					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
Considered with no impact highlighted					
Religion and Belief					
Considered with no impact highlighted					
Sex					
Considered with no impact highlighted					
Sexual Orientation					
Considered with no impact highlighted					

Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Other (including caring responsibilities, rurality, low income, Military Status etc) LOW INCOME					
Impact on families with a low income where any extra charge could prevent the student accessing education.	Colleges have bursaries to help with costs. Individuals' mobility allowances (PIP) can also be used to help meet costs.	FE colleges and 6 th forms	Bursaries already exist for students to access FE colleges and 6 th forms.	Through monitoring FE SEN numbers on county subsidised vehicles.	FE SEN numbers will not be affected by the change to charging for this transport.

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
Considered with no impact highlighted					
Sustainability Issues and Action Table					
Parents of SEN students could decide to transport their children independently therefore increasing their carbon footprint and adding to congestion at busy times of the day.	Parents may decide to car share which could reduce both costs and the environmental impacts.	Parents		Through monitoring FE SEN numbers on county subsidised vehicles.	FE SEN numbers will not be affected by the change to charging for this transport.
Community Safety Issues and Action Table					
Considered with no impact highlighted					
Privacy Issues and Action Table					
Data protection as the introduction of charging would create more sensitive data to be stored.	A payment system already exists for other FE students to pay for their passes. The data would be added to this already secure system.				

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service ✓	MTFP or Paper ✓	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: 104 Review the Provision of In-house Demand Responsive Transport Services.	
Section 1 – Description of what is being impact assessed			
<p>In line with the Medium Term Financial Plan 2015/16 the Transporting Somerset group is required to make savings on this budget. Due to continuing reductions in funding for local subsidised bus services there is a need to review the current way that SCC's Demand Responsive Transport services (called the Slinky) are operated within the County to ensure as many people in Somerset still have the opportunity to access essential services if they do not have a local accessible bus service or their own transport.</p> <p>At present the current DRT operation works on a first come first serve booking basis, with customers being able to book the Slinky to travel door to door to any destination within the buses operating area of generally a district of the county. This tied in with it being a very limited resource (only generally two buses in each District of the county), makes the service inefficient at being able to serve higher numbers of passengers frequently.</p> <p>It is proposed that in the future the Slinky buses are routed or zoned into smaller areas of their District on different days of the week covering villages and towns that either have no public transport service or could lose existing services in the future, whilst also accommodating existing demand. The buses will serve local essential amenities such as doctor surgeries or grocery stores, while also creating links between other Slinky and existing public transport routes.</p> <p>Through this change it is hoped to provide more Somerset residents who qualify for the Slinky with at least a once a week service, and increase the current patronage by doing so.</p>			

It is proposed that a £30,000 efficiency saving is made from the existing budget which will be found from slightly reducing the Slinky's hours of operation.

Section 2A – People or communities that are **targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)**

Although the aim of the service change is to make the Slinky available to more residents of Somerset through routing/zoning the operation in certain areas of the county on different days, this may have an impact on some current users who utilise the service. Some customers use the service multiple times a week and therefore any frequency reduction would impact upon them.

The service would also become more inconvenient for those looking to get to scheduled activities, such as medical appointments, as customers would be limited to book the Slinky when it was in their area, rather than being able to book it at their date and time preference now. It would also become inconvenient for those who wished to access work on more than 1 or 2 days a week.

Utilising Slinky patronage data, this will have the biggest impact on:

Disability – a large proportion of Slinky customers are registered disabled.

Age – many customers are in the retired age bracket.

Gender – a large proportion of customers are female.

Section 2B – People who are **delivering the policy or service**

There is a slight reduction in service proposed which could affect drivers within the group of operational providers, but through discussions no group have indicated any personnel reductions as they would utilise these drivers on their own community buses.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

The Slinky data below was collated from service figures collected from Jan 2014 to Dec 2014.

Disability:

18.8% of people in Somerset have a limiting long-term illness. [2011 Census]

17.55% of Slinky journeys in 2014 were made by people with disabilities and of their registered users approximately 8.49% use wheelchairs.

Age:

85.06% of Slinky users are aged over 65.

50.19% of Slinky users are aged over 80.

Gender:

51.2% of the population of Somerset are female and 48.8% are male. [2011 Census]

24.54% of Slinky users are male, 75.46% of users are female

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

Community Safety

With the aim of the Slinky service being to provide a regular transport provision at least once a week, to areas of Somerset where there is no public transport access, this will

hopefully have a positive impact on social isolation or exclusion within communities. Providing a regular transport facility for those who depend on public transport to access essential services should have a positive effect on health and wellbeing of these individuals and therefore communities as a whole.

Equality

Although it is hoped to be able to access and serve more clients onto Slinky services through the review, any reductions in the current level of frequency will impact most upon those users with disabilities, those who are retired and females, as these groups are the biggest users of the service. It is accepted that this will affect the convenience to these passengers who may use the service for getting to scheduled activities, such as medical appointments, as customers would be limited to book the Slinky when it was in their area, rather than being able to book it at their date and time preference now.

Some of the impacts here can be mitigated by other local community transport groups and car schemes that could pick up some of these journeys and also through passengers now booking their appointments in relation to the Slinky timetable.

There will also be a positive impact for these client groups with providing at least a once a week service to areas of the county that are no longer served by public transport. This will give more Somerset residents an opportunity to access the service, where before many found it difficult to book it due to it being block booked by some passengers and the limited resource.

Health and Safety

Considered with no impact highlighted.

Health and Wellbeing

As stated above the aim is to put a regular transport service into areas of the county not served by public transport. This will hopefully reconnect communities who have become isolated by public transport reductions, and allow members of the community who rely on this type of provision to be able to regularly access local essential services such as doctors' appointments. It is accepted that some convenience is lost in choice and therefore appointments would have to be made in relation to the Slinky service timetable, which within the current NHS 'Choose & Book' appointment service would be achievable. Some of these journeys could be mitigated by local community transport groups picking up this work as their services will still operate over larger areas.

There may be a negative impact for those clients who use the current service multiple times a week if service reduces through the review. This could affect residents who utilise the service to access employment but patronage figures show the numbers are very low.

The changes should impact favourably on the most vulnerable within communities, such as the elderly and those on low income, who rely more on public transport than other client groups, helping improve social and health inequalities through improved access.

Privacy

No impacts on privacy have been identified at this time. The Slinky contracts are tendered in line with SCC's data protection policies that any potential provider has to meet.

Sustainability					
<p>The changes to the service should have a beneficial impact on meeting local needs locally as Slinky services will be routed/zoned into smaller areas dropping off at local amenities such as grocery shops, doctor's surgeries or leisure facilities.</p> <p>There should also be a positive impact on the amount of miles the Slinky vehicles undertake in a month as they will be scheduled into smaller zones of their original areas therefore covering less miles and reducing their carbon footprint.</p>					
Risk					
<p>There is a slight risk of challenge from the reduction in frequency of service to some users, in particularly those who use it to access work or medical appointments. There are very few residents who utilise the service to access employment and community transport services are available in most areas of the county to help mitigate this issue. This would be the same for those trying to access medical appointments with further mitigation through use of the 'Choose and Book' NHS system for booking appointments.</p>					
Likelihood	2	Impact	2	Risk Score	4
Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.					
<p>The changes to the Slinky service are being designed to try and serve areas of Somerset that either no longer have a public transport service or through further proposed reductions to the subsidised public bus network, will no longer have a regular transport service.</p> <p>Through these changes which will route/zone the Slinky buses into smaller areas of the county it is hoped that this will increase patronage on the service, whilst keeping the buses serving local amenities within the smaller areas and reducing the services carbon footprint.</p> <p>It is accepted that the changes will affect some current users who use the service multiple times a week as the new service will be scheduled into specific areas on certain days rather than being available to book anytime to go anywhere in the services current larger area. Therefore some convenience will be lost and it will be more difficult to use the service for certain timed appointments such as medical; although with a regular fixed route customers will now be able to plan such appointments around the new proposed service. Careful consideration is also being given in the planning of the new routes to take into consideration current patronage to try to accommodate as many of the existing service users as possible, lessening the impact on them. Impacts may also be reduced by the current community transport network that may be able to pick up some of these journeys.</p> <p>Patronage on the new services will be regularly monitored and through Slinky provider service meetings routes/zones will be constantly reviewed and changed if necessary to meet the demands of the served area.</p>					
Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment					
<ul style="list-style-type: none"> The proposed routes will be monitored and reviewed in 3 months time or earlier to take into account any individual concerns raised during the public transport consultation period. 					

<ul style="list-style-type: none"> • All information will be published to Somerset County Council web page. • A wide communication of the new service will be undertaken through Council publications and the media. 			
Completed by:		Nicholas Margison	
Date		17 th December 2014	
Signed off by:		Michele Cusack	
Date		December 2014	
Compliance sign off Date		January 2014	
To be reviewed by: (officer name)		Nicholas Margison	
Review date:			
Version		Date	

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
Retired population unable to access the Slinky service conveniently.	<p>Some convenience will be lost where appointments will now have to be planned around the service operating timetable. This can be mitigated through residents booking appointments in advance in line with service availability.</p> <p>The impact can also be mitigated through the resident using community transport as an alternative which operates in most areas of the county.</p>	SCC Transport Commissioners	May 2015	Through quarterly operator meetings to review patronage and also through complaints monitoring.	Residents can still access services regularly.
Disability					
Disability population unable to access the Slinky service conveniently.	Some convenience will be lost where appointments will now have to be planned around the service operating timetable. This can be mitigated through residents booking appointments in advance in	SCC Transport Commissioners	May 2015	Through quarterly operator meetings to review patronage and also through complaints monitoring.	Residents can still access services regularly.

	line with service availability. The impact can also be mitigated through the resident using community transport as an alternative which operates in most areas of the county.				
Gender Reassignment					
Considered with no impact highlighted.					
Marriage and Civil Partnership					
Considered with no impact highlighted.					
Pregnancy and Maternity					
Considered with no impact highlighted.					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
Considered with no impact highlighted.					
Religion and Belief					
Considered with no impact highlighted.					
Sex					
Females unable to access the service conveniently.	Some convenience will be lost where appointments will now have to be planned around the service operating timetable. This	SCC Transport Commissioners	May 2015	Through quarterly operator meetings to review patronage and also through	Residents can still access services regularly.

	<p>can be mitigated through residents booking appointments in advance in line with service availability.</p> <p>The impact can also be mitigated through the resident using community transport as an alternative which operates in most areas of the county.</p>			complaints monitoring.	
Sexual Orientation					
Considered with no impact highlighted.					
Other (including caring responsibilities, rurality, low income, Military Status etc)					

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
Considered with no impact highlighted.					
Sustainability Issues and Action Table					
Considered with no impact highlighted.					
Community Safety Issues and Action Table					

Considered with no impact highlighted.					
Privacy Issues and Action Table					
Considered with no impact highlighted.					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP savings: Targeted Youth Support: £100K + £103k Youth Offending Team: £111k Total £314k	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: 114 & R15 - 517 Youth Offending Team and Targeted Youth Support Service	
Section 1 – Description of what is being impact assessed			
<p>The Youth Offending Team ("YOT") is a statutory partnership of which the Local Authority is lead member and accountable partner. The YOT is resourced by</p> <ul style="list-style-type: none"> • "in-kind" contributions by partner agencies • a statutory pooled budget made up of contributions from partner agencies (totalling £737,600 in 2014/15) • a Youth Justice Grant (totalling £615,472 in 2014/15). <p>The levels of reductions in partner contributions for 2015/16 are as yet unknown but the Youth Justice grant will be reduced by 7.6% to £568,696.</p> <p>All YOT business is delivered to meet statutory requirements and the core work with offenders is demand driven. There is some flexibility over the level of YOT resource committed to preventative work and it is therefore in this area that any reduction in delivery capacity must be effected.</p> <p>The Targeted Youth Support Service ("TYS"), works with vulnerable young people aged 10-19 and with specific groups aged 20-24, and their parents and carers. The services delivered meet a number of statutory responsibilities linked to the requirement that the local authority support vulnerable post 16 learners into education or training; there is no other local authority service with this remit. In working with this group TYS provides a range of interventions to safeguard young people as set out in the "offer" attached. These are all intended to support the overall objective by removing barriers to engagement including protecting older children from risky sexual behaviour, sexual exploitation and violence within relationships.</p>			

The service funding from the local authority is £787,000 in 2014/15. The service is also commissioned by the Somerset Drug and Alcohol Partnership to provide Tier 2 Substance misuse work with a contract value of £149,200 in 2014/15

The YOT and TYS work very closely and integrate service delivery in many respects (such as parenting contracts and orders). Therefore, it is clearest to consider the combined impact of the proposed savings across the two service areas.

The reductions proposed amount to slightly over 20% of the Local Authority contributions to these services.

Section 2A – People or communities that are **targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)**

The target groups for the combined services include a high proportion of young people and families with particular needs. The number worked at any point are approximately:

Priority Group	Number as at November 2014
Young Offenders and those at risk	153
Families with vulnerable children	49
Looked after children and Care Leavers	115
Vulnerable Teenage Parents	23
Children/Young people at risk of homelessness or accommodated in P2i	28
PRU vulnerable leavers	93
Tier 2 Substance Misuse	149
Lesbian Gay and Bi-sexual young people	44
Victims of domestic (relationship) abuse	121
Young people at risk, or victims of, sexual exploitation	11

A number of young people will be represented in more than one group but this represents complexity of need rather than duplication of service.

Services are provided to young people aged 10 – 24 (although some services will not be appropriate for younger children) but protected groups who benefit from specific provision are listed below.

These are identified and prioritised by accessing a number of databases and client record systems.

Section 2B – People who are **delivering the policy or service**

The service is delivered by SCC staff and a small number of partner agency staff seconded to the YOT. The services also recruit, train and support approximately 150 community volunteers. A number are required statutorily to sit on Referral Panels. Others act as statutory Appropriate Adults and/or “Buddies” for vulnerable young people.

Some services are commissioned, such as the UP2U project for lesbian gay, bi-sexual and trans-gender young people.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

Copies of the current TYS Offer and the Youth Justice Plan 14/15 are attached.

The numbers presented in this assessment have been drawn from current case loads.

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

Community Safety

The statutory purpose of the Youth Offending Team is to prevent offending and reoffending by children and young people. This responsibility lies alongside the statutory purpose of the Safer Somerset Partnership, of which Somerset County Council is a statutory member, to reduce re-offending. The primary contribution of the Targeted Youth Support to community safety is through improving the engagement of young people in education training and employment which research shows reduces criminality.

By focussing resources upon the most complex and highest risk groups, supported by the raising of the participation age to 18, it is anticipated that there will be no adverse effect upon rates of anti-social behaviour by young people.

Equality

Previous efficiency savings, reorganisation and income generation have been effective in ensuring that there was no impact upon the overall level of service delivery in 2013/14. However the further funding reductions will lead to a reduction in service capacity. The target groups affected by this include a high proportion of young people and families with additional needs. Within the current caseload “snapshot” there are:

Young People with learning difficulties and/or mental health issues	147
Young People with current/recent pregnancy	20
Young People with minority ethnic status	32
Young people who are gay, lesbian or transsexual (including “2BU” cases)	44
Families with a parent/carers with learning difficulties and/or mental health issues	58
Families with a parent/carers with minority ethnic status	16
Asylum Seekers	8

The majority of funding is in front line staffing costs. After other savings have been made there will remain a need to lose approximately 6 full time equivalent posts across the combined services. Each frontline member of staff can carry a case load of 20-25 vulnerable children/young people depending upon complexity. Thus the overall caseload capacity will be reduced by about 120 – 150 cases at any point in time.

TYS has already reduced the intensive ETE work it undertakes with Care Leavers and this has been agreed in a Service Level Agreement between the teams.

Other caseload reductions will be achieved by prioritising those children and young

people with the highest level of risk indicators as shown by appropriate assessment tools including “Asset”, “Onset”, “APIR”, “CAF” and more specific tools focussing on sexual exploitation, domestic violence and substance misuse.

TYS has previously trialled using shorter more focussed periods of intervention to increase throughput, but the increasing level of complexity of cases has meant that very brief periods of engagement are generally ineffective, particularly when dealing with cases on the edge of requiring Tier 3 services from Children’s Social Care and/or CAMHS. Thus there will be a reduced number of young people across all groups who will receive services

Health and Safety

The service will be able to continue to comply with Somerset County Council H&S requirements and relevant legislation. Therefore there will be no adverse impact on SCC’s liability in respect to H&S potential failings.

Health and Wellbeing

Apart from general health related work with vulnerable young people, YYS currently delivers a number of specific health related activities

- Some Health Clinics in schools are supported by adult volunteers recruited and trained by YYS. YYS will continue to support those in place but no new volunteers will be trained for this role.
- YYS currently supports the “C Card” condom scheme and provides sexual health training and pregnancy “options” counselling to pregnant young people 13-19. This will cease.

Privacy

In order to operate, the services access and collect sensitive information about vulnerable young people who appear on many different databases. It is essential that existing protocols and data sharing arrangements continue to operate effectively and comply fully with the provisions of the Data Protection Act. If any partner services should cease to operate, steps will be taken to ensure the destruction of any data provided to that service. Thus no impact is expected.

Sustainability

The primary purpose of YYS is to deliver the LA statutory responsibilities in relation the participation of young people in Education, Employment and Training so as to improve their economic prospects. Young people not in education, employment or training (NEET) at 16-18 have poorer life chances than their peers and are more likely to be a long-term cost to the public purse.

Risk

The overall purpose of the service is to raise levels of post-16 participation in ETE so as to improve overall achievement and to reduce the difference between the achievement levels of this group and the achievement levels of young people not considered to be vulnerable. The economy and consequences for the employment market for vulnerable young people are a matter for concern. The mitigation proposed (and subsequently accepted by management) reduces likelihood from 4 (likely) to 3 (Feasible) with the impact remaining 3 (significant)

Should the service fail to secure additional income and thus need to reduce capacity, this will be achieved by reducing total capacity, with no individual group being disproportionately affected.

TYS is a critical component of early help for older children and key to addressing Child Sexual Exploitation. Any reduction in posts addressing this issue could lead to increased risks for the children concerned, and increased costs within Safeguarding, and Children Looked After.

Likelihood	Likely	Impact	Minor	Risk Score	8
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Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

The YOT will be reorganised so as to ensure that Youth Justice statutory responsibilities will continue to be delivered, including new responsibilities relating to victims of crime committed by young people.

Working closely with YYS, the YOT will ensure that resources committed to preventing offending by young people are in accordance with YJB requirements.

Staffing numbers will be reduced to an affordable level. This will mean a total loss across both services of approximately 6 full time equivalent posts, depending upon grade and scale point.

TYS will continue to work with the Leaving Care Service, as set out in the current Service Level Agreement, providing specialist Careers Education, Information, Advice and Guidance by qualified staff.

Tier 2 Substance Misuse assessment and interventions for children, commissioned by the Somerset Drug and Alcohol Partnership will continue.

TYS will continue to deliver the following elements of the service, but with reduced capacity.

- Specialist Careers, Education, Information, Advice and Guidance (CEIAG)
- Information Advice and Guidance (IAG) + structured Education, Training and Employment (ETE)
- Accredited ASDAN award including work experience opportunities
- Registration of 16/17 JSA claimants and extended child benefit
- Response to relationship abuse and a range of interpersonal violence
- Child Sexual Exploitation (CSE) Interventions
- Targeted “Buddies” for vulnerable young people
- Lesbian Gay, Bisexual and transgender work commissioned from “2BU”
- Job clubs
- Personal and social development programme
- LSCB training in Sexually Harmful Behaviour

The services will seek opportunities to bid for additional funding to support or enhance delivery capacity or range. In particular, bids will be made to

- The Police and Crime Commissioner
- The Safer Somerset Partnership
- The Department of Work and Pensions

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

The YYS Youth Support offer will be revised to reflect the reduced service range and capacity and circulated to partner agencies and stakeholders

The statutory Youth Justice Plan for 15/16 will set out how Youth Justice services will be resourced and delivered in that period. The plan is circulated to partner agencies and published by the YJB.

Completed by:		Tom Whitworth	
Date		January 2015	
Signed off by:		Rose Collinson	
Date		January 2015	
Compliance sign off Date		January 2015	
To be reviewed by: (officer name)		Tom Whitworth	
Review date:			
Version	1	Date	

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
No disproportionate impacts	No specific actions				
Disability					
No disproportionate impacts	No specific actions				
Gender Reassignment					
Contribution to 2BU will continue so no impact	No actions other than continuance of funding				
Marriage and Civil Partnership					
No disproportionate impacts	No specific actions				
Pregnancy and Maternity					
Reduced services for pregnant vulnerable children	The issue has been raised with public health who will consider if funding can be made available to mitigate this	Wendy Jenner	Completed	Response awaited	Unknown
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
No disproportionate impacts	No specific actions				

Religion and Belief					
No disproportionate impacts	No specific actions				
Sex					
No disproportionate impacts	No specific actions				
Sexual Orientation					
Contribution to 2BU will continue so no impact	No actions other than continuance of funding				
Other (including caring responsibilities, rurality, low income, Military Status etc)					
No disproportionate impacts	No specific actions				

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
Potential reduction in sexual health of vulnerable children	The issue has been raised with public health who will consider if funding can be made available to mitigate this	Wendy Jenner	Completed	Response awaited	Unknown
Potential increase in youth crime and anti-social behaviour	See Community Safety				

Sustainability Issues and Action Table					
Potential rise in 16-18 year olds disengaged from education and employment (“NEETs”)	Opportunities to bid for external funding to support capacity will be sought and pursued	Tom Whitworth/Wendy Jenner	One bid has been submitted. Further bids will be made if/as further opportunities arise	Bid outcomes	Unknown
	See Community Safety				
Community Safety Issues and Action Table					
Potential increase in youth crime and anti-social behaviour	The Youth Offending Team and TYS will be reconfigured to focus resources more effectively and further develop integrated working	Tom Whitworth	To be implemented from April 2015	By YOT partnership board	More effective use of remaining resources to meet statutory duties
	Opportunities to bid for external funding to support capacity will be sought and pursued.	Tom Whitworth	Bids will be made if and when opportunities arise.	Bid outcomes	We expect to be successful in bidding for Police and Crime Commissioner funding but this will be linked to delivering new outcomes and not funding existing work
Privacy Issues and Action Table					
No issues					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service Development of Volunteering Service to support the LDPS	Change to Policy or Service	MTFP or Paper MTFP saving	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: 120(3) Learning Disability Provider Service	
Section 1 – Description of what is being impact assessed			
<p>The proposal is to</p> <ol style="list-style-type: none"> 1) Increase the number of volunteers who support people using services, so that paid staff engagement can be focussed on delivering services that meet the threshold for eligible need 2) Increase the opportunities of people with learning disabilities to be volunteers and thereby reduce the need for funded support <p>It is projected that savings of £213K will be achievable over 2 years. This amounts to 0.8% of the total budget.</p> <p>Eligible need is defined in the Care Act, and is linked to needs arising from illness or disability that have a significant impact on peoples lives in key areas.</p> <p>The learning disability service provided a range of care and support services for people with learning disabilities and their carers. These include, residential care, supported living (care and support for people with tenancies in specialist housing), residential short breaks, (short stays away from the family home to provide breaks for the carer and the cared for), future4 (day services, domiciliary support, supported work experience and volunteering opportunities), and Aspire (support to gain paid employment).</p> <p>Successful achievement of the desired outcomes and the projected savings requires the capacity to recruit and support volunteers to support people with learning disabilities. It also requires the ability to identify and support suitable volunteering opportunities for people with learning disabilities. While the provider service will be</p>			

able to do some of this, it will also be reliant on the Somerset volunteering strategy, and will need to align with the corporate approach to volunteering

Section 2A – People or communities that are **targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)**

The focus will be those adults with learning disabilities who are supported by the learning disability service. Over 900 adults with learning disabilities use these services. Many of them have other disabilities and health needs such as mobility needs, epilepsy, and communication needs. The ethnicity profile is similar to that of the Somerset population as a whole. There will be a main but not exclusive focus of people who use Future4 services. There are over 550 adults with learning disabilities who access Future4 services. For those people with learning disabilities who get supported by volunteers it is expected that the overall impact would be positive. It is likely that these people would get increased levels of personal interaction, increased access to community activities, and support in areas unlikely to be eligible for social care funding.

It is likely that where people with learning disabilities are supported to become volunteers, this will benefit particular groups or communities, but it is too early to be able to specify which groups and communities will benefit.

The volunteering service will offer indirect support to family carers in some circumstances. Carers of adults with learning disabilities tend to be older, with 40% aged over 60 years old.

The approach as a whole seeks to build community capacity and should therefore be of benefit to the wider community.

There will need to be alignment with the SCC approaches to volunteering and community capacity building.

Overall a positive impact is expected.

Section 2B – People who are **delivering the policy or service**

The projected savings would be achieved through a reduced need for paid staff. This could entail a negative impact for paid staff if it required compulsory redundancies. The breakdown of LDPS staff was outlined in the Cabinet Report of February 2014 as follows

- Age: 69% of staff are aged 40 + years
- Gender: 74% of staff are women
- Ethnicity: 89% are White: English/Welsh/Scottish/North Irish/British
- Grade/income: 71% are grade 12+ which falls into the £19,817 - £22,443 salary range
- Disability: 92% of staff do not have a disability

Spreading the savings over 2 years would minimise impact on staff, but might entail redeployment of staff on occasion. The LDPS will need to build its capacity to attract and support volunteers, and align this with the SCC volunteering strategy

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

The LD Provider Service is projected to cost £27M in 2015/16. The prime focus of savings linked to volunteering are likely to be aligned with those services delivered through Future 4 – day services, supported work, volunteering and domiciliary care. Over 550 people use these services

The proposal has links to key elements of the County Plan. It links to the County Plan priorities that “our most vulnerable people have the care they need and the choices they want” and “helping individuals and communities to help themselves, to volunteer and take control of services they believe are important to them”.

It also aligns with the vision for Adult Social Care that states “People in Somerset will

remain independent for as long as possible because we help their families and communities give them the support they need to reduce the risk of them losing their independence. When people do need care or support this will be through high quality, joined up social care, health and wellbeing services. These should where possible enhance rather than replace their existing informal support networks.”

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

Community Safety

Overall the expectation is that there would be a positive impact on community safety through this approach. Community capacity would be increased both through the recruitment of volunteers to support adults with learning disability, and through enabling people with learning disabilities be contributors to their communities. Volunteering can have a benefit not only for those being supported, but for the volunteers themselves. Appropriate recruitment and support structures would need to be in place to ensure that any risk that people with learning disabilities were exploited or put at risk was minimised. Volunteers would need to be recruited trained and supported appropriately to ensure they had the required values knowledge and skills. Any volunteer organisation would need to demonstrate how they would provide this.

Equality

It is expected that there would be a positive equalities impact in that the potential social exclusion of adults with learning disabilities would be reduced both by their access to volunteers who could support them in engaging in community activities, as well as the creation of opportunities for adults with learning disabilities to engage in community activities as volunteers.

Health and Safety

If funding was removed from the service without suitable mitigating action through the volunteering strategy, then there could be risks linked to trying to continue to deliver support with inadequate staffing levels, or through delivering inadequate levels of support.

It is planned to manage this by not reducing any staff levels before suitable alternative arrangements are in place.

Health and Wellbeing

It is expected that the strategy will have a positive impact on the well being of adults with learning disabilities who access the volunteering service, as they have the opportunity for increased social inclusion and to build a significant social relationship with a volunteer. Wellbeing will be increased if retention of volunteers is high.

Privacy

The model for LD services has still to be defined, the volunteers could be working with a new partner from the private, voluntary sector or a new social enterprise. Any new arrangement would need to ensure that this organisation is subject to a robust contract and can support the collection, storage, processing and transmission of personal data in accordance with the provisions of the Data Protection Act.

Volunteers will have likely to have access to some personal information about the people they support. For example this could be medical information, support plan information, and information about personal contacts.

Volunteers must be trained on confidentiality issues, and must sign a confidentiality agreement.

People with learning disabilities using the volunteering service would be supported to make their own decisions about information sharing where appropriate, or a best interests decision in line with the Mental Capacity Act would be made.

Sustainability

There are no clear sustainability impacts apparent at this stage

Risk

There is a potential risk of failing to achieve the target savings if sufficient volunteers are not recruited. Aligning the approach with the corporate approach to volunteering will help mitigate this.

Poor retention of volunteers could lead to destabilising levels of support in the service. An effective approach to supporting volunteers would help mitigate this risk.

Staff and some stakeholders could object to replacing paid staff with volunteers, seeing this as a diminution of service entitlement. Communicating the potential to improve the overall customer experience would help mitigate this.

Reducing funding without sufficient alternative arrangements in place could reduce the quality or sustainability of services. Ensuring any reduction in funding only occurs when suitable arrangements are in place will mitigate this.

Likelihood	3	Impact	3	Risk Score	9
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Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

It is recommended to proceed with the proposal to recruit volunteers to support people currently accessing the Future4 service

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

The LDPS will use its customer, carer and staff engagement structures to consult with those potentially affected and to help shape implementation plans

Completed by:	David Dick
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Date	24.12.14
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Signed off by:	David Dick
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Date	24.12.14
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Compliance sign off Date	January 2015
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To be reviewed by: (officer name)	David Dick
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Review date:	
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Version	0.1	Date	24.12.14
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Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
No age specific impacts identified					
Disability					
People with learning disabilities could be subject to exploitation by an unscrupulous volunteer	Appropriate recruitment and training is in place	Service Managers	Prior to recruitment of volunteers	Through implementation plan	Risk is minimised
Gender Reassignment					
No specific impacts identified					
Marriage and Civil Partnership					
No specific impacts identified					
Pregnancy and Maternity					
No specific impacts identified					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
In certain circumstances an alignment of race issues between the	Ensure such issues can be highlighted within the application process	Service Managers	As required	Through reviews	Needs will be addressed

customer and volunteer may be beneficial					
Religion and Belief					
In certain circumstances an alignment of religion and belief issues between the customer and volunteer may be beneficial	Ensure such issues can be highlighted within the application process	Service Managers	As required	Through reviews	Needs will be addressed
Sex					
Customers and volunteers may have preferences about the gender of the person they are linked with	Ensure such issues can be highlighted within the application process	Service Managers	As required	Through reviews	Needs will be addressed
Sexual Orientation					
No specific impacts identified					
Other (including caring responsibilities, rurality, low income, Military Status etc)					
Future4 is often a key support for a carer as well as the person receiving the service	Ensure such issues can be highlighted within the application process	Service Managers	As required	Through reviews	Needs will be addressed

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
Withdrawal of funding without suitable mitigation could lead to inadequate staffing, or support	Only withdraw funding after there is sufficient volunteer capacity in place	Service Managers	Ongoing	Through reviews	Services are appropriately resourced
Sustainability Issues and Action Table					
None identified					
Community Safety Issues and Action Table					
None identified					
Privacy Issues and Action Table					
Volunteers are likely to have access to some personal information about the people they support	Volunteers would be trained on confidentiality issues, and would sign a confidentiality agreement. People with learning disabilities using the volunteering service would be supported to make their own decisions about information sharing where appropriate, or a best interests decision in line	Service Managers	Ongoing	Through reviews	Privacy is respected

	with the Mental Capacity Act recommendations would be made				
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Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper <div style="text-align: center;">✓</div>	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: 120(6) Volunteer Bureau.	
Section 1 – Description of what is being impact assessed			
<p>Proposed reductions in the price of volunteer bureau service contract with Nextstep / Somerset You Can Do; totalling £154.7k (from the existing budget of £315k). The total amount saving will be phased - £77.3k in 2015 / 2016 and a further £77.4k in 2016 / 17.</p> <p>Currently within Somerset County Council (SCC) we have a mixed approach to the commissioning and management of volunteering activity. Some opportunities are through a commissioned provider, whilst others are overseen via services directly or incorporated as part of separate contracts and agreements. The County Council is currently reviewing the existing service specification with a view of re-commissioning a new service that will deliver a consistent approach to volunteering for SCC services. Whilst this work is undertaken SCC officers are requesting a six month extension to the current contract.</p> <p>The proposed corporate volunteer bureau will enable efficiencies to be achieved by making best use of existing resources to purchase bureau services that can be shared across the full range of SCC volunteering activity, thus reducing infrastructure costs, including expenditure on management and 'back office' services. This proposal reduces the amount of funding currently provided by the A&H commissioning service in anticipation of those efficiencies and in response to the need to reduce all expenditure on 'non-statutory' services.</p>			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
<p>Adults with lower level social care needs who are being supported by volunteers are likely to be adversely affected by the proposal. This will include older people and people with all categories of disability. They are likely to have less access to</p>			

volunteering support / supported volunteering opportunities, and some may become eligible for formal social care services as a result.
Section 2B – People who are delivering the policy or service
It is likely that people employed to deliver the service provided by Nextstep / You Can Do may be affected. This could include redeployment, reduction in hours or possible redundancy. It could be that TUPE will apply to some people when the new service is commissioned from April 2016 onwards. The terms of SCC's contract requires their employer to deal with these issues in a fair and transparent way in accordance with relevant employment legislation.
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)
<p>Nextstep / You Can Do currently have a base of c.1500 volunteers. Around 500 people receive 1 to 1 support from a volunteer; very many more (up to 10,000 a year) are supported by volunteers in group settings, most frequently Active Living Centres.</p> <p>There are currently 110 “out and about volunteers” who are supporting 119 people within the community. The out and about volunteer service has received 651 referrals and already supported 330 people to achieve a successful outcome and no longer need support. The impact of this proposal could see a reduction to this service. Community development activity has supported approximately 233 groups and organisations and volunteers have also assisted in setting up 47 new groups. This proposal could see a reduction to this service.</p> <p>There are currently 205 volunteers supporting Adult Social Care service users. There are also 200 volunteers based within Transporting Somerset and approximately 420 within the Active Living service. The new service specification will require these volunteers to be maintained.</p>
Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):
Community Safety
There are no significant community safety issues arising from the proposal.
Equality
People with a range of disabilities will be negatively impacted by the proposal as they may no longer be able to access support from this service due to reduced service activity.
Health and Safety
There are no significant health and safety issues arising from the proposal.
Health and Wellbeing
The health and well being of older people and people with disabilities who use volunteering services may be negatively impacted by the proposal as they will no longer be able to access the service due to reduced activity.
Privacy
There are no significant privacy issues arising from the proposal.
Sustainability
There are no sustainability issues arising from the proposal.


