

Notice of Meeting

Executive

Thursday 24 March 2016 at 5.00pm

**in the Council Chamber, Council Offices,
Market Street, Newbury**

Date of despatch of Agenda: Wednesday 16 March 2016

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Democratic Services Team on (01635) 519462

e-mail: executivecycle@westberks.gov.uk

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk



WestBerkshire
C O U N C I L

To:	Councillors Dominic Boeck, Hilary Cole, Roger Croft, Lynne Doherty, Marcus Franks, James Fredrickson, Graham Jones, Alan Law and Garth Simpson
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Agenda

Part I

Pages

1. **Apologies for Absence**
To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 7 - 20
To approve as a correct record the Minutes of the meeting of the Committee held on 11 February 2016 and the Special Minutes of the meeting of the Committee held on 25 February 2016.
3. **Declarations of Interest**
To remind Members of the need to record the existence and nature of any Personal, Disclosable Pecuniary or other interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).
4. **Public Questions**
Members of the Executive to answer questions submitted by members of the public in accordance with the Executive Procedure Rules contained in the Council's Constitution.
 - (a) **Question submitted to the Portfolio Holder for Adult Social Care, Housing, Countryside, Community Culture & Leisure Services by Mrs Martha Vickers**
"In the light of the proposed closure of all but the main Newbury Library, what is West Berkshire Council doing to enable communities to keep their Library open?"
 - (b) **Question submitted to the Portfolio Holder for Planning, Economic Development, Regeneration, Pensions by Mr Simon Clayton**
"Would the Council be willing to build a solar farm, funded by selling bonds, to generate additional income which could be used to protect front line services such as our very valuable libraries?"
 - (c) **Question submitted to the Leader of the Council by Ms Karen Swaffield**
"The consultation asks a respondent if they would be directly affected by a cut. I am not but I hold views about the most vulnerable and those on the lowest incomes being disproportionately affected. Will the Council assure me that my views, and those of others who may not be directly affected, have been considered and how can I be assured of this?"



- (d) **Question submitted to the Portfolio Holder for Planning, Economic Development, Regeneration, Pensions by Ms Lilian El-Doufani**
"Will the Councillors be looking into whether European monies for regeneration and suchlike are available to West Berkshire Council to help stall or even stop local cuts?"
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- (e) **Question submitted to the Leader of Council by Ms Karen Swaffield**
"What has the Council done already to consider the ideas put forward through the Save Our Services group and what will it do in the future to engage with the energy generated?"
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- (f) **Question submitted to the Portfolio Holder for Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT by Ms Lilian El-Doufani**
"Why cannot the Councillors forgo their expenses and pay rises in order to save money that could be spent on saving the libraries from closure?"
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- (g) **Question submitted to the Portfolio Holder for Planning, Economic Development, Regeneration, Pensions by Ms Karen Swaffield**
"I understand that the Council is too small to be able to start up, for example, an Energy Company. How and when will the Council look into joining with other small Authorities to make this, and other small company initiatives possible, and will it report back to the electorate?"
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- (h) **Question submitted to the Portfolio Holder for Partnerships, Equality, Community Safety, Environmental Health, Trading Standards, Waste, Customer Services by Ms Lilian El-Doufani**
"Does the council plan to implement dog-fouling fines, for example or is that a revenue stream to be also discarded and issue to be de-regulated?"
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5. Petitions

Councillors or Members of the public may present any petition which they have received. These will normally be referred to the appropriate Committee without discussion.

Items as timetabled in the Forward Plan

	Pages
6. Council Performance Report 2015/16: Quarter 3 (Key Accountable Measures and Activities) (EX2963) (CSP: All) Purpose: (1) To report quarter three outturns against the Key Accountable Measures contained in the 2015/16 Council Performance Framework. (2) To provide assurance to Members that the objectives laid out in the Council Strategy and other areas of significance/importance across the Council are being delivered.	21 - 44



- (3) To present, by exception, those measures/milestones behind schedule or not achieved and cite any remedial action taken and its impact to allow the scrutiny and approval of the corrective or remedial action put in place.
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Items not timetabled in the Forward Plan

