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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: 08/01/2013 v5

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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 |
| 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> |
| 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 |

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| No | Question | Details |
|----|-------------------------------|--|
| | | 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. |

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> |

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| No | Question | Details |
|----|--|--|
| 5. | How have you consulted on the proposal? | Staff have been briefed on the proposals at both management and team meetings This proposal is being considered by the Overview and Scrutiny Priorities and Resources Panel on the 16 th January 2013. Members of the public are invited to attend and make representations if they wish to do so. |
| 6. | Outline the key findings | TBC |
| 7. | What amendments may be required as a result of the consultation? | TBC As a result of savings 1 and 2 above staff will be required to absorb additional activity/ workload. |

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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 | The service is currently meeting its statutory requirements with the existing staffing level. |
| | People with caring responsibilities | | There is no differential impact on this group | The service is currently meeting its statutory requirements with the existing staffing level. |
| | People with a disability | | There is no differential impact on this group | The service is currently meeting its statutory requirements with the existing staffing level. |
| | Women or men | | There is no differential impact on this group | The service is currently meeting its statutory requirements with the existing staffing level. |
| | People who are black or from a minority ethnic background (BME) | | There is no differential impact on this group | The service is currently meeting its statutory requirements with the existing staffing level. |
| | Religion or belief (including lack of belief) | | There is no differential impact on this group | The service is currently meeting its statutory requirements with the existing staffing level. |

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| No | Question | Details | |
|----|--|--|--|
| | People who are lesbian, gay or bisexual | | There is no differential impact on this group The service is currently meeting its statutory requirements with the existing staffing level. |
| | People who are transgendered | | There is no differential impact on this group The service is currently meeting its statutory requirements with the existing staffing level. |
| | People who are in a marriage or civil partnership | | There is no differential impact on this group The service is currently meeting its statutory requirements with the existing staffing level. |
| | Women who are pregnant / on maternity leave | | There is no differential impact on this group The service is currently meeting its statutory requirements with the existing staffing level. |
| 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 | |

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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 propose how they can be mitigated.</p> |

Section 4: Course of Action

| No | Action | Details |
|-----|--|---|
| 12. | <p>State a course of action</p> <p>[please refer to action plan on page 9]</p> | <p><i>Where: -</i></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> |

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Section 5: Monitoring and Action Plan

| No | Action | Details |
|-----|---|---|
| 13. | Outline plans to monitor the actual impact of your proposals | Impacts will be monitored at service management performance meetings (monthly) and staff supervision. Partnership reporting arrangements will continue to the homelessness strategy delivery group (bi monthly). |

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 | 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 |