Risk			
There is a risk that the needs of some people currently below the level of eligibility for formal social care services will increase to place them above the eligibility threshold as a result of service reductions / rationing that will follow from the proposed savings. This could increase demand on more expensive 'formal' social care services.			
Likelihood	3	Impact	3
Risk Score		9	
Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.			
Although the proposed savings are likely to have a negative impact on individuals with protected characteristics, and may increase demand on formal social care services, this will be offset in the future by the proposed commissioning of a corporate volunteer bureau. Given the pressing need to make savings from non-statutory services to reduce the need for savings from statutory services, it is recommended that the proposed savings are made as described in the report that accompanies this IA.			
Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment			
As part of the wider MTFP process and as part of the commissioning process for a new corporate volunteer bureau.			
Completed by:		Gareth O'Rourke (updated by Vicky Chipchase)	
Date		19 th January 2015	
Signed off by:		Kim Curry	
Date		January 2015	
Compliance sign off Date		January 2015	
To be reviewed by: (officer name)		Gareth O'Rourke	
Review date:			
Version	V2	Date	19.01.15

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
Older people who use volunteering services will have less access to volunteer support and/or supported volunteering opportunities. Some may become eligible for formal social care services as a result.	The details of service reductions will be negotiated with the current service provider to minimise the impacts on individuals close to the eligibility threshold for formal social care.	Gareth O'Rourke / Vicky Chipchase	April 2015 onwards	Existing contract monitoring arrangements	People are maintained below the eligibility threshold if it is possible to do so.
Disability					
People with disabilities who use volunteering services will have less access to volunteer support and/or supported volunteering opportunities. Some may become eligible for formal social care services as a result.	The details of service reductions will be negotiated with the current service provider to minimise the impacts on individuals close to the eligibility threshold for formal social care.	Gareth O'Rourke / Vicky Chipchase	April 2015 onwards	Existing contract monitoring arrangements	People are maintained below the eligibility threshold if it is possible to do so.
Gender Reassignment					
No significant impacts specific to gender reassignment have been identified.					

Marriage and Civil Partnership					
No significant impacts specific to marriage / civil partnership have been identified.					
Pregnancy and Maternity					
No significant impacts specific to pregnancy / maternity have been identified.					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
No significant impacts specific to race have been identified.					
Religion and Belief					
No significant impacts specific to religion and belief have been identified.					
Sex					
No significant impacts specific to sex have been identified.					
Sexual Orientation					
No significant impacts specific to sexual orientation have been identified.					
Other (including caring responsibilities, rurality, low income, Military Status etc)					
No significant impacts					

specific to other groups have been identified.					
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Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
There are no significant health and safety issues arising from the proposal.					
Sustainability Issues and Action Table					
There are no significant sustainability issues arising from the proposal.					
Community Safety Issues and Action Table					
There are no significant community safety issues arising from the proposal.					
Privacy Issues and Action Table					
There are no significant privacy issues arising from the proposal.					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper 	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: 130 Care Focus	
Section 1 – Description of what is being impact assessed			
<p>The service commissioned from Care Focus Community Interest Company (CIC) supports quality improvement and workforce development to social care providers in the private, voluntary and independent (PVI) sector. These organisations are primarily: care homes, home care, housing-based care, support services and personal assistants. Their objectives and activities include:</p> <ul style="list-style-type: none"> • Quality improvement, including preventative support • Remedial support for under performing providers • Sharing best practice • Offering advice and guidance around legislation, social care regulation, recruitment, workforce planning and development • Facilitating learning opportunities through Learning and Exchange Networks • Maximising opportunities to obtain funding for training and sharing availability of this with care providers. • Supporting providers access funding for training from a variety of different agencies. <p>Care Focus is in contact with 271 providers, of which 249 are commissioned by SCC. Annually, Care Focus undertakes about 150 visits as part of their preventative support programme. Care Focus CIC has supported nine care providers to improve their standards following a CQC inspection.</p> <p>Care Focus experienced a reduction in funding of £57k in 2014/15, and there is a further MTFP proposal to reduce funding for work that supports workforce development and quality improvement by a further £61k in 2015/16.</p>			

Section 2A – People or communities that are **targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)**

Adult social care service users and their carers may be affected if there are diminished resources to support providers to develop their workforce and achieve continuous improvement in their quality standards.

If the standards of workforce were to diminish, people with the following protected characteristics could be affected:

- Age:** adults with additional needs associated with old age. Also, young people with a caring responsibility.
- Disability:** adults with disabilities including: autism, dementia, learning disabilities, physical disabilities, mental health problems and medical conditions.
- Low income:** in particular older people reliant upon fixed, low incomes.
- Carers:** people, including young carers, with caring responsibilities for those mentioned above.
- Rurality:** people in the above mentioned groups are particularly vulnerable to the risks associated with rurality due to lack of personal transport (or their acquired inability to use personal transport) and reducing subsidies for public transport networks.

Groups and charities associated with the elderly and disabled may also be impacted through increased service user contact if there are more concerns about the quality of provision.

PVI service providers which rely on Care Focus CIC for information, advice and signposting may approach the County Council directly for advice. This will impact on internal service providers.

Section 2B – People who are **delivering the policy or service**

The service is commissioned by SCC and is delivered by a team employed by Care Focus CIC until 31 March 2015. The County Council is currently in a tender process to secure delivery for the reduced funding level.

Responsibility for the service rests with Commissioning – Adults and Health.

Safeguarding is the responsibility of Adult Social Care Operations, involving managers, Social Workers, Occupational Therapists and Adult Social Care Workers.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

The attached document (appendix A) is the contract review report for the previous year (i.e. 1 April 2013 to 31 March 2014).

PVI service providers have been consulted to understand the impact on their business and their preferences for the type of support to achieve continuous improvement in standards. There was a very low response rate to this survey despite broad publicity.

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

Community Safety

Potential risk of reduced quality of life and well-being of some elderly and disabled

people.

No major public safety/crime and disorder risks.

Equality

The reduction in funding may impact on the level of understanding of staff on equality and diversity, although there is not a direct link given the employers have to meet their obligations under the Act.

Health and Safety

As SCC retains a duty of care to ensure a satisfactory level of service for the elderly/disabled service users, which is partially discharged through its contract with Care Focus, any reduction in the contract funding for the service needs to be considered in the light of a potential increase in the risk of a H&S failing within the sector.

This reduction in funding will mean that the Council is no longer be able to support providers to fund training for mandatory courses – e.g., health and safety, manual handling, and the other aspects of the delivery will be scaled down with providers requiring more being asked to pay for that support direct from the provider. CQC monitor learning outcomes from investment in training, and the providers are asked to evidence that mandatory training has been delivered. This change will have fairly minimal impact on their financial resilience given it was a relatively small amount distributed widely across a large number of providers. Arguably such staff development is solely the responsibility of the employers, but given that the vast majority of the providers are commissioned by SCC, and given the high staff turnover there is merit in having a consistent and coherent body such as Care Focus in place commissioned by SCC.

Health and Wellbeing

Poor quality care, which is more likely to result if resources devoted to staff development are reduced, is likely to introduce additional costs elsewhere in the health and social care system. It is possible that there may be a decline in care standards due to reduced workforce development and falling standards in staff management not being detected early enough.

Likelihood: small risk that standards will fall impacting on the care delivered to service users. Overall, the consequences of this change are likely to have negative consequences for the health and wellbeing of service users.

Privacy

Reduction in funding must not affect the contractual obligations on the providers to process personal data in a secure manner, including providing staff vetting, training and supervision as well as security for paper and electronic information.

Sustainability

As the economy recovers and with low levels of unemployment in many parts of Somerset, loss of care workers to other sectors is a significant risk. The work of Care Focus in promoting care as a career may become increasingly important, as significant increases in wage levels, the normal response of employers to labour shortages, may not be an option given the constraints on public funding of social care. Significant shortages of care workers would have an important impact on the care of service users and the ability to secure effective discharge from hospitals.

Risk

(1) Risk to the published County Plan (2013-2017) priorities helping businesses to deliver quality services and meeting the needs of vulnerable people:

Page 4 – “Somerset is a thriving local economy which attracts jobs and investment”

Page 5 – “Somerset helps firms to prosper”

Page 5 – “Joining-up with partners, organisations and communities to provide efficient services”

(2) Risk to published Commissioning Intentions (2014/15 – 2016/17):

Example - Page 21 - Develop a broader range of Home care providers and other personal and support services to extend choice and increase competition in the market place

Care Focus CIC is currently responsible for supporting providers to promote care as a career and to develop a well-trained and diverse workforce across the county. Therefore, in a sector reliant upon high levels of staff contact with service users, the County Council's objectives of improving services and better meeting the needs of vulnerable people could be compromised, particularly as the level of unemployment starts to fall.

The Healthwatch contract provides some mitigation in that the service specification includes some elements similar to the work provided by Care Focus CIC, in particular:

- quality control of social care establishments/providers (section 5.1(c) and 5.2 (g))
- champion quality and promote good practice (5.2 (d))
- signposting role: to good quality information (3.1 (g))

However, this is considerably more limited to that provided by Care Focus CIC, and would not support staff development given the specialist nature of this provision.

Healthwatch would expect to network their consultation with, amongst others, organisations such as Care Focus CIC. Any loss of this route to information would not be totally mitigated by our contract with Healthwatch.

(3) Operational risk - Increased resources from SCC staff to undertake additional monitoring, signposting and workforce development.

Likelihood	2	Impact	2	Risk Score	4
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Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

It is clear that a number of protected groups will be affected to a greater or lesser extent, in particular older people, people with disabilities and their families.

The following additional factors have also been considered:

- the risk of negative publicity due to falling care standards or failing care establishments/providers

<ul style="list-style-type: none"> the impact on existing SCC staff who will need to replicate parts of the service provided by the service provider 			
Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment			
This decision will be privately communicated to Care Focus CIC.			
Completed by:		Virginia McCrerrick / Lewis Andrews	
Date		15 January 2015	
Signed off by:		Kim Curry	
Date		January 2015	
Compliance sign off Date		January 2015	
To be reviewed by: (officer name)		Virginia McCrerrick / Lewis Andrews	
Review date:			
Version		Date	

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
1. Older people who are unable to fully care for themselves will be affected by any fall in standards of care. 2. Young people with a caring responsibility.	1. Additional resources required through SCC to provide support for workforce development. 2. Encourage development of a member type organisation to provide workforce development support. 3. Monitor impact of changes on young carers.	1. Adults and Health Commissioning and Operations. 2. Children's Social Care.	1. On going. 2. 31/12/15	Feedback from health (hospitals/GPs), care establishments/providers and their staff, regulators (CQC), carers, service users, social care staff, and groups representing service users and carers.	High quality care continues to be provided. Additional pressures on young carers are identified early.
Disability					
People with disabilities who are reliant upon high quality care provided by others, whether that be in their own homes or in residential settings	A membership organisation for workforce development, if successful, will help ensure providers focus on staff development.	Adults and Health Commissioning and Operations.	Ongoing.	Feedback from health (hospitals/GPs), care establishments/providers and their staff, regulators (CQC), carers, service users, social care staff, and groups representing service users and carers.	High quality care continues to be provided.
Gender Reassignment					
Considered with no					

impact highlighted					
Marriage and Civil Partnership					
Considered with no impact highlighted					
Pregnancy and Maternity					
Considered with no impact highlighted					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
Considered with no impact highlighted					
Religion and Belief					
Considered with no impact highlighted					
Sex					
Considered with no impact highlighted					
Sexual Orientation					
Considered with no impact highlighted					
Other (including caring responsibilities, rurality, low income, Military Status etc)					
Older people and people with disabilities living in rural areas are at greater risk should care standards fall due to distance and isolation (e.g. an emergency or	Additional resources required through SCC to monitor care standards and intervene when necessary. Improved information on alternative transport solutions (e.g. community	Adults and Health Commissioning and Operations. Transporting Somerset.	Ongoing.	Feedback from health (hospitals/GPs), care establishments/providers and their staff, regulators (CQC), carers, service users, social care staff, and groups representing service users and	High quality care continues to be provided.

unforeseen need is less likely to be picked up by neighbours etc)	car schemes, SLINKY, community transport)			carers.	
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Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
Potential that care standards will fall due to uncoordinated workforce development and the lack of signposting to information resources which currently help providers to meet statutory and regulatory obligations. Potential that failing care providers will not be picked up early enough to put in place preventative action. In the worst case scenario this may lead to the closure of a care establishment. In	Increase resources (web, Somerset Direct) to provide signposting for workforce development and statutory compliance advice.	Adults and Health Commissioning and Operations. Communications Team. Somerset Direct.	Ongoing.	Feedback from health (hospitals/GPs), care establishments/providers and their staff, regulators (CQC), carers, service users, social care staff, and groups representing service users and carers.	High quality care continues to be provided. Actions taken in the event of major care provider closing mitigate physical and emotional risks associated with the disruption to service users.

such cases, the risk of negative publicity is very high.					
Sustainability Issues and Action Table					
Impact of economic improvement on ability to recruit care workers and enable supply to meet demand, important for enabling swift discharge from hospital	There will continue to be a service provided at an infrastructure level to promote care as a career. Joint work is also taking place with health partners to address this issue to raise the profile of Somerset as a place to live and work.	Lead Commissioner and partners in health, as well as support from the provider	This is a long term issue and will require ongoing monitoring	Support from the provider, information from the NMDS monitored by the provider and fed through to Adults and Health Commissioners.	An understanding of the economic recovery on the supply of care workers. Actions to mitigate the impact as highlighted through joint work with health.
Community Safety Issues and Action Table					
Considered with no impact highlighted					
Privacy Issues and Action Table					
Reduction in funding must not affect the contractual obligations on the providers to process personal data in a secure manner, including providing staff vetting, training and supervision as well as security for paper and electronic information.	There should be no reason why this impact would materialise by reduced funding for provision of workforce and quality support.	Adults and Health Commissioner and Operational Commissioning	Ongoing, but formally once a year through contract monitoring. CQC also monitor this aspect of a providers delivery	Compliance with data standards and quality of recruitment processes is monitored by operational commissioning as part of the contract monitoring arrangements	Data remains confidential; high quality recruitment practices remain.

Appendix A

SCC Contract Performance Report: 1st April 2013 to 31st March 2014

Introduction

Care Focus became a Community Interest Company on the 15th April 2013. We are still an independent not-for-profit social enterprise but are now set up and regulated so that all our activities and assets provide community benefit. Based in Somerset we have established regional links and operate across the South West.

Our main objective is to promote excellence in care and raise standards through a range of activities including:

- Sharing best practice
- Offering advice and guidance around legislation, regulation, recruitment, workforce planning and development
- Facilitating learning opportunities
- Disseminating information and distributing funding

Our staff have many years' experience in the care sector, are well practised in supporting quality improvement of services and have sound productive partnerships with the private, voluntary and statutory sectors. We also offer bespoke consultation, project management and audit services. There are a number of associates who provide specialist knowledge, experience and consultancy.

Since the last report two members of staff have left for career development opportunities. Given the uncertainty of any extension to our contract with SCC, or value, the Board decided to postpone recruiting to these positions until confirmation was received. This has inevitably impacted on our ability to engage to the same degree with providers and we have therefore had to prioritise funding and development opportunities in the latter part of the year.

1. Employer Engagement & Quality Improvement

1.1 Contribute support to SCC in shaping provider developments for future commissioning

We see our role in this as an independent interface between the public and private sector and we continue to share national and local information regarding potential development at one to one meetings and LENSs.

We are also working closely with CCG's regarding their future services and are currently supporting them to consult with providers regarding commissioning of CHC and End of Life Care services.

1.2 Maintain communications with 100% of registered care providers, particularly those not members of the RCPA or contracted by SCC

From April 2013 to March 2014 we have communicated with 100% of registered care providers on a regular basis through a variety of mediums.

Please see Appendix 1 which includes:

- *Communication Report*
- *Websites, Social Media and Email Campaigns Report*

- *Facebook Analysis*
- *E-Update Analysis*

1.3 Provide evidence of monitoring provider performance and benefits of preventative support offered

Provider performance has continued to be monitored through the following:

- CQC published reports
- Links reports
- Communications and liaison with SCC and NHS
- Information received from other organisations, for example, RCPA
- Direct communications and engagement with / from the organisation or workforce
- Provider engagement with Care Focus
- Provider completion of NMDS-SC
- Provider commitment to Quality Management models e.g. Investors in People, ISO9000, Gold Standards Framework
- Staff movement: identifying transitions of managers, employees and offering support
- LEN's
- Healthwatch reports

This formal and informal intelligence gathering enables us to identify key triggers and plan our approach to offering preventative support.

Through feedback received, we have been informed that the benefits of providing this support include:

- Increased amount of staff training and development
- Increased understanding of person centred care and planning
- Support with recruitment process, including worker from overseas
- Better understanding of infection control
- Increase to staff morale as feel skilled, valued and supported
- Improved workforce planning

We continue to link with CQC, who leave our literature with care providers during their visits and we also closely work with SCC Senior Assessment and Care Management Managers and Health professionals, to ensure all are aware of the on-going preventative support Care Focus can offer.

We were invited to attend an ASC Team Managers meeting in the East but unfortunately there was a mix up with the agenda so it was inappropriate for us to stay. We are in contact with both East and West and are currently awaiting confirmation of the dates of future meetings. Informal feedback from some of the Team Managers is that Care Focus is well known by care providers and that what we do for them is highly valued.

1.4 Offer bespoke remedial support for providers who have been identified as underperforming

From April – September 2013 Care Focus intensively supported 9 providers across the county. This amounted to approximately 1 – 2 days per week, including evenings and weekends, for a period of 4 to 8 weeks per provider. Our engagement with care providers involves agreeing a course of action and then reviewing progress against it. Objectives were achieved in 99% of cases.

Key themes from this work show the need for good documentation and policies, as well as communication to staff on how to use them. We can offer training in these areas and are happy to discuss in more detail a practical/efficient solution.

Examples of feedback received:

“I found the workshop session very useful, it taught us all how to word Care Plans differently. I think it will benefit us all” - *Care Assistant*

“Very useful, interesting and beneficial” – *Care Assistant*

“The session went really well, Ann explained things every well” – *Deputy Manager*

From around the autumn of 2013, we identified a decrease in the amount of referrals received in relation to remedial support. Having explored this, it appears that there was some confusion with local authority managers as to whether they could contact Care Focus due to the situation with the tender.

1.5 Develop and agree with SCC a risk based framework for provider engagement and quality improvement, based on existing knowledge and experience

The risk based framework was included in the September report and discussed at the meeting held in January.

Priority is given to those services identified as in need of improvement by providers themselves, by local and health authorities or where published reports from regulators or Links indicate significant areas for improvement. We also prioritise providers who have no contact with the local authority, those who are not members of the RCPA and those who have no contact with Care Focus.

Further to our contract review meeting held in January 2014, we are awaiting contact with SCC contracts team to undertake a cross referencing exercise to ensure we all have the most up-to-date information. From this we will plan our engagement activity for April 2014-March 2015.

1.6 Remodel and agree with SCC a “Sector Summary” report

Please see Appendix 2: Sector Summary Report – Key Themes

1.7 Carry out a customer satisfaction survey and provide a summary report of findings. Please see Appendix 3 “Annual Evaluation” report.

2. Workforce Information and Planning

2.1 Seek to baseline the number of registered care providers who have or are actively developing workforce plans and further promote and support their development

We have actively sought and requested information from providers regarding their workforce planning via:

- E-updates
- Face to face visits and meetings
- Lens

Despite our best efforts there is generally limited use of actual workforce plans by Providers. We always offer to help Providers develop plans but they decline. Large organisations may hold them at their respective Head Office's but these are often not made available to their local managers. Instead, managers have organised the provision of staff who will cover extra shifts should emergencies arise and they believe this works well for them.

Somerset County Council published a revised market position statement and held a consultation event with Domiciliary Care providers in March 2014, which we attended. Skills for Care launched a workforce planning toolkit in February. This has been promoted through our website and direct communications and it is our aim to present these to providers during face to face visits, provider meetings and specialised LENS throughout the coming year.

2.2 Aim for 15% increase on 2013/14 rate of completion for NMDS for both organisation and individual data.

At the end of March 2014 there were 97 care companies who were fully complete with their NMDS and eligible for funding from the WDF which is an increase of 63% from the 2012/2013 figures. We have received good feedback about the Skills For Care helpline and we will continue to promote this through our various routes of engagement.

2.3 Based on the NMDS, provide SCC with a 6 monthly benchmarking report (turnover, vacancies, salary variance, qualification levels etc.) on Somerset workforce comparisons with SW and national levels as an intelligence base for future input to support providers

	Somerset Feb 2013	Somerset Sept 2013	Somerset March 2014	Latest % Change	National Feb. 2013	National Sept. 2013	National March 2014	Latest % Change
Vacancies	5.6%	5.9%	10.6%	+4.8%	3.9%	4%	5.8%	+1.8%
Turnover	24.5%	24.1%	23.1%	-1%	20.9%	21.2%	21.7%	+0.5%
Av. hourly rate of care worker	£6.60	£6.65	£6.80	+£0.15	£6.69	6.88	£6.85	-£0.03
Av. salary p.a. of Registered Mgr.	£27,000	£26,800	£27,999	+£1,199	£30,000	30,428	£29,538	-£890
Qualification held at level 2 or above (Care Worker)	41%	42%	43.2%	+1.2%	39%	40%	49.8%	+9.8%

Care vacancies in the Somerset area have shown a 4.8% increase in the period from September 2013 to March 2014. This is significantly above the national benchmarks for the same periods. The hourly rates of pay for care workers have increased during 2013 and presently are only slightly below the national average for the sector. With the (current rate) of the national minimum wage sitting at £6.31 for the 21 and over age group; this possibly should not indicate as a strong reason for the higher than national average turnover in staff attrition rates. Somerset is demonstrating a slow but consistent improvement in the turnover rates for staff; whereas the national averages for the periods

are increasing. Salaries for the Registered Manager posts remain lower than the national average and there is evidence from published statistics that 21% of the Somerset workforce in these roles are aged 55-64. The Somerset turnover of Registered Managers stands at 9.2% across all service types and all sectors.

The increase in those holding qualifications at level 2 or above (for Somerset) is steady but remains below the national average which shows a dramatic increase of 9.8% over the period from Sept 2013 – March 2014.

Please see Appendix 4: Comparison table looking at the variances between Devon and Somerset.

2.4 Ensure 100% of care providers receive the 2013/14 version of the SCC Market Position Statement

SCC published their Market Position Statement in early 2014 and held an event for Domiciliary Care providers in March 2014, which we attended.

At a contract review meeting held in January 2014, SCC informed us that they no longer required us to promote or disseminate this document and if we are asked, we inform people that it may be found on the Somerset County Council website.

3. Learning and Development

3.1 Actively promote the take up of courses offered Qualifications and Credit Framework for Social Care, including mandatory training and added value training plus courses provided through the SCC ASC programme

All providers are notified of changes to qualifications, training methods, training providers and awarding bodies through direct emails, e-updates, information on the website and meetings. The last meeting was held at the end of 2013 and brought together training providers, colleges, care providers and awarding bodies offering the opportunity to discuss QCF Framework, changes to apprenticeships and funding.

Care Focus successfully bid for funding from Skills for Care for the co-ordination and implementation of the QCF Mental Capacity Act Award across Somerset & Devon. In 2013/14 approximately 80 individuals in Somerset undertook the qualification. We will continue to promote this qualification and are currently working with the Somerset NHS CCG to roll this out further.

Care Focus has been working with partners from Skills for Health, Musgrove Park Hospital, Way Ahead Care and Somerset College on an integrated health and social care traineeship programme. This has created much interest at a national and ministerial level.

We have also continued to work closely with colleagues from Health and were commissioned to:

- Deliver Safeguarding Training for all GP Practices across Somerset. The feedback from this has been excellent and we are hoping to undertake an Impact assessment in the next few months. It has also resulted in a number of the practices contacting us to ask for on-going support and training.
- Co-ordinate and deliver awareness sessions on the Prevention, Early identification

and Treatment of Pressure Ulcers to service users, carers, family and the workforce. Due to the development of resources, these were delayed and the workshops are now planned for June 2014.

- Support awareness raising of Catheter care.

Please see Events and Training Schedule 2014-2015 (additional items)

3.1a Funding

We continue to actively promote the pathways offered through Qualification and Credit Framework and in partnership with Skills for Care through:

- E-updates
- Website, which has a dedicated funding page
- LEN's
- Visits and meetings

Care Focus secured £204k funding for WDF in Somerset and Devon in 2013/14, £108k spent in Somerset. Additional claims totalling £30k were submitted on the 31st March 2014, we are awaiting the outcome of that.

3.1b Grey Matters

Please find an attached report showing all the names and organisations of those who hold the Grey Matter Licences which equates to 367. We have contacted Bluebird Care, Carewatch – Wyvern and Sandringham Care to obtain more detailed feedback and are awaiting their response. These are the workshops we have hosted and attendance numbers:

Date	Area	Attendance
12 th September 2013	Taunton	20
	Crewkerne	15
4 th February 2014	Taunton	25
	Crewkerne	19
21 st May 2014	Taunton	8
	Crewkerne	9

Overall to date, 79 candidates have attended with a further 17 booked for the May date. Further to our discussions at the meeting on the 25th March, regarding maximum coverage of the county, we are in the process of planning two further cohorts on the 17th June, one in the Shepton Mallet area and one in the West Somerset area.

Having consulted with The Grey Matter Group we can confirm that:

- Licences will be rolled into the new financial year, and will be able to be used up until renewal date which will be 31.07.14.
- The number of licences currently being used on CIS-Assessment are 368
- The number of licences remaining on CIS-Assessment is 1478 (unused licences form part of the renewal)

- The modules that have been purchased are the Common Induction Standards and Dementia QCF DEM201
- Included in the licence are 3 days of workshops and so far we have delivered 2, the 3rd workshop is booked for 21st May and they have agreed to a fourth. (

With regards to licence renewal:

- The licences do have to be renewed every year to continue using CIS-Assessment.co.uk. Contact is made 30 days prior to the renewal to see if you would like to add any additional modules, with an invoice sent via email.
- The licence renewal for existing modules is £2399.80 +VAT (for a further 12 months licence period is 01.08.14 – 31.07.15)
- To purchase other modules this will be at the original pricing for year 1, then at an 80% discount thereafter.

Given this we need to discuss and agree the plans for 2014-2015.

Please find a copy of the data on licence users at the back of this report pack.

3.1c Safeguarding Training

From the statistics we get on Safeguarding e-learning usage demand seems to have dropped for safeguarding learning. See figures below:

April 2013	104
May 2013	100
July 2013	129
August 2013	78
Feb2014	64
March 2014	55

SCC is also running courses on the Mental Capacity Act, which Care Focus will promote to care providers. From the statistics we get on e-learning usage there seems to be a steady demand for this. See figures below:

November 2013	47
January 2014	57
February 2014	29
March 2014	34

3.2 By February 2014 provide SCC with a 6 monthly intelligence report on PVI workforce development needs and PVI demand

A meeting was held with SCC on Tuesday 25th March to discuss and agree priority areas for forthcoming year. SCC are producing notes of this meeting.

3.3 10% increase of providers accessing funding that have not applied before

Although funding from the Learning and Development Grant was slow to start pending a decision about the criteria the grant has been fully spent. There have been 25 new organisations accessing SCC funding from a total of 102.

New Organisations: 25	No: New learners 281
All Organisations: 102	All Learners: 536
Total spend at end of year	£26,794.96
Common Induction Standards	262
Manual Handling	41
First Aid	121
Food Safety	57
Health and Safety	23
Safeguarding	6
Equality And Diversity	6
Fire Safety	6
Medication training	1

3.4 Facilitate a minimum of 25 LENS / meetings

We have held 22 LEN's meetings/events with 161 attendees covering the following subjects:

- Diabetes
- Sensory Loss
- Pressure Sore/Wound Care
- Falls Awareness
- Dementia
- Incontinence
- Saving energy/fuel bills
- Safeguarding
- Fire Safety

Given changes to staffing and the delay in publishing the SCC Market Position Statement the remaining LEN's have been planned for June 2014 with our associate Jeanette Western covering recruitment, retention and workforce planning.

3.5 Increase no. of new providers attending by 16% above the 2012/13 figures

Given the high levels of training that have been on offer, Care Providers have prioritised these instead of LEN's, resulting in several events that were planned being cancelled.

3.6 95% satisfaction of Good/Very Good/Excellent from LENS evaluation reports.
100% rated the LEN's as excellent / good.

4. Recruitment and Retention

4.1 Increase ambassador engagement in the iCare Ambassador programme by 20% above 2012/13 activity

We have increased Ambassador activity to promote Apprenticeships and the traineeships offered through the Health & Social Care Network. There are currently 40 Care Ambassadors, 12 of those are new this year.

We continue to attend and facilitate Jobs Fairs and events as well as visits to schools and colleges.

Please see Appendix 5:

- *Engagement Report Promoting Careers in Social Care*
- *Apprenticeship Event Yeovil Case Study Report*

We also launched our “Health, Housing and Social Care Jobs” website in May 2013. In addition to advertising jobs we also advertise work experience placements and voluntary roles. Advertising is currently free to providers, which will be reviewed in the next calendar year.

Please also refer to reports within Appendix 1

Examples of Feedback Received:

- *“I would like to thank you for the support you have given me over the last seven years, by attending events, sharing information etc., which has helped a great number of local people achieve their goals and move into work”*
- *“On behalf of all the schools attending yesterday’s event, I would like to thank you for your valuable contribution. Feedback from the students has been very positive and it is felt by the staff that the event was a success”*

5. Promoting Excellence

5.1 Co-ordinate annual 2013/14 Care Award Event

The 2013 Care Awards took place on Friday 11th October with record number of nominations and attendance.

Please see Appendix 6: Care Awards Newsletter.

ADDITIONAL FUNDS

6. Dementia Care

Please see Appendix 7: Workforce Development in Dementia Awareness and Skills Improvement in Care and Supported Housing Report

7. End of Life Care

An update summary was produced for SCC in January 2014. Please see Appendix 9. Both cohorts are progressing steadily with our clinical lead associate Jenny Coles closely supporting them.


We have recently received confirmation from SCC that the funding will continue into the new financial year and we are therefore starting to plan cohort three.

We are also supporting colleagues from Somerset CCG /CSU to consult with all Domiciliary Care Providers regarding the NHS CHC and End of Life Care contracts. An event is planned for Tuesday 20th May 2014.

Claire Waddon
CEO

Alison Petherbridge
Business Manager

16th April 2014

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper 	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: 172 Further reduce transport planning.	
Section 1 – Description of what is being impact assessed			
A £150,000 reduction in budget for transport planning and policy activity.			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
The following people or communities could be affected: <ul style="list-style-type: none"> • Older or younger people; and • People with disabilities. 			
Section 2B – People who are delivering the policy or service			
The service will be delivered by a team of three officers comprising a service manager and two technical lead officers; one for technical studies and one for policy.			
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)			
Impact assessment based upon a knowledge of the services previously provided (as set out in annual service plans); an assessment of services that the team will have capacity to provide going forward; and the Cabinet MTFP suggestions which set out the priority focus of activity going forward.			
Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):			
Community Safety			
Severely limited ability to bid for ad-hoc funds related to road safety such as recent 'cycle safety bids'.			
Equality			
Ceasing our technical studies at the strategic planning stage may result in development plans which do not address congestion and associated community			

severance (increased congestion making it more difficult for people to cross busy roads to access school, work and other services) which could adversely impact on older people, younger people or people with disabilities.					
Health and Safety					
Implications for health and safety have been considered and no issues have been identified.					
Health and Wellbeing					
The loss of expert advice, dedicated staff resource, and plans/ programmes for walking and cycling are likely to lead to reductions in active travel and may have negative impacts on health and wellbeing.					
Privacy					
No impacts on privacy have been identified at this time.					
Sustainability					
The loss of expert advice, dedicated staff resource, and plans/ programmes for walking and cycling may lead to reductions in active travel. Severely limited ability to bid for ad-hoc funds related to sustainable travel or active travel such as 'local sustainable travel fund', 'better bus areas', or 'local pinch points' will lead to reduced investment in active travel and sustainable travel improvements. Considerably reduced ability to influence development plans and infrastructure plans may lead to less-sustainable development.					
Risk					
<ul style="list-style-type: none"> • Failure to meet legal obligation to prepare a Local Transport Plan. (Low) • Failure to give due consideration to environmental impacts of the Local Transport Plan through an appropriate Strategic Environmental Assessment. (Medium) • Increase in complaints for communities and partners seeking engagement on transportation issues. (Medium) • Failure to maximise opportunities for transport funding. (Medium) • Increased pressure on operational services. (Medium) • Reduced influence on development and infrastructure planning/ investment decisions made by District Councils. (Low) 					
Likelihood	3	Impact	3	Risk Score	9 (Medium)
Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.					
It is recommended that the risks and impacts identified in this assessment are given due consideration in the decision process. One-off contingency funds should be identified should the council wish to prepare a new local transport plan to undertake a robust strategic environmental assessment.					
Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment					
The assessment will be published as part of the decision process. Assuming the budget reduction is implemented it is not intended to further review the impact assessment.					
Completed by:			Mike O'Dowd-Jones		
Date			26/11/2014		

Signed off by:		Paula Hewitt	
Date		January 2015	
Compliance sign off Date		November 2015	
To be reviewed by: (officer name)		Mike O'Dowd-Jones	
Review date:			
Version	1	Date	26/11/2014


Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
Ceasing our technical studies at the strategic planning stage may result in development plans which do not address congestion and associated community severance (increased congestion making it more difficult for people to cross busy roads to access school, work and other services) which could adversely impact on older people, younger people.	Work with District Councils to specify and commission appropriate studies where the Districts deem this necessary and will provide appropriate funding.	Strategic Manager Highways and Transport	Ongoing	Annual service planning.	Maintain appropriate evidential basis for plans.
Disability					
Ceasing our technical studies at the strategic planning stage may result in development plans which do not address congestion and associated	Work with District Councils to specify and commission appropriate studies where the Districts deem this necessary and will provide appropriate funding.	Strategic Manager Highways and Transport	Ongoing	Annual service planning.	Maintain appropriate evidential basis for plans.

community severance (increased congestion making it more difficult for people to cross busy roads to access school, work and other services) which could adversely impact on people with disabilities.					
Severely limited ability to bid for ad-hoc funds related to improved access for people with disabilities	None identified without increasing the resource requirement.				
Gender Reassignment					
No issues identified					
Marriage and Civil Partnership					
No issues identified					
Pregnancy and Maternity					
No issues identified					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
No issues identified					
Religion and Belief					
No issues identified					
Sex					
No issues identified					
Sexual Orientation					
No issues identified					

Other (including caring responsibilities, rurality, low income, Military Status etc)					
No issues identified					

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
No issues identified					
Sustainability Issues and Action Table					
The loss of expert advice, dedicated staff resource, and plans/programmes for walking and cycling may lead to reductions in active travel. Severely limited ability to bid for ad-hoc funds related to sustainable travel or active travel such as 'local sustainable travel fund', 'better bus areas', or 'local pinch points' will lead to reduced investment in active travel and sustainable travel improvements. Considerably reduced ability to influence development plans and infrastructure plans	Expert advice can be bought in from engineering consultancy contract should any additional 'one-off' funding sources be identified on a case by case basis.	Strategic Manager Highways and Transport	Ongoing	Annual Service Planning	Ability to source expertise on a project by project basis as and when funds allow.

may lead to less-sustainable development.					
Reduction in resource to bid for ad-hoc smaller-scale infrastructure bids will reduce the ability attract additional ad-hoc funds to improve access for pedestrians and cyclists; which could adversely impact on older people, younger people or people with disabilities.	The 'small schemes' capital budget will remain as a source of capital funding for this type of scheme	Strategic Manager Highways and Transport	Ongoing	Annual allocation of LTP and small schemes funding to projects.	Use of LTP and small schemes funding to improve access for pedestrians and cyclists where possible.
Community Safety Issues and Action Table					
Severely limited ability to bid for ad-hoc funds related to road safety such as recent 'cycle safety bids'.	None identified without increasing the resource requirement.				
Privacy Issues and Action Table					
None Identified					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper 	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: 187 & R15-626 and R15-633 Transporting Somerset Reduce Passenger Transport Subsidy	
Section 1 – Description of what is being impact assessed			
<p>In line with the Medium Term Financial Plan 2015/16, the Transporting Somerset Group is required to make further savings on this budget. Due to a continuing reduction in the amount of funding the Government provides the Council to run local services, and to manage competing demands for services that the Council is legally obliged to provide, Somerset County Council needs to review its allocation of funds for supported bus services.</p> <p>Therefore SCC is consulting on a number of routes some of which are now being recommended for withdrawal/reduction. Detailed proposals for the possibility of ceasing or amending route contracts to achieve these savings have been published; these are currently subject to a public consultation organised by SCC due to finish 29th December 2014 and has been extended to the 4th January to compensate for the Christmas period down time. The consultation will try to gain as many views as possible and has been promoted to as many equality groups and members of the community as possible. The impact assessment can only be fully updated once the consultation has concluded and this will be prepared to inform a cabinet member decision in February 2015. Our proposed route changes are set out in Appendix 1.</p> <p>Increasingly difficult choices will need to be made about where we provide support in the future. Routes have been identified by the Council for possible reductions in financial support due to either:</p> <ul style="list-style-type: none"> • Availability of services on other days of the week or proximity of alternative services. • Low passenger use. • Possible commercial replacement by public transport operators where passenger numbers make this viable. 			