	Pages
7. 2016/17 Budget - Phase Two Consultation and the Transitional Grant (C3100) (Urgent Item) (CSP: MEC and MEC1) Purpose: This report provides an update on the results of Phase Two of the public consultation exercise in relation to the 2016/17 budget. It provides information on the total number of responses received to the consultation and details of the total number of responses received for each savings proposal including the one income proposal relating to car parking fees and charges.	45 - 276
8. Members' Questions Members of the Executive to answer questions submitted by Councillors in accordance with the Executive Procedure Rules contained in the Council's Constitution.	
(a) Question to be answered by the Portfolio Holder for Education, Property and Broadband submitted by Councillor Mollie Lock <i>"Can the Portfolio Holder for Education assure residents that the Home to School Bus in Mortimer will not be cancelled until all the signage on footpaths and Goring Lane are in place?"</i>	
(b) Question to be answered by the Portfolio Holder for Planning, Economic Development, Regeneration, Pensions submitted by Councillor Lee Dillon <i>"How many roundabouts are currently sponsored (both unit numbers and percentage) and how much income does this generate?"</i>	
(c) Question to be answered by the Portfolio Holder for Partnerships, Equality, Community Safety, Environmental Health, Trading Standards, Waste, Customer Services submitted by Councillor Lee Dillon <i>"Can we have an update on how the discussions with Parish Councils about the future of the Neighbourhoods Wardens are going?"</i>	
(d) Question to be answered by the Leader of the Council submitted by Councillor Lee Dillon <i>"Can the Executive Member for Finance confirm how the Care Act funding will be used if we are successful in securing money back from the government?"</i>	



- (e) **Question to be answered by the Portfolio Holder for Partnerships, Equality, Community Safety, Environmental Health, Trading Standards, Waste, Customer Services submitted by Councillor Lee Dillon**
"Can the Portfolio Holder for Community Safety please give us an update on discussions with partners about the future provision of CCTV in the District?"
- (f) **Question to be answered by the Portfolio Holder for Adult Social Care, Housing, Countryside, Community Culture & Leisure Services submitted by Councillor Lee Dillon**
"Does the Portfolio Holder with responsibility for Libraries believe that the Council is at risk of failing in its statutory duty if the current Library proposals out to consultation are implemented?"

9. **Exclusion of Press and Public**

RECOMMENDATION: That members of the press and public be excluded from the meeting during consideration of the following items as it is likely that there would be disclosure of exempt information of the description contained in the paragraphs of Schedule 12A of the Local Government Act 1972 specified in brackets in the heading of each item. [Rule 8.10.4 of the Constitution refers.](#)

Part II

10. **Options for Delivering Housing Grants and Loans (EX3101)** 277 - 288
(Paragraph 3 – information relating to financial/business affairs of particular person)
(Paragraph 4 – information relating to terms proposed in negotiations in labour relation matters)
(CSP: HQL1)
Purpose: The purpose of this report is to outline the options available to the Council for delivering the home improvement service.

Andy Day
Head of Strategic Support

West Berkshire Council Strategy Aims and Priorities

Council Strategy Aims:

- BEC** – Better educated communities
- SLE** – A stronger local economy
- P&S** – Protect and support those who need it
- HQL** – Maintain a high quality of life within our communities
- MEC** – Become an even more effective Council

Council Strategy Priorities:

- BEC1** – Improve educational attainment
- BEC2** – Close the educational attainment gap

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- SLE1** – Enable the completion of more affordable housing
- SLE2** – Deliver or enable key infrastructure improvements in relation to roads, rail, flood prevention, regeneration and the digital economy
- P&S1** – Good at safeguarding children and vulnerable adults
- HQL1** – Support communities to do more to help themselves
- MEC1** – Become an even more effective Council

If you require this information in a different format or translation, please contact
Moira Fraser on telephone (01635) 519045.

Agenda Item 2.

DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

EXECUTIVE

MINUTES OF THE MEETING HELD ON THURSDAY, 11 FEBRUARY 2016

Councillors Present: Dominic Boeck, Hilary Cole, Roger Croft, Lynne Doherty, Marcus Franks, James Fredrickson, Alan Law and Garth Simpson

Also Present: John Ashworth (Corporate Director - Environment), Nick Carter (Chief Executive), Andy Day (Head of Strategic Support), Martin Dunscombe (Communications Manager), Rod Mercer (Chief Accountant (Operations)), Robert O'Reilly (Head of Human Resources), Peta Stoddart-Crompton (Public Relations Officer), Andy Walker (Head of Finance), Rachael Wardell (Corporate Director - Communities), Robert Alexander (Conservative Group Executive), Councillor Pamela Bale, Stephen Chard (Policy Officer), Councillor Richard Crumly, Councillor Lee Dillon, Councillor Adrian Edwards, Councillor Mollie Lock, Councillor Alan Macro, Councillor Ian Morrin, Jo Reeves (Policy Officer) and Councillor Quentin Webb

Apology for inability to attend the meeting: Councillor Graham Jones

PART I

51. Minutes

The Minutes of the meeting held on 17 December 2015 were approved as a true and correct record and signed by the Leader.

