

Please Note: this is a draft impact assessment on a budget proposal. Final impact assessments will be published with final budget papers for the full council meetings taking place in February 2013

Budget Proposals 2013/14: Major Decision: Business Unit: Families: Voluntary Sector

Combined Impact Assessment: Full assessment

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1st April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

Name: Nigel Denning

Position: Head of Family Services

Business Unit: Children and Families

Department: Voluntary Sector

Date commenced: 28.11.12

Date: January 2012 v6

Please Note: this is a draft impact assessment on a budget proposal. Final impact assessments will be published with final budget papers for the full council meetings taking place in February 2013

Summary from Overall Proposal (Updated as required)

| Proposals – Outline | Savings 2013/14 | | Implementation Cost Include brief outline + year incurred | Delivery In place 01/04/13 If earlier or later state date | Risks / impact of proposals <ul style="list-style-type: none"> Potential risks Impact on community Knock on impact to other agencies | Type of decision* | | |
|---|-------------------|--------------------------------|---|--|--|-------------------|-------|-------|
| | Income £ 000's | Budget reduction £ 000's | | | | Internal | Minor | Major |
| Reduction in existing service level agreement | | 30 | | 01/04/13 | <ul style="list-style-type: none"> The potential impact will need to be evaluated with the service that this affects | | | x |

Section 1: Purpose of the proposal/strategy/decision

| No | Question | Details |
|----|--|---|
| 1. | Clearly set out the purpose of the proposal | <p>Torbay Council currently has a three year Service Level Agreement (SLA) with the Citizens Advice Bureau (CAB). The SLA is due to end on the 31st March 2013.</p> <p>It is proposed to reduce the level of grant funding by £30,000 to £124,000 with effect from 1st April 2012. In line with statutory guidance Torbay Council is required to give three months notice of any reduction in grant. Therefore the CAB were advised in December 2012 that this reduction was intended to be put forward for approval by full Council in February 2013 and that the grant funding provided to Torbay CAB would be reviewed again for the financial year 2014/15.</p> |
| 2. | Who is intended to benefit / who will be affected? | <p>The CAB service is available to all residents across Torbay.</p> <p>72% of clients are seen in Paignton and Brixham, 21% Home visits and 7% specialist debt advice appointments</p> |

Please Note: this is a draft impact assessment on a budget proposal. Final impact assessments will be published with final budget papers for the full council meetings taking place in February 2013

| No | Question | Details |
|----|---|--|
| | | <p>in Torquay.</p> <p>A reduction in grant funding may affect the future sustainability of the service.</p> <p>The majority of enquiries dealt with by the CAB are related to benefit and debt advice. Reduced capacity to the service could result in increased waiting times/ delays for advice.</p> <p>Key challenges to address – according to CAB latest outcome report August 2012;</p> <ul style="list-style-type: none"> • Fundamental reform of the welfare benefit system together with the worsening economic situation will mean more people will need help and advice to understand the changes and learn how to manage on an often significantly reduced income i.e. financial capability/ debt/ income maximisation advice, • Specialist money advice and financial capability services will have increased importance as more people struggle with reduced living standards and debt. Government cuts to debt advice services from April 2013 will create a major challenge in coping with increased demand as we continue to help people avoid the pitfalls of debt and as the situation becomes more desperate the use of loan sharks or expensive debt management companies that will only exacerbate the problems they face. |
| 3. | <p>What is the intended outcome?</p> | <p>The intended outcome of this proposal is to reduce the grant funding to the CAB by £30,000 to £124,000 per annum.</p> |

Please Note: this is a draft impact assessment on a budget proposal. Final impact assessments will be published with final budget papers for the full council meetings taking place in February 2013

Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

Evidence, Consultation and Engagement

| No | Question | Details |
|-----------|---|---|
| 4. | Have you considered the available evidence? | <p>The CAB service is available to all residents across Torbay – as a result of the reduction in grant funding the capacity to deliver the service could result in increased waiting times/delays for advice.</p> <p>The Local Authority is currently analysing data in relation to the Welfare Reform changes locally, collating details of existing services, and predicting potential impacts, to gain a better understanding and inform a corporate action plan. This will be completed during the next couple of months.</p> <p>The Council has requested a follow up meeting with the CAB to understand the implications of a reduction in grant funding and review of the expectations in the SLA.</p> <p>The CAB is also subject to a reduction in funding from central government – the cumulative impact of the reductions in funding will also need to be assessed with the CAB and understood in respect of the impact for the residents of Torbay.</p> |

Please Note: this is a draft impact assessment on a budget proposal. Final impact assessments will be published with final budget papers for the full council meetings taking place in February 2013

| No | Question | Details |
|----|---|---|
| 5. | How have you consulted on the proposal? | <p>This proposal is being considered by the Overview and Scrutiny Priorities and Resources Panel on the 16th January 2013. Members of the public are invited to attend and make representations if they wish to do so.</p> <p>Three months notice regarding the grant funding reduction was provided to the CAB in December 2012, setting out the proposed budget savings and an offer to extend the SLA for 12 months from 1st April 2013. A follow up meeting has been requested to understand the impacts of this for the CAB and to review the expectations within the SLA. The CAB is also subject to a reduction in funding from central government – the cumulative impact of the reductions in funding will also need to be assessed with the CAB and understood in respect of the impact for the residents of Torbay.</p> <p>Decisions will need to be made in the future to determine whether funding of the core CAB service in the form of a grant would continue annually with continued future reductions, or whether the authority prepares a specification to award a contract via a procurement process.</p> |
| 6. | Outline the key findings | Results will be provided once consultation has been undertaken (as above). |
| 7. | What amendments may be required as a result of the consultation? | To be updated once consultation has taken place (as above). |