- Replacement by demand responsive transport.

The proposal is for some services to operate at a reduced frequency rather than SCC support being entirely withdrawn, to retain the ability for people to make journeys by public transport.

At the same time SCC is also looking to change the way we provide Demand Responsive Transport (DRT) in Somerset and will be routing the vehicles into areas where, due to previous withdrawals of conventional public transport, there is currently no timetabled public transport provision.

In the last 4 years SCC has already reduced the public transport budget by over 50%. The routes remaining are required to maintain access between large settlements and most of these have significant student use to obtain access to college.

This round of savings will impact on current users but also impact on any future user growth in this area, reducing the ability to change travel patterns and reduce the carbon footprint in Somerset.

Section 2A – People or communities that are **targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)**

The subsidised public transport service has already been reduced by approx 50% during the previous 4 years. This round of savings will impact further on the bus travelling population and could impact on equalities groups as described below.

Disability:

- Disability groups using these services across Somerset could experience indirect discrimination if services are withdrawn or reduced.

Age:

- Young people unable to access education, work placements or friends and family.
- Working population unable to access work locations.
- Retired individuals unable to move around Somerset and access health appointments.

Gender:

- Statistics show that women make the most use of public transport often completing escort journeys with young children. However, the most trips are made by women in the 17-20 and 60+ age groups.

Social Economic

- Families and individuals who are considered low income may find that any reduction in service directly affects their ability to access services including their ability to attend work and interviews to gain employment due to the fact that they are less likely to have a vehicle.

Carers

- There are a high proportion of carers within Somerset communities, with those who fall into the low income and female categories most at risk from bus subsidy reductions, as they will be most likely to utilise bus services.

Rurality

- Those people who live in rural parts of the county will be at higher risk than those who live closer to bigger towns or major bus routes, as many of the rural routes are not commercially viable without the subsidy and therefore are more likely to cease completely.

Section 2B – People who are **delivering the policy or service**

Public transport operators in Somerset have lost a number of subsidies over the last 4 years and some have indicated they are struggling financially to continue. It is likely that any further subsidy reduction will undermine the commercial routes operated by these contractors which could further reduce public transport in Somerset. This in turn would have an impact on staff employed by these transport companies.

There is also an MTFP proposal to reduce the concessionary fares reimbursement which is the amount of money SCC give to operators who carry passengers who hold a pass entitling them to free travel. This will have a further impact on the same operators.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

Disability:

18.8% of people in Somerset have a limiting long-term illness.

Age:

The ages of Somerset residents are:

- education or pre education age (0-24) 28%
- approximate working age (25-65) 51%
- approximate pensionable age (65+) 21%

These groups will be affected differently depending on services cut, changes to time of service and or routes.

Gender:

51.2% of the population of Somerset are female and 48.8% are male.

On average in the UK in 2012 males made 53 journeys per year using buses and females made 69.

Race:

94.6% of Somerset's population define themselves as 'White British'.

2.8% of Somerset's population can be defined as 'White Other'.

2% of Somerset's population can be defined 'Black and Ethnic Minority'

Social Economic:

Somerset currently has 15.9% of families with no cars or vans (this is a reduction from the 2001 census of almost 2%).

Although 80% of households in Somerset have a car, in most cases the main wage earner uses the car to access employment. Therefore public transport is relied on by the other members of the household to access services.

Carers

There are over 58,000 carers in Somerset, which constitutes 11% of the total population.

Type of data used:

To inform all of the above the below sites were used.

2012 National Travel Survey

<https://www.gov.uk/government/publications/national-travel-survey-2012>

2011 Census

<http://www.somersetintelligence.org.uk/census-datasets.html>

Based on 2013-14 data, there were just over 7.4 million trips on public transport in Somerset (registered public bus services) of which just over 4.1 million journeys were made by concessionary pass holders. There are currently 116,268 Concessionary Bus Passes in circulation, of which 111,670 have been awarded on age and 4,598 on disability. Gender information is not available.

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

Community Safety

It is acknowledged that with a reduction in bus subsidies, and the associated loss of bus routes that communities, especially those that are more rural, with residents without their own transport could find themselves isolated. This would then impact upon their quality of life and health as access to essential services would be affected. Therefore any further reduction in bus subsidies could isolate communities further and impact upon health and wellbeing.

There are also potential implications for an increase in youth crime if younger people become isolated in areas.

This could also impact on community safety due to the higher cost of travel alternatives like taxis, meaning more people walk/cycle between villages/towns. This could potentially put them at risk of crime or becoming more fearful of the likelihood of being a victim of crime.

Equality

The bus travelling population will be further affected by this proposal. This could impact on all equality groups, but significantly low income families, females and older people reliant on these services to be able to:

- Access work, which could lead to the local economy suffering if alternatives to travel are not available.
- Access social events/family (thus potentially leading to social isolation).
- Access education.
- Access health appointments.

Disability groups using this service across Somerset could also be impacted if services are withdrawn or reduced. Many buses are disability friendly and may be the only accessible transport option.

Somerset residents who live more rurally will be at greater risk of having services reduced or ceased completely due to the non-commercial nature of the routes and therefore increasing rural isolation.

Younger people who cannot drive may become socially isolated as if they rely on

buses to access education, training or social events, this reduction may prevent them doing so.

In regard race equalities, migrant workers could be particularly affected as they are more likely to rely on public transport to get around when they first arrive in the country.

Health and Safety

Considered with no impacts highlighted.

Health and Wellbeing

Reductions in public transport services without an increase in community service provision could contradict the health and wellbeing strategy vision “People live healthy and independent lives, supported by thriving and connected communities with timely and easy access to high-quality and efficient public services when they need them.” Many people living rurally do not have access to all essential services within their communities and therefore have to travel to get to them and the inability to do this could leave them isolated, where their physical and mental state could suffer.

This is likely to impact upon the most vulnerable within communities who are on low income and have no access to a car, further widening health and social inequalities.

This could then affect further priorities within SCC’s Health and Wellbeing strategy that families and communities are thriving and resilient and Somerset people are able to live independently for as long as possible, if members of communities become cut off within areas due to lack of public transport options.

Privacy

Considered with no impact highlighted.

Sustainability

This round of subsidy reductions will further impact on the access and use of public transport networks as a sustainable form of travel, reducing travel choice that do not rely on a car and therefore increase car usage, which for some without a public transport link may be one of the only alternatives.

There will be less opportunity to promote patronage in those areas affected by this proposal therefore reducing the ability to change travel patterns and reduce the carbon footprint in Somerset.

Fewer public transport links inter community and only between larger conurbations could impact upon the sustainability of an area local economy as people who rely on public transport may not be able to access local services and have to travel longer distances to larger towns to serve their needs.

Further reductions in public transport subsidy could impact on the sustainability of smaller public transport operators therefore reducing the viability to maintain commercial routes. It could also result in increased fare tariffs to maintain commercial routes.

Risk					
<p>There will be impacts upon SCC's County Plan, specifically in the areas of access to work and education if the current network is further reduced (Likelihood 3, Impact 2 = RAG score 6).</p> <p>Reductions may also have an impact on tourism as visitors to Somerset may find it more difficult to travel around many areas of the county utilising the bus network. This in turn could increase the amount of car traffic on Somerset roads adding to air pollution (co2 emissions) and congestion (Likelihood 3, Impact 3 = RAG score 9).</p> <p>A further risk if the network is reduced through public bus subsidy reductions is a legal challenge from individuals or groups with regard to the Transport Acts guidance on the provision of 'socially necessary' travel provided by local authorities (Likelihood 5, Impact 4 = RAG score 20).</p> <p>The residents of Somerset's carbon footprint may also increase due to an increase in car use due to limited public transport alternatives (Likelihood 4, Impact 3 = RAG score 12)</p>					
Likelihood		Impact		Av Risk Score	11.75
<p>Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.</p> <p>SCC is currently reviewing its demand responsive transport service with the aim to change if from a first come first served booking format which serves a whole district of the county to a more targeted routed service that takes into account villages/areas that are not currently or may not in the future have a public transport service. This service will cover all areas where public transport withdrawals are proposed through this round of subsidy reductions. The aim is to give these villages a permanent transport link to their nearest services on at least one day of the week where otherwise they may have found it difficult to book this limited council resource.</p> <p>This round of proposed subsidy reductions will mainly affect Saturday services other than the whole service reductions as mentioned above. SCC is proposing to retain current Monday to Friday services on these routes, therefore maintaining people's ability to still travel on weekdays. This will help to mitigate the impact on education, health and social care services.</p> <p>SCC is undertaking a consultation with all operators across Somerset to investigate the possibility of operators taking on routes commercially or identifying other ways in which services can still be provided by operators whilst achieving the required savings.</p> <p>Students wanting to access education who are not eligible for free school transport are able to purchase a student ticket on a contracted vehicle. Work is underway to try and expand this offer.</p>					
<p>Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment</p>					
<ul style="list-style-type: none"> The results of the consultation undertaken will be shared with the groups 					

participating through email or letter.

- The assessment will be monitored and reviewed in 3 months time or earlier if changes are made.
- All information will be published to Somerset County Council web page.
- A final decision will be taken at February 2015 cabinet meeting, the results being published as part of the minutes of this meeting.

Completed by:	Nicholas Margison		
Date	14 th November 2014		
Signed off by:	Michele Cusack		
Date	January 2015		
Compliance sign off Date	January 2015		
To be reviewed by: (officer name)	Nicholas Margison		
Review date:			
Version		Date	

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
Young/Old/Working age unable to access services. School children who are not eligible for free school transport unable to access educational establishments.	<p>SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that those utilising the service will have access to nearby services.</p> <p>Expansion of the current school transport contract ticket service to enable more students to access vehicles serving educational establishments.</p>	SCC Transport Commissioners.	<p>Apr 15 for DRT changes.</p> <p>Sept 15/16 academic year for student contract ticket changes.</p>	Through quarterly DRT operator meetings and through monthly performance indicators.	Reduced number of Somerset residents not being able to access services and therefore an increase in patronage on DRT and educational establishment services.

	Subsidy reductions have been targeted to mainly Saturday services to minimise impact to those accessing work, education, health and social care services.				
Disability					
The bus utilising disability population unable to access services.	<p>SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that those utilising the service will have access to nearby services.</p> <p>From December 2014 all public service vehicles must be fully accessible by law which will help any disabled</p>	SCC Transport Commissioners.	Apr 15 for DRT changes.	Through quarterly DRT operator meetings and through monthly performance indicators.	Reduced number of Somerset residents not being able to access services and therefore an increase in patronage on DRT services.

	residents who live on a bus route, who previously could not access that vehicle.				
Gender Reassignment					
Considered with no impact highlighted.					
Marriage and Civil Partnership					
Considered with no impact highlighted.					
Pregnancy and Maternity					
Considered with no impact highlighted.					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
Migrant workers unable to access work and services.	SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that	SCC Transport Commissioners.	Apr 15 for DRT changes.	Through quarterly DRT operator meetings and through monthly performance indicators.	Reduced number of Somerset residents not being able to access services and therefore an increase in patronage on DRT services.

	<p>those utilising the service will have access to nearby services.</p> <p>Subsidy reductions have been targeted to mainly Saturday services to minimise impact to those accessing work, education, health and social care services.</p>				
Religion and Belief					
Considered with no impact highlighted.					
Sex					
Females, significantly single mothers and carers impacted.	<p>SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that</p>	SCC Transport Commissioners.	Apr 15 for DRT changes.	Through quarterly DRT operator meetings and through monthly performance indicators.	Reduced number of Somerset residents not being able to access services and therefore an increase in patronage on DRT services.

	<p>those utilising the service will have access to nearby services.</p> <p>Subsidy reductions have been targeted to mainly Saturday services to minimise impact to those accessing work, education, health and social care services.</p>				
Sexual Orientation					
Considered with no impact highlighted.					
Other (including caring responsibilities, rurality, low income, Military Status etc)					
Social Economic - Low income individuals and families affected as they are more likely to be using the bus network and less likely to have a car.	SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that	SCC Transport Commissioners.	Apr 15 for DRT changes.	Through quarterly DRT operator meetings and through monthly performance indicators.	Reduced number of Somerset residents not being able to access services and therefore an increase in patronage on DRT services.

	<p>those utilising the service will have access to nearby services.</p> <p>Subsidy reductions have been targeted to mainly Saturday services to minimise impact to those accessing work, education, health and social care services.</p>				
<p>Carers – Carers impacted, especially those in the low income and female groups as they are more likely to use public transport services.</p>	<p>SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that those utilising the service will have access to nearby services.</p> <p>Subsidy reductions have</p>	SCC Transport Commissioners.	Apr 15 for DRT changes.	Through quarterly DRT operator meetings and through monthly performance indicators.	Reduced number of Somerset residents not being able to access services and therefore an increase in patronage on DRT services.

	been targeted to mainly Saturday services to minimise impact to those accessing work, education, health and social care services.				
Rurality - Somerset residents who live more rurally will be affected as subsidised services tend to be rural in nature.	<p>SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that those utilising the service will have access to nearby services.</p> <p>Subsidy reductions have been targeted to mainly Saturday services to minimise impact to those accessing work, education, health and social care</p>	SCC Transport Commissioners.	Apr 15 for DRT changes.	Through quarterly DRT operator meetings and through monthly performance indicators.	Reduced number of Somerset residents not being able to access services and therefore an increase in patronage on DRT services.

	services.				

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
Considered with no impact highlighted.					
Sustainability Issues and Action Table					
<p>Risk of increased car use due to a decrease in travel choices which impacts on pollution and therefore climate change.</p> <p>Fewer inter community transport links impacting on the sustainability of the local area economy.</p>	<p>SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that those utilising the service will have access to nearby services.</p>	<p>SCC Transport Commissioners.</p>	<p>Apr 15 for DRT changes.</p> <p>Sept 15/16 academic year for student contract ticket changes.</p>	<p>Through quarterly DRT operator meetings and through monthly performance indicators.</p>	<p>Reduced number of Somerset residents not being able to access services and therefore an increase in patronage on DRT and educational establishment services.</p>

	<p>Expansion of the current school transport contract ticket service to enable more students to access vehicles serving educational establishments.</p> <p>Subsidy reductions have been targeted to mainly Saturday services to minimise impact to those accessing work, education, health and social care services.</p>				
Community Safety Issues and Action Table					
<p>Increased isolation for individuals within communities who rely on the public transport service to access services and events leading to impacts on quality of life and health.</p> <p>Increase in youth crime due to young people being isolated in their communities.</p>	<p>SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a</p>	<p>SCC Transport Commissioners.</p>	<p>Apr 15 for DRT changes.</p>	<p>Through quarterly DRT operator meetings and through monthly performance indicators.</p>	<p>Reduced number of Somerset residents not being able to access services and therefore an increase in patronage on DRT services.</p>

Impacts on community safety if more individuals walk/cycle between villages/towns.	<p>week. The routes will be designed to ensure that those utilising the service will have access to nearby services.</p> <p>Subsidy reductions have been targeted to mainly Saturday services to minimise impact to those accessing work, education, health and social care services.</p>				
Privacy Issues and Action Table					
Considered with no impact highlighted.					

Appendix 1 – Affected services through proposed funding withdrawals

Route No	Service Details	Operator	Days Operated	Continued Support	Current Provision	Proposed Provision
Withdraw funding for all subsidised journeys						
29	Taunton - Wells	First	Mon - Sat	Commercial Mon - Sat journeys unaffected	Hourly	Every 90 mins
Withdraw funding for subsidised Saturday journeys						
1	Yeovil - Shepton Mallet	SW Coaches	Mon - Sat	Support for Mon - Fri journeys maintained	Saturdays	No Saturdays
6	Bridgwater Town Service	Bakers Dolphin	Mon - Sat	Support for Mon - Fri journeys maintained	Saturdays	No Saturdays
16	Huish Episcopi - Langport - Bridgwater	Hatch Green	Mon - Sat	Support for Mon - Fri journeys maintained	Saturdays	No Saturdays
19	Bridgwater - Street	Webberbus	Mon - Sat	Support for Mon - Fri journeys maintained	Saturdays	No Saturdays
25	Taunton - Dulverton	First	Mon - Sat	Support for Mon - Fri journeys maintained	Hourly	2 hourly
51	Athelney - Stoke St Gregory - Taunton	Hatch Green	Mon - Sat	Support for Mon - Fri journeys maintained	Saturdays	No Saturdays
161	Wells - Shepton Mallet- Frome	First	Mon - Sat	Support for Mon - Fri journeys maintained	Saturdays	No Saturdays
424	Frome - Midsomer Norton	Frome Minibuses	Mon - Sat	Support for Mon - Fri journeys maintained	Saturdays	No Saturdays
668	Shipham - Street	Bakers Dolphin	Mon - Sat	Support for Mon - Fri journeys maintained	Saturdays	No Saturdays
669	Shepton Mallet - Glastonbury	Frome Minibuses	Mon - Sat	Support for Mon - Fri journeys maintained, Sat commercial journeys unaffected	Saturdays	No Saturdays
776	Shepton Mallet - Midsomer Norton	Hatch Green	Mon - Sat	Support for Mon - Fri journeys maintained	Saturdays	No Saturdays
N6	Ilminster and Martock area DRT linking to N10	Nippy Bus	Mon - Sat	Support for Mon - Fri journeys maintained	Saturdays	No Saturdays
N8	West Coker - Yeovil	Nippy Bus	Mon - Sat	Support for Mon - Fri journeys maintained	Saturdays	No Saturdays
Withdraw 50% of funding for subsidised Saturday journeys						
99	Chard - Yeovil	Stagecoach	Mon - Sat	Support for Mon - Fri journeys maintained	Hourly	2 hourly
667	Wincanton - Street	Nippy Bus	Mon - Sat	Support for Mon - Fri journeys maintained	Every 90 mins	3 hourly
Withdraw service						
9	Donyatt - Crewkerne	SCC	Mon - Fri	Replaced with routed DRT	Mon - Fri	DRT
10	Langley Marsh - Wellington	First	Mon - Fri	Replaced with routed DRT	Mon - Fri	DRT
18	Bincombe - Bridgwater	Hatch Green	Tues & Fri	Replaced with routed DRT 1 day per week	Tues & Fri	DRT
102	Bridgwater - Weston Super Mare	First	Mon - Fri	Alternative services available, Routes 21,	Mon - Fri	DRT

				37, 67, 75, 375, X75		
491	Shiphams - Weston Super Mare	Coombs Travel	Thurs	Replaced with routed DRT	Thurs	DRT
608	Bishopswood - Ilminster	Hatch Green	Thurs	Replaced with DRT	Thurs	DRT
647	Alhampton - Strode College	Libra Travel	College days only	Replaced with routed DRT	College days only	DRT
9A	Bishops Lydeard - Wellington - Taunton	Hatch Green	Wed only	Replaced with routed DRT	Wed only	DRT

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper ✓	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15-204 MTFP proposal to significantly reduce housing related support services commissioned through the Pathways for Adults (P4A) programme.	
Section 1 – Description of what is being impact assessed			
<p>The Pathways for Adults (P4A) programme comprises a range of housing related support services aimed at helping adults who would otherwise be homeless or at risk of homelessness to establish and maintain a sustainable housing situation. SCC commissions the support element of services in specialist accommodation and associated outreach with the aim of helping service users to develop the skills required to obtain and maintain a tenancy. Assistance with rent and other housing costs is provided through Housing Benefit. There are a range of P4A services in Somerset targeted according to the needs of specific client groups including adults currently in contact with mental health services; adults with a history of offending and under supervision; and adults who are currently 'street homeless' or at risk of becoming so for unspecified reasons.</p> <p>It is proposed that P4A services are reduced to the minimum required to meet SCC's statutory duties. This would have the following effect:</p> <ul style="list-style-type: none"> • Funding of support in specialist accommodation for adults in contact with mental health services and associated outreach would be maintained at current levels. • Funding of support in specialist accommodation for adults with a history of offending and associated outreach would be discontinued. • Funding of support in specialist accommodation for adults who are homeless or at risk of homelessness and associated outreach would be discontinued. • An amount equal to c.25% of the funding currently committed to P4A homelessness services will be made available to P2I commissioners to meet the needs of homeless care leavers and other young people for whom SCC has a statutory responsibility and who might otherwise have used P4A services. 			

This proposal is expected to achieve a net saving of £879k on the housing related support budget with £409k realisable in 2015 / 2016 and the full amount from 2016 / 2017 onwards. This would allow a six month notice period following a decision by full Cabinet in February 2015.

Section 2A – People or communities that are **targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)**

These changes will have negative impacts on existing and future users of the services. They are likely to result in a reduction of the quantity and scope of services available and the possible closure of some services. Access to services will become more restricted creating the strong possibility of greater physical and emotional harm to people before they are helped. It is anticipated that the proposed changes, if accepted, will exacerbate existing problems encountered by homeless people in gaining access to health care, welfare benefits, food, shelter and other services required to meet basic human needs.

In many cases the people who use the affected services will have mental health problems and/or problems of substance misuse (even though the affected services are not targeted at these particular client groups). People with a history of offending and under supervision will be affected. More men than women use the services, but the women who use the services are particularly vulnerable.

The quality of life in communities across Somerset may be affected by an increase in homelessness and associated potential for an increase in lower level crime and disorder and anti-social behaviour that increases the fear of crime and erodes community cohesion. The affected services help to collect over 1.5 tonnes of used needles and syringes per year, which if left discarded will represent a significant hazard to public health and safety. There may be a negative impact on local economies caused by an increase in shop theft and damage to trade, including the tourist trade, caused by an increase in visible homelessness and associated behaviours (e.g. begging).

Section 2B – People who are **delivering the policy or service**

There is likely to be employment implications for support staff of organisations providing the affected services. It is likely that substantially more than 25 jobs will be lost.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

In the west of the county, 122 bed spaces (including 19 in the specialist countywide provision for adults with a history of offending) and capacity for a further 62 people to receive outreach support (including 11 countywide places for those with a history of offending) will be at risk; affecting up to 400 people per year. One provider estimates that c.25 jobs will be at risk.

In the east of the county 70 bed spaces and capacity for 51 outreach support will be at risk affecting up to 350 people per year. An unspecified number of jobs will be placed at risk.

District Councils predict a sharp increase of vulnerable homeless people in B&B accommodation. It is estimated that additional B&B costs on the west of the county alone could amount to as much as £2.42m per year. In Sedgemoor alone, a lower end estimate of 20 additional households being accommodated under a statutory duty will

cost an additional £80k per year.

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

Community Safety

The proposal could result in an increase in street homelessness, which could increase incidents of anti-social behaviour in local communities and erode community cohesion. The ability of the police and probation services to monitor and manage serious offenders will be undermined.

Equality

The proposal will affect more men than women, but the smaller number of women affected are particularly vulnerable and will be even more so if they are less able to access services. People with mental health problems, substance misuse problems and a history of offending will be disproportionately affected.

Health and Safety

The health and safety of individuals is likely to be directly affected by their being unable to access services, particularly if they are left 'street homeless'. Fewer support staff in supported accommodation will increase the likelihood of incidents and practices that jeopardise the safety of remaining staff and residents.

Health and Wellbeing

The health and wellbeing of individuals is likely to be directly affected by their being unable to access services, particularly if they are left 'street homeless'. Homeless people who are no longer able to access P4A services will have greater difficulty in obtaining the services they require to meet their basic human needs, including health care services, welfare benefits, food and shelter.

Privacy

There are no specific privacy issues.

Sustainability

There are no specific sustainability issues.

Risk

There is a strong risk of creating additional demand for other services provided / commissioned by SCC, particularly mental health services. There is a strong risk of legal challenge, particularly from District Councils and/or the National Probation Service who may argue that their ability to fulfil their statutory duties will be impeded and SCC is failing to properly cooperate in meeting shared statutory duties e.g. in promoting health equality and community safety. There is a strong risk of 'shunting' costs into other public and voluntary sector services.

Likelihood	4	Impact	5	Risk Score	20
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Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

That the Cabinet agrees to proceed with the proposed reduction to P4A services. This is because the affected services are not required to meet SCC statutory duties in social care and it is important that SCC targets reducing resources in order to meet statutory responsibilities in the first instance.

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to

review the Impact Assessment			
As part of papers for the Cabinet meeting of 9 th Feb 2015.			
Completed by:		Gareth O'Rourke	
Date		3 rd September 2014 Updated 20 th Jan 2015	
Signed off by:		Kim Curry	
Date		January 2015	
Compliance sign off Date		January 2015	
To be reviewed by: (officer name)		Gareth O'Rourke	
Review date:			
Version		Date	

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
Care leavers and other people aged under 25 will be affected if they are homeless / at risk of homelessness.	25% of existing funding will be made available to P2I commissioners to commission support to this client group.	Gareth O'Rourke	1 st Sept 2015 onwards	Via the Lead Commissioner for Adults and Health as BAU in that service.	A continuation of support to this client group in accordance with SCC's statutory responsibilities.
Disability					
People with mental health problems will be affected if they are homeless / at risk of homelessness.	<p>The current P4A services targeted at people in contact with mental health services will be continued as they are.</p> <p>However, the reduction of services for those who are homeless / at risk of homelessness will also have negative impacts on this client group that cannot be mitigated by SCC.</p>	Gareth O'Rourke	On going	Via the Lead Commissioner for Adults and Health as BAU in that service.	A continuation of support to this client group in accordance with SCC's statutory duties in adult social care.
Gender Reassignment					
There are no issues specific to gender reassignment.					
Marriage and Civil Partnership					

There are no issues specific to marriage or civil partnership.					
Pregnancy and Maternity					
There are no issues specific to marriage or civil partnership.					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
There are no issues specific to race.					
Religion and Belief					
There are no issues specific to religion or belief.					
Sex					
The proposal will affect more men than women, but the smaller number of women affected are particularly vulnerable and will be even more so if they are less able to access services.	Providers of services that continue to be commissioned will be asked to consider the vulnerability of services users in determining eligibility and prioritising needs.	Gareth O'Rourke	On going	Via the Lead Commissioner for Adults and Health as BAU in that service.	Eligibility is determined and needs prioritised according to the vulnerability of people who present.
Sexual Orientation					
There are no issues specific to sexual orientation.					
Other (including caring responsibilities, rurality, low income, Military Status etc)					

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
The health and safety of individuals is likely to be directly affected by their being unable to access services, particularly if they are left 'street homeless'. Their access to the services they require to meet basic human needs will become more restricted.	These impacts cannot be mitigated by SCC.				
Fewer support staff in supported accommodation will increase the likelihood of incidents and practices that jeopardise the safety of remaining staff and residents.	Providers of services that continue to be commissioned will be asked to ensure the best possible arrangements to ensure health and safety is preserved.	Gareth O'Rourke	1 st Sept 2015	Via the Lead Commissioner for Adults and Health as BAU in that service.	The best possible arrangements to ensure health and safety are in place.

Sustainability Issues and Action Table					
There are no specific sustainability issues.					

Community Safety Issues and Action Table					
The proposal could result in an increase in street homelessness and an increase in lower level crime and anti-social behaviour in local communities.	For the most part, these impacts cannot be mitigated by SCC.				
The ability of the Probation Service, Police and other relevant agencies to monitor and manage serious offenders will be reduced.	For the most part, these impacts cannot be mitigated by SCC.				

Privacy Issues and Action Table					
There are no specific privacy impacts.					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper MTFP	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15-206	
Section 1 – Description of what is being impact assessed			
A comprehensive package of measures designed to support individuals in a sustainable and affordable way and minimise the formal support required as described in the Cabinet report.			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
<ul style="list-style-type: none"> • People with long and short term care needs. The commissioned services provide care for older and sometimes disabled or vulnerable people. Care, both permanent and short term is provided to people who have been assessed as having FACS eligible substantial or critical needs, as well as looking after "self-funded" clients who make their own choice of when to access the care. FACS stands for Fair Access to Care Services and is a nationally adopted system prioritising eligibility for care and support. The users of the service have social care needs by virtue of age and/or some type of disability or illness. • Service providers and suppliers are extremely important to the delivery of these services. Consideration must be given to continuing the good relationships that SCC has fostered with these providers over the years and to involve them in the decision processes as changes are implemented. • Family and carers who want to ensure that the person they care for receives the right kind of support in an environment and location that meets the needs of the individual. This type of care can also relieve unpaid carers, some of whom may be frail or elderly themselves. • There are many rural communities in Somerset and they should be able to access services without being disadvantaged. 			

Section 2B – People who are **delivering the policy or service**

The majority of our care services are delivered by external providers who are a mix of large and small organisations. The workforce within these providers is predominately female, and the work is more often than not shift based, and can also involve anti-social hours.

Somerset County Council does not deliver the majority of the care provision itself. The SCC staff that could be impacted by these changes would be those assessing, making and arranging the placements, as well as our Occupational Therapists and support staff.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

SCC has collated a significant amount of information to understand the current market and conditions. The information gathered included:

- Demographic statistics for the next 10 years
- Dementia projections for the same period
- Average lengths of stay in residential and nursing care
- Deprivation stats mapping Somerset's most financially deprived areas
- How other Local Authorities have or are changing their models of service delivery
- The impact of the Care Act
- Understanding the impact of the Better Care Fund (a government policy directive on mandatory joint health and social care initiatives with pooled funding).

The key evidence from external organisations, such as The Kings Fund (www.kingsfund.org.uk) highlights funding shortfalls across the health and social care system and advocates increased partnership working and shared resources.

The government is also championing a number of integrated pioneer projects which align with the ambitions outlined in this paper. The minister responsible, Norman Lamb was quoted:

"We have heard people talk about integration before, but it has never truly taken hold across the NHS. These pioneers are a starting gun for the NHS and social care to achieve a common goal – to get local health and care services working together, not separately, in the interests of the people that they all serve."

In addition, it is clear that without changes the system will no longer be able to cope:

"Services are under intense and growing pressure and to succeed, we need radical transformation. We need to embrace and develop innovative solutions and truly integrated multi-agency working so that local health and social care systems work as a whole to respond to and meet the needs of people who use health and care services." (Chief Nursing Officer, NHS England)

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

Community Safety

There are no foreseeable community safety issues. It is hoped that further

development at a local level and increased community based services would actually improve the safety that people feel within their community.

Equality

It is not anticipated that the proposed changes will have any adverse impact on service users and therefore there is currently no requirement for formal consultation with them. Should the development of these plans change this then the correct consultation routes will be undertaken for those individual changes where it becomes necessary.

However it is recognised that the services provided are primarily for elderly, disabled and vulnerable adults and that their needs are paramount in any service redesign. Any changes to types or approaches to care can be unsettling, even if it is in the best interest of the service user. The action table within this impact assessment considers their needs and the work that is being done to address them.

Women live longer and are more likely to be carers and therefore any changes have a disproportionate impact.

Health and Safety

SCC is required to exercise a duty of care when negotiating any changes with care providers or its own staff and partners. Statutory duties should not be affected and providers will continue to be expected to conform to the standards expected of them.

Health and Wellbeing

The proposed changes are aligned with SCC's overall Health and Wellbeing strategy to help enable people to take responsibility for their own health and wellbeing and to be able to live independently for as long as possible.

Somerset's Health and Wellbeing Board has responsibility for (and signed off) the Better Care Fund plan and many of those plans are related to integrated service provision, which is better for the individual and should help the organisations involved make efficiencies.

Increasing support at the community level and building local accountability should help prevent any need to move residents, which we know can have a detrimental effect on their health and wellbeing.

This also aligns with the Care Act guidance on choice and flexibility and together with a new information and advice service, should greatly improve the experience for social workers and people, carers and family alike.

Privacy

Adult Social Care includes a wide range of services currently commissioned to the private and 3rd sector partners. Future blueprints include plans to extend the range of services and the many new potential partners.

We will ensure that contract schedules include data protection and data processing clauses, ensuring providers collect, process, store and transmit personal data securely and that all financial data is shared securely.

No personal data will be released to a different organisation or type of care provision without the person's consent, as is the case currently.

Should any of the future work require different IT systems joined up across health and social care, then further Privacy Assessment Impacts will be considered in this area.

Sustainability

These changes do not have any environmental impact. In terms of continuing to provide local services to local people these plans ensure that this can continue and hope to promote such local services further.

Risk

Financial

The key risk is that demand for services increases or becomes more costly, lessening the impact of the instigated changes to systems. Given the statutory nature of Adult Social Care services, Somerset County Council is obliged to provide services where the need is substantial and above, regardless of budgetary constraints.

The health and social care system is witnessing unprecedented demand at the current time, which is not being matched by central or local funding settlements. The risk remains that health and social care systems still have to respond to need and thereby the budgets are overspent accordingly. This risk will be monitored alongside the changes implemented via monthly budget monitoring reports.