52. Declarations of Interest

It was noted that all Members present had been granted a dispensation by the Monitoring Officer to speak and vote on any items pertaining to Council Tax.

Andy Day also reported that Councillor Lynne Doherty had an interest in agenda item 7 (Phase 1 Budget Consultation 2016/17) by virtue of the fact that Councillor Doherty's employer was a recipient of the Short Breaks Funding. Councillor Doherty had applied to the Governance and Ethics Committee for a dispensation to speak and vote on this item. The Committee decided that Councillor Doherty could speak and vote on the Phase 1 consultation responses as a whole, but could only speak on the short breaks for children and not vote on this issue should this situation occur.

53. Public Questions

A full transcription of the public and Member question and answer sessions are available from the following link: [Transcription of Q&As](#).

(a) Question submitted by Mr Tony Stone to the Portfolio Holder for Highways, Transport and Emergency Planning

A question standing in the name of Mr Tony Stone on the subject of why works to be carried out on his property arising from the Ardent Report had not been undertaken was answered by the Portfolio Holder for Highways, Transport and Emergency Planning.

(b) Question submitted by Mr Paul Reeves to the Portfolio Holder for Highways, Transport and Emergency Planning

A question standing in the name of Mr Paul Reeves on the subject of the impact of the removal of the number 3 bus on his children's transport to school would receive a written

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response from the Portfolio Holder for Highways, Transport and Emergency Planning as Mr Reeves was unable to attend the meeting.

(c) **Question submitted by Mr Michael Hutchins to the Portfolio Holder for Adult Social Care, Housing, Countryside, Community Culture and Leisure Services**

A question standing in the name of Mr Michael Hutchins (asked by Mr Alan Fleming) on the subject of the good work undertaken by the Council's Access Officer was answered by the Portfolio Holder for Adult Social Care, Housing, Countryside, Community Culture and Leisure Services.

(d) **Question submitted by Mr Michael Hutchins to the Portfolio Holder for Adult Social Care, Housing, Countryside, Community Culture and Leisure Services**

A question standing in the name of Mr Michael Hutchins (asked by Mr Alan Fleming) on the subject of how the work currently undertaken by the Access Officer would be taken forward if the post was removed was answered by the Portfolio Holder for Adult Social Care, Housing, Countryside, Community Culture and Leisure Services.

(e) **Question submitted by Mr Alan Fleming to the Portfolio Holder for Adult Social Care, Housing, Countryside, Community Culture and Leisure Services**

A question standing in the name of Mr Alan Fleming on the subject of who else within the Council had as broad a knowledge as the Access Officer about the needs of the disabled or empathy towards the disabled in their needs was answered by the Portfolio Holder for Adult Social Care, Housing, Countryside, Community Culture and Leisure Services.

(f) **Question submitted by Mr Peter Hudson to the Portfolio Holder for Education, Property and Broadband**

A question standing in the name of Mr Peter Hudson on the subject of whether the Council would reconsider its view in relation to the need to assess the safety of the route between Mortimer and the Willink School would receive a written response from the Portfolio Holder for Education, Property and Broadband as Mr Hudson was unable to attend the meeting.

54. **Petitions**

Mr Pointer presented a petition containing 3,694 signatures opposing to the proposed funding cuts for short breaks for disabled children. The petition would inform the debate at Council on 1 March 2016.

Mrs Macdonald presented a petition containing 253 signatures opposing cuts to the 143 bus service in Purley and Pangbourne. The petition would inform the debate at Council on 1 March 2016.

Mrs Warren-Tibbetts presented a petition containing 357 signatures opposing cuts to the 143 bus service in Basildon. The petition would inform the debate at Council on 1 March 2016.

Councillor Pamela Bale presented a letter on behalf of the Pangbourne and Whitchurch Sustainability Group which supported the petitions relating to the 143 bus service.

Councillor Roger Croft clarified that as each petition related to the 2016/17 budget consultation, they would form part of the consultation response referenced in the 2016/17 Revenue Budget report debated at Full Council on 1 March 2016.