Please Note: this is a draft impact assessment on a budget proposal. Final impact assessments will be published with final budget papers for the full council meetings taking place in February 2013

Positive and Negative Equality Impacts

| No | Question | Details | | |
|----|--|--|-----------------|--|
| 8. | Identify the potential positive and negative impacts on specific groups | <i>It is not enough to state that a proposal will affect everyone equally. There should be more in-depth consideration of available evidence to see if particular groups are more likely to be affected than others – use the table below. You should also consider workforce issues. If you consider there to be no positive or negative impacts use the 'neutral' column to explain why.</i> | | |
| | | Positive Impact | Negative Impact | Neutral Impact |
| | All groups in society generally | | | Consultation with the CAB and key stakeholders will determine specific details as to any potential adverse impact on equalities groups. This impact assessment will be updated accordingly |
| | Older or younger people | | | As above |
| | People with caring responsibilities | | | As above |
| | People with a disability | | | As above |
| | Women or men | | | As above |
| | People who are black or from a minority ethnic background (BME) | | | As above |
| | Religion or belief (including lack of belief) | | | As above |
| | People who are lesbian, gay or bisexual | | | As above |
| | People who are transgendered | | | As above |
| | People who are in a marriage or civil partnership | | | As above |

Please Note: this is a draft impact assessment on a budget proposal. Final impact assessments will be published with final budget papers for the full council meetings taking place in February 2013

| No | Question | Details | |
|-----------|--|---|----------|
| | Women who are pregnant / on maternity leave | | As above |
| 9. | Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations? | Consultation with the CAB and key stakeholders will determine specific details as to any potential adverse impact on equalities groups. This impact assessment will be updated accordingly. | |

DRAFT

Please Note: this is a draft impact assessment on a budget proposal. Final impact assessments will be published with final budget papers for the full council meetings taking place in February 2013

Section 3: Steps required to manage the potential impacts identified

| No | Action | Details |
|-----|--|---|
| 10. | Summarise any positive impacts and how they will be realised most effectively? | Consultation with the CAB and key stakeholders will determine specific details as to any potential impacts on any specific groups. This impact assessment will be updated accordingly. This will also be considered in light of the analysis being undertaken regarding the welfare reform. |
| 11. | Summarise any negative impacts and how these will be managed? | Consultation with the CAB and key stakeholders will determine specific details as to any potential impacts on any specific groups. This impact assessment will be updated accordingly. This will also be considered in light of the analysis being undertaken regarding the welfare reform. |

Section 4: Course of Action

| No | Action | Details |
|-----|---|---|
| 12. | State a course of action [please refer to action plan on page 9] | <p>Clearly identify an option and justify reasons for this decision. The following four outcomes are possible from an assessment (and more than one may apply to a single proposal). Please select from the 4 outcomes below and justify reasons for your decision - If '3' please provide full justification :</p> <p>TO BE CONFIRMED ONCE CONSULTATION HAS TAKEN PLACE</p> <p>Where: -</p> <p>Outcome 1: No major change required - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</p> <p>Outcome 2: Adjustments to remove barriers – Action to remove the barriers identified in relation to equalities have been taken or actions identified to better promote equality.</p> <p>Outcome 3: Continue with proposal - Despite having identified some <u>potential</u> for adverse impact / missed opportunities in relation to equalities or to promote equality. Full justification required, especially in relation to equalities, in line with the duty</p> |

Please Note: this is a draft impact assessment on a budget proposal. Final impact assessments will be published with final budget papers for the full council meetings taking place in February 2013

| | | |
|--|--|--|
| | | <p>to have 'due regard'.</p> <p>Outcome 4: Stop and rethink – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified.</p> |
|--|--|--|

Section 5: Monitoring and Action Plan

| No | Action | Details |
|-----|---|---|
| 13. | Outline plans to monitor the actual impact of your proposals | <ul style="list-style-type: none"> • Completion of Service mapping regarding mitigating the impact of Welfare reform changes • Future Contract Management of CAB and other related services. • Analysis of gaps in need being met. |

Please use the action plan below to summarise all of the key actions, responsible officers and timescales as a result of this impact assessment

Action plan

Please detail below any actions you need to take: -

| No. | Action | Reason for action / contingency | Resources | Responsibility | Deadline date |
|-----|---|---|---|---|---------------|
| 1 | Local Authority Welfare Group is analysing data, predicting impacts, producing a corporate action plan. | To inform how best to mitigate impacts e.g. What services/ gaps we have. What should be funded and how. | Strategic Welfare Group/ Communities Board, Child Poverty Commission. | Strategic Welfare Group/ Communities Board, Child Poverty Commission. | 01.04.2013 |
| 2 | Meeting with CAB | Risk Analysis of budget proposals | Existing staff | Strategic Housing Manager/ CAB Manager | End Feb |