Likelihood 3 x Impact 4

Reputation

SCC has a good relationship with its providers and partners and it is not thought that there will be a reputational impact from these changes. This will particularly be the case if we continue to work with our partners to jointly help solve each other's challenges. The reputation of Adult Social Care is only questioned when services are unavailable or slow to respond. All of these changes (and others) are intended to deploy staff more effectively to allay some of these fears.

Likelihood 2 x Impact 2

Social

We will monitor these changes and continue to look to ensure provision is available within local communities where appropriate, and take measures to secure guaranteed provision where it is required. The social impact is far greater if services are not able to be delivered. In addition the intention to use more community based help and to publicise the services of others that are available, should strengthen the social fabric in Somerset's localities.

Likelihood 1 x Impact 2

Likelihood		Impact		Risk Score	
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Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

Health and Social Care have little option but to change the way they deliver services in order to keep up with demand but also to make them as affordable as possible in the future. For SCC, this requires continued professional input but in the areas where it will make the most difference and to focus on statutory service delivery. In order to do this, the capacity within communities must be utilised and better self-help options must be available with excellent guidance and support.

The impact assessment helps highlight the risks to Cabinet Members, particularly on the heels of recent budget reports and it is therefore recommended that these measures are authorised and that implementation begins as soon as is possible.

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

With regard to the financial pressures, the success of these measures will be monitored via budget reports in 2015-2016.

Further measures resulting from the authorisation to pursue these strategies will be brought back to decision makers and consulted on where appropriate.

Completed by:	T Baverstock, Strategic Commissioning Manager		
Date	22/01/15		
Signed off by:	K Curry		
Date	22/01/15		
Compliance sign off Date	January 2015		
To be reviewed by: (officer name)	T Baverstock		
Review date:			
Version		Date	

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
Most people cared for by Adult Social Care are aged 65+ and in many cases much older and it is important to ensure that they suffer no impact from these changes in terms of a lack of availability of provision when required, or a lack of access to assistance.	All system changes will need to ensure that the person is at the centre of their care plan. People should have more choice locally and more options and assistance to take those options. Adult Social Care will deploy staff according to need and direct their services to where they have the maximum impact.	Strategic and Operational Commissioners will need to work closely with operational Adult Social Care staff and care coordinators to ensure that any new arrangements are working and not disadvantaging our elderly population.	From March 2015 – March 2017	Adult Social Care will continue to monitor the number of service users supported and waiting times. In addition the CCG will continue to report on its services and the impact ASC is having on their viability and cost.	To ensure that any changes to the system delivery model have not had an adverse impact on quality and availability or on the quality of life for elderly people in Somerset who require our help.
Disability					
Elderly clients with disabilities or nursing needs must be able to access appropriate care, ideally within their locality.	As above we will work closely with people to monitor service availability and the location of it. In addition we continue to work with providers, District Councils and other organisations to ensure that other types of support are developed within communities and that our	Strategic and Operational Commissioners will need to work closely with operational Adult Social Care staff and care coordinators to ensure that any new arrangements are working and not disadvantaging our	From March 2015 – March 2017	Adult Social Care will continue to monitor the number of service users supported and waiting times. In addition we will continue to work with disability organisations and take their views on	To ensure that any changes to the system delivery model have not had an adverse impact on quality and availability or on the quality of life for disabled people in Somerset who require our help.

	Market Position Statement will be updated to highlight where the need is greatest, for better future planning.	disabled population.		the development of our services.	
Gender Reassignment					
None					
Marriage and Civil Partnership					
None					
Pregnancy and Maternity					
None					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
None					
Religion and Belief					
None					
Sex					
There is a higher percentage of female elderly people requiring care than males. Most carers are also female.	This has long been the case and needs and availability issues remain the same for male and female service users and carers.	N/A	N/A	N/A	N/A
Sexual Orientation					
None					
Other (including caring responsibilities, rurality, low income, Military Status etc)					
<u>Rurality</u> – our data has shown that in some rural areas of Somerset, provision is	We need to continue to work hard to ensure that all services are available to all people regardless of their	Commissioners and Operational Adult Social Care staff are responsible for	Ongoing	Access to services in rural areas will be monitored via survey responses	To continue to provide good quality care in an appropriate setting

harder to source locally than in other areas.	location. This includes stimulating the community and small business sectors but also close partnership working with health colleague to utilise GP surgeries for example as a place where all services can be accessed.	ensuring that resources are deployed in effective locations. Commissioned service such as “Community Catalysts” should achieve results in rural communities as well as elsewhere.		and information held by SCC and health partners. Information on services received across the health and social system is collated annually, including location of care.	and locality. To not receive reports or complaints that social care services are not accessible in some locations.
<p><u>Low Income</u> – many of the people SCC provides care for are on a low income or do not have the means to purchase their own care. SCC has a statutory obligation to provide appropriate services for those with critical or substantial needs and must have the available market resource and staffing structure to do so.</p>	These proposed changes should not impact on this statutory duty but this will need to be monitored as per the details above on needs for aged and disabled people.	Strategic and Operational Commissioners will need to work closely with operation Adult Social Care staff and care coordinators to ensure that any new arrangements are working and not disadvantaging any low income clients.	Ongoing	As per previously mentioned monitoring procedures for the needs of aged and disabled people.	To ensure that good quality affordable care options, appropriate for need, are available to all regardless of their financial situation.
<p><u>Carers</u> To ensure that none of the changes impact on or place an undue burden on current and</p>	Work with our carer organisations and forums to co-design services that work in tandem with carers.	Strategic Commissioners should work closely with their carer lead	Ongoing	To monitor via our carer forums and understand any situations where	To ensure that carers are supported effectively and that any changes do not

future carers for our elderly and disabled population.	To assess carers needs in line with the requirements of the Care Act and ensure that they are supported by any new structures or pathways that evolve.	to ensure that services assist carers and take their views into account.		carers can no longer manage to ensure that any changes did not have an impact on that breakdown.	impact negatively on their ability to care for people.
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Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
None					
Sustainability Issues and Action Table					
None					
Community Safety Issues and Action Table					
None					
Privacy Issues and Action Table					
Ensure that contract schedules include data protection and data processing clauses, ensuring providers collect process and transmit personal data securely and that all financial data is shared	To continue to seek the correct permissions when sharing data and to liaise with SCC's data protection officer and those within health organisations to ensure that no breaches occur.	Commissioners and Operational Staff have a responsibility to ensure that privacy and data security is paramount.	Ongoing	SCC will include its data protection team in any relevant IT sharing discussions with our partners to ensure compliance. They will monitor	That no breaches of data protection occur and no complaints are received regarding our handling of personal data

securely.				proposals accordingly.	
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Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service Staff absence is more effectively managed in the service through more effective implementation of current policies	MTFP or Paper ✓	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15 - 209 & R15 - 210 Learning Disability Provider Service (LDPS)	
Section 1 – Description of what is being impact assessed			
<p>Sickness rates in the learning disability service are the highest within Somerset County Council. There is a proposal to reduce staff sickness rates in the Learning Disability Provider Service (LDPS) by an average of at least 4 days per annum per employee in the financial year 2015/16. The main cause attributed to staff absence is stress and anxiety. It is not intended to change any SCC sickness management policies, but to manage them more proactively. The approach is a combination of initiatives including – regular return to work interviews, clear triggers for action linked to sickness thresholds, support for team managers, publicity for the approach, and clear performance reporting fed back to managers and teams. An administrative worker has been appointed to support delivery of the savings target. There is already a staff recruitment plan in place, which if successful could reduce staff stress and anxiety, as well as reduce the need for using agency staff.</p>			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
<p>The LDPS supports c.900 adults with learning disabilities in the Somerset. This is across a range of services including: supported living services (care and support for people who are tenants in specialised accommodation), residential services (accommodation, care and support), short residential breaks (residential breaks for people who usually live with their family), shared lives (long and short term placements in family homes), access to employment services (Aspire), and a combination of day services, domiciliary services, volunteering and supported work experience (Future4). Some of the services it provides are a key support for family carers of adults with learning disabilities.</p>			

The proposal only applies to staff, and so should not directly affect people or communities in general. There is a potential positive impact for people who use services. If, as anticipated, staff absence levels are reduced by the initiative then people who use services should have greater continuity of care, and an improved experience of receiving support.

If the initiative is successful then there would be a reduced need for employing agency staff, or requesting SCC staff to work additional hours. Agency staff expect and choose to have varying workloads, so no significant impact is expected.. Fewer additional hours for SCC staff could reduce stress in the workplace for staff who feel pressured to cover services. Some staff may have become financially dependent on doing additional hours. These staff are likely to still have options for additional hours, but this are likely to be reduced. This could lead to financial hardship for some.

Section 2B – People who are delivering the policy or service

The initiative applies to the LDPS staff team as a whole. The LDPS employs approximately 1200 staff, over 950 full time equivalent employees. The breakdown of staff as outlined in the Cabinet Report of February 2014 is as follows

- Age: 69% of staff are aged 40 + years
- Gender: 74% of staff are women
- Ethnicity: 89% are White: English/Welsh/Scottish/North Irish/British
- Grade/income: 71% are grade 12+ which falls into the £19,817 - £22,443 salary range
- Disability: 92% of staff do not have a disability

Most staff are employed in accommodation based services that run 24 hours a day/7 days a week. They provide direct personal care to people with learning disabilities, who may have related health problems.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

Recent staff absence data showed an increase in absence rates over the last year. Rates reached a peak where First Care data was projecting average absence rates of 18 days per employee per annum (there is the possibility of some over estimation in these figures). Absence rates of over 14 days per employee per annum have been reported through SAP. This puts the sickness rates in the LDPS at the highest level within SCC as a whole. The most common cause of staff absence is stress and anxiety, followed by gastro-intestinal reasons, and then musculo-skeletal reasons. Data shows considerable variation of absence rates between teams. Reasons for stress are not clear. Recruitment problems, and high sickness rates can put staff under pressure. Staff have sometimes responded to performance management by going off sick with stress, but reasons for stress are not recorded. A target of bringing sickness rates down by 4 days per employee per annum would bring sickness rates back close to their historical levels, and towards the average sickness rates for SCC staff as a whole.

Use of agency staff reached a peak about one year ago. It has since reduced, but has plateau'd at a level higher than the service would like. The sickness management approach allied with a plan for improved recruitment is intended to reduce the need for agency staff.

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):

Community Safety					
No community safety impacts identified					
Equality					
Sickness rates for certain staff may link to equality issues. All individual cases of high sickness levels will be dealt with on their merits, applying SCC policies to ensure due consideration of all factors, and due regard for equalities issues is taken into consideration.					
Health and Safety					
It will be important that undue pressure is not put on staff to attend work when unfit, thereby putting themselves, their work colleagues, or the customers of the service at increased risk of becoming ill. There are clear policies surrounding this, and managers have clear guidance on how to deal with such matters effectively and consistently. There is clear guidance on when to involve occupational health, and gain independent advice when needed.					
Health and Wellbeing					
There are parallel initiatives in place linked to the healthy workplace award focussed on prevention and promotion of health and well being. Training for managers on managing stress in the workplace has already been offered. As high sickness levels within a team can create a whole team pressure, a reduction in staff absence rates within a team is likely to have a knock on positive health and wellbeing impact on all staff team members. There is a parallel initiative to improve support for staff with musculo-skeletal problems. SCC is aiming to achieve the healthy workplace award. Sickness rates are monitored on a monthly basis to identify and react to trends as required.					
Privacy					
<p>No new data is being collated, through this process. Managers will however get clearer and quicker staff absence reports, and staff will have clearer feedback about how their team is performing.</p> <p>The use of a 3rd party Occupational Health provider for SCC data has raised the risk of sensitive personal data being transferred on a regular basis to this 3rd party. Clear protocols are applied for how this data is communicated between SCC / LD and the OH provider.</p> <p>No further significant impacts on privacy for individuals have been identified at this time</p>					
Sustainability					
No impacts on sustainability have been identified at this time					
Risk					
<p>Failure to achieve the profiled reduction of staff absence levels would mean that the MTFP savings would not be achieved in full. Identifying additional administrative capacity, and setting the target at a reasonable level mitigates this risk.</p> <p>Failing to reduce sickness within the service from their current rates has risks linked to pressures on staff still attending work, and to the quality of support offered to vulnerable people.</p> <p>Any approach that put staff under undue pressure to come in when unfit could put both their own health, and the health of others at risk. It could also cause the service reputational damage. This is being mitigated through clear policies, and training for managers.</p>					
Likelihood	3	Impact	3	Risk Score	9

Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

It is recommended to accept a target of reducing average staff absence rates in the service by 4 days per employee per annum. A balanced approach of proactive and reactive measures is being considered. Live data collection through First Care should allow timely and effective management of situations. Service Managers have been given lead responsibilities to oversee the strategy and respond as required.

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

Staff have already been consulted about the potential savings target. Teams will receive regular feedback on their performance, and overall performance will be monitored through the Balanced Scorecard

Completed by:	David Dick		
Date	24.12.14		
Signed off by:	David Dick		
Date	24.12.14		
Compliance sign off Date	January 2015		
To be reviewed by: (officer name)	David Dick		
Review date:			
Version	0.1	Date	24.12.14

Appendix A

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
No specific age issues identified					
Disability					
In certain situations there may be a correlation between disability and sickness levels	SCC already has a clear policy on reasonable adjustments that is applied by managers in such situations. This will continue	Team Manager	As required	Through staff supervision, or sickness improvement plans as required	Sickness levels for individuals are managed appropriately
Gender Reassignment					
No issues identified at this stage					
Marriage and Civil Partnership					
Caring responsibilities from marriage or parenthood may affect staff absence	SCC already has a clear policy on reasonable adjustments that is applied by managers in such situations. This will continue	Team Manager	As required	Through staff supervision, or sickness improvement plans as required	Sickness levels for individuals are managed appropriately
Pregnancy and Maternity					
Pregnancy and	SCC offers staff clear	Team Manager	As required	Through staff	Sickness levels for

Maternity may affect staff absence	pregnancy and maternity entitlements. SCC already has a clear policy on reasonable adjustments that is applied by managers in such situations. These will continue			supervision, or sickness improvement plans as required	individuals are managed appropriately
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
No race specific issues identified					
Religion and Belief					
No religion and belief specific issues identified					
Sex					
The LDPS has a predominantly female staff profile. Women are often expected to take on the primary caring role for children within a family	SCC already has a clear policy on reasonable adjustments that is applied by managers in such situations. This will continue	Team Manager	As required	Through staff supervision, or sickness improvement plans as required	Sickness levels for individuals are managed appropriately
Sexual Orientation					
No sexual orientation specific issues identified					
Other (including caring responsibilities, rurality, low income, Military Status etc)					
Many care staff are poorly paid. Some staff	Regular supervisions are held with all staff. The	Team Manager	As required	Through staff supervision	Reduced agency and additional hours

my be financially reliant on additional hours being available	service has a wide range of jobs offering a wide range of hours. Individual planning will be available for staff who are impacted				usage
Some staff may have caring responsibilities	SCC already has a clear policy on reasonable adjustments that is applied by managers in such situations. This will continue	Team Manager	As required	Through staff supervision	Sickness levels for people with caring responsibilities are managed appropriately
Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
It will be important that undue pressure is not put on staff to attend work when unfit, thereby putting themselves, their work colleagues, or the customers of the service at increased risk of becoming ill	The LDPS has clear policies in place to ensure appropriate and consistent approaches are taken to managing the impact of staff sickness on work colleagues and vulnerable adults	Team Manager	As required	Through supervision	Sickness levels for individuals are managed appropriately
Sustainability Issues and Action Table					
No issues identified at this stage					

Community Safety Issues and Action Table					
No issues identified at this stage					
Privacy Issues and Action Table					
It is planned to give out more information about team sickness levels across the service	Personal information will not be published, but dealt with through supervision, respecting the confidentiality of the individual. Overall performance information will only be shared in a way that discusses team and service wide performance	Senior Managers	As required	Through team reports and service reports. Some articles in staff newsletter	Staff will be aware of sickness rates in the service, and clear how these are managed appropriately

Impact Assessment Form and Action Table 2014 - 2016

(Expand the boxes as appropriate, please see guidance (www.somerset.gov.uk/impactassessment) to assist with completion)

"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is **more than having a cursory glance** at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is **proportionate in the circumstances**, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be **considered rigorously and with an open mind.**"

Baroness Thornton, March 2010

Why are you completing the Impact Assessment?

Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper ✓	Service Review or SCC Change Programme
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What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?

MTFP REF: R15 - 401

Savings to Community Safety Budget 2014/15 impact on hate crime service contribution

Section 1 – Description of what is being impact assessed

From April 2015 it is proposed that a total saving of 6% will be taken for the community safety budget equating to £43,800. Due to public health contributions received, the total amount required to remove from current services is £13,800. It is proposed that this saving is made through reducing SCC's contribution to Somerset's hate crime service. This saving will have a significant impact on this service.

The hate crime service fund is made up from contributions from Taunton Deane Borough Council, Sedgemoor District Council and Somerset County Council. The total equates to £24,000. This reduction would reduce the total amount of money available to £10,200. This is not enough money to keep the service running. However, impending changes to the way services are designed across Avon and Somerset for hate crime will go some way to mitigate some risk.

When the Somerset hate crime service was established, it was to plug a gap in service provision. There was no other agency investing in to services for victims of hate crime. As part of her objective to improve services for victims of crime, the Police and Crime Commissioner (PCC) is currently undertaking a competitive process for awarding a 3 year grant for a service designed to help support any person whose identity and/or culture is deemed a cause of the victimisation. At this stage, it is not known exactly what this service will look like, but it is felt that the remaining funding available locally will help to enhance this new service rather than retain a local separate service that has limited sustainability and resilience.

Section 2A – People or communities that are **targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)**

A hate crime is any incident that is motivated by hostility or prejudice based upon the victim's perceived:

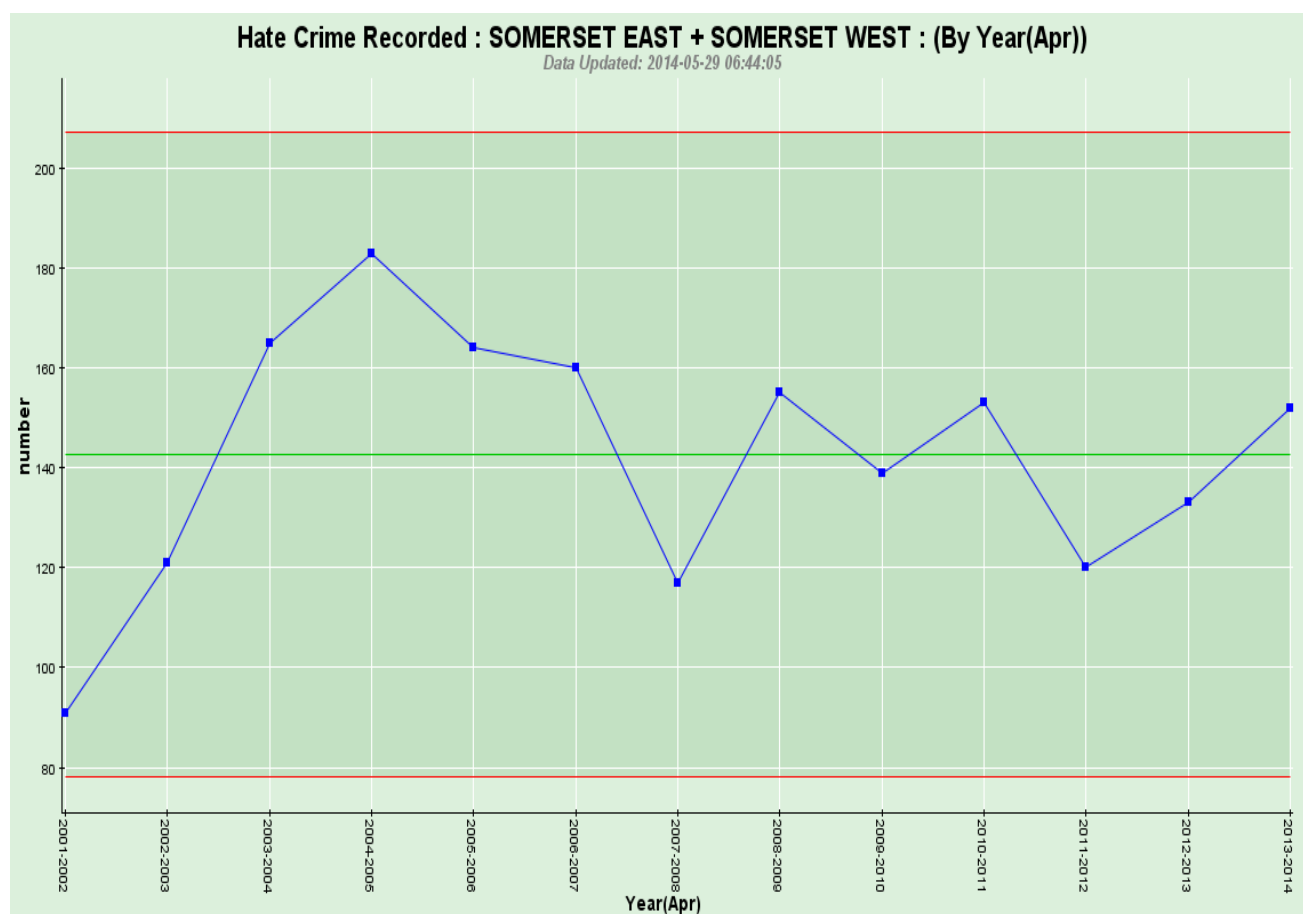
- Disability
- Transgender identity
- Race
- Religion and belief
- Sexual orientation

(agreed monitoring strands by the Crown Prosecution Service (CPS) and Association Chief Police Officers (ACPO))

Section 2B – People who are **delivering the policy or service**

The service for supporting victims of hate crime in Somerset is provided by Compass Disability. There is one dedicated staff member (30 hours per week) who is managed within the organisation.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)



The chart above shows the number of hate crimes recorded by the police between 2001 and 2014. This does not include any third party reporting and non-recorded crime/incidents that may also require specialist support.

Across both Somerset East and Somerset West (the two policing districts), racially-motivated incidents of hate crime comprise the majority of offences. Homophobic- and disability-

motivated hate incidents generally comprise the next two highest categories. Rates remain relatively similar across the two policing districts regarding the numbers of reports with South Somerset district demonstrating the highest number of reports.

In addition, the number of victims supported by the Somerset hate crime service is as below

2013/14				2014/15	
Q1	Q2	Q3	Q4	Q1	Q2
31	30	26	18	11	18

From the data above, despite the relatively low numbers of hate crime being recorded by the police, the number of cases dealt with by the Somerset hate crime service are considerably lower and are not increasing year on year in correspondence to the increase in police reports since 2011/12.

In 2011/12, the Somerset Strategic Partnership Against Hate Crime supported a Third Party Reporting project, working to devise methods for engaging agencies in Somerset that might deal with hate crime, producing a directory for professionals and creating awareness within communities. It was hoped that this work would encourage more reporting of all types of hate crime through a wider network of partner organisations. In 2014/15 this project was reinvigorated to help inform police and partners of the true nature of hate crime in the knowledge that hate crime is an under reported crime.

A consultation on services for hate crime in Somerset was undertaken in November/December 2013 to assess stakeholder and public views on services for hate crime in Somerset. The main findings were as follows:

- 57% of those who had been victims had reported Hate Crime to the police.
- Whilst men were generally more likely to report a Hate Crime than women, gay women were most likely to report a Hate Crime to the police. Results by ethnicity and disability did not differ from the overall trend.
- A third of respondents who had been a victim of a Hate Crime had reported such a crime to an agency other than the police.
- 77% indicated that they had reported an incident where they had been the victim, to any agency, including the police.
- Feedback concerning how the Council should be talking Hate Crime was generally very positive. 'Awareness and advice in schools' and 'on-line general information, achieved the most support at 98%, with Advice via telephone', 'Assistance if you do not wish to report via police' and 'Outreach Support in the Community' all 90% or more approval.

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

Community Safety

Hate crime can have a detrimental impact upon community cohesion and fear of crime. Partner agencies need to work together to promote the services available to share good news stories and engage with communities to enhance community cohesion.

A reduction in budget will inevitably mean that the current service will discontinue. It is important for agencies to work together to assess what the new PCC service will look like for Somerset residents and utilise remaining funds to ensure that there is a visible and comprehensive service for victims of hate crime.

Despite working with a relatively small cohort, the current Somerset service is considered valuable to existing and former clients. Discontinuing the service could have a negative implication for the Council's reputation. In addition, the reduction and inevitable cessation of service could have a negative impact of partner relationships with the other contributors to the fund (TDBC and SDC) who, despite upholding their respective contributions will no longer be able to support the service in its current form.

Requirements to travel across county might increase risk of road traffic incidents.

Equality

The current service has provided a positive service tailored to the communities of Somerset. It has done so with minimal funding and a reliance on a sole member of staff. Whilst there is a reduction in funding for this service the introduction of the PCC service, the Third Party Reporting project the support available to victims of hate crime will be minimal. The remaining money can be used to provide tailored and focused work to support the victims of hate crime and to contribute to preventative work and community cohesion. This will hopefully support all the aims of the Public Sector Equality Duties and create a joined up approach to the victims of hate crime in Somerset.

Health and Safety

There is no increase in SCC's liability for H&S as a result of this proposal.

Health and Wellbeing

Improving services to victims and improving their confidence in agency support can lead to greater conviction rates of perpetrators and lead to improved community wellbeing.

Privacy

The current service provider holds personal information about victims and alleged perpetrators. The Partnership already has data protection and intelligence sharing policies to adhere to with regards to how this data is stored, shared and maintained. In the decommissioning of this service, it is important the client records are correctly handles and shared as appropriate. It is the commissioning organisation that will hold this responsibility so SCC must ensure that the winning provider has adequate data security measures in place Contract clauses include provision for the transfer of personal data both at the beginning and the end of the contract to and from SCC or an alternative provider.

Sustainability

The current service required a single officer to travel to meet clients where it is safe to do so. It is not yet know what the impact will be on the incoming provider but as it is an Avon and Somerset wide service, it is important that it is planned appropriately to maximise sustainability.

Risk

If the current service is replaced by a new service that continues to work with victims of hate crime (albeit in a different way), impact on SCC's ability meet the objectives in the County Plan will be minimised. The main priority this covers is:

Our priority is that Somerset is a safer and healthier place where -

- Our most vulnerable people have the care they need and the choices they want.
- Our children feel protected and safe.

Reputational risk for removing service is likely.
Potential for community groups to lobby the council

It is not yet known what this new PCC funded service will look like and there is a risk that in

April 2015, there is a gap in service provision whilst the new service is getting off the ground.					
Likelihood	4	Impact	2	Risk Score	8
Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.					
<p>A reduction to the community safety budget will lead to a reduction in SCC's contribution towards hate crime services. Evidence shows that stakeholder are open to other types of support and data shows that the current service supports only a small percentage of victims in comparison to those who report to police. There is an opportunity to contribute to a broader service led by the PCC in order to create a service that is more sustainable and fit for purpose. However, it is not yet known what this new PCC funded service will look like and there is a risk that in April 2015, there is a gap in service provision whilst the new service is getting off the ground. Due to the long term harm hate crime can cause to an individual, their families and the community as a whole, any reductions in support to services of this kind can cause reputational damage.</p>					
Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment					
<p>The consultation final report is a public document and its findings reflected in planning to inform community safety work plans.</p>					
Completed by:			Lucy Macready		
Date			24 th November 2014		
Signed off by:			Trudi Grant		
Date			January 2015		
Compliance sign off Date			January 2015		
To be reviewed by: (officer name)			Lucy Macready		
Review date:					
Version			Date		

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
Disability					
Gender Reassignment					
Marriage and Civil Partnership					
Pregnancy and Maternity					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
Religion and Belief					
Sex					
Sexual Orientation					
Other (including caring responsibilities, rurality, low income, Military Status etc)					

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
Sustainability Issues and Action Table					
Community Safety Issues and Action Table					
Privacy Issues and Action Table					
The adequate transfer and storage of client records currently held with the service provider	Meet with Service provider and agree decommissioning plan that includes the transfer of client records	Lucy Macready	Meet 031214	Notes of meeting	Agreed plan

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper ✓	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15 – 403 Drug & Alcohol – To end the grant funding to McGarvey Fellowship	
Section 1 – Description of what is being impact assessed			
<p>This Impact assessment is on the MTFP proposal to end providing a grant to the McGarvey Fellowship, a membership based independent voluntary organisation based in Wells. Its membership is drawn from people who are in recovery from dependent drug and alcohol misuse and who are committed to providing support to others on a voluntary basis.</p> <p>Funding as a grant has been provided for the McGarvey Fellowship to support individuals with drug and alcohol problems by providing: initial advice and information, and where the individual chooses, one to one support in achieving and sustaining abstinence and introduction to the "12 step" philosophy¹ and regular group support programme on a mutual aid basis. Commitment to abstinence or treatment is not a precondition or requirement for those seeking the support of the Fellowship.</p> <p>As a volunteer peer support group the McGarvey Fellowship is the kind of group that the County Council (and its partners) wish to support as it is community led by people themselves affected by drug and alcohol misuse. These groups support people in recovery outside of the commissioned service provision within the communities people live.</p> <p>The grant funding made a contribution to the Fellowships work covering:</p> <ul style="list-style-type: none"> • Weekly group "share" meeting in Wells • Telephone support line. Individuals will hear a recorded message giving details of the service; they can then leave a message where they will be contacted by 			

¹ The "12 step" philosophy is a set of guiding principles outlining a course of action for recovery from alcohol and /or drug addiction.

volunteers who provide 24hr telephone support. After initial contact the individual will be assigned a volunteer for ongoing support.

- One to one support. Individuals with an assigned volunteer may meet in their own home or another location but not at the volunteer's home.
- Out of hours drop-in 11am-4pm Saturdays and Sundays including Bank Holidays. Staffed by two volunteers.
- Fellowship member's participation in the specialist drug and alcohol services (Turning Point) group programmes in Yeovil, Wells and Bridgwater.
- The Fellowship will also inform individuals about the range of services available from other organisations and work alongside them where required. This includes support to attend a first Alcoholics Anonymous (AA) meeting.

McGarvey Fellowship members are volunteers who are in recovery from addiction or drug/alcohol dependency, are abstinent for at least 12 months, are committed to the 12 step philosophy and to providing help and support to others with similar problems through the McGarvey Fellowship meetings and other activities.

Members make a minimum commitment of 5 hours per month to the Fellowship including attendance at a volunteers meeting once per month. Training includes shadowing an experience volunteer over a 6-month probationary period and induction to McGarvey Fellowship policies and procedures. There is a small volunteer management committee who run the McGarvey Fellowship.

Based on the McGarvey Fellowships level of activity no grant funding was allocated for 2014/15. As part of the MTFP programme it is proposed to end this grant. The requirements of the commissioned treatment system to support the growth of peer led local initiatives will mitigate against this change.

In August 2014, SCC commissioner for drugs and alcohol was informed that the McGarvey Fellowship had decided to cease to deliver services and was closing down as a group. The McGarvey Fellowship Trustees reported that they had made this decision as changes to the expectations around volunteering and employment commitments for those receiving benefits, the McGarvey Fellowship have found it increasingly difficult to recruit volunteers, and subsequently deliver peer support. This was not related to funding.

Section 2A – People or communities that are **targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)**

The McGarvey Fellowship operated from a base in Wells, Mendip; and this is predominantly the area served by the Fellowship. Therefore people that could be affected are those dependent drug or alcohol users in recovery and their families/friends who have been accessing support through the Fellowship.

Data from Somerset Drug and Alcohol Service (the commissioned treatment service) indicates that between 1/4/2014 – 30/09/2014 there are 349 drug/alcohol users in treatment in the Mendip area, of which 254 are male.

The majority are aged between 25 and 44 years old, which reflects the data on protected characteristics explored at the award of the new treatment system which started 1st February 2014. Commissioners will need to ensure that as part of delivering the new contract requirements to “Promote independence, and the development of independent support networks for people recovering from alcohol and drug problems”, appropriate peer led support groups are being developed that are age

and gender appropriate, as well as geographically dispersed across all district communities, but specifically with the end of the McGarvey Fellowship, in the Wells and surrounding area.

Section 2B – People who are **delivering the policy or service**

In August 2014, SCC commissioner for drugs and alcohol were informed that the McGarvey Fellowship had decided to cease to deliver services and was closing down as a group. The McGarvey Fellowship Trustees reported that they had made this decision as changes to the expectations around volunteering and employment commitments for those receiving benefits, the McGarvey Fellowship have found it increasingly difficult to recruit volunteers, and subsequently deliver peer support. This was not related to funding.

The requirement to “Promote independence, and the development of independent support networks for people recovering from alcohol and drug problems”, is detailed in the contract for Provision of Alcohol and Drug Services to Adults and Young People in Somerset between Somerset County Council and three providers (CRI, Turning Point and DHI) working as one under the service name Somerset Drug and Alcohol Service.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

The grant agreement SCC made with the McGarvey Fellowship covered 1st April 2013 to 31st March 2014. Regular review meetings were held between the SCC Commissioning Manager for drugs and alcohol with volunteers of the McGarvey Fellowship committee, to look at activity and outcomes against the services delivered under the grant conditions; and offering support with advice on alternative funding sources available that the charity could apply to.

Activity data on the work McGarvey Fellowship undertook indicates that between March 2013 – Feb 2014, they were supporting nine drug clients in recovery and seventeen alcohol clients. In that time period there were no people leaving the services of the group as successful completion exits.

Funding had been allocated as a grant as ongoing funding available from SCC and other public sector partners was uncertain. During 2013/14 the wider drug and alcohol treatment system was tendered following two public consultations. A new specification was developed for the tender that integrated drugs and alcohol treatment provision for both young people and adults based on a recovery model.

Grant funding to voluntary groups working with drug and alcohol users and/or their families which included the McGarvey Fellowship, was out of scope of the tender. However one of the nine outcomes in the specification was for the new provider to “Promote independence, and the development of independent support networks for people recovering from alcohol and drug problems”. This means they have a structure to recruit and train peer mentors and deploy them across the treatment system whilst also supporting individuals to set up and run their own peer support systems independent of commissioned services. This is in line with the recovery model that seeks community re-integration and building community resilience. In this instance the community is the drug and alcohol using community.

Based on the McGarvey Fellowships level of activity no grant funding was allocated for 2014/15. As part of the MTFP programme it is proposed to end this grant. The requirements of the commissioned treatment system to support the growth of peer led

local initiatives will mitigate against this change.

In August 2014, SCC commissioner for drugs and alcohol were informed that the McGarvey Fellowship had decided to cease to deliver services and was closing down as a group. The McGarvey Fellowship Trustees reported that they had made this decision as changes to the expectations around volunteering and employment commitments for those receiving benefits, the McGarvey Fellowship have found it increasingly difficult to recruit volunteers, and subsequently deliver peer support. This was not related to funding.