55. **Financial Performance Report 2015/16 - Quarter Three (EX3021)**

The Executive considered a report (Agenda Item 6) which informed Members of the latest financial performance of the Council.

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At Quarter Three, the forecast revenue position was an overspend of £0.6m, which was an increase of £0.1m from Quarter Two. However, the overspend position had decreased significantly from Month 8 and this was as expected due to the recruitment freeze and a reduction in expenditure across the Council.

The Communities Directorate was forecasting an overspend of £0.9m at Quarter Three, which was a similar position to that at Quarter Two. The overspend was primarily the result of a £1.3m pressure within Children and Family Services, forecast overspends within Education of £0.4m and Prevention & Developing Community Resilience £0.1m, offset by savings within Adult Social Care and Care Commissioning, Housing & Safeguarding of £0.9m split approximately equally. The Directorate was looking to mitigate this forecast overspend position further and was reviewing all spending plans to see what could be delivered in the remainder of the financial year.

The Environment Directorate was forecasting an underspend of £305k compared to a £373k underspend at Quarter Two. This was primarily due to additional income from parking and development control and a saving in winter service costs. There had however been a reduction in income mainly due to the slippage of the planning application for the Sandleford Development and the associated fee.

The Resources Directorate was forecasting an overspend of £13k, compared to a £50k overspend at Quarter Two. There were a number of forecast changes by Service, mainly reductions in Customer Service and ICT offsetting increases within HR and Legal.

Of the £5.9m savings programme for 2015/16, £806k (14%) of initiatives were being reported as red (9% Q2), none were being reported as amber (1% Q2) and £5.1m (86%) green. The level of red savings was higher than in previous years which might be an indication that savings were getting harder to deliver year on year.

Councillor Alan Macro enquired whether the increase in the forecasted expenditure on agency staff in Children's Services was a result of the failure of the Social Work Academy, commenting that use of agency staff was a concern due to the discontinuity it led to for service users. Councillor Lynne Doherty advised that the academy was working and expenditure on agency staff had decreased overall since quarter one, however there had been a slowdown in that decrease since the last quarter was reported. The Council was still working hard to improve recruitment and retention of social workers.

Councillor Macro also asked for the reason that expenditure on Discretionary Housing Payments had decreased. Councillor Hillary Cole advised that there was a lack of demand for the funds, despite making people aware of their availability.

Councillor Macro expressed that he was disappointed to learn that a delay in the implementation of the Youth Services restructure was causing further budgetary pressure. Councillor Doherty advised that full in-year savings could not be achieved due to redundancies and notice periods that were required.

Councillor Macro finally asked if the Council was doing enough to promote the Disabled Facilities Grant as there was a large underspend forecasted of £400k. Councillor Cole responded that the Council did what it could to promote the grant, including frontline staff making people aware of it, but there was a lack of demand. Councillor Croft congratulated the officers that coordinated the grant, explaining that a couple in his Ward had been able to stay in their home following adaptations to their bathroom. Councillor Croft urged all Members to remember the Disabled Facilities Grant when faced with enquiries from their residents and urged them to talk to the very helpful officers, to whom he gave his thanks.

Councillor Lee Dillon asked what works at Four Houses Corner were planned which justified a spend of £400k from the Disabled Facilities Grant. Councillor Cole replied that the detail was complex and she would provide a written answer.

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Councillor Dillon enquired what pressures were leading to an overspend in the Special Educational Needs Home To School Transport budget. Councillor Dominic Boeck responded that there was more demand on the service and officers were looking for savings within the service to offset the spending.

Councillor Dillon asked what the increases in spending on Human Resources and Legal Services were. Councillor James Fredrickson advised that demand pressures were currently putting pressure on the budgets in those areas, which had always been subject to fluctuations but the increase in spending was very small in the context of the whole service budgets.

RESOLVED that latest financial position of the Council be noted.

Reason for the decision: To ensure that Members are fully aware of the latest financial position of the Council.

Other options considered: None

56. Phase 1 Budget Consultation 2016/17

The Executive considered a report (Agenda Item 7) which provided an update on the results of Phase 1 of the public consultation exercise in relation to the 2016/17 budget. The report provided information on the total number of responses received to the consultation and detailed the total number of responses received for each savings proposal.

The report also included details of where “counter proposals” had been made by organisations and looked at those savings proposals which were currently funded by the public health grant.

