

Budget Proposals 2013/14: Major Decision: Business Unit: Families – Housing Options

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 – Localities

Department: Housing Options

Date Commenced: January 2013

Date: 25/01/2013

Summary from Overall Proposal

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
Housing Options		94			<ul style="list-style-type: none"> Potential risk of reduced capacity to deliver preventative work 		X	

Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>The proposal has three separate components:</p> <ol style="list-style-type: none"> To delete a vacant housing officer post, To delete a service project development officer role through potential redundancy, To reduce the supplies and services budget which provides a contingency budget for historic delinquent loans. <p>Staff have been briefed on the proposals at both Management and Team meetings.</p> <p>The statutory service is being met and our performance is within targets set, one post is currently vacant.</p>
2.	Who is intended to benefit / who will be affected?	The savings proposals have been spread across the service budget to minimise the impact to the front line statutory service capacity (to fulfil the requirements for homeless legislation and prevention work) and limit the number of individual staff currently employed that will be affected.
3.	What is the intended outcome?	A reduction in staffing within Housing Options - The savings proposals have been spread across the service budget to minimise the impact to the front line statutory service capacity (to fulfil the requirements for homeless legislation and prevention work) and limit the number of individual staff currently employed that will be affected.

No	Question	Details

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?	<ol style="list-style-type: none"> 1. The current frontline service capacity is managing the additional workload created by the housing officer vacancy. 2. The work activity currently undertaken by the service development officer post will need to be absorbed by the remaining senior staff. 3. The predicted demand/risk associated with the delinquent loan budget has significantly reduced over the past 2 years. <p>Demand for the service continues to be high therefore the future potential risk to the service is unknown.</p>
5.	How have you consulted on the proposal?	<p>Staff have been briefed on the proposals at both management and team meetings</p> <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>
6.	Outline the key findings	<p>The service is working with partners to identify those most affected by the welfare reforms to minimise the impact . It is too early to state the longer term impact to the service in meeting additional need for advice and possible temporary accommodation as a result of the changes.</p>

No	Question	Details
		<u>Priorities & Resources:</u> Please Note: The comments of the Overview and Scrutiny Board are set out in paragraphs 4.27-4.28 of its report "Review of Priorities and Resources 2013/2014"
7.	What amendments may be required as a result of the consultation?	To be considered following ratification at Full Council

Positive and Negative Equality Impacts

No	Question	Details		
8.	Identify the potential positive and negative impacts on specific groups			
		Positive Impact	Negative Impact	Neutral Impact
	All groups in society generally		Should demand for the service increase, or changes in legislation occur then there is potential for future impacts on service delivery i.e. increased waiting times for housing advice appointments	The service is currently meeting its statutory requirements with the existing staffing level.
	Older or younger people			There is no differential impact on this group
	People with caring responsibilities			There is no differential impact on this group
	People with a disability			There is no differential impact on this group
	Women or men			There is no differential impact on this group

No	Question	Details		
	People who are black or from a minority ethnic background (BME)			There is no differential impact on this group
	Religion or belief (including lack of belief)			There is no differential impact on this group.
	People who are lesbian, gay or bisexual			There is no differential impact on this group
	People who are transgendered			There is no differential impact on this group
	People who are in a marriage or civil partnership			There is no differential impact on this group
	Women who are pregnant / on maternity leave			There is no differential impact on this group
	Socio-economic (including child poverty)			There is no differential impact on this group
9.	Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?	The provision of the statutory service will continue to meet the needs of vulnerable priority groups		

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?	<ol style="list-style-type: none"> 1. Staff have already adapted to the housing officer vacancy 2. Specific activity undertaken by the Service development officer will be identified and absorbed by the existing senior team structure.
11.	Summarise any negative impacts and how these will be managed?	<p>A continuing increase in caseload for housing officers may lead to increased waiting times for housing advice appointments and reduce the capacity and ability to prevent homelessness.</p> <p>The savings reduce the ability and flexibility of the service to deal with peaks or unpredicted pressures in workload and unplanned statutory obligations.</p> <p>The service will identify these risks and as part of its service delivery planning and monitoring and propose how they can be mitigated.</p>

Section 4: Recommended course of action

No	Action	Details
12.	<p>State a recommended course of action</p> <p>[please refer to action plan]</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>It is recommended that this proposal is implemented.</p>

Section 5: Monitoring and Action Plan

No	Action	Details
13.	<p>Outline plans to monitor the actual impact of your proposals</p>	<p>Impacts will be monitored at service management performance meetings (monthly) and staff supervision.</p> <p>Partnership reporting arrangements will continue to the homelessness strategy delivery group (bi monthly).</p> <p>Homeless strategy Priorities below. There is also an action plan and associated projects on SPAR Current reporting arrangements are to Cllr D Thomas Executive Lead housing and the Supporting People Commissioning Body</p> <ol style="list-style-type: none"> 1. Provide and commission services to prevent homelessness. 2. Help people obtain information and access support services early to prevent homelessness. 4. Ensure that safeguarding of adults and children is an integral part of service delivery, including where they are housed in the private rented sector. 5. Expand on the joint commissioning of services and improve their cost effectiveness by involving people in shaping their services in partnership with user led organisations. 6. Assist those affected by the recession, welfare reforms and unemployment (the wider needs of homelessness). 7. Drive forward improvement to local service delivery that meets changing local need. 8. Ensure housing supply and type plays a key role in recovery and re-ablement supporting people to become, or remain, independent in their own homes. 9. Work in partnership with health and social care commissioners and providers to plan for increased provision of support, care and treatment in community settings and a managed reduction in residential care. 10. Consider the impact of changes in health and social care leading to an increase in care, support and treatment in the community and a planned reduction in the use of residential care. 11. Ensure that 5% of all new affordable homes are fully adapted for wheelchair use.

Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Complete a new Service/ Business Plan for 2013/14	To prioritise areas of delivery needing additional resource, identify and mitigate risks in maintaining statutory service, and homeless legislation requirements.	Existing staff	Strategic Housing Manager	01.04.13
2	Complete Partnership/ stakeholder Review of Homeless Prevention Strategy by Nov 2014	Statutory requirement. To enable future planning of services/ budgets/ partnership engagement	Existing staff and partners	Strategic Housing Manager	11. 2014