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

Community Safety

Making recovery from drug and alcohol dependence visible in the community is part of the Council's commitment to addressing drug and alcohol dependence. This approach challenges perceptions of drug/alcohol users that are often negative and closely linked to crime and disorder in a way that stigmatises people and fuels fear of crime. The growth of independence recovery networks across the county is a way to mitigate against stereotyping drug/alcohol users.

Equality

The McGarvey Fellowship as a local peer led initiative played a valuable role in supporting people's recovery from drug / alcohol dependence. These need to be age and gender appropriate and lead by local people in recovery.

The SCC recommendation to end a grant to them coupled with McGarvey Fellowships own decision to close as a group may impact on those individuals that had been supported by them. Drug and alcohol commissioners need to ensure that the treatment system provider is meeting the contract requirements to "Promote independence, and the development of independent support networks for people recovering from alcohol and drug problems"; and that the growth occurs across the County, to support easy access, to those people outside of the urban areas. Commissioners need to ensure that any group is operated in line with the Equality Act.

Profile data needs to be required from commissioned service on Peer Mentors trained and deployed across the drug and alcohol treatment system and that it reflects the in treatment population. Peer mentors are intended to be visible recovery champions, so people in treatment and new to treatment need to be able to see that recovery from drug/alcohol dependence is possible.

Health and Safety

There are no health and safety implications, from ceasing the grant to the McGarvey Fellowship.

Health and Wellbeing

The McGarvey Fellowship as a local peer led initiative played a valuable role in contributing to the Health and Wellbeing strategy vision of people living independent lives supported by thriving and connected communities.

The SCC recommendation to end a grant to them coupled with McGarvey Fellowships own decision to close as a group, will impact on those individuals that had been supported by them. Drug and alcohol commissioners need to ensure that the treatment system provider is meeting the contract requirements to “Promote independence, and the development of independent support networks for people recovering from alcohol and drug problems”.

Privacy

The Grant Agreement states that “[i]t is the responsibility of the Grant Recipient to ensure full compliance with current and future legislation and law relating to personal information held on paper and within electronic databases”.

Therefore it is the responsibility of the McGarvey Fellowship to ensure that in closing as a mutual aid group they are fully compliant with all data storage and secure destruction of any personal and sensitive data held as specific in the SCC grant conditions.

However, SCC commissioner for drugs/alcohol will follow up with McGarvey Fellowship Trustees to ensure this has taken place.

Sustainability

In requiring the existing contract for drug and alcohol services to support the growth of local recovery networks in communities, it creates capacity within those local communities to support other people affected by drugs/alcohol. This is part of a sustainable and self-reliant community.

Risk

The decision to cease the grant to the McGarvey Fellowship has been overtaken by the Fellowships own decision to end, as noted in Section 2B and 3 of this impact assessment.

The existing contract requirement of the drug and alcohol service to develop and support the growth of local recovery networks mitigates any risks. This contract is monitored closely and the actions identified will ensure that the growth of new, locally owned networks of drug/alcohol users, are visible.

Likelihood	1	Impact	1	Risk Score	1
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Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

It is recommended that the grant to McGarvey Fellowship ends. Services are already commissioned that are required to support the growth of local recovery networks across Somerset.

Actions identified in the action plan of this impact assessment will monitor this requirement and support further growth.

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

The impact assessment will be shared with Somerset Drug and Alcohol Partnership which SCC public health leads.
The actions will be monitored 6 monthly and included in the performance report to commissioners through Somerset Drug and Alcohol Partnership.

Completed by:		Amanda Payne	
Date		28 th November 2014	
Signed off by:		Trudi Grant	
Date		18 th December 2014	
Compliance sign off Date		January 2015	
To be reviewed by: (officer name)		Amanda Payne	
Review date:		31 st March 2016	
Version	Version 2 incorporating feedback from SCC Impact Assessment theme leads – equalities and privacy.	Date	17 th December 2014


Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
To ensure that there are accessible and appropriate independent support networks for people recovering from alcohol and drug problems that take account of age.	<p>Somerset Drug and Alcohol Service (SDAS) is required in their contract to “Promote independence, and the development of independent support networks for people recovering from alcohol and drug problems”,</p> <ul style="list-style-type: none"> ▪ To monitor the number of peer mentors trained and deployed in SDAS. ▪ To monitor the number and location peer led support groups / networks ▪ To require demographic data from SDAS on Peer Mentors recruited, train and deployed. 	Service commissioners	<p>This action will be ongoing for the life of the SDAS contract as this support to individuals to develop their own networks is ongoing.</p> <p>2015/16 needs to focus on networks in the Wells and surrounding area.</p> <p>Ongoing – data required six monthly</p>	Quarterly contract review meetings with SDAS	There is a range of local peer led support groups for people recovering from drug / alcohol dependence.

Disability					
Issue under age applies equally to disability	Actions as listed under Age also apply to this characteristic.				
Gender Reassignment					
Issue under age applies equally to gender reassignment	Actions as listed under Age also apply to this characteristic.				
Marriage and Civil Partnership					
Issue under age applies equally to marriage and civil partnership	Actions as listed under Age also apply to this characteristic.				
Pregnancy and Maternity					
Issue under age applies equally to pregnancy and maternity	Actions as listed under Age also apply to this characteristic.				
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
Issue under age applies equally to race	Actions as listed under Age also apply to this characteristic.				
Religion and Belief					
Issue under age applies equally to	Actions as listed under Age also apply to this				

religion and belief	characteristic.				
Sex					
Issue under age applies equally to sex	Actions as listed under Age also apply to this characteristic.				
Sexual Orientation					
Issue under age applies equally to sexual orientation	Actions as listed under Age also apply to this characteristic.				
Other (including caring responsibilities, rurality, low income, Military Status etc)					
Rurality The development of independent support networks for people recovering from alcohol and drug problems needs to pay particular attention to the geographic location and reach of groups.	Actions as listed under Age also apply to this characteristic.				

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
No issues identified					
Sustainability Issues and Action Table					
No issues identified					
Community Safety Issues and Action Table					
Making recovery from drug and alcohol dependence visible challenges the often negative perceptions of drug/alcohol users that links to crime and disorder in a way that stigmatises people and fuels fear of crime.	To incorporate into the SDAS communications plan that opportunities to celebrate recovery from drug and alcohol dependence and make it visible to the wider community	Service commissioners	End of March 2015	Log of press coverage	To make recovery from drug and alcohol dependence visible in Somerset.
Privacy Issues and Action Table					
Assurance on compliance with grant conditions over all data storage and secure destruction of any	To follow up with McGarvey Fellowship Trustees to ensure compliance with section 12 of Grant conditions on information	Service commissioners	End of march 2015	Written confirmation from McGarvey Fellowship that they have	Any personal records have been stored/destroyed in line with grant conditions.

personal and sensitive data held.	security / sharing			complied Grant conditions over data storage and secure destruction of any personal and sensitive data held by them.	
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Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper 	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15-501	
Section 1 – Description of what is being impact assessed			
Cessation of contributions to funding of Youth Grant (£18,000) The Grant contributes to a larger budget that funds small projects targets based on proposals put forward by young people. The programme will continue despite this reduction.			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
Cessation of contributions to funding of Youth Grant			
Section 2B – People who are delivering the policy or service			
Services are delivered by community organisations,			
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)			
<p>This grant enables young people to allocate funding to support projects targeting disadvantaged groups. Previously this has enabled support for:</p> <ul style="list-style-type: none"> ▪ Wellington YPC Catapult Café ▪ Evercreech Youth Club ▪ The Charltons Youth Club ▪ Recreation ▪ Cheddar Open Access Youth Club <p>Grant documentation highlights the following intended outcomes:</p> <p>Narrow the gap</p> <ul style="list-style-type: none"> ▪ Improve access to universal activities for disadvantaged young people. 			

The funding allocated as part of a larger budget from the Youth and Community budget 2014/2015 although there is a separate MTFP proposal (R15-516) to reduce that budget by £43k so this IA needs to be considered alongside the IA for that proposal.

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

Community Safety

This funding represents only a small proportion of the overall funding for the YSG. However, as the average funding for each project is approximately £3-4000. Project staff may consider whether it is possible to cap project funding at a slightly lower level to mitigate the impact of the reduction on the number of individual projects supported.

Equality

The grants do not specifically target groups covered under the Equality Act, but they do support work in deprived rural and urban areas

Health and Safety

These changes should not increase the Health and Safety liability for the Local Authority as no changes to the governance arrangements for the grants still being made available are envisaged.

Health and Wellbeing

Unless alternative funding sources are found from outside SCC for these grant programmes, the reductions will lead to reduced service levels, and potential detriment to the health and well-being of those affected. If that occurs, there is some risk that those affected may present in other ways to statutory services, including SCC services, and that real savings may not be achieved.

Privacy

Reduction in grant funding must not affect the contractual obligation on the providers to process personal data in a secure manner including providing staff vetting, training and supervision as well as security of paper and electronic information.

Sustainability

The assessment has considered potential impacts on the following sustainability issues:

- Use of energy, water, minerals and materials
- Waste generation / sustainable waste management
- Pollution to air, land and water
- Factors that contribute to Climate Change
- Protection of and access to the natural environment
- Travel choices that do not rely on the car
- A strong, diverse and sustainable local economy
- Meet local needs locally
- Provision of appropriate and sustainable housing

The Equality Impacts on young people identified may have an indirect negative effect on building *a strong, diverse and sustainable local economy* in Somerset.

Other sustainability impacts such as health, safety and equality are considered within other areas of the overall impact assessment.

Risk

. Impact likely to include:

- Adverse local publicity/ local public opinion aware

Likelihood	5	Impact	2	Risk Score	10
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Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

This saving can be taken with limited impact on service provision

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

The assessment and any identified impacts will be given due consideration within the decision making process for the Medium Term Financial Plan and published with papers for Scrutiny and Cabinet. Each service will consider the feedback from this assessment when implementing any savings that are agreed as part of the Medium Term Financial Plan.

Completed by:	Dave Farrow
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Date	January 2015
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Signed off by:	Rose Collinson
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Date	January 2015
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Compliance sign off Date	January 2015
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To be reviewed by: (officer name)	Dave Farrow
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Review date:	
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Version		Date	
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Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
Reduction in funding for Youth projects	Consider the possibility of capping project funding at a slightly lower level	Youth Projects staff	March 2015	Number of projects funded	Reduction in number of projects funded minimised
Disability					
Considered with no impact highlighted					
Gender Reassignment					
Considered with no impact highlighted					
Marriage and Civil Partnership					
Considered with no impact highlighted					
Pregnancy and Maternity					
Considered with no impact highlighted					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
Considered with no impact highlighted					
Religion and Belief					
Considered with no impact highlighted					

Sex					
Considered with no impact highlighted					
Sexual Orientation					
Considered with no impact highlighted					
Other (including caring responsibilities, rurality, low income, Military Status etc)					
Reduction in funding for Youth projects	Consider the possibility of capping project funding at a slightly lower level	Youth Projects staff	March 2015	Number of projects funded	Reduction in number of projects funded minimised

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
Sustainability Issues and Action Table					
Community Safety Issues and Action Table					
Privacy Issues and Action Table					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what 'due regard' means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper ✓	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REFS: R15 – 503 & R15 – 504 & R15 - 516 Children & Young People Youth & Community Service, proposals	
Section 1 – Description of what is being impact assessed			
<p>This assessment considers the implementation of the 2014-17 MTFP proposal to reduce the Youth and Community Service budget by 15% (£75k) in April 2015</p> <p>2011-14 saw a tapered reduction in the budget for youth and community work to approximately 25% of the 2009/10 level, the withdrawal from direct delivery and the development of provision grant aided and commissioned through voluntary and community sector organisations.</p> <p>The 2014-17 MTFP requires further savings to be made. The base budget for 2014/15 is £500k and a further 15% reduction (to £425k) is proposed for 2015/16. This equates to an 86% budget reduction since 2010.</p> <p>SCC's Youth & Community Service currently provides support to voluntary youth groups and locally-led initiatives through the deployment of staff to provide hands-on community development, grant aid, youth work resources and the provision of centrally-provided youth work opportunities. The budget reduction in 2015/16 will reduce all these compared with 2014/15.</p> <p>The required saving will be achieved through a combination of efficiency savings, bringing an outsourced contract in-house and reducing the grant aid available to support locally-led initiatives. The efficiency saving will reduce young people's oversight of the grant programmes and switch some staff capacity from management to operational community development support, reducing the service's ability to provide leadership to the youth sector, respond to changes in government priority and ensure SCC meets its statutory duty.</p> <p>This assessment focuses on the impact of the reduction in funding for grant aid and the reduction in SCC's ability to provide strategic leadership to the sector and meet the requirements of the revised statutory guidance on local authorities' duty to secure</p>			

services for the improvement of young people's wellbeing.

The actions outlined in the mitigation table go some way to assist in the transition while affording some protection to young people from vulnerable groups and with protected characteristics.

Section 2A – People or communities that are **targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)**

All young people and their communities are potentially affected.

Resources are focussed on support for universal youth work and positive activities in community settings, through grant aid and the provision of professional support and resources for independent sector groups and community leaders to help locally-led developments.

There is no provision aimed at meeting the particular needs of protected groups.

As part of the universal offer, young people from a variety of vulnerable groups access provision supported by SCC resources and are thus potentially affected. The following have been identified: disability; ethnicity; gender; sexual orientation; young offenders; young parents; young carers; those from rural areas.

SCC's community development approach adds value to voluntary and community sector organisations being grant aided to directly provide and support paid and voluntary activity in all areas of the county.

The budget reduction requires that the grant aid framework is reviewed to provide a strategically balanced approach across the county and reflect the evolving needs of the service's customer base

Section 2B – People who are **delivering the policy or service**

Each Service will complete an Impact Assessment on the impact of Medium Term Financial Planning 2015 on customers/clients/service users etc which will be shared with unions at Directorate Joint Consultative Committees.

Implications of Medium Term Financial Planning 2015 for staff in relation to Equality and Diversity will be dealt with corporately by the HR Policy Manager in association with the HR Group Managers.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

Significant consultation on the options for reshaping SCC youth and community services took place in two phases across late 2011 and early 2012, and involved Members, staff, trade unions, voluntary sectors groups, community leaders and young people.

Ongoing comparison with other local authority responses to budget reduction shows most adopting the principle of moving away from direct delivery. While there are local variations based on resource availability and historical delivery patterns, all authorities report a greater proportion of universal provision being available through independent providers. While most authorities focus on meeting the needs of disadvantaged and vulnerable groups, many retain a commitment to support mainstream open-access provision through arrangements with voluntary sector organisations.

The 2015-16 budget proposal will further reduce the resources available for youth and community services but not fundamentally alter the approach or business model. As customer feedback indicates the model is the most appropriate, further consultation on

this is not necessary.

The grant aid available to support locally-led youth provision has reduced each year since 2010/11 and there has been an ongoing discussion with community leaders and PVI organisations about how the grant schemes evolve to take account for this as part of business-as-usual activities. The proposed new grant framework has been discussed with the biggest providers and has met with general support as it balances a reduction in funding with greater long-term certainty. The reduction in maximum grant level has been announced to all interested organisations and has been accepted as inevitable.

Proposed actions to mitigate the potential impact are detailed in the Action Table below.

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

Community Safety

Reductions in service availability and quality result in more young people, particularly the most challenging, being unoccupied, and thus more likely to become involved in crime and anti-social behaviour. The development of local responses should take account of the Crime & Disorder Act (s17) requirement that SCC and its public sector partners consider community safety in all planning and priority setting.

While delivery via the independent sector has secured a reasonable level of service overall, there are risks of reduced quality and scope of service for young people with specific needs. In general, these are the young people most at risk of involvement in crime and anti-social behaviour. Universal, open access youth services are a major aspect of preventative and diversionary provision and any further reduction in effectiveness – through reduced availability and quality – is likely to have an impact on youth crime and community safety.

Equality

Many young people with protected characteristics and disadvantage engage with youth provision supported by SCC resources. Any further reduction in the quality and availability of provision must therefore reduce these young people's access to services. Where provision is developed by external bodies the potential for disadvantaged young people, who are often more difficult to engage and display challenging behaviour, to be actively or accidentally excluded is higher than for mainstream young people. This, and an overall reduction in the availability of staff trained to support young people with issues such as pregnancy, sexual orientation, bullying, health issues and social exclusion, could result in still fewer disadvantaged young people being able to access the services they need in order to support their transition to adulthood. The ongoing provision of youth work training and support to independent sector groups, and the continued availability of targeted and specialist services provide some mitigation and reduce this risk.

It should be noted that the transfer of provision from SCC direct delivery to alternative providers has not, in the main, been a like-for-like process. SCC delivered developmental youth work programmes while many independent sector groups provide social and positive activity programmes which do not have a clear focus on responding to young people's needs and developing their skills, knowledge and attitudes. This change has left people in some areas unable to access skilled youth work support to help maximise their potential and make a successful transition.

Alongside the possible unwillingness or inability of some independent sector providers

to meet the needs of disadvantaged young people there is a risk that new provision is focussed on the lower end of the traditional 11-19 youth services age range. Young people aged 14+ are more challenging to manage in large groups and this can be a barrier for organisations which do not have trained and experienced staff.

Geographical factors:

SCC must consider how it plans and distributes grant aid to ensure as equitable a deployment of resources as possible.

No matter how the remaining resources are used, the budget will result in fewer young people accessing SCC-funded and supported provision. Flexibility must be sought in how and where scarce resources are used, and arrangements should continue to support the development and sustainability of new entrants to the provider market and locally-led initiatives with the longer term aim of securing good quality youth work provision with reduced reliance on SCC funding. Priorities in the 2015/16 service plan should reflect this requirement.

The budget reduction planned for 2015/16 will affect the level of professional support available to help independent sector groups and community leaders develop, sustain and improve locally-led youth provision. Staff deployment and the identification of priorities must reflect the need to provide as broad a service as possible while meeting the needs of disadvantaged areas. Opportunities to generate income which can add value to existing programmes and broaden priorities should be explored and exploited.

Proposed actions to mitigate the potential impact are detailed in the Action Table below.

Health and Safety

There may be concerns about health and safety practice in services provided by independent sector organisations. While these concerns must be acknowledged and steps taken to minimise risk, it should be noted that the majority of provision for young people is made via independent sector groups and is safe and of acceptable quality.

Criteria for grant aid must be robust and specify the minimum safety standards expected, and support and quality assurance processes should be further developed and implemented to ensure they are met.

SCC should continue to enable the provision of training and development opportunities and provide resources to support safe provision via the independent sector.

Health and Wellbeing

Through the youth work curriculum, SCC delivered a broad range of early help and health-related activities which had a positive impact on young people's health and wellbeing. As a consequence of the withdrawal of SCC provision since 2011 there has been a reduction in quality youth work delivery, and thus young people have reduced access to services which support their health and wellbeing. While the proposal for 2015/16 has the potential to further reduce access the impact will not be significant.

Privacy

There is no national reporting requirement on youth services and SCC has no need for detailed statistical information on youth provision and its users.

If detailed demographic and characteristic data is required in the future, effective information sharing protocols and MIS arrangements must be developed and included in partnership agreements and criteria for grant funded provision, alongside an

effective recording system for activity which SCC is required to report on.

The reduction in funding must not affect the contractual obligations on providers in all sectors to process personal data in a secure manner including providing staff vetting, training and supervision as well as security for paper and electronic information.

Sustainability

Considering the funding position of local authorities, in some communities there may be improved sustainability of delivery (albeit at reduced scope and lower quality) through more local funding arrangements and greater involvement of community members in support of provision than was the case where long-term SCC finance was relied upon. This is balanced with the need to provide adequate support for the local arrangements, as the evidence is that poorly or unsupported voluntary clubs and projects have a short lifespan and provide poor quality services for young people. Evidence over the last four years shows that some communities are unable to provide sufficient financial or volunteer capacity to secure their youth provision and this is unlikely to change.

The ongoing use of SCC resources should take account of the need to secure sufficient support for new stakeholders and providers to enable their sustainable development and to support greater community cohesion.

Risk

There is potential for medium to long term business risk through the reduced availability and quality of universal services for young people. This change is likely to result in fewer young people accessing the support they need in a timely way, and thus requiring support from more targeted and specialist (and expensive) services such as getset, children's social care and CAMHS. Universal, open access youth provision supports early help and early intervention through access to young people and through them being able to gain support in an accessible location from already trusted staff.

The potential exists for reputational risk for SCC following previous service reductions.

The reduction in services for young people and their communities could pose a risk to the delivery of the priorities in the county plan and the localism agenda, notably:

- Improve the prospects of children & young people most at risk of being disadvantaged
- Proactively seek the views of residents, businesses, staff and members to rate the quality of our services and make them more fit for purpose
- Forge closer links with town and parish councils, community groups and residents
- Encourage participation, volunteering and community self-help

The reduction in capacity to provide strategic leadership to the youth sector could pose a risk to SCC's ability to meet its duties under the statutory guidance on local authorities' duty to secure services for the improvement of young people's wellbeing.

Likelihood	4	Impact	2	Risk Score	8
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Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

Recommendation to **CONTINUE** with proposed budget reduction.

Whilst the scale of the funding reductions required for 2015/16 makes service

reduction inevitable, the development of independent sector delivery since 2010/11 has shown the potential to mitigate the impact to some extent. The potential for equalities impact has been identified and the range of issues in Section 4 should be noted. Careful consideration should be given to how proposals to support youth services in the future can include attention to the needs of protected and other vulnerable groups.

The approaches identified in the Action Table (particularly the focus on grant arrangements, support and training and development) provide sufficient mitigation, reducing the impact on protected and disadvantaged groups to an acceptable level and the proposal should proceed on this basis.

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

The assessment and the identified impacts will be given due consideration within the decision making process for the Medium Term Financial Plan and published with papers for Scrutiny and Cabinet. The service will consider the feedback from this assessment when implementing any savings that are agreed as part of the Medium Term Financial Plan.

Completed by:	Jeff Brown Service Manager – Youth Development		
Date	December 2014		
Signed off by:	Trevor Simpson Strategic Commissioner – Early Help & Complex Families		
Date	Previous version (V1.2) agreed on 12.11.2014		
Compliance sign off Date	January 2015		
To be reviewed by: (officer name)	Jeff Brown		
Review date:	November 2015		
Version	1.3	Date	17.12.2014

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
Younger young people (aged 11-13) are easier to manage and provide for than those aged 14+. This has resulted in independent sector providers actively or accidentally concentrating on the lower end of the age range to the detriment of many young people who need support and deserve access to services.	Training and development opportunities to improve the confidence and competence of independent sector organisations. Grant aid arrangements to include a clear focus on meeting the needs of broad age range.	Jeff Brown	April 2016	Grant aid documents Monitoring of grant aided provision	Minimised impact on availability of quality services for young people aged 14+
Disability					
Reduction in scope and quality of universal offer affecting young people with protected characteristics	Ensure consideration is given to how proposals for youth work delivery can incorporate attention to the needs of disabled young people and respond to local needs and context Grant aid arrangements to include expectation that the	Jeff Brown	April 2016	Grant aid documents	Negative impact on vulnerable groups minimised

	needs of disabled young people and the public sector equality duties will be addressed Ensure continued availability of training and development opportunities to improve the confidence and competence of independent sector organisations to meet broad range of young people's needs including clear policy and practice for responding to prejudice against disabled people				
Gender Reassignment					
As sexual orientation					
Marriage and Civil Partnership					
None	Not required				
Pregnancy and Maternity					
Reduction in scope and quality of universal offer affecting young people with protected characteristics	Ensure consideration is given to how proposals for youth work delivery can incorporate attention to the needs of pregnant young women and mothers and respond to local need and context Grant aid arrangements to	Jeff Brown	April 2016	Transition plan Grant aid documents	Negative impact on vulnerable groups minimised

	<p>include expectation that the needs of vulnerable young people and public sector equality duties will be addressed</p> <p>Ensure the continued availability of training and development opportunities to improve the confidence and competence of independent sector organisations to meet broad range of young people's needs</p>				
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
Reduction in scope and quality of universal offer affecting young people with protected characteristics	<p>Ensure consideration is given to how proposals for youth work delivery can incorporate attention to the needs of young people from minority ethnic groups and respond to local needs and context.</p> <p>Grant aid arrangements to include expectation that the needs of vulnerable young people and the public sector equality duties will be addressed.</p> <p>Ensure continued availability of training and development opportunities</p>	Jeff Brown	April 2016	Grant aid documents	Negative impact on vulnerable groups minimised

	to improve the confidence and competence of independent sector organisations to meet broad range of young people's needs including clear policy and practice for response to racism				
Religion and Belief					
Reduction in scope and quality of universal offer affecting young people with protected characteristics	<p>Ensure consideration is given to how proposals for youth work delivery can incorporate attention to the needs of young people from vulnerable groups and respond to local needs and context</p> <p>Grant aid arrangements to include expectation that the needs of vulnerable young people and the public sector equality duties will be addressed</p> <p>Ensure continued availability of training and development opportunities to improve the confidence and competence of independent sector organisations to meet broad range of young people's needs including clear policy</p>	Jeff Brown	April 2016	Grant aid documents	Negative impact on vulnerable groups minimised

	and practice for responding to religious intolerance				
Sex					
Reduction in scope and quality of universal offer affecting young people with certain characteristics	<p>Ensure consideration is given to how proposals for youth work delivery can incorporate attention to the needs of young men and young women and respond to local needs and context</p> <p>Grant aid arrangements to include expectation that the needs of vulnerable young people and the public sector equality duties will be addressed</p> <p>Ensure the continued availability of training and development opportunities to improve the confidence and competence of independent sector organisations to meet broad range of young people's needs including supporting policy and practice for responding to sexism</p>	Jeff Brown	April 2016	Grant aid documents	Negative impact on vulnerable groups minimised
Sexual Orientation					
Reduction in universal offer affecting young people with protected	Ensure consideration is given to how proposals for youth work delivery can	Jeff Brown	April 2016	Grant aid documents	Negative impact on vulnerable groups minimised

characteristics	<p>incorporate attention to the needs of protected and other vulnerable groups and respond to local needs and context.</p> <p>Grant aid arrangements to include expectation that the needs of vulnerable young people and the public sector equality duties will be addressed.</p> <p>Ensure the continued availability of training and development opportunities to improve the confidence and competence of independent sector organisations to meet broad range of young people's needs including clear policy and practice for responding to homophobia.</p>				
Other (including caring responsibilities, rurality, low income, Military Status etc)					
Reduction in universal offer affecting vulnerable young people (e.g. from low income families; in rural areas; with caring responsibility; from military families)	<p>Ensure consideration is given to how proposals for youth work delivery can incorporate attention to the needs of protected and other vulnerable groups and respond to local needs and context.</p> <p>Grant aid arrangements to</p>	Jeff Brown	April 2016	Grant aid documents	Negative impact on vulnerable groups minimised

	<p>include expectation that the needs of vulnerable young people and the public sector equality duties will be addressed.</p> <p>Ensure the continued availability of training and development opportunities to improve the confidence and competence of independent sector organisations to meet broad range of young people's needs.</p>				
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Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
Lower quality services with higher H&S risk for young people	<p>Development support for independent provision includes safety issues</p> <p>SCC maintains lead role in promotion of H&S best practice</p> <p>Ensure the continued availability of training and development opportunities to improve the confidence and competence of independent sector organisations to meet broad range of young people's needs</p> <p>Grant aid arrangements to include clear safety standards and monitoring arrangements</p>	Jeff Brown	April 2016	<p>Grant aid documents</p> <p>Implementation of Benchmark Scheme</p>	<p>Minimum safety standards maintained in provision actively supported by SCC</p> <p>Support for safety improvements in independent provision remains available</p>
Sustainability Issues and Action Table					
Reduced sustainability of provision which relies on volunteers	Ensure the continued availability of training and development opportunities to improve the confidence	Jeff Brown	April 2016	<p>Grant aid documents</p> <p>Uptake of training</p>	Greater sustainability of independent provision

	<p>and competence of independent sector organisations to meet broad range of young people's needs.</p> <p>Secure professional support to sustain engagement of volunteers.</p> <p>Secure support for communities to develop sustainable funding models.</p> <p>Grant aid arrangements to include clear focus on developing local sustainability.</p> <p>'Managing the market' approach to develop sustainability and quality in new providers and their offer.</p> <p>Exploit opportunities to attract funding to support youth provision in Somerset</p>			opportunities	<p>Longer engagement of individual volunteers</p> <p>New models of sustainable funding developed</p> <p>Increasing range of providers offering quality services</p>
Community Safety Issues and Action Table					
Greater involvement of young people in crime and antisocial behaviour	<p>Consideration of s17 requirements in all decisions</p> <p>Ensure the continued availability of training and development opportunities to improve the confidence</p>	Jeff Brown	April 2016	<p>Grant aid documents</p> <p>Uptake of training opportunities</p>	<p>Minimise rise in youth crime and ASB as a result of reduced availability of provision</p>

	<p>and competence of independent sector organisations to meet broad range of young people's needs</p> <p>Secure professional support to sustain engagement of volunteers</p> <p>Secure support for communities to develop sustainable provision</p> <p>Grant aid arrangements to include clear focus on addressing needs of vulnerable groups</p>				
Privacy Issues and Action Table					
<p>SCC unable to monitor and report on youth services provision and to meet equality duty monitoring requirements</p>	<p>SCC to identify information monitoring and reporting requirements</p> <p>SCC to maintain good relationships with independent providers to enable information gathering and sharing</p> <p>Grant aid arrangements to include clear MIS and data monitoring arrangements in line with government and DPA requirements</p>	Jeff Brown	April 2016	Grant aid documents	<p>SCC able to meet its monitoring and audit requirements and aspiration in relation to promotion of youth offer and data gathering and sharing</p>

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper <div style="text-align: center;">✓</div>	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REFS: R15 – 505 & R15 – 510 & R15 – 514	
Section 1 – Description of what is being impact assessed			
<p>This assessment is looking at the impact on children and young people, the community of Somerset, service users and staff, of a reduction in funding for Early Years and School Improvement, Early Years Commissioning and a restructure and reduction in early years training totalling £1.061m.</p>			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
<p>No particular groups are targeted as the services affected are universal.</p> <p>However the LAs ability to monitor, support, challenge and intervene in schools performance where there are concerns about their performance will be affected. More specifically the LAs ability to promote the achievement of vulnerable groups through effective monitoring, challenge and intervention will be affected.</p> <p>The allocated funding for early years training is aimed specifically at providing support, information, training and Continuing Professional Development (CPD) opportunities to the practitioners throughout Somerset who work in the Early Years, private, voluntary and independent sector.</p> <p>There are in excess of 1,000 early years providers including childminders and settings across Somerset. The funding supports the Government's aim to achieve a good or outstanding Ofsted rating within the Early Years and childcare sector. The majority of those working in this sector are women, with many being paid at the national minimum wage.</p> <p>The Early Years and Childcare provision can currently be accessed by all children aged 0-4 throughout Somerset, this includes vulnerable children and their families as well as children with disabilities and learning difficulties.</p>			

Section 2B – People who are delivering the policy or service
Currently there are a variety of staff that would be affected by the reductions in the Somerset Centre for Integrated Learning and Somerset Total Communication. This would include an impact on office staff as well as project officers and trainers.
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)
<p>Whilst the proportion of schools judged Good or better has improved the gap in performance between some vulnerable groups, eg Pupil Premium pupils and those with SEN and their peers is not closing.</p> <p>The recent Ofsted Multi remit inspection of the LA found that <i>‘The local authority has insufficient knowledge of schools’ strengths and weaknesses to make timely and supportive interventions. The majority of Headteachers and governors say that the local authority does not know their schools and their pupils well enough. For example, many of the primary school headteachers and governors report that the local authority’s knowledge of the school is solely through desk-based data analysis and not through visits and direct discussions with school leaders.’</i> In relation to the early years provision that was inspected as part of the process the report stated that <i>‘the local authority has given insufficient support and challenge to these settings’</i>.</p> <p>Over the last two years providers have been made increasingly aware of the need for them to contribute financially to access the relevant training and CPD programmes due to year on year budgetary reductions.</p> <p>Practitioners are being made aware of how to access and use student finance and direct funding therefore requests to the LA have reduced over the years. Practitioners are also being encouraged and supported to access the leadership framework and peer to peer support. This is a support network of practitioners who can share their knowledge and expertise across the sector enabling all practitioners to be sign posted in the most appropriate direction.</p> <p>This encourages greater partnership working and increases staff motivation alongside sharing best practice around working with children. We envisage the continual support to settings on the authority’s prioritisation list, which is the Early Years settings that are causing concern for the authority, including offering training on areas of weakness identified by Ofsted and across Somerset.</p>
Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):
Community Safety
A reduction in quality of early years providers may have a disproportionate impact on vulnerable groups and may result in gaps in educational achievement widening. Children who are vulnerable and/or who come from families who are deemed to be vulnerable are more likely to fall victims to anti-social behaviour, crime and disorder or offend themselves as they grow. Early educational development could help them break a cycle of behaviour that often results in service dependency and promote independence, allowing the child to thrive.
Equality
The reductions will affect generic professional support for schools and early years settings in relation to quantity of provision. Support for vulnerable children and families will continue at current levels through the effective commissioning arrangements with SSE and other providers and partnership working with early years providers and schools.

Regarding Careers, Information Advice and Guidance (CIAG), the following elements of service will be sustained in 2015/16:

- Tracking of vulnerable young people's participation in Education Training and Employment (ETE)
- Advice and support for disengaged young people to re-engage and remain in ETE
- Information, Advice and Guidance (IAG) to vulnerable young people not otherwise able to access this.

The young people to whom these services are delivered are primarily in the age range of 16-19 and include high proportions of young people with learning difficulties and with mental health issues (not all of whom have received a statement of special educational needs).

Consideration needs to be given to ensure practitioners have equal access to training. This can be done through sign posting practitioners to alternative funding streams. Whilst the majority of those working in early years are female and often from low income backgrounds however they will be able to access a maintenance grant through student finance, for higher level programmes if applicable to support them.

The workforce will still be able to access training but much of the training offered will now be charged at full cost recovery. Some smaller settings and child-minders may find they are unable to send their staff and volunteers on training in the future.

This reduction in funding is likely to have a greater impact on settings in area of deprivation or settings which are struggling with numbers, due to them not attracting the same level of income streams as settings in more affluent areas or those with greater numbers of children.

Health and Safety

There is a possibility that Health and Safety may be affected through lack of training purchased by settings as they may choose to not spend their training budget on programmes that inform on legislation and updates.

Health and Wellbeing

The vulnerable groups helped via the partnership work between CIAG contractor and Targeted Youth Service are known to have higher than average rates of being victimised and of accident and suicide. They also include young people who have a higher than average rate of causing harm to others, including their own children.

Achievement in education is also an indicator of economic wellbeing and health longer term, and engagement in positive provision reduces the chances of unsociable or health harming activity.

Regarding the placing of LLDD students post-16 in FEIs, Sixth Forms and Independent Service Providers, this area of work is protected by having provision for the post to continue but the overall loss of central support may impact on the individual's ability to perform the role at current levels. There is also a risk in having a single post-holder with this knowledge and expertise.

Privacy

Data is currently recorded on SCC systems and complies with SCC policy with regard to data security. Existing arrangements with contractors in relation to the CIAG contract

contain data sharing agreements which will continue to apply.					
Sustainability					
The proposed reduction will not only limit the LAs ability to intervene effectively in early years settings and schools causing concern but also its ability to respond to the concerns raised through the Ofsted Multi Remit Inspection. This combined with expected reduced funding for schools in coming years may impact on the ability of SSE to raise additional income through traded activity.					
Risk					
If settings are unable to meet training/CPD needs then Ofsted ratings may be reduced in Somerset and the LA may not be able to demonstrate high level quality staff in Early Years settings.					
Therefore the LA may not be able to meet the statutory duty 6 – LA duty to secure sufficient high quality childcare for working parents, duty 13 - LA duty to provide information, advice and training to childcare providers.					
The reduction in funding for supply and increased charges for courses may result in fewer applicants which may result in the training courses no longer being able to be provided.					
There is an additional risk to administration staff if settings do not access the viable training, however further traded work is being developed to minimise this risk.					
Likelihood	4	Impact	3	Risk Score	12

Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.			
Action will be taken to mitigate against any potential impact through the development of effective commissioning arrangements with SSE.			
It is therefore recommended the budget reduction of £350k in Early Years training, the reduction of £100k in Early Years Commissioning and the reduction of £611k in early Years and School improvement should take place in 2015/2016.			
Section 6 – How will the assessment, consultation and outcomes be published and communicated? For example reflected in final strategy, published. What steps are in place to review the Impact Assessment			
The assessment, consultation and outcomes will be published on the SCC and SCIL Website with a link to funding information. Course information will reflect the changes in funding availability. We will also consult with the early years training task group, who represent the sectors views on which training they would like prioritised. There will also be an article in Our Somerset for early year's practitioners to comment on the proposed reduction.			
Completed by:		Dave Farrow	
Date		January 2015	
Signed off by:		Rose Collinson	
Date		January 2015	
Compliance sign off Date		January 2015	
To be reviewed by: (officer name)		Dave Farrow	
Review date:			
Version		Date	

(MTFP Proposals in relation to restructure and reduction in Early Years training, Nursery funding and Early Years and School Support Improvement)

Equality Impact Assessment Issues and Action Table

Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
No age group will be disproportionately affected by these proposals as the services affected provide universal support	Consideration to how the remaining budget can be better used to support meet LAs statutory responsibilities and meet Ofsted expectations.	Dave Farrow Neal Chislett	By March 2015.	Through SPG and contract/client meetings	Reduced negative impacts on all age range of young people.
Disability					
No age group will be disproportionately affected by these proposals as the services provided provide universal support	Monitor requests from both potential and existing users and consider how the remaining budget can be better used to support meet LAs statutory responsibilities and meet Ofsted expectations.	Dave Farrow Julia Ridge	Ongoing	Through SLAs with Support Services for Education	Continually to provide an as inclusive provision as possible
Gender Reassignment					
No issues raised					
Marriage and Civil Partnership					
No issues raised					
Pregnancy and Maternity					
No issues raised					

(MTFP Proposals in relation to restructure and reduction in Early Years training, Nursery funding and Early Years and School Support Improvement)

Equality Impact Assessment Issues and Action Table

Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
Settings in areas of deprivation and settings with low numbers being able to afford to release staff to attend training without SCIL funding backfill. The performance of some vulnerable groups is a concern.	<p>Ensuring the Business Support Officers are aware of this change in funding and that SCIL signpost settings to these officers for support.</p> <p>Remaining funding will be targeted at these settings.</p> <p>Effective commissioning for support from SSE and other agencies</p>	<p>Service Manager & Business Support Officers</p> <p>Strategic Commissioner Educational Outcomes</p>	Ongoing	Monitoring through quality of provision and Ofsted outcomes.	No reduction in settings or schools judged as good or outstanding.
Religion and Belief					
No issues raised					
Sex					
No issues identified					
Sexual Orientation					
No issues raised					
Other (including caring responsibilities, rurality, low income, Military Status etc)					
Low income employees	Ensure everyone working in the early years sector is aware of maintenance grants for those wishing to gain a degree qualification.	Service Manager – SCIL	Ongoing	Monitoring through quality of provision and Ofsted outcomes.	Same level of staff currently working towards a degree.

(MTFP Proposals in relation to restructure and reduction in Early Years training, Nursery funding and Early Years and School Support Improvement)

Equality Impact Assessment Issues and Action Table

Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Settings in areas of deprivation and settings with low numbers being able to afford to release staff to attend training without SCIL funding backfill	Ensuring the Business Support Officers are aware of this change in funding and that SCIL signpost settings to these officers for support. Remaining funding will be targeted at these settings.	Service Manager & Business Support Officers			No reduction in settings judged as good or outstanding.

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table

Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
No issues identified					
Sustainability Issues and Action Table					
No issues identified					
Community Safety Issues and Action Table					
No issues identified					
Privacy Issues and Action Table					
SCIL follows the data protection Act and securely stores relevant data as per the requirements within the Act.					

Impact Assessment Form and Action Table 2014 - 2016			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper	Service Review or SCC Change Programme
		✓	
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15-506 Closure of Residential Units	
Section 1 – Description of what is being impact assessed			
<p>The impact of the permanent closure of two of Somerset's four mainstream children's homes and the re-commissioning of one further establishment to become an assessment centre for children on the edge of care or in need of emergency care. The homes are registered with Ofsted to offer care for up to fifteen children in care who have complex behavioural and emotional needs.</p> <p>The homes are registered with Ofsted as follows:</p> <p>Appledore, Glastonbury – 4 children; West End Cottage, Bridgwater – 4 children; Corams Lane, Wellington – 3 children; Yeovil Children's Centre, Yeovil – 3 children.</p> <p>The proposed closure of West End Cottage and Appledore means a reduction in 8 residential placements.</p>			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
<p>The children who cannot live within their families and for whom foster care is not appropriate due to their complex behavioural needs and who may require residential provision close to their families, communities and education provision in Somerset.</p> <p>At the time of writing there are 4 children remaining in Somerset's children's homes with plans for one other young person to move in.</p>			
Section 2B – People who are delivering the policy or service			
The residential support workers and leadership team for the homes.			

<p>Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)</p> <p>A service review of services for children looked after in 2012 highlighted the fact that Somerset was out of step with other local authorities in placing a higher percentage of children in residential care. Potentially family placements for looked after children offer better outcomes and better value for money. The review recommended reducing the percentage of looked after children from the current 14% to the national average of 7%. The current situation is 9.3%. There will always be a small % of children and young people for whom residential care is the most appropriate option.</p> <p>The commissioning of an assessment centre will support more children to remain within their birth families. Evidence from Blackburn and Darwin Council and recent innovation bid made to the Department for Education by SCC will be used to inform service development in this area.</p> <p>Staff, young people and their parents have all been consulted and a consultation report is available.</p>
<p>Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):</p>
<p>Community Safety</p> <p>Family placement as an alternative to a placement in a children's home has the potential to offer an improved quality of life through the experience of living in a family for the majority of children who can manage in a family environment. For the small minority who are unable to cope with the intensity of a family environment the proposed change is likely to limit the options available to them locally.</p> <p>Procedures would be in place to monitor closely the progress and individual experience of each child who had to move from a children's home.</p>
<p>Equality</p> <p>Due regard has been given, under duties under the Equality Act 2010, to the impact of the recommendation to close the majority of Somerset's mainstream children's homes on protected characteristics, and the assessment is that it is not likely to adversely affect any of these groups. Children looked after are, through their circumstances, a vulnerable group. The local authority has legal duties to assess and meet their specific and individual needs, including any known protected characteristics.</p>
<p>Health and Safety</p> <p>The proposal will fundamentally change the manner in which Children and Young people are accommodated, as all but a small number of residential placements will be taken by the independent sector. The likelihood is that more placements will be made outside Somerset.</p>
<p>Health and Wellbeing</p> <p>This small group of vulnerable young people are more vulnerable to becoming involved in crime, disorder and ASB including drugs and alcohol misuse. In addition, we also know that CLA are more likely to become victims of Child Sexual Exploitation</p>

than other young people. These issues will form part a placement strategy to ensure minimum impact on the children and young people placed and prevent future placement breakdown which could compound behavioural, emotional and mental health difficulties that often present in these young people.

Privacy

All personal information would be removed from the building and stored and archived securely.

Sustainability

There is adequate capacity in the independent sector however placements may not be as close geographically.

Risk

That the independent sector realise that we have little in-house provision and increase costs. There should be sufficient external competition to prevent this occurrence.

Likelihood	3	Impact	3	Risk Score	9
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Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

It is recommended that these funds are removed due to the overall position of the council's budget.

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

Reported pressure within financial reports.

Completed by: Becky Hopkins

Date 24/11/14

Signed off by: Claire Winter


Date January 2015

Compliance sign off Date January 2015

To be reviewed by: (officer name) Becky Hopkins

Review date:

Version **Date**

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper 	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15 – 518 Reduction in Transport Facilities	
Section 1 – Description of what is being impact assessed			
Currently within Children's Social Care children who are looked after by the authority are transported to school and contact with families through a variety of methods, (foster carers, taxi, bus, and volunteer drivers, walking). The costs of each option varies, and the proposal is to review these to ensure that we are utilising the most cost effective means to do so, without impacting on the needs of the child.			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
Where the Local Authority have an involvement with: Children Looked After Children with Disabilities Children in Need, (where local authority services are required to maintain a reasonable standard of health or development for the child). Foster Carers Parents of the effected group Friends and family of the effected group			
Section 2B – People who are delivering the policy or service			
The buses and taxis are commissioned by Transporting Somerset and provided in the main by private providers such as First Bus and Taxi companies.			
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)			
A number of options will be considered after the length of journey is considered on an individual needs. These will include personal budgets, and foster carers transporting for greater distances as part of the fee based scheme agreed in Spring 2014.			
Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):			

Community Safety					
We will have to monitor whether there is an increase of traffic parking on the roads surrounding the Schools at dropping off and picking up times.					
Equality					
There are no equality issues					
Health and Safety					
There will be no adverse H&S implications of this proposal as long as schools reflect the impacts of any changes in travel arrangements in their site traffic management plan.					
Health and Wellbeing					
There will need to be an assurance that changing the mode of transport will not place an unacceptable strain on the child if the journey time increases significantly as a result of the change. Transport options will also be extended to include cycling and walking for some or all of the journey, depending on distance and suitability for individual children and carers. The physical and mental health benefits of active travel, including for disabled children where infrastructure permits such travel, will also be considered					
Privacy					
No impacts on privacy have been identified at this time					
Sustainability					
The most appropriate mode of transport will be determined on an individual child's needs.					
Risk					
Foster Carers may not agree to them transporting the children in their care longer distances. If that were the case we would need to utilise other transport, increasing the spend in this area.					
Likelihood	3	Impact	2	Risk Score	6
Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.					
It is recommended that the opportunity is explored to look at alternative methods of transport for Children Looked After and Children with Disabilities					
Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment					
Foster Carer seminars and Transporting Somerset statistics.					
Completed by:			Claire Winter		
Date			26/01/15		
Signed off by:			Claire Winter		
Date			January 2015		
Compliance sign off Date			January 2015		
To be reviewed by: (officer name)			Claire Winter		
Review date:					
Version				Date	

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
	None				
Disability					
	None				
Gender Reassignment					
	None				
Marriage and Civil Partnership					
	None				
Pregnancy and Maternity					
	None				
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
	None				
Religion and Belief					
	None				
Sex					
	None				
Sexual Orientation					
	None				
Other (including caring responsibilities, rurality, low income, Military Status etc)					
	None				

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
The form of transport reflects the needs of the child	Each request for transport is reviewed to ensure most compatible form of transport is used	Social Worker allocated to child	Ongoing	Transport Review meetings	Ensure no impact on child
Sustainability Issues and Action Table					
This relates to the most appropriate form of transport being used to meet the child's needs and therefore no increased risk.	None	N/A	N/A	N/A	No impact
Community Safety Issues and Action Table					
Increased parking in roads surrounding schools	Schools include any increase in site traffic management plan	Social Worker and Head of School	Ongoing	School review	No impact
Privacy Issues and Action Table					

No impact identified					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper ✓	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15 – 602 Creative industries support	
Section 1 – Description of what is being impact assessed			
<p>This impact assessment concerns a set of revenue budget saving of £30,000 by ceasing to provide direct financial support to the creative industries sector. This involves SCC ceasing to operate from 2015/16 a dedicated creative industries fund through which projects to support the development of the creative industries in Somerset have been commissioned.</p> <p>SCC will continue to signpost creative industries organisations to relevant external funding opportunities and provide support and endorsements to bids as appropriate. SCC will also continue to advocate the need for business support for organisations within the creative industries sector via key mechanisms including the Heart of the South West business growth hub.</p>			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
No impacts on particular communities from this proposal			
Section 2B – People who are delivering the policy or service			
No significant impacts from this proposal			
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)			
SCC Economic Development service review, January 2013 Stakeholder engagement with business representative bodies and creative industries sector organisations.			
Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):			
Community Safety			

No impacts have been identified at this stage.				
Equality				
Low level impact on the employability and skills of unemployed people. Scope to partly mitigate this by signposting and support with alternative external funding sources.				
Health and Safety				
No impacts have been identified at this stage.				
Health and Wellbeing				
No impacts have been identified at this stage.				
Privacy				
No impacts have been identified at this stage. No personal data will be affected by this proposal.				
Sustainability				
Impacts on role of creative industries sector as a contributor to growth and quality of life in Somerset. Scope to partly mitigate this by signposting and support with alternative external funding sources.				
Risk				
Reputational risk concerning relationship of SCC with the creative industries sector associated with cessation of financial support.				
Likelihood	3	Impact	2	Risk Score 6
Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.				
Deliverable savings option, recognising the need to mitigate the potential equality and sustainability impacts of the proposals.				
Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment				
Monitoring of outcomes including sustainability and equality impact and mitigation as part of the service management framework.				
Completed by:		Paul Hickson		
Date		22 December 2014		
Signed off by:		Paula Hewitt		
Date		January 2015		
Compliance sign off Date		January 2015		
To be reviewed by: (officer name)		Paul Hickson		
Review date:				
Version		Date		

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
No impacts have been identified at this stage.					
Disability					
No impacts have been identified at this stage.					
Gender Reassignment					
No impacts have been identified at this stage.					
Marriage and Civil Partnership					
No impacts have been identified at this stage.					
Pregnancy and Maternity					
No impacts have been identified at this stage.					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
No impacts have been identified at this stage.					
Religion and Belief					
No impacts have been identified at this stage.					

Sex					
No impacts have been identified at this stage.					
Sexual Orientation					
No impacts have been identified at this stage.					
Other (including caring responsibilities, rurality, low income, Military Status etc)					
Unemployed people – low level impact via lost capacity to commission creative industries body to provide projects that develop the skills, confidence and employability of unemployed people	Part mitigation by providing signposting, support and endorsement for about other funding sources to creative industries bodies	Service Manager – Economic Commissioning	Ongoing	As part of ongoing monitoring of service support to enterprises in Somerset	Greater awareness and capacity of creative industries bodies to access external funds for activities previously commissioned by SCC

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
No impacts have been identified at this stage.					
Sustainability Issues and Action Table					
Impact on ability of SCC to facilitate development of a business sector with growth potential in Somerset Impact on vitality of the creative industries sector which contributes to quality of life within Somerset	Part mitigation by providing signposting, support and endorsement for about other funding sources to creative industries bodies	Service Manager – Economic Commissioning	Ongoing	As part of ongoing monitoring of service support to enterprises in Somerset	Greater awareness and capacity of creative industries bodies to access external funds for activities previously commissioned by SCC
Community Safety Issues and Action Table					
No impacts have been identified at this stage.					
Privacy Issues and Action Table					
No impacts have been identified at this stage.					

Impact Assessment Form and Action Table (Expand the boxes as appropriate, please see guidance to assist with completion)			
Why are you completing the Impact Assessment? To assess the impacts of the proposal			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper ✓	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		Planning Control Economic Community Infrastructure (Operations) MTFP Ref R15-603	
Section 1 – Description of what is being impact assessed			
<p>Delete the revenue contribution to the Canal and Rivers Trust (CRT) maintenance agreement.(£16.5k).</p> <p>The maintenance agreement with the CRT has been an annual agreement between the Trust and SCC, Taunton Deane Borough Council (TDBC) and Sedgemoor District Council (SDC) particularly in respect of navigation of the canal, as there is no obligation on the CRT to ensure this reserved waterway remains navigable and to ensure that suitable maintenance works are undertaken to provide a safe canal towpath, infrastructure and car parks (all in the ownership of the Canal and River Trust), ensure that a prioritised programme of necessary maintenance work to locks, bridges, culverts and other structures is carried out to enable navigation of the canal, protect and enhance the wildlife interest and amenity of the canal corridor and undertake emergency works in respect of these matters.</p> <p>The contribution of SCC accounts for about 17% of the contributions raised through this agreement (the other contributors being TDBC, SDC and CRT). In addition SCC gives access to £20k in capital funding (with TDBC giving a further £10k) each year, and has indicated that it will continue to do so in the coming financial year. Taking this into account the overall reduction in funding by SCC to the CRT for work on the canal will be about 13.5% of the overall total.</p> <p>Reduce the budget for Planning Appeals. (£5k)</p>			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
<p>People who use the Bridgwater to Taunton Canal for all forms of recreational activity, voluntary groups and organisations associated with the canal, the Canal and Rivers Trust, Activities in these areas that could be impacted:</p> <ul style="list-style-type: none"> • Maintenance, development and access to Somerset Canal and rivers. • Users of canal side paths in Somerset could be affected if the resource deteriorated to an extent whereby it could not be used for leisure, The canal towpath, particularly near to the urban centres, can be used as a means of travel both on foot and by bicycle avoiding main roads. • Recreational use of the canal could be impacted should it revert to reserved status and navigation not maintained. <p>Planning appeals funding reduction could result in SCC having to use reserves in the case of exceptional appeal activity.</p>			

Section 2B – People that the policy or service is delivered by
<p>The maintenance of the Bridgwater to Taunton Canal is undertaken by the Canal and Rivers Trust through an annual agreement with SCC, Taunton Deane Borough Council and Sedgemoor District Council.</p> <p>Legal services undertake or arrange the support necessary for Planning Appeals, this would not be affected as the funding would be sourced from reserves of SCC.</p>
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)
Section 4 – Conclusions
<p>There could be a health and wellbeing impact, particularly on groups that would require smooth access such as wheelchair users and people with buggies. This impact would not be apparent immediately but would be due to deterioration over time.</p> <p>Degradation can lead to increased fear of crime and perception of risk.</p> <p>Canal routes could be used as a means to travel between local places on foot or cycle avoiding main roads. If this is not possible there could be an increased chance of road traffic collisions or increased social isolation if people feel unable to travel.</p> <p>Reduced maintenance of the canal could result in the waterway becoming un-navigable affecting boat users all of which are recreational.</p> <p>The Canal and Rivers Trust has taken on the responsibility for managing the Somerset Waterways Advisory Committee (SWAC) which oversees the maintenance and development of the canal in addition to raising contributions from the participating Local Authorities.</p> <p>The Canal and Rivers Trust has undertaken to develop different approaches to providing resource and funding to maintain the canal in the light of this reduced support which will mitigate these potential impacts.</p> <p>Planning Appeal costs which may result in use of reserve funding are very unlikely to have any significant impact on the SCC reserve. Evidence over the last 3 years indicates that the revenue funding set aside to cover potential Planning Appeals has not been called upon to any great extent over that time and could be reduced by £5k without any significant impact.</p>
Equality
The potential reduction of maintenance work may impact more heavily on those with reduced mobility whether disabled, older or pushing prams/buggies with reduced quality of footpaths.
Health and Safety
No significant impacts identified – potential reduction of public health and safety if the public areas are left unmanaged/under managed.
Sustainability
This change may impact on sustainability within the environment of Somerset.
Community Safety
An unkempt physical environment could attract disorder such as graffiti and criminal damage.

Privacy	
No privacy impacts identified at this time	
Business Risk	
<p>Risk to SCC's reputation of not providing sufficient resource to allow the maintenance of a valued recreational resource.</p> <p>Risk matrix for all identified risks combined: likelihood 2, Impact 2 = Risk factor 4.</p> <p>A negligible risk (with very low likelihood (1) and impact (1)) to SCC reserves as the result of a reduced revenue budget to support Planning Appeals.</p>	
Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.	
<p>The sustainability impacts of this change are limited.</p> <p>This decision could impact on health and wellbeing but measures put in place with the Canal and Rivers Trust to make use of a significant volunteer base and groups associated with the Canal to ensure maintenance is continued together with SCC contributing resource to a CRT group exploring additional funding opportunities, will mitigate this impact.</p> <p>Involving other organisations in the maintenance for certain activities, such as Sustrans in keeping the towpath quality appropriate for a cycleway.</p> <p>Continuing Capital funding support from SCC for development work on the Canal will also mitigate the risks.</p> <p>There are no other identified impacts.</p>	
Section 6 – How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published.	
Through normal reporting mechanisms.	
Completed by:	Paul Clarke Strategic Manager
Date	6 January 2015
Signed off by:	Paul Clarke
Date	16/01/15
Compliance sign off	T Rutland
Date	16/01/15
To be reviewed by:	Paul Clarke
Review date:	April 2015

Equality Impact Assessment Issues and Action Table					
Deliverable/ Scenario			Date		
Identified issue drawn from your conclusions	Actions needed – how will you mitigate the issues?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
The towpaths and canal are particularly managed to maximise all-ability access maintenance, if it is not sufficient in the future, will impact more heavily on those with reduced mobility.	The Canals and Rivers Trust are to lead on the use of volunteers and canal associated groups to provide maintenance and raise necessary funding in different ways to ensure continuing accessibility.	Strategic Manager (Community and Environment) in liaison with the Somerset Waterways Advisory Committee which will oversee the Canal and Rivers Trust responsibilities for the Canal.	The Canal and Rivers Trust has already taken on responsibility for the SWAC and the changes to support of canal maintenance and will be fully operational from April 2015.	Through SWAC.	Continued accessibility work on canal infrastructure.
Disability					
The towpaths and canal are particularly managed to maximise all-ability access maintenance, if it is not sufficient in the future, will impact more heavily on those with reduced mobility.	The Canals and Rivers Trust are to lead on the use of volunteers and canal associated groups to provide maintenance and raise necessary funding in different ways to	Strategic Manager (Community and Environment) in liaison with the Somerset Waterways Advisory Committee which will oversee the Canal and Rivers	The Canal and Rivers Trust has already taken on responsibility for the SWAC and the changes to support of canal maintenance and will be fully operational from April 2015.	Through SWAC	Continued accessibility work on canal infrastructure..

	ensure continuing accessibility.	Trust responsibilities for the Canal.)			
Gender Reassignment					
None					
Marriage and Civil Partnership					
None					
Pregnancy and Maternity					
The towpaths and canal are particularly managed to maximise all-ability access maintenance, if it is not sufficient in the future, will impact more heavily on those with reduced mobility.	The Canals and Rivers Trust are to lead on the use of volunteers and canal associated groups to provide maintenance and raise necessary funding in different ways to ensure continuing accessibility.	Strategic Manager (Community and Environment) in liaison with the Somerset Waterways Advisory Committee which will oversee the Canal and Rivers Trust responsibilities for the Canal.	The Canal and Rivers Trust has already taken on responsibility for the SWAC and the changes to support of canal maintenance and will be fully operational from April 2015.	Through SWAC	Continued accessibility work on canal infrastructure.
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
None					
Religion and Belief					
None					
Sex					
None					
Sexual Orientation					
None					

Other (including caring responsibilities, rurality, low income, etc)					
None					

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Service			Date		
Areas of increased risk drawn from your conclusions	Action needed to mitigate the risks/achieve compliance	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
None	.				
Sustainability Issues and Action Table					
Risk to sustainability within Somerset's Natural Environment.	Impact is low – no mitigation required	n/a			
Community Safety Issues and Action Table					
None					
Business Risk Issues and Action Table					
None					
Privacy Issues and Action Table					
None					

Impact Assessment Form and Action Table													
(Expand the boxes as appropriate, please see guidance to assist with completion)													
Why are you completing the Impact Assessment?													
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper ✓	Service Review or SCC Change Programme ✓										
Title are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15 - 606 Trading Standards Joint Service with Devon County Council											
Risk Rating													
Section 1 – Description of what is being impact assessed													
<p>The primary function of the Trading Standards service is to fulfil those statutory obligations of the local authority that form part of the national regulatory framework, to protect consumers and to maintain a fair and equitable trading environment in which local businesses can thrive. Consumers and businesses are primarily affected by the activity of Trading Standards in the following areas:</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Covers</th> </tr> </thead> <tbody> <tr> <td>Business Advice</td> <td>Basic business advice, Primary Authority, Buy With Confidence</td> </tr> <tr> <td>Fair Trading</td> <td>Misdescription of goods and mis-selling of services, pricing, creating a level playing field for local businesses</td> </tr> <tr> <td>Animal Health and Agriculture</td> <td>Animal health & welfare, animal disease protection, food & feed hygiene</td> </tr> <tr> <td>Community Safety</td> <td>Doorstep crime, product safety, age restricted products, petroleum and explosives</td> </tr> </tbody> </table>				Area	Covers	Business Advice	Basic business advice, Primary Authority, Buy With Confidence	Fair Trading	Misdescription of goods and mis-selling of services, pricing, creating a level playing field for local businesses	Animal Health and Agriculture	Animal health & welfare, animal disease protection, food & feed hygiene	Community Safety	Doorstep crime, product safety, age restricted products, petroleum and explosives
Area	Covers												
Business Advice	Basic business advice, Primary Authority, Buy With Confidence												
Fair Trading	Misdescription of goods and mis-selling of services, pricing, creating a level playing field for local businesses												
Animal Health and Agriculture	Animal health & welfare, animal disease protection, food & feed hygiene												
Community Safety	Doorstep crime, product safety, age restricted products, petroleum and explosives												
<p>The Full Business case (jointly produced with Devon County Council) for a Trading Standards Joint Service arrangement, whereby DCC deliver the Trading Standards functions for SCC, subject to the agreement and signing by the parties of a detailed legally binding formal agreement pursuant to Section 101 of the Local Government Act 1972. The key objectives of the proposed Joint Service are to:</p> <ul style="list-style-type: none"> • provide a single, standardised, outcome focussed Trading Standards Service across both Authorities, • to provide a more flexible and resilient service which is able to accommodate future changes more readily (in role, legislation, scope or budget) and provide improved career development opportunities for staff; • to effectively meet statutory requirements and potentially enhance elements of the service (for example through greater specialisation); • to deliver a better customer experience; • to deliver an initial and ongoing significant financial saving for the parties. <p>The joint service will be hosted by Devon County Council but jointly commissioned by</p>													

both Devon and Somerset County Council, ensuring that the objectives of both authorities are met. The initial agreement will be for 10 years. If the proposal is implemented Somerset County Council staff will TUPE across to Devon County Council. A Joint Service Panel will be established as the forum for consultation, discussion, resolution of issues and recommendations back to all parties on all aspects of delivery and strategy for the service. It will have no decision making powers.

The Joint Service will have a single management structure and shared business support, delivering significant financial savings. Staff will be fully integrated and act as “one team” and will all be given equal access and opportunity. Any restructuring or recruitment will be informed by service need and the skills and expertise required. There will be an integrated and uniform level of service across the two authorities. This will mean that common processes are adopted, leading to efficiency savings.

The Joint Service will maintain offices in both Devon and Somerset. The MyDevon and Somerset Direct call centres will be fully linked to the Joint Service allowing callers to either local authority to have direct access to the Service. The Service will be intelligence led and evidence based. A strategic Assessment will be produced annually in order to inform the service planning process and monthly tactical tasking meetings will ensure that resources are continuously directed to priority activities.

All staff will use the same IT systems enabling access to common information sources (following a transitional period when current IT systems will be retained). The current APP (operational) databases will be migrated into a single system and a joint website will be developed (though this will not happen immediately on creation of a joint service). Data sharing agreements will be in place and protocols agreed to ensure smooth delivery of complaints about service investigations and Data Protection Act and Freedom of Information Act requests.

Section 2A – People or communities that are **targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)**

Trading Standards staff (within both Devon and Somerset County Council) will be affected. Somerset County Council staff will TUPE across to Devon County Council. The Joint Service will maintain offices in both Devon and Somerset. The Trading Standards Service serves both consumers and businesses, with its key role being to protect consumers and to maintain a fair and equitable trading environment in which local businesses can thrive. There are over 25,000 traders with 5,900 farm holdings in Somerset.

Section 2B – People who are **delivering the policy or service**

In the Trading Standards service SCC currently employ 33.2 FTEs and Devon employ 54.4 FTEs. Somerset’s service is organised into two teams; farming support and community support, but with flexible working across these two teams. The Devon Service is organised into six teams, three generic area teams and three specialised county-wide teams focussing on:

- business advice and support,
- special investigations, and
- intelligence analysis and general operational support

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

The draft Full Business Case sets out full details of the proposed joint service, and the evidence and data on which the recommendation to establish a joint service is based. Consultation has been undertaken with both sets of staff throughout the process (including written briefings and face to face meetings). There is no expectation of significant changes to the services provided to either consumers or businesses. Staff, unions, key partners (e.g. police services) and stakeholders (e.g. Chambers of Commerce and the National Farmers Union) have been consulted during the development of the proposal. All responses received from this consultation have been positive.

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet for help with what to consider):

Key issues to be fed into relevant Action Table

Equality

No equality issues as no groups are disproportionately affected (as no significant changes to service are anticipated as a direct result of this proposal).

Health and Safety

Devon County Council would assume responsibility, as employer, for the health and safety of staff that transfer from Somerset County Council. As part of their induction to Devon County Council the health and safety arrangements will be set out. The day to day work, and hence health and safety risks, will be largely unchanged. Some Somerset County Council staff may relocate from County Hall to Chelston (Wellington) once the joint service is established, but this is not expected to introduce new health and safety issues as one of the two SCC Trading Standards teams already operates from Chelston.

A number of aspects of Trading Standards relate to health and safety, primarily:

- the control the storage of petroleum products, minimise packaging)
- ensuring that consumer goods are safe – General Product Safety regulations 2005, and other specific safety legislation)
- ensure food quality and safety (e.g. the description, composition and labelling of food – Food Safety Act 1990 – and food hygiene at primary producers)

The responsibilities of the two services are both largely dictated by statute and through national frameworks. The approach of the two services is broadly similar in these areas, so no significant changes are expected.

Sustainability

A number of aspects of Trading Standards relate to sustainability, as set out below. The responsibilities of the two services are both largely dictated by statute and through national frameworks. The approach of the two services is broadly similar in these areas, so no significant changes are expected:

- Trading Standards have responsibility for legislation relating to the correct storage and labelling of petroleum, pesticides, poisons and other products potentially damaging to the environment. Their work within the petroleum retail sector also includes the responsibility for the removal of old or derelict storage tanks.
- Trading Standards also advise local businesses on minimising packaging waste and try to raise awareness amongst consumers about excessive packaging and

<p>the enforcement role we play in this area.</p> <ul style="list-style-type: none"> Trading Standards help enable consumers to make an informed choice (e.g. by producing guidance) on energy matters; including a knowledge of legislative requirements to label new cars with fuel efficiency information and domestic “white goods” (such as washing machines and refrigerators) with energy ratings.
<p>Community Safety</p>
<p>No changes to the service provided and hence no significant impact on community safety is expected. A joint service is expected to be more resilient and enable greater specialisation, potentially leading to an improvement in those services which contribute to community safety (e.g. targeting age restricted products - under-age enforcement on and off licensed premises). There are some implications for community safety partners, in particular to the Police, as a joint service will mean working with 2 police forces (Devon & Cornwall and Avon & Somerset Constabularies) who may not have identical ways of working. Work will be undertaken with the two police forces to revise processes as necessary.</p>
<p>Privacy</p>
<p>Trading Standards deals with PROTECT (personal / sensitive) and RESTRICTED data on a regular basis. It also deals with FOI, EIR and Data Subject Access requests and occasionally uses RIPA powers. A robust data sharing agreement will need to be in place between the authorities and data subjects would need to be aware of the new partnership by way of a Privacy Notice and consents for data sharing obtained where necessary. It is expected that DCC will be both the data controller (jointly with SCC) and the data processor (solely). This will be confirmed in the contractual agreements and the contract management process will ensure compliance with the Data Protection Act. The Business Continuity Plan will explicitly provide for the protection of personal data in the event of termination of the contract. All staff will be made aware, through their induction, of the information governance policies which apply.</p>
<p>Risk</p>
<p>The risks (economic, legal, financial, reputational, social, technological) in relation to a joint service are set out in the Full Business Case, separately identifying the high level risks to SCC and DCC. The ongoing risks are mainly of an ‘operational’ rather than ‘strategic’ nature. A Service Plan (including risks) will be produced annually and signed off by both authorities.</p> <p>A Joint Services Panel will be established, and part of its role will be to act as the forum for consultation, discussion and resolution of strategic risks, making recommendations back to both Councils. It will be constituted from an elected member and a senior representative officer from each authority</p>
<p>Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.</p>
<p>No unmanageable impacts/impacts which cannot be mitigated have been identified at this stage</p>
<p>Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment</p>
<p>This assessment will part of the Full Business Case which will be published as part of papers to scrutiny and cabinet.</p>

Completed by:		Mickey Green	
Date		21 February 2013	
Signed off by:		Paul Clarke	
Date		21 February 2013	
Compliance sign off Date		21 February 2013	
To be reviewed by: (officer name)		Mickey Green	
Review date:		Reviewed 28/11/14 – Paul Clarke	
Version	V2	Date	21 February 2013

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
None					
Disability					
None					
Gender Reassignment					
None					
Marriage and Civil Partnership					
None					
Pregnancy and Maternity					
None					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
None					
Religion and Belief					
None					
Sex					
None					
Sexual Orientation					
None					
Other (including caring responsibilities, rurality, low income, Military Status etc)					
None					

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
All aspects of service that contribute to health and safety e.g. product safety.	Detailed review of two authorities approaches in enforcing legislation to identify and changes	DCC Service manager	During implementation	Joint Panel	No detriment as a result of the changes
Health and safety of staff	Consider as TUPE to lead authority and induction	DCC Service manager	During implementation	Joint Panel	Unchanged risk
Sustainability Issues and Action Table					
All aspects of service that contribute to sustainability	Detailed review of two authorities approaches in enforcing legislation to identify and changes	DCC Service manager	During implementation	Joint Panel	No detriment as a result of the changes
Community Safety Issues and Action Table					
All aspects of service that contribute to a safer community, e.g. rogue traders	Detailed review of two authorities approaches in enforcing legislation to identify and changes	DCC Service manager	During implementation	Joint Panel	No detriment as a result of the changes
Working with two police authorities	Engagement with police as part of developing FBC and during transition to identify changes to processes	Paul Clarke	During implementation	Joint Panel	Agreed approaches and procedures with police
Privacy Issues and Action Table					
Data control, FOI and data sharing	Define as part of legal arrangements and processes and through staff induction	Paul Clarke	During implementation	Joint Panel	Risks mitigated

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper <div style="text-align: center;">✓</div>	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15-607 Further efficiency savings from 1610 Leisure Contract	
Section 1 – Description of what is being impact assessed			
<p>1610 operates 10 dual-use sports/leisure centres around the county, managing community use of the facilities under a 10 year legal agreement with the County Council. The service is open to all, and aims to increase the proportion of physically active adults and children and reduce the proportion that are physically inactive. 1610 are performance managed on their success in areas such as targeting hard to reach groups (such as those with learning or physical disabilities) and supporting the transition from school to community support. The centres are all located on school sites:</p> <ul style="list-style-type: none"> • Ansford Academy, Ansford • Castle School, Taunton • Holyrood Academy, Chard • King Alfred School, Highbridge • Preston School, Yeovil • Stanchester Academy, Stoke sub Hamdon • St Dunstan's Academy, Glastonbury • Wadham School, Crewkerne • West Somerset Community College, Minehead • Whitstone School, Shepton Mallet <p>A range of savings have previously been agreed, primarily through efficiency savings, for each year until the end of the contract in 2019.</p> <p>The following changes are proposed in order to deliver savings of £205,345 in 2015/16 to the annual management fee:</p>			

- a. SCC to pay-off the outstanding balance of capital loan at Preston School in return for reductions in the management fee
- b. Removal of contractual requirement to undertake nationally recognised quality assurance and benchmarking activities: QUEST, APSE and IIP. Comprehensive performance and contract management will remain in place.
- c. Re-organisation of the senior management structure relating to the Somerset contract to reflect the structure used to manage other contracts.
- d. Restructuring of the leisure centre management / operations teams relating to the Somerset contract. This will be the redundancy of three staff (one centre manager and two reception staff), refocusing the remaining staff on operational delivery.
- e. Closure of bars at Shepton Mallet and King Alfred sports centres
- f. Removal of Fitlinxx system at Shepton Mallet, Caryford and Stanchester (a system which enables users to record their physical activity online) Appropriate gym equipment will be retained, it will simply not be equipment equipped with the Fitlinxx system.

The proposals were put forward by 1610 following the agreed contractual processes. 1610 indicated that these changes were those most likely realise the levels of savings required of them, with the minimum impact on the service provided. 1610 has deliberately avoided the closure of centres in order to maintain community leisure provision in rural areas where this would not be financially viable without SCC's ongoing subsidy.

Proposals a, b, c and d have no direct impact on the services provided, and other than through removing the contractual requirement to undertake certain quality assurance activities, have no impact on the contractual requirement on 1610 to provide community leisure.

The saving from the closure of Shepton Mallet bar is a result of a prior 1610 decision to close this facility. 1610 have indicated to SCC that the bars at King and Shepton Mallet lose around £12,000 per annum, and their retention is not a contractual requirement. 1610 did explore options to retain the bar at Shepton Mallet but these proved commercially unviable as the sole licensee at Shepton Mallet left 1610.

Section 2A – People or communities that are **targeted or could be affected** (for Equalities - taking particular note of the Protected Characteristic listed in action table)

The centres had just over 630,000 visits in 2013/14. Over 240 sports clubs used the facilities during 2013/14, there were 734 corporate members, 666 courses for juniors attracting 38,000 visits and over 3500 adult and junior members.

Service users will not be impacted by proposals a, b, c, or d as the savings are not 'customer-facing'. Quality of the provision will be ensured by the need for 1610 to compete with other centres in the area.

The centres discussed in the proposals are:

Shepton Mallet

The bar at Shepton Mallet Leisure Centre will be closed.

The centre had around 85,000 visits in 2013/14, with just under 1600 unique users accessing facilities. There is no data relating to age / ethnicity / disability etc.

The main user group affected by this proposal is the squash club which uses it to host opposition teams for league matches. Alternative bar facilities are available at the Charlton Inn, which is 200m from the leisure centre.

The bar loses around £8k annually and is in poor condition.

The Fitlinxx System will also be removed. This is a facility that allows users to automatically record their physical activity. In time, fitness equipment will be upgraded to incorporate Technogym's Wellness System, which will allow users to automatically upload their activity, through internet linked machines, to an online portal. Users will then be able to monitor their progress using the Wellness website or app. In the interim period, users can use other apps on smartphones.

King Alfred

The bar (alcoholic) at King Alfred Sport Centre will be closed.

The centre had around 52,000 visits in 2013/14, with just over 1200 unique users accessing facilities. There is no data relating to age / ethnicity / disability etc.

The main user group affected by this proposal is the squash club which uses it to host opposition teams for league matches. Alternative bar facilities are available at the Lighthouse Inn, which is 500m from the leisure centre.

Caryford

The centre had around 25,000 visits in 2013/14, with just over 600 unique users accessing facilities. There is no data relating to age / ethnicity / disability etc.

The Fitlinxx System will be removed. This is a facility that allows users to automatically record their physical activity. Fitness equipment will be upgraded at the end of 2014 to incorporate Technogym's Wellness System, which will allow users to automatically upload their activity, through internet linked machines, to an online portal. Users will then be able to monitor their progress using the Wellness website or app.

Stanchester

The centre had around 50,000 visits in 2013/14, with just under 800 unique users accessing facilities. There is no data relating to age / ethnicity / disability etc.

The Fitlinxx System will be removed. This is a facility that allows users to automatically record their physical activity. Fitness equipment will be upgraded at the end of 2014 to incorporate Technogym's Wellness System, which will allow users to automatically upload their activity, through internet linked machines, to an online portal. Users will then be able to monitor their progress using the Wellness website or app.

Glastonbury

The centre had around 47,000 visits in 2013/14, with just under 1000 unique users accessing facilities. There is no data relating to age / ethnicity / disability etc.

Crewkerne

The centre had around 28,000 visits in 2013/14, with just under 400 unique users accessing facilities. There is no data relating to age / ethnicity / disability etc.

Section 2B – People who are delivering the policy or service

1610 has carried out a service review and proposes to make 3 staff members redundant.

The customer services roles will be covered by leisure assistants while managerial oversight will pass to a General Manager with responsibility for 5 centres.

SCC will require confirmation from 1610 that the process that has put these staff at risk has been robust.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

Data used for this assessment is provided quarterly by 1610. 2013/14 figures have been used as they are the most recent 'whole year' statistics available to SCC.

There are 2 customer-facing proposals:

Bar Closures

1610's proposed savings of £12,000 equates to the losses they currently absorb from offering alcoholic bar facilities at Shepton Mallet and King Alfred. There are nearby facilities, at both centres, for squash clubs to host opposition teams after league matches.

Whitstone School, which owns the freehold at Shepton Mallet, has also supported 1610's proposal as it will remove alcohol from the school site.

The squash clubs make up a very small percentage of overall use at Shepton Mallet and King Alfred.

Fitlinxx

At 2 centres (Caryford & Stanchester) the Fitlinxx system will be replaced immediately by Technogym's Wellness System, which will allow users to automatically upload their activity, through internet linked fitness machines, to an online portal. Users will then be able to monitor their progress using the Wellness website or app.

This system will also be introduced at Shepton Mallet when the gym equipment is upgraded in 2015. In the interim period, users can use other apps on smartphones.

The Fitlinxx system is outdated and not particularly popular and the impact of its withdrawal is not likely to affect a significant proportion of users.

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

Community Safety

No community safety impacts have been identified. The closure of the bars will have a greater impact on the 2 squash clubs than other users, but will not prevent them from carrying out their core social activity of playing squash.

Equality

No specific groups will be disadvantaged through these proposals as community leisure provision will continue to be offered in its current format.

Health and Safety

No Health & Safety impacts have been identified. 1610 will remain under the same current contractual requirements in relation to health and safety and monitoring of their performance in this area will remain.

Health and Wellbeing

These proposals will not affect 1610's ability to deliver its core business which is the provision of health & fitness activities for the local community.

Privacy

1610 will liaise with users and where necessary, ensure that any data collected from users accessing Fitlinxx, is deleted when the system is withdrawn.

Sustainability					
The limited length of the leases under which 1610 occupies the sites which it operates, may explain why it has not submitted proposals which relate to 'invest to save' energy initiatives which may result in energy generation or efficiency.					
Risk					
Bar Closures					
There is a risk of vocal opposition to the withdrawal of an alcoholic bar provision from the squash clubs at Shepton Mallet and King Alfred, a small element of the overall user group.					
The schools which share the centres are fully supportive of the proposal to remove alcohol from school sites.					
Likelihood	3	Impact	2	Risk Score	6
Fitlinxx					
The removal of the system may result in a small number of complaints from users, although the system is not well used as it is outdated and has been superseded by a large of mobile apps, more widely used by customers.					
Likelihood	2	Impact	1	Risk Score	2
Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.					
1610 has already delivered significant levels of savings in previous years without negatively impacting on service users.					
The savings identified in this assessment are achievable and their impact is acceptable.					
Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment					
Proposals received from 1610 and this subsequent Impact Assessment will be shared with members of the Leisure Commissioning Board.					
Appropriate customer engagement strategies will be developed locally, by 1610.					
Completed by:		Phil Curd			
Date		19 December 2014			
Signed off by:		Mickey Green / Michele Cusack			
Date		19 December 2014			
Compliance sign off Date		January 2015			
To be reviewed by: (officer name)		Phil Curd			
Review date:					
Version		Date			

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
No impacts have been identified.					
Disability					
No impacts have been identified.					
Gender Reassignment					
No impacts have been identified.					
Marriage and Civil Partnership					
No impacts have been identified.					
Pregnancy and Maternity					
No impacts have been identified.					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
No impacts have been identified.					
Religion and Belief					
No impacts have been identified.					
Sex					

No impacts have been identified.					
Sexual Orientation					
No impacts have been identified.					
Other (including caring responsibilities, rurality, low income, Military Status etc)					

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
No impacts have been identified at this stage.					
Sustainability Issues and Action Table					
No impacts have been identified at this stage.					
Community Safety Issues and Action Table					
No impacts have been identified at this stage.					
Privacy Issues and Action Table					
No impacts have been identified at this stage.					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service Yes	MTFP or Paper Yes	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15-615 Integration and reorganisation of Road Safety provision.	
Section 1 – Description of what is being impact assessed			
<p>Road Safety is currently delivered through a discrete stand alone team within Traffic and Transport Development (budget £856k). As part of a small restructure proposed in Traffic and Transport Development to support growing demands on the service and with an enhanced Traffic Control and Information function about to be formed within it, there is an opportunity to revisit the management and delivery of this service and provide improved integration into the wider Traffic and Transport Development Service and with other Council services. This will involve merging some of the team's activities with services currently provided either under the Authority's Statutory Traffic Manager or the Transporting Programmes Manager, will provide improved data capture and analysis within the core T and TDG established data analysis function, support T and TDGs growing activities and bring the service's promotional activities into closer alignment with those of the Corporate Communications function. SCC's Statutory Duty (to analyse data relating to road traffic accident statistics and to take or instigate a series of appropriate measures which contribute to reducing accidents/ deaths and seriously injuries on the roads of Somerset) will be maintained but will require a greater targeting/ focusing on interventions which are considered to be most effective in supporting the reduction of death and serious injury on Somerset's roads. This will involve a budget reduction of around £300k (35%) and either moving the service out of its current leasehold premises at 1 The Crescent, or reducing its space requirements at these premises. This will also involve a number of staff reductions.</p>			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
<p>The overall result of these proposals will be that many of the services currently provided by Somerset Road Safety (SRS) may no longer be available to the same extent or with the same level of frequency. This has the potential to affect the whole traveling population of Somerset.</p> <p>The savings proposals will necessitate reviewing the wide range of works programmes,</p>			

services and interventions currently provided by SRS and giving consideration to which of those services and interventions should be prioritised in accordance with available funding and after an analysis of the most effective activities needed to reduce death and injury on the highways of Somerset. This review will be on-going and informed as, at present, by an evidence led analysis of casualty statistics. It is likely that certain services will need to be reduced and that interventions will be prioritised, scaled back or ceased where required, or delivered where appropriate by alternative partner agencies.

With regards to specific age groups this could have significance to children up to the age of 11yrs, Key stage 1 and 2. SRS currently provides pedestrian training and road safety talks to children under 11 by the use of Road Safety Trainers (RST's) and it could also impact on all schools/colleges (4–18 years) that rely upon SRS for road safety education. {Examples of recent/current interventions are Contract for Life, Too Soon to Die and Ghost Street as well as SRS bespoke training Up To Speed.}

SRS currently provides casualty reduction presentations and assessment drives to people over the age of 60yrs and these may need to be reduced or cease.

SRS provides support to many organisations both internally and externally in the form of presentations, talks, advice and direct interventions. For example Road Danger Appeals for Education, Walking Bus provision for schools and School front safety audits and assessments.

SRS provides support and data analysis for some 300 plus Community Speedwatch sites and schemes across the County as well as assistance in setting up new sites. This is not a statutory function and the level of support will need to be reviewed.

These proposed reductions in funding and staff will require increased and enhanced partnership working with partner agencies such as the Police and the Fire & Rescue Service and an understanding of activities which are or could be provided by the private sector, in order to ensure that combined available resource in the road safety arena is targeted and deployed in the most efficient manner, with any duplication or conflict of provision eliminated.

Road Safety is high profile and the work carried out by SRS is always in the public eye. Somerset County Council derives a great deal of positive publicity and media attention for the work carried out by SRS. These proposals could reduce, or even stop, a number of interventions which draw such attention, thereby reducing the Council's opportunities for good news stories.

Section 2B – People who are delivering the policy or service

Apart from the staff reductions, if the Service moves from its present accommodation there will be a need to relocate vehicles and equipment appropriately in order to maintain operational efficiency.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

SRS currently undertakes on-going and regular in-depth analysis examining collisions across the whole highway network, split between rural and urban areas and then proposes and formulates interventions based on this available data. This process will continue and will guide the delivery of the service in the future.

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

Community Safety
<p>In meetings and discussions with Parish and Town Councils, Public and Community Together (PACT) meetings, Road Safety is frequently on the agenda. Reducing Road casualties in one of the priorities for the Avon and Somerset Crime Commissioner born out of her discussions with the community. In addition casualty reduction is one of the six major priorities for the Safer Somerset Partnership. This will need to be discussed with the wider partnership and borne in mind in revising and agreeing activities which will be ceased or continued either by SCC or other agencies/ providers going forward.</p>
Equality
<p>Schools and colleges have historically relied in large part on SRS to deliver the road safety message to their pupils/students</p> <p>It has been identified that persons over the age of 60yrs are at disproportionate risk of being involved in road collisions, primarily because they have not had the benefit of training for many years.</p> <p>The efficacy of the current programme of interventions and an understanding of the role other organisations do or can play in informing these groups will need on-going consideration going forward.</p>
Health and Safety
<p>There are no negative H & S implications for SCC from this Impact Assessment.</p>
Health and Wellbeing
<p>All of the interventions that are delivered by SRS are in place because robust data analysis has identified that particular groups are more at risk than others such as children, motor cyclists and older people. Information shows that these groups have a disproportionate number of accidents/crashes for their share of the road user population.</p> <p>SRS is currently piloting a scheme already being used in Devon to work closely with GP's to identify and assist patients who are in need of assessment and/or training to return to driving following illness or injury. The scheme is not within the statutory function and is likely to cease.</p> <p>The effectiveness of the current programme of interventions and an understanding of the role other organisations do or can play in informing these groups will need on-going consideration going forward.</p> <p>Any increase in casualties will inevitably affect the health and wellbeing of the residents of Somerset.</p>
Privacy
<p>No impacts on privacy have been identified at this time</p>
Sustainability
<p>The SRS education programmes often deals with alternative modes of transport to the car; for example cycle training to adults, pedestrian training to children, motorcycle training. Any reduction in road safety interventions carried out by SRS could impact upon these user groups and reduce the attractiveness to users of these more sustainable travel modes. Again, understanding the role of other organisations delivering / who could deliver this training and advice is a key facet of the work of SRS in reshaping its provision going forward.</p>

Any rise in incidents or collisions on the highway network could increase the risk that roads may be closed and diverted more often, leading to increased congestion with a resultant detrimental effect to the local economy.

Risk

With regards to risk there are a number of areas which need to be considered;

Firstly that these proposals may cause casualties to rise as a result of the scaling down of interventions which have contributed to a sustained reduction over many years.

Likelihood	3	Impact	4	Risk Score	12
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From a business perspective at a time when road safety is a high priority for Central Government and the A & S PCC any inappropriate reduction could have a detrimental effect on partnerships and future funding.

Likelihood	3	Impact	3	Risk Score	9
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Failure to fulfil statutory duty for Road Safety

Likelihood	2	Impact	3	Risk Score	6
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Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

The scale of the proposed funding reduction to Road Safety is significant and cannot be borne without a comprehensive review of current service delivery. In reshaping the service it must be ensured that the Council continues to maintain its Statutory Duty for Road Safety. Whilst it is difficult to claim direct association, the focus of the service will be to provide information, training and other services which are most effective in reducing the risk of accidents and death on the highway and in reducing accidents which lead to death and serious injury. To ensure maximum effectiveness public awareness and to maintain good publicity opportunities there will be a need for effective and agreed partnership working, with other public sector partners and private sector providers of Road Safety related services, as any reduction in service may have the potential to impact upon a wide range of people across Somerset.

Notwithstanding, it is considered that the saving can be made whilst still fulfilling the Authority's statutory requirements and providing service at or above the minimum required level.

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

Given the large number of organisations and internal partners which regularly work with and access SRS services consultation may need to take place externally with schools, colleges and those partners such as the Police, Fire and Ambulance who have SRS work built in to their strategic plans in order to allow them to make fiscal and operational decisions for the future. In addition there are a several internal services such as Community Safety, Transporting Somerset, Safeguarding Children and the Education department who utilise SRS services. {Some of these tasks are statutory and may need to be considered for alternative provision or funding outside of SRS}.

There will also be a need to review, consult and work with the providers of Road Safety related services who may already be providing or be able to provide some of the services which SCC will no longer be able to provide, or provide as frequently.			
Completed by:		Phil Lowndes	
Date		22.01.15	
Signed off by:		Michele Cusack	
Date		January 2015	
Compliance sign off Date		January 2015	
To be reviewed by: (officer name)		Phil Lowndes	
Review date:			
Version	3.4	Date	22.01.15

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
1. Children below the age of 11yrs may receive reduced road safety education other than cycle training. 2. Drivers over the age of 60yrs may no longer receive training	Liaise and work with partner agencies to ensure any SCC reductions are where possible absorbed into their work streams.	Strategic Manager/Transporting Programmes Mgr.	On-going	Continued collision analysis.	Collision rates remain on target.
Disability					
No issues identified					
Gender Reassignment					
No issues identified					
Marriage and Civil Partnership					
No issues identified					
Pregnancy and Maternity					
No issues identified					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
No issues identified					
Religion and Belief					
No issues identified					
Sex					

No issues identified					
Sexual Orientation					
No issues identified					
Other (including caring responsibilities, rurality, low income, Military Status etc)					
None identified					

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
The reduction of funding will result in a review of the levels and frequency of interventions currently being provided. Interventions are targeted by the use of data analysis which identifies people or groups most vulnerable. Inappropriate reduction of these interventions runs a risk that casualties may rise as a result.	Ensure robust data analysis continues to target interventions to those areas and groups that will result in the most effective casualty reductions. Liaise and work with partner agencies in order to ensure that combined available resource in the road safety arena is targeted and deployed in the most efficient manner, with any duplication or conflict of provision eliminated	Strategic Manager/Transporting Programmes Mgr.	On-going	Continued collision analysis.	Collision rates remain on target.

Sustainability Issues and Action Table					
The SRS education programmes often deals with alternative modes of transport to the car; for example cycle training to adults, pedestrian training to children, motorcycle training. Any inappropriate alterations to road safety interventions carried out by SRS could impact upon these user groups and reduce the attractiveness to users of these more sustainable travel modes.	Ensure robust data analysis continues to target interventions to those areas and groups that will result in the most effective casualty reductions. Liaise and work with partner agencies in order to ensure that combined available resource in the road safety arena is targeted and deployed in the most efficient manner, with any duplication or conflict of provision eliminated	Strategic Manager/Transporting Programmes Mgr.	On-going	Continued collision analysis.	Collision rates remain on target.
Any rise in incidents or collisions on the highway network could increase the risk that roads may be closed and diverted more often, leading to increased congestion with a resultant detrimental effect to the local economy.	Ensure robust data analysis continues to target interventions to those areas and groups that will result in the most effective casualty reductions. Liaise and work with partner agencies in order to ensure that combined available resource in the road safety arena is targeted and deployed in the most	Strategic Manager/Transporting Programmes Mgr.	On-going	Continued collision analysis.	Collision rates remain on target.

	efficient manner, with any duplication or conflict of provision eliminated				
Community Safety Issues and Action Table					
In meetings and discussions with Parish and Town Councils, Public and Community Together (PACT) meetings, Road safety is frequently on the agenda. Reducing Road casualties is one of the priorities for the Avon and Somerset Crime Commissioner born out of her discussions with the community and what they want to see. In addition casualty reduction is one of the six major priorities for the Safer Somerset Partnership. Any inappropriate reduction of interventions runs a risk that casualties may rise as a result.	Ensure robust data analysis continues to target interventions to those areas and groups that will result in the most effective casualty reductions. Liaise and work with partner agencies in order to ensure that combined available resource in the road safety arena is targeted and deployed in the most efficient manner, with any duplication or conflict of provision eliminated	Strategic Manager/Transporting Programmes Mgr.	On-going	Continued collision analysis.	Collision rates remain on target.
Privacy Issues and Action Table					
No issues identified					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper MTFP	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15-617 Highways Reduction in Rights of Way maintenance budget	
Section 1 – Description of what is being impact assessed			
Reduction in Rights of Way maintenance budget from £625k to £562.5k (10%). This will result in defects remaining longer on the rights of way network, ease of use being reduced and the reliance on volunteers increasing. There will also be an increase in requests for service putting higher demands on staff.			
Section 2A – People or communities that are targeted or could be affected (for Equalities – taking particular note of the Protected Characteristic listed in action table)			
Across all county, all highway and Rights of Way users. The main impact will be the increased risk of accidents or injury. The Highways Act 1980 places a duty on the Highway Authority to maintain a safe highway network. The risk of legal challenge from user groups may result in section 56 notices being issued against the County Council. Impact on tourism and healthy living. Reduction in the ease of use of the network Increase in reactive vegetation clearance			
Section 2B – People who are delivering the policy or service			
Rights of Way team and small contractors who secure works through competitive tender.(A framework contract is currently being developed).			
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)			
The Department for Transport's Best Value Code of Practice for Highway Maintenance identifies the need to undertake routine maintenance of assets to protect the structural integrity of the highway and to maintain a safe highway network. Biodiversity Action Plan.			

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):					
Community Safety					
Reduced access could mean the requirement to use alternative routes that may not be considered as safe or are less known. Reduced maintenance could also lead to increased hazards and increased risk of personal injury. Poorly maintained rights of way could lead to degradation of the physical environment.					
Equality					
Increased risk of accident to the visually impaired, disabled, elderly, juvenile highway users.					
Health and Safety					
Increased risk of litigation/enforcement action as a result of accidents occurring on the ROW network due to poorly maintained fixtures to highway users where the maintenance is the responsibility of SCC.					
Health and Wellbeing					
Loss of amenity and recreational routes					
Privacy					
No impact					
Sustainability					
Disproportionate increased future repair and maintenance costs arising from lack of pro-active maintenance. Impact on tourism.					
Risk					
Risk of the County Council being open to claim and challenge through the courts					
Likelihood	4	Impact	3	Risk Score	12
Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.					
Possible to implement as planned noting the possible impacts and risks as set out above.					
Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment					
No consultation or published outcomes necessary but service agreements between Commissioning and Operations will require amendment. The risk identified above requires the IA to be reviewed on a quarterly basis.					
Completed by:		Geoff Dight – Strategic Manager Highway Operations			
Date		6 December 2014			
Signed off by:		Geoff Dight Strategic Manager Highway Operations / Michele Cusack			
Date		6 December 2014			
Compliance sign off Date		January 2015			

To be reviewed by: (officer name)		Geoff Dight	
Review date:		July 2015	
Version	1	Date	6 December 2014

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
Increased risk of personal injury	Raised awareness through publication of MTFP budget reduction and associated service reduction	Highway Officers	Prior to the start of next financial year	Number of related claims received and correspondence levels	Increased number of personal injury claims and correspondence
Disability					
Increased risk of personal injury	Raised awareness through publication of MTFP budget reduction and associated service reduction	Highway Officers	Prior to the start of next financial year	Number of related claims received and correspondence levels	Increased number of personal injury claims and correspondence
Gender Reassignment – No Impact					
Marriage and Civil Partnership – No Impact					
Pregnancy and Maternity – No Impact					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers) – No Impact					
Religion and Belief – No Impact					

Sex – No Impact					
Sexual Orientation – No Impact					
Other (including caring responsibilities, rurality, low income, Military Status etc)					
Rural areas may be most affected as they have a higher than average proportion of rights of way	Raised awareness through publication of MTFP budget reduction and associated service reduction	Highway Officers	Prior to the start of next financial year	Number of related claims received and correspondence levels.	Increased number of personal injury claims

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
No Impact					
Sustainability Issues and Action Table					
Disproportionate increased future repair costs arising from lack of pro-active maintenance. Negative impact on tourism	Increased allocation of future funding	Highway Officers	Not known	By means of the counties Transport Asset Management Plan and its Planned and Reactive Maintenance Inspections	Increased deterioration of the network
Community Safety Issues and Action Table					

Increased personal injury accidents	Raised awareness through publicity of the MTFP decisions	Highway Officers	On Going	Number of insurance claims	Increased number of insurance claims
Privacy Issues and Action Table					
No Impact					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper MTFP	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15-618 Highways Reduction in van lease hire costs	
Section 1 – Description of what is being impact assessed			
Moving from lease hire to outright purchase of vans for area and HQ staff would result in savings of approximately £40k.			
Section 2A – People or communities that are targeted or could be affected (for Equalities – taking particular note of the Protected Characteristic listed in action table)			
No people or communities will be affected.			
Section 2B – People who are delivering the policy or service			
Private lease hire companies.			
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)			
Comparison of the two options (lease v's purchase) will result in savings.			
Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):			
Community Safety			
No impact			
Equality			
No impact			
Health and Safety			
There are no H&S implications.			
Health and Wellbeing			

No impact					
Privacy					
No impact					
Sustainability					
No impact					
Risk					
No impact					
Likelihood		Impact		Risk Score	0
Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.					
Possible to implement as planned.					
Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment					
No consultation or published outcomes necessary.					
Completed by:		Geoff Dight – Strategic Manager Highway Operations			
Date		6 December 2014			
Signed off by:		Geoff Dight Strategic Manager Highway Operations / Michele Cusack			
Date		6 December 2014			
Compliance sign off Date		January 2015			
To be reviewed by: (officer name)		Geoff Dight			
Review date:		April 2016			
Version	1	Date	6 December 2014		

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age – No Impact					
Disability – No Impact					
Gender Reassignment – No Impact					
Marriage and Civil Partnership – No Impact					
Pregnancy and Maternity – No Impact					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers) – No Impact					
Religion and Belief – No Impact					
Sex – No Impact					
Sexual Orientation – No Impact					
Other (including caring responsibilities, rurality, low income, Military Status etc) – No Impact					

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
N Impact					
Sustainability Issues and Action Table					
No Impact					
Community Safety Issues and Action Table					
No Impact					
Privacy Issues and Action Table					
No Impact					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper MTFP	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15-619 Highways Reduction in Tree Maintenance budget	
Section 1 – Description of what is being impact assessed			
Reduction in tree maintenance budget from £79.1k to £69.1k (12.64%). This only affects highway trees, the majority of trees belong to private owners The main impact will be the increased risk of falling trees and or tree limbs onto the highway network causing accidents or injury. The Highways Act 1980 places a duty on the Highway Authority to maintain a safe highway network.			
Section 2A – People or communities that are targeted or could be affected (for Equalities – taking particular note of the Protected Characteristic listed in action table)			
Across all county, all highway users.			
Section 2B – People who are delivering the policy or service			
Small contractors who secure works through competitive tender.			
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)			
The Department for Transport's Best Value Code of Practice for Highway Maintenance identifies the need to undertake routine maintenance of assets to protect the structural integrity of the highway and to maintain a safe highway network. Biodiversity Action Plan.			
Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):			
Community Safety			
Impact may be highest on those with poor mobility e.g. wheel chair users. Reduced access could mean the requirement to use alternative routes that may not be considered as safe or are less known. Poorly maintained highways could also lead to increased hazards and increased risk of personal injury. A principle of designing out			

crime is to limit large or overgrown shrubbery to reduce opportunity for disorder near homes and reduced maintenance goes against this principle.					
Equality					
Increased risk of accident to the visually impaired, disabled, elderly, juvenile highway users.					
Health and Safety					
Increased risk of litigation/enforcement action as a result of accidents occurring on the highway network due to poorly maintained trees to highway users where the maintenance is the responsibility of SCC.					
Health and Wellbeing					
No impact					
Privacy					
No impact					
Sustainability					
Disproportionate increased future repair and maintenance costs arising from lack of pro-active maintenance.					
Risk					
Risk of the County Council being open to claim and challenge through the courts					
Likelihood	1	Impact	3	Risk Score	3
Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.					
Possible to implement as planned noting the possible impacts and risks as set out above.					
Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment					
No consultation or published outcomes necessary but service agreements between Commissioning and Operations will require amendment. The risk identified above requires the IA to be reviewed on a 6 monthly basis.					
Completed by:		Geoff Dight – Strategic Manager Highway Operations			
Date		6 December 2014			
Signed off by:		Geoff Dight Strategic Manager Highway Operations/ Michele Cusack			
Date		6 December 2014			
Compliance sign off Date		January 2015			
To be reviewed by: (officer name)		Geoff Dight			
Review date:		September 2015			
Version	1	Date	6 December 2014		

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
Increased risk of personal injury	Raised awareness through publication of MTFP budget reduction and associated service reduction	Highway Officers	Prior to the start of next financial year	Number of related claims received and correspondence levels	Increased number of personal injury claims and correspondence
Disability					
Increased risk of personal injury	Raised awareness through publication of MTFP budget reduction and associated service reduction	Highway Officers	Prior to the start of next financial year	Number of related claims received and correspondence levels	Increased number of personal injury claims and correspondence
Gender Reassignment – No Impact					
Marriage and Civil Partnership – No Impact					
Pregnancy and Maternity – No Impact					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers) – No Impact					
Religion and Belief – No Impact					

Sex – No Impact					
Sexual Orientation – No Impact					
Other (including caring responsibilities, rurality, low income, Military Status etc)					
Rural areas may be most affected as they have a higher than average proportion of trees	Raised awareness through publication of MTFP budget reduction and associated service reduction. Prioritisation of reports/requests for service to ensure access is maintained.	Highway Officers	Prior to the start of next financial year	Number of related claims received and correspondence levels.	Increased number of personal injury claims

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
No Impact					
Sustainability Issues and Action Table					
Disproportionate increased future repair costs arising from lack of pro-active maintenance	Increased allocation of future funding	Highway Officers	Not known	By means of the counties Transport Asset Management Plan and its Planned and Reactive Maintenance Inspections	Increased deterioration of the network
Community Safety Issues and Action Table					
Increased personal injury accidents	Raised awareness through publicity of the MTFP decisions	Highway Officers	On Going	Number of insurance claims	Increased number of insurance claims
Privacy Issues and Action Table					
No Impact					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper MTFP	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15-621 Highways Reduce the budget available to fund the Community Warden Scheme.	
Section 1 – Description of what is being impact assessed			
Reduce the budget available to fund the Community Warden Scheme The Community Warden Scheme allows Parish Councils to initiate self-help initiative by purchasing equipment to allow works additional to those provided by the County Council. This is a one off payment of £3k. The current budget is £30k and to date there have been no more than 5 applications against this available budget in any one year. The proposal is to reduce the available budget from £30k to £20k (33% reduction)			
Section 2A – People or communities that are targeted or could be affected (for Equalities – taking particular note of the Protected Characteristic listed in action table)			
Only a few Parish Councils have to date taken up this initiative and those will be unaffected. Any Parish Council which has not taken up this offer will be restricted in opportunity going forward if they wish to join the initiative.			
Section 2B – People who are delivering the policy or service			
Self-help scheme delivered by Parish Councils.			
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)			
As the majority of time invested in this initiative is by volunteers there are no on-going costs to the County Council. To date the current budget always has the proposed cut as surplus.			
Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):			
Community Safety			

This proposal might reduce the number/rate of volunteering – albeit currently low. Volunteering increases community capacity and builds resilience, enabling communities to be independent in the long term. It also encourages individuals to integrate in to their community and reduces rates of isolation.					
Equality					
No impact					
Health and Safety					
There are no H&S implications.					
Health and Wellbeing					
No impact					
Privacy					
No impact					
Sustainability					
No impact					
Risk					
No impact					
Likelihood		Impact		Risk Score	0
Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.					
Possible to implement as planned.					
Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment					
No consultation or published outcomes necessary.					
Completed by:		Geoff Dight – Strategic Manager Highway Operations			
Date		6 December 2014			
Signed off by:		Geoff Dight Strategic Manager Highway Operations / Michele Cusack			
Date		6 December 2014			
Compliance sign off Date		January 2015			
To be reviewed by: (officer name)		Geoff Dight			
Review date:		April 2016			
Version	1	Date	6 December 2014		

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age – No Impact					
Disability – No Impact					
Gender Reassignment – No Impact					
Marriage and Civil Partnership – No Impact					
Pregnancy and Maternity – No Impact					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers) – No Impact					
Religion and Belief – No Impact					
Sex – No Impact					
Sexual Orientation – No Impact					
Other (including caring responsibilities, rurality, low income, Military Status etc) – No Impact					

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
No Impact					
Sustainability Issues and Action Table					
No Impact					
Community Safety Issues and Action Table					
No Impact					
Privacy Issues and Action Table					
No Impact					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper MTFP	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15-622 Highways Reduction in winter service standing monthly charge and street lighting bulk clean and change.	
Section 1 – Description of what is being impact assessed			
Currently a high monthly standing charge exists against the winter service budget code as the contractor has combined both revenue and capital overheads into this one area. Capitalisation of the lamp costs in the bulk clean and change street lighting budget. The proposal is to apportion the capital costs against the capital budget where they should correctly be located and will not result in any change to service delivery.			
Section 2A – People or communities that are targeted or could be affected (for Equalities – taking particular note of the Protected Characteristic listed in action table)			
No people or communities will be affected.			
Section 2B – People who are delivering the policy or service			
SCC's Term maintenance Contractors.			
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)			
Agreement with the Term Maintenance Contractors has been reached and they have no objections to this proposal.			
Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):			
Community Safety			
No impact			
Equality			
No impact			

Health and Safety					
There are no H&S implications.					
Health and Wellbeing					
No impact					
Privacy					
No impact					
Sustainability					
No impact					
Risk					
No impact					
Likelihood		Impact		Risk Score	0
Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.					
Possible to implement as planned.					
Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment					
No consultation or published outcomes necessary.					
Completed by:		Geoff Dight – Strategic Manager Highway Operations			
Date		6 December 2014			
Signed off by:		Geoff Dight Strategic Manager Highway Operations / Michele Cusack			
Date		6 December 2014			
Compliance sign off Date		January 2015			
To be reviewed by: (officer name)		Geoff Dight			
Review date:		April 2016			
Version	1	Date	6 December 2014		

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age – No Impact					
Disability – No Impact					
Gender Reassignment – No Impact					
Marriage and Civil Partnership – No Impact					
Pregnancy and Maternity – No Impact					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers) – No Impact					
Religion and Belief – No Impact					
Sex – No Impact					
Sexual Orientation – No Impact					
Other (including caring responsibilities, rurality, low income, Military Status etc) – No Impact					

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
N Impact					
Sustainability Issues and Action Table					
No Impact					
Community Safety Issues and Action Table					
No Impact					
Privacy Issues and Action Table					
No Impact					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper MTFP	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15-625 Highways Streetlight LED replacement programme. This initiative will realise many positive impacts regarding sustainability.	
Section 1 – Description of what is being impact assessed			
Replacement of Highway Lighting lamps with LED which will result in energy and carbon savings reducing the revenue budget. New equipment will ensure the health and safety of residents, businesses and visitors. There are currently 54,000 lighting units on the highway. This proposal is dependent on Capital investment being approved and will: <ul style="list-style-type: none"> • Demonstrate corporate social responsibility to Somerset residents. • Realise carbon savings and mitigates potential carbon tax costs. • The design of LED lamps minimises light pollution therefore having a positive impact on local residents, the environment and dark skies agenda. 			
Section 2A – People or communities that are targeted or could be affected (for Equalities – taking particular note of the Protected Characteristic listed in action table)			
No people or communities will be adversely affected as there is no reduction in light only the way it is delivered.			
Section 2B – People who are delivering the policy or service			
SCC Highway Lighting Team and the current term maintenance contractor. It is intended to let a new contract through competitive tender as continued investment will mean the current contract will exceed its upper threshold under EU law.			
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)			
Carbon and energy reduction.			
Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):			

Community Safety					
No impact					
Equality					
No impact. LED white light has a greater frequency range and colours are better defined which will aid those with a visual impairment.					
Health and Safety					
This IA will result in a positive impact on H&S implications.					
Health and Wellbeing					
No impact					
Privacy					
No impact					
Sustainability					
Meets the Council's County Plan objective (2013-17) – Reduce the size of the Councils carbon footprint. Meets the Council's Energy Policy objectives.					
Risk					
No impact					
Likelihood		Impact		Risk Score	0
Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.					
Possible to implement as planned.					
Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment					
Monitor savings achieved (energy and carbon). Communicate savings (Annual County Plan report re Carbon, legislative Greenhouse Gas reporting etc).					
Completed by:		Geoff Dight – Strategic Manager Highway Operations			
Date		6 December 2014			
Signed off by:		Geoff Dight Strategic Manager Highway Operations / Michele Cusack			
Date		6 December 2014			
Compliance sign off Date		January 2015			
To be reviewed by: (officer name)		Geoff Dight			
Review date:		April 2016			
Version	1	Date	6 December 2014		

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age – No Impact					
Disability – No Impact					
Gender Reassignment – No Impact					
Marriage and Civil Partnership – No Impact					
Pregnancy and Maternity – No Impact					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers) – No Impact					
Religion and Belief – No Impact					
Sex – No Impact					
Sexual Orientation – No Impact					
Other (including caring responsibilities, rurality, low income, Military Status etc) – No Impact					

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
No Impact					
Sustainability Issues and Action Table					
No Impact					
Community Safety Issues and Action Table					
No Impact					
Privacy Issues and Action Table					
No Impact					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper ✓	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15 - 629 Transporting Somerset – Reduction in Concessionary Fares Reimbursement to Operators	
Section 1 – Description of what is being impact assessed			
<p>In line with the objectives of the Medium Term Financial Plan 2015/16, the Transporting Somerset Group is required to make budget savings. One of the savings proposed is a reduction in the concessionary fares reimbursement to operators.</p> <p>Operators receive a return for every concessionary pass holder journey that is made on one of their vehicles with this being reimbursed at a percentage of their average fare price. The current reimbursement rate is 55.5%.</p> <p>It is proposed that the reimbursement rate to operators for concessionary fares be reduced to 52% in order that the rate is fair to both parties as it will fall in line with the national Department For Transport reimbursement to operators' guidelines. These guidelines state that the operator should be no better or no worse off from being a member of the scheme. On an annual basis the DFT provide a calculator into which SCC inputs the number of adult paying trips and fares for adult paying passengers to ensure the rate is fair and applicable to the guidelines</p>			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
<p>From a lowering of the reimbursement rate operators may either increase fares to cover the lost revenue or potentially stop routes altogether if they become commercially unviable. This could reduce the amount of public transport in Somerset, affecting those who rely on this transport to access services.</p> <p>The recipients who use the concessionary fare scheme, i.e. retired and disabled people, would not see any adverse effects from potential price increases. This negative effect would impact on the remainder of fare paying passengers.</p>			

The entire bus utilising population could be affected if bus services are withdrawn.

Disability:

- Disability groups using bus services across Somerset could experience indirect discrimination if services are withdrawn or reduced.

Age:

- Young people unable to access education, work placements or friends and family.
- Working population unable to access work locations.
- Retired individuals unable to move around Somerset and access health appointments.

Gender:

- Statistics show that women make the most use of public transport often completing escort journeys with young children. However, the most trips are made by women in the 17-20 and 60+ age groups.

Race:

- Any consultation exercises relating to the reimbursement rate change will need to be representative of the different racial/ethnic groups in order to highlight any particular transportation needs within communities.

Social Economic

- Families and individuals who are considered low income may find that any fare increase or reduction in service directly affects their ability to access services including their ability to attend work and interviews to gain employment due to the fact that they are less likely to have a vehicle.

Carers

- There are a high proportion of carers within Somerset communities, with those who fall into the low income and female categories most at risk from any fare increases or bus service reductions, as they will be most likely to utilise bus services.

Rurality

- Those people who live in rural parts of the county will be at higher risk than those who live closer to bigger towns or major bus routes, as any reductions to service is more likely to be on existing commercial rural routes that generally carry less passengers and therefore are less profitable than urban ones.

Some of the effects of any lost services can be mitigated by proposed changes to the Demand Responsive Transport network funded by SCC which proposes to route/zone available vehicles into smaller areas of Somerset taking into account areas that are not served by a public transport network.

Section 2B – People who are **delivering the policy or service**

Public transport operators in Somerset have lost a number of subsidies over the last 4 years and some have indicated they are struggling financially to continue. Therefore any further subsidy reduction, even if it is a small one, could undermine the commercial routes operated by these contractors which could further reduce public transport in Somerset. This in turn would have an impact on staff employed by these transport companies.

There is also an MTFP proposal to reduce passenger transport subsidies on non-commercial routes. This will have a further impact on the same operators.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

Disability:

18.8% of people in Somerset have a limiting long-term illness.

Age:

The ages of Somerset residents are:

- education or pre education age (0-24) 28%
- approximate working age (25-65) 51%
- approximate pensionable age (65+) 21%

Gender:

51.2% of the population of Somerset are female and 48.8% are male.

On average in the UK in 2012 males made 53 journeys per year using buses and females made 69.

Race:

98% of Somerset's population define themselves as White. No other group constitutes more than 1% of the total population.

Social Economic:

Somerset currently has 15.9% of families with no cars or vans (this is a reduction from the 2001 census of almost 2%).

Carers

There are over 58,000 carers in Somerset, which constitutes 11% of the total population.

Type of data used:

To inform all of the above the below sites were used.

2012 National Travel Survey

<https://www.gov.uk/government/publications/national-travel-survey-2012>

2011 Census

<http://www.somersetintelligence.org.uk/census-datasets.html>

Based on 2013-14 data, there were just over 7.4 million trips on public transport in Somerset (registered public bus services) of which just over 4.1 million journeys were made by concessionary pass holders. There are currently 116,268 Concessionary Bus Passes in circulation, of which 111,670 have been awarded on age and 4,598 on disability. Gender information is not available.

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

Community Safety

Should this concessionary fares reimbursement change result in any loss in service, or any fare increases, it may affect certain communities, especially those that are more rural where residents without their own transport could find themselves isolated. This could then impact upon their quality of life and health as access to essential services could be affected.

There are also potential implications for an increase in youth crime if younger people

become isolated in areas due to service reductions or fare increases.

This could also impact on community safety due to the higher cost of travel alternatives like taxis, meaning more people walk/cycle between villages/towns. This could potentially put them at risk of crime or becoming more fearful of the likelihood of being a victim of crime.

Equality

The saving will not directly impact on any individual's entitlement to travel concessions since it only changes the reimbursement to operators under the legislation that states they should be no better or worse off through participating in the concessionary fares scheme.

This impact has been minimised as much as possible through setting the reimbursement rate at 52% which allows an additional 10p per generated trip to cover administration and marginal operating costs. Should operators choose to withdraw routes or increase fares this may have an adverse effect on the equalities groups described below.

This could impact on all equality groups, but significantly low income families, females and older people reliant on these services to be able to:

- Access work, which could lead to the local economy suffering if alternatives to travel are not available.
- Access social events/family (thus potentially leading to social isolation).
- Access education.
- Access health appointments.

Disability groups using bus services across Somerset could also be impacted if services are withdrawn or reduced. Many buses are disability friendly and may be the only accessible transport option.

Somerset residents who live more rurally will be at greater risk of having services reduced or ceased completely due to the non-commercial nature of the routes and therefore increasing rural isolation.

Younger people who cannot drive may become socially isolated as if they rely on buses to access education, training or social events, any reduction in service or unaffordable price increases may prevent them doing so.

In regard race equalities, migrant workers could be particularly affected as they are more likely to rely on public transport to get around when they first arrive in the country.

Health and Safety

Considered with no impact highlighted.

Health and Wellbeing

Any reductions in public transport services without an increase in community service provision could contradict the health and wellbeing strategy vision "People live healthy and independent lives, supported by thriving and connected communities with timely and easy access to high-quality and efficient public services when they need them." Many people living rurally do not have access to all essential services within their communities and therefore have to travel to get to them and the inability to do this could leave them isolated, where their physical and mental state could suffer.

Any reductions in service or fares increase is likely to impact upon the most vulnerable within communities who are on low income and have no access to a car, further widening health and social inequalities.

This could then affect further priorities within SCC's Health and Wellbeing strategy that families and communities are thriving and resilient and Somerset people are able to live independently for as long as possible, if members of communities become cut off within areas due to lack of public transport options.

Privacy

Considered with no impact highlighted.

Sustainability

Reductions in service could further impact on the access and use of public transport networks as a sustainable form of travel, reducing travel choice that do not rely on a car and therefore increase car usage, which for some without a public transport link may be one of the only alternatives.

There will be less opportunity to promote patronage in those areas affected by any changes in service therefore reducing the ability to change travel patterns and reduce the carbon footprint in Somerset.

Fewer public transport links inter community and only between larger conurbations could impact upon the sustainability of an area local economy as people who rely on public transport may not be able to access local services and have to travel longer distances to larger towns to serve their needs.

This reduction could affect the economic sustainability for some operators who carry large numbers of concessionary pass holders as the amount they will be reimbursed will be reduced by 3.5%.

Risk

It is difficult to know the outcome of the reimbursement reduction and the way that operators will react. This could be anything from price increases, which could reduce patronage, reductions of service, or no change. Initially it is more likely that operators will increase fares rather than decreased services which will then impact on the concessionary fares budget, as the calculator used for reimbursement works from their average fare.

Any affect has tried to be minimised through setting the reimbursement rate at 52% which allows an additional 10p per generated trip to cover administration and marginal operating costs.

Likelihood	3	Impact	2	Risk Score	6
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Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

The proposed changes in the concessionary fares reimbursement rate are likely to impact most on the current fare paying passenger network as initially it is likely that operators will increase their fares to cover the drop in the reimbursement rate. Longer term the impacts could lead to services being withdrawn in areas where routes are no longer financially viable which would then impact on the entire passenger network in those areas.

The proposal to reduce the reimbursement rate less than the national calculators figure could help mitigate some of the impacts. The higher rate also allows for an additional 10p per generated trip to cover operators administration and marginal operating costs.

Further mitigation to lost services can be provided by proposed changes to the Demand Responsive Transport network funded by SCC which plans to route/zone available vehicles into smaller areas of Somerset taking into account areas that are not served by a public transport network.

There is a risk to SCC that an increase in fares by operators will offset any savings made by this reduction in reimbursement rate as the calculation uses an operators average fare to calculate the reimbursement. Putting their fares up means this average will rise and more money paid from the concessionary fares budget.

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

- The results of the consultation undertaken will be shared with the groups participating through email or letter.
- The assessment will be monitored and reviewed in 3 months time or earlier if changes are made.
- All information will be published to Somerset County Council web page.
- A final decision will be taken at February 2015 cabinet meeting, the results being published as part of the minutes of this meeting.

Completed by:	Nicholas Margison		
Date	17 December 2014		
Signed off by:	Michele Cusack		
Date	January 2015		
Compliance sign off Date	January 2015		
To be reviewed by: (officer name)	Nicholas Margison		
Review date:			
Version		Date	

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
Young/Old/Working age unable to access services.	<p>Setting a reimbursement rate that mitigates the risk of adverse operator reaction.</p> <p>SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that those utilising the service will have access to nearby services.</p>	SCC Transport Commissioners.	Apr 15 for DRT changes.	Through public and DRT operator meetings and through monthly performance indicators.	Somerset residents still being able to access services if public bus routes decrease.

Disability					
The bus utilising disability population unable to access services.	<p>Setting a reimbursement rate that mitigates the risk of adverse operator reaction.</p> <p>SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that those utilising the service will have access to nearby services.</p>	SCC Transport Commissioners.	Apr 15 for DRT changes.	Through public and DRT operator meetings and through monthly performance indicators.	Somerset residents still being able to access services if public bus routes decrease.
Gender Reassignment					
Considered with no impact highlighted.					
Marriage and Civil Partnership					
Considered with no impact highlighted.					

Pregnancy and Maternity					
Considered with no impact highlighted.					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
Migrant workers unable to access work and services.	<p>Setting a reimbursement rate that mitigates the risk of adverse operator reaction.</p> <p>SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that those utilising the service will have access to nearby services.</p>	SCC Transport Commissioners.	Apr 15 for DRT changes.	Through public and DRT operator meetings and through monthly performance indicators.	Somerset residents still being able to access services if public bus routes decrease.
Religion and Belief					
Considered with no					

impact highlighted.					
Sex					
Females, significantly single mothers and carers impacted.	<p>Setting a reimbursement rate that mitigates the risk of adverse operator reaction.</p> <p>SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that those utilising the service will have access to nearby services.</p>	SCC Transport Commissioners.	Apr 15 for DRT changes.	Through public and DRT operator meetings and through monthly performance indicators.	Somerset residents still being able to access services if public bus routes decrease.
Sexual Orientation					
Considered with no impact highlighted.					

Other (including caring responsibilities, rurality, low income, Military Status etc)					
Social Economic - Low income individuals and families affected as they are more likely to be using the bus network and less likely to have a car.	Setting a reimbursement rate that mitigates the risk of adverse operator reaction. SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that those utilising the service will have access to nearby services.	SCC Transport Commissioners.	Apr 15 for DRT changes.	Through public and DRT operator meetings and through monthly performance indicators.	Somerset residents still being able to access services if public bus routes decrease.
Carers – Carers impacted, especially those in the low income and female groups as they are more likely to use public transport	Setting a reimbursement rate that mitigates the risk of adverse operator reaction. SCC is currently reviewing	SCC Transport Commissioners.	Apr 15 for DRT changes.	Through public and DRT operator meetings and through monthly performance indicators.	Somerset residents still being able to access services if public bus routes decrease.

services.	its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that those utilising the service will have access to nearby services.				
Rurality - Somerset residents who live rurally are more likely to be affected if routes cease, as these routes tend to be less cost effective to the operator due to passenger numbers.	<p>Setting a reimbursement rate that mitigates the risk of adverse operator reaction.</p> <p>SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that</p>	SCC Transport Commissioners.	Apr 15 for DRT changes.	Through public and DRT operator meetings and through monthly performance indicators.	Somerset residents still being able to access services if public bus routes decrease.


	either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that those utilising the service will have access to nearby services.				
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Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table

Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
Considered with no impact highlighted.					
Sustainability Issues and Action Table					
Risk of increased car use due to a decrease in travel choices which impacts on pollution and therefore climate change. Fewer inter community transport links impacting on the sustainability of the	Setting a reimbursement rate that mitigates the risk of adverse operator reaction. SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible	SCC Transport Commissioners.	Apr 15 for DRT changes.	Through public and DRT operator meetings and through monthly performance indicators.	Somerset residents still being able to access services if public bus routes decrease.

local area economy.	routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the proposed subsidy reductions at least once a week. The routes will be designed to ensure that those utilising the service will have access to nearby services.				
Community Safety Issues and Action Table					
<p>Increased isolation for individuals within communities who rely on the public transport service to access services and events leading to impacts on quality of life and health.</p> <p>Increase in youth crime due to young people being isolated in their communities.</p> <p>Impacts on community safety if more</p>	<p>Setting a reimbursement rate that mitigates the risk of adverse operator reaction.</p> <p>SCC is currently reviewing its county wide Demand Responsive Transport (DRT) service with the view to changing its current operation to a more flexible routed service. The new routes or zones will aim to serve villages/towns that either no longer have a public bus service or may lose one through the</p>	SCC Transport Commissioners.	Apr 15 for DRT changes.	Through public and DRT operator meetings and through monthly performance indicators.	Somerset residents still being able to access services if public bus routes decrease.

individuals walk/cycle between villages/towns.	proposed subsidy reductions at least once a week. The routes will be designed to ensure that those utilising the service will have access to nearby services.				
Privacy Issues and Action Table					
Considered with no impact highlighted.					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper 	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15-803 Learning and Development Budget	
Section 1 – Description of what is being impact assessed			
The effect of reducing the corporate Learning and Development budget by £155,000 in total, in 2015/16 (c. 16%) following the 10% reduction in 2014/15. To maintain the level of training and development currently delivered the way in which it is delivered will need to alter given the budget reduction.			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
All staff of the Council			
Section 2B – People who are delivering the policy or service			
Organisational Development L&D / Adult Social Care L&D Commissioning / Children's social care L&D commissioning , all other areas of the council.			
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)			
Current Budget position, budget position in 2015/16			
Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):			
Community Safety			
The assessment states that there could be in impact on Service users. Considering that potentially these same service users are undergoing further changes as a result of other social care legislation, there is a potential for service users to feel unsafe, isolated and have an overall reduced rate of confidence in public services. This might be classed as a cumulative impact rather than a direct impact from this assessment.			
Equality			
Continuance of training for all staff is a priority set by The Leader and CEO. Therefore			

the introduction of new and innovative routes for training and development have been developed including e-learning e.g. The Learning Centre. Our new approach to corporate L&D opens up accessibility to training more widely than ever before. Reducing the overall commissioned spend by 10% (c. £100K) in 2014/15 was manageable and no realistic evidence of inequality was evident. On the contrary, significantly more people received training of some kind in 2014/15. However, reducing the overall spend by a further £155 K in 2015/16, is more likely to have an impact if no alternative or innovative solution is sought. There is still scope for further change to the way training is delivered across the organisation that may actually enhance the equality position e.g. further development of the Learning Centre.

Health and Safety

Reducing budgets will potentially have an impact on the availability of Health and Safety Training across the council unless new ways of delivery continue to be adopted and more importantly **used** by service areas.

Health and Wellbeing

No envisaged direct impact

Privacy

Any proposed reductions in the Learning and Development budget must not be allowed to impact upon the training of Councillors and Employees in Data Protection and Information Security. Lack of quality training and awareness will lead to a greater risk of inappropriate disclosures of personal data and potential fines from the Office of the Information Commissioner.

Sustainability

None

Risk

Reducing the amount of money available to be spent on training will have an impact if no other action is taken. However, alternative methods and ways of delivering training are open to us and so whereas the Likelihood may be high, the impact is potentially low.

Likelihood	High	Impact	Low	Risk Score	Low
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Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

Taking steps to consider economies of scale on the way L&D across the council is managed should minimise the impact of reducing budgets. Services have begun to utilise the central training route (The Learning Centre) and wider use of this will only ameliorate the delivery of training across the whole council. Centralising training resource would bring economies of scale and improve the overall content and design of the training available to staff and this will need further examination before April 2015.

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

SLT Paper re options for further centralising training human resource to be produced

Completed by:	Clive Mallon
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Date	15/12/14
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Signed off by:	Hugh Griffith / Richard Williams
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Date		15/12/14	
Compliance sign off Date		January 2015	
To be reviewed by: (officer name)		Clive Mallon	
Review date:			
Version		Date	

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
Disability					
Gender Reassignment					
Marriage and Civil Partnership					
Pregnancy and Maternity					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
Religion and Belief					
Sex					
Sexual Orientation					
Other (including caring responsibilities, rurality, low income, Military Status etc)					

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
Sustainability Issues and Action Table					
Community Safety Issues and Action Table					
Privacy Issues and Action Table					

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper MTFP 2015/16	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP REF: R15 - 804 Business Support and Facilities Management MTFP savings of £667,000 for 2015/16	
Section 1 – Description of what is being impact assessed			
The impact of the Business Support and Facilities Management MTFP savings of £667,000 for 2015/16			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
The Business Support service provides specialist support to front-line operational and commissioning teams delivering County Council Services. Business Support staff are co-located alongside the teams that they support in offices across Somerset. Whilst these are generally not front-line roles Business Support staff do have contact with services users for example liaison regarding service provision, providing office cover and answering the telephones. A reduction in Business Support could therefore have an indirect impact on service users.			
Section 2B – People who are delivering the policy or service			
The Business Support budget is predominantly salaries and therefore it will not be possible to make savings of this magnitude without redundancies. This could be as many as thirty compulsory redundancies. However, as in recent years every effort will be made to off-set vacant posts and to redeploy staff but with savings of this magnitude it is unlikely that we will be able to redeploy everyone.			
A request for voluntary redundancies was sent to Business Support staff on the 19th December 2014. There has been a high level of interest and this should help off-set the number of compulsory redundancies.			
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)			
None			

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):					
Community Safety					
None					
Equality					
None					
Health and Safety					
In smaller offices there could potentially be a reduced number of staff and an increased risk of lone working. This risk will be locally managed by Team Managers.					
Health and Wellbeing					
There is a potential impact on the remaining staff, if workloads increase as a consequence of the overall reduction in staff.					
Employment is a key component of wellbeing for most people of working age. Compulsory redundancy is likely to have negative health and wellbeing consequences for the affected staff (and their families), unless they are able to find suitable positions elsewhere within a short timeframe.					
Privacy					
In 2012/13 thirty-two breaches of data security were reported within SCC. Eighteen of these involved email or postal mail. To-date in 2014/15 eight breaches of data security have been reported and of these six were related to email or postal mail. It is possible that additional breaches may have occurred but have been locally managed without being reported. Any data breaches can result in significant financial penalties for SCC. The introduction of Egress secure email and Hybrid Mail will significantly improve data protection and therefore the risk of a data breach.					
Sustainability					
None					
Risk					
<u>Business Support</u> A significant risk is that business support functions are transferred to front-line operational staff. Every effort will be made to ensure that this does not happen. This risk is partially mitigated by consulting with Service Directors in advance of implementing savings and agreeing a reduction in the level of Business Support.					
A reduction in business support staff could have an impact on the resilience of the Council in that there will be less staff to maintain office cover (including answering the telephone) during periods of annual leave and sickness. This will be carefully managed and support will be provided as required across the different Business Support teams.					
<u>Facilities Management</u> As previously mentioned under Privacy the introduction of Egress secure email and Hybrid Mail will significantly improve data protection and therefore the risk of a data breach.					
Likelihood	3	Impact	3	Risk Score	9
Section 5 – After consideration please state your final recommendations based on the					

findings from the impact assessment. Also include any examples of good practice and positive steps taken.

It is recommended that a budget saving of £667,000 for Business Support and Facilities Management is implemented in 2015/16. Every effort will be made to reduce the number of compulsory redundancies, by off-setting vacant posts, seeking voluntary redundancies and offering redeployment where possible.

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

The Impact Assessment will be published on Somerset County Council's Internet Site.

The Impact Assessment will be reviewed in May 2015 when the impact of any redundancies will be known and the roll out of Egress secure email and Hybrid Mail will have taken place.

Completed by:	Adrienne Parry		
Date	14/01/15		
Signed off by:	Richard Williams		
Date	January 2015		
Compliance sign off Date	January 2015		
To be reviewed by: (officer name)	Adrienne Parry		
Review date:			
Version		Date	

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
None	N/A	N/A	N/A	N/A	N/A
Disability					
None	N/A	N/A	N/A	N/A	N/A
Gender Reassignment					
None	N/A	N/A	N/A	N/A	N/A
Marriage and Civil Partnership					
None	N/A	N/A	N/A	N/A	N/A
Pregnancy and Maternity					
None	N/A	N/A	N/A	N/A	N/A
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
None	N/A	N/A	N/A	N/A	N/A
Religion and Belief					
None	N/A	N/A	N/A	N/A	N/A
Sex					
None	N/A	N/A	N/A	N/A	N/A
Sexual Orientation					
None	N/A	N/A	N/A	N/A	N/A
Other (including caring responsibilities, rurality, low income, Military Status etc)					
None	N/A	N/A	N/A	N/A	N/A

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
In smaller offices there could potentially be a reduced number of staff and an increased risk of lone working.	This risk will be locally managed by Team Managers.	Line Managers	On-going	By Line Managers	Ensure that lone-working does not occur
Health and Wellbeing Issues and Action Table					
There is a potential impact on the remaining staff, if workloads increase as a consequence of the overall reduction in staff.	This risk will be managed locally by the Business Managers and agreement reached with the managers of operational and commissioning teams about the tasks that will not be supported. Wherever possible these reductions will be achieved in areas where operational and commissioning teams are also reduced. The budget savings have been agreed with Service Directors.	Business Managers	On-going	By Line Managers	Reductions in workloads, changes to deadlines etc: will be agreed with operational and commissioning managers.
Employment is a key component of wellbeing	A request for Voluntary Redundancies was sent to	Business Managers	On-going	By Line Managers	Compulsory redundancies will be

for most people of working age. Compulsory redundancy is likely to have negative health and wellbeing consequences for the affected staff (and their families), unless they are able to find suitable positions elsewhere within a short timeframe.	all Business Support staff in December 2014. This has received a good response. Every effort will be made to lose posts through voluntary redundancy. Redeployment within Business Support will be offered wherever possible. Staff formerly at risk will also have access to the Council's Resource Pool.				minimised wherever possible.
Sustainability Issues and Action Table					
None	N/A	N/A	N/A	N/A	N/A
Community Safety Issues and Action Table					
None	N/A	N/A	N/A	N/A	N/A
Privacy Issues and Action Table					
None	N/A	N/A	N/A	N/A	N/A

Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service Reduction in SCC repairs and maintenance (R&M) budget	Change to Policy or Service Reduction in SCC repairs and maintenance budget	MTFP or Paper Reduction in SCC repairs and maintenance budget	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		MTFP Ref: R15-809 Reduction in SCC repairs and maintenance budget	
Section 1 – Description of what is being impact assessed			
<p>The impact on reducing the repairs and maintenance budget for SCC properties (Non schools) by £80,000 in 2015/16 to £1,030,000. Buildings must be properly serviced to ensure that they provide a safe environment for people to work and visit. Lack of planned maintenance shortens the life of buildings and can cause additional damage requiring further repairs. A new 2 year (with a 2 year option to extend) contract has been negotiated with a R&M contractors with lower rates than the Council has been paying to date, so the reduction in budget should not lead to a reduction in the amount of work undertaken as the rate paid will be reduced.</p> <p>Accessibility and adaptations works are included in the R&M budget so are not affected.</p>			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
<p>The Council's buildings provide both work space for its staff and accommodation from which its services are delivered. The reduction would be equal across all services. The budget for schools maintenance would not be affected by this proposal. There will be reduced expenditure in the economy as the Council retains a proportion of its savings rather than investing in the property portfolio.</p>			
Section 2B – People who are delivering the policy or service			
<p>South West One (SW1) manage the delivery of the R&M budget. From 2015/16 servicing and works will be carried out by the Council's maintenance term contractor however a requirement of the tender was that the contractor establishes a local supply chain of sub contractors.</p>			
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)			

The budget in 2014/15 is £1.1M and it is proposed that it will be reduced in 2015/16 by £80,000 over and above reductions already agreed in the in 2013/14 MTFP which reduced the R&M budget by £100,000.

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

The impact will be a reduction in spend on R&M in the local economy as the Council reduces its budgets. The impact on the condition on the property estate will be mitigated by the estate size being reduced through property rationalisation programmes and more cost effective expenditure through lower rates negotiated through the new contract which comes into effect from 1 April 2015.

Mobilisation of the new repairs and maintenance contract is critical to ensure a full year, and on going, savings can be achieved and resources will needed to be made available so that this can be planned and executed. The cost of mobilisation should be taken from the R&M reserve and repaid in future years as savings are achieved.

If buildings were allowed to fall in to a state of disrepair then there could be accessibility issues for customers and members of staff. However, a new 2 year (with a 2 year option to extend) contract has been negotiated with a R&M contractor with lower rates than the Council has been paying to date, so the reduction in budget should not lead to a reduction in the amount of work undertaken as the rate paid will be reduced.

Community Safety

Statutory works and serving of buildings will remain a priority to ensure buildings are safe. Buildings are regularly inspected by SW1 building surveyors.

Equality

Statutory works and serving of buildings will remain a priority to ensure buildings are safe. Buildings are regularly inspected by SW1 building surveyors.

Health and Safety

Statutory works and serving of buildings will remain a priority to ensure buildings are safe. Buildings are regularly inspected by SW1 building surveyors. SW1 will continue to manage the Hard FM service and this proposal does not impact on that arrangement.

The reduction in budget reflects the planned reduction the size of the Council's estate and lower rates negotiated in the new R&M contract.

Health and Wellbeing

Statutory works and serving of buildings will remain a priority to ensure buildings are safe. Buildings are regularly inspected by SW1 building surveyors.

Existing contractors are invited to liaise with the new contractor to become a local supplier.

Privacy

A new R&M contract will be effective from 1 April 2015.

Sustainability

The new R&M contract will provide the Council with lower repair bills meaning that the existing budgets will be able to sustain the current level of maintenance activity.

Risk					
The mobilisation of the new contract is not effectively planned or executed and anticipated future savings are not achieved. This can be mitigated through providing resources for mobilisation in 2014/15.					
Likelihood	4	Impact	4	Risk Score	16
Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.					
That the R&M budget is reduced by £80,000 and the mobilisation plan for the implementation of the new maintenance contract is mobilised to mitigate the reduction in budget.					
Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment					
This assessment will inform part of the MTFP savings within Business Development.					
Completed by:			James Stubbs		
Date			20/01/15		
Signed off by:			Richard Williams		
Date			January 2015		
Compliance sign off Date			January 2015		
To be reviewed by: (officer name)			James Stubbs		
Review date:					
Version			Date		

Equality Impact Assessment Issues and Action Table					
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
	Effective mobilisation and management of the R&M contract to ensure no impact on any particular equality area.	Head of Property	31 March 2017	Regular management review meetings and monitoring of KPIs and budgets.	Sustainable R&M service within the MTFP budget.
Disability					
	Effective mobilisation and management of the R&M contract to ensure no impact on any particular equality area.	Head of Property	31 March 2017	Regular management review meetings and monitoring of KPIs and budgets.	Sustainable R&M service within the MTFP budget.
Gender Reassignment					
	Effective mobilisation and management of the R&M contract to ensure no impact on any particular equality area.	Head of Property	31 March 2017	Regular management review meetings and monitoring of KPIs and budgets.	Sustainable R&M service within the MTFP budget.
Marriage and Civil Partnership					
	Effective mobilisation and management of the R&M contract to ensure no	Head of Property	31 March 2017	Regular management review meetings	Sustainable R&M service within the MTFP budget.

	impact on any particular equality area.			and monitoring of KPIs and budgets.	
Pregnancy and Maternity					
	Effective mobilisation and management of the R&M contract to ensure no impact on any particular equality area.	Head of Property	31 March 2017	Regular management review meetings and monitoring of KPIs and budgets.	Sustainable R&M service within the MTFP budget.
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
	Effective mobilisation and management of the R&M contract to ensure no impact on any particular equality area.	Head of Property	31 March 2017	Regular management review meetings and monitoring of KPIs and budgets.	Sustainable R&M service within the MTFP budget.
Religion and Belief					
	Effective mobilisation and management of the R&M contract to ensure no impact on any particular equality area.	Head of Property	31 March 2017	Regular management review meetings and monitoring of KPIs and budgets.	Sustainable R&M service within the MTFP budget.
Sex					
	Effective mobilisation and management of the R&M contract to ensure no impact on any particular equality area.	Head of Property	31 March 2017	Regular management review meetings and monitoring of KPIs and	Sustainable R&M service within the MTFP budget.

				budgets.	
Sexual Orientation					
	Effective mobilisation and management of the R&M contract to ensure no impact on any particular equality area.	Head of Property	31 March 2017	Regular management review meetings and monitoring of KPIs and budgets.	Sustainable R&M service within the MTFP budget.
Other (including caring responsibilities, rurality, low income, Military Status etc)					

Health and Safety, Sustainability, Community Safety Impact Assessment Issues and Action Table					
Areas of increased risk drawn from your conclusions	Actions needed – can you mitigate the impacts/risk? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Health and Safety Issues and Action Table					
Budget reduction leads to property H&S repair items not being addressed.	Effective mobilisation and management of the R&M contract	Head of Property	31 March 2017	Regular management review meetings and monitoring of KPIs and budgets.	A safe property estate
Sustainability Issues and Action Table					
Budget reduction leads to property repair items not being addressed and an	Effective mobilisation and management of the R&M contract	Head of Property	31 March 2017	Regular management review meetings and monitoring of	Reducing maintenance backlog

increase in backlog repairs.				KPIs and budgets.	
Community Safety Issues and Action Table					
Privacy Issues and Action Table					