Councillor Roger Croft introduced the report by reminding those present that from 3 November 2015 to 14 December 2015, the Council consulted the public on the need to make £10.8m of savings in 2016/17. £4.6m of these savings affected frontline services. The consultation generated over 2,500 responses and covered 47 individual budget proposals. The feedback, which was very comprehensive, was contained within the agenda paperwork and Councillor Croft thanked the public for their comprehensive responses to the consultation.

Councillor Croft also placed on record his thanks for the significant amount of time that Members and Officers had spent, since the consultation closed on 14 December 2015, in reading and assessing all of the comments received. Provided within the agenda paperwork were the verbatim comments, a summary of comments template, an overview and recommendations template and Equality Impact Assessments for each of the 47 savings proposals, over 900 pages in total.

During the course of the consultation, Members had been provided with a formal briefing note of the requirements placed on them in relation to the Public Sector Equality Duty, a copy of which had been provided to Members for this meeting. The Public Sector Equality Duty essentially required decision makers to keep the welfare of service users and their families at the forefront of their minds particularly those that were most disadvantaged.

The role of the Executive at this evening’s meeting was to provide a recommendation to Council on each of the 47 public facing savings proposals in order that a balanced budget could be agreed on 1 March 2016 and an overview template covering all 47 savings proposals with an appropriate recommendation was attached to the report. However, Councillor Croft advised that if the savings proposal was taken, this did not mean that the corresponding service would end. Through discussions triggered by the

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consultation, Councillor Croft was encouraged to see other local organisations, parish and town councils coming forward to offer some of the services outlined in the report which were subject to potential reductions.

Prior to making appropriate recommendations, Councillor Croft expressed publicly his disappointment as Leader of West Berkshire Council on receiving the Government's Revenue Support Grant (RSG) Settlement consultation one week before Christmas. This consultation proposed a cut in the Council's RSG by 44% or £8m in one year. The Council had been planning and working towards a proposed cut of 25%.

Having received this news Members, working with Officers, had spent a significant amount of time looking at where these additional savings could be found. The process of identifying Phase 1 savings was found to be very challenging, but Phase 2 savings had been even more difficult and disappointing. Councillor Croft was certain that fellow Members would agree that they did not become Councillors to close down important services valued by the District's residents or to increase the Council Tax burden on residents.

Councillor Croft was then pleased to report that with the help of Richard Benyon MP and John Redwood MP, the Council had managed to persuade the Government that reducing West Berkshire's budget by 44% in one year was a step too far. Accordingly he was pleased to say that the Council had been advised that the Government would provide transitional funding in 2016/17 of £1.39M and £1.37M in 2017/18. This was not a significant amount of additional funding and would not stretch too far, however Councillor Croft reported that he was committed to looking at those areas of feedback received in Phase 1 and would no doubt receive to Phase 2 savings proposals to assess where the Council might be able to provide some transitional funding to secure the future sustainability of a service.

The Phase 2 public facing savings proposals consultation would go ahead and would run from 15 February 2016 to 7 March 2016. As a result of the Government's timing, the Council was only able to run a three week consultation timeline. However, the Government had recently issued consultation guidance which permitted a shorter timescale to be agreed where there were exceptional circumstances. Councillor Croft could not think of a more exceptional set of circumstances than the position the Council had been placed in.

Councillor Croft then took the opportunity to clarify how the decisions around the budget would be made given that the Council would set its budget on 1 March 2016 with the consultation still open. The Council would set its budget on 1 March 2016, but a request would also be made for the Executive, at its meeting on 21 April 2016, to be given delegated authority to adjust these plans afterwards should it need to. Once the consultation closed on 7 March 2016 the responses to the Council's proposals would be fully considered. If any issues were raised, which required a change to the Council's plans, the Executive would be able to respond accordingly.

Given that the Executive would be making a recommendation to Council, Councillor Croft did not see any value in rehearsing the debate which would be held at Council. However, Councillor Croft did offer Members the opportunity to make comments at this stage, perhaps to clarify something raised in the consultation or matters that had arisen post consultation.

In light of the finalised Government settlement, Councillor Croft advised of his wish to amend the recommendation set out in paragraph 2.2 of the report to enable Members to look at the implications of this and recommend to Council on 1 March 2016 any changes to plans should this be appropriate. Councillor Croft reiterated that the additional

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Government funding was for transitional purposes and any proposals considered would be on the basis of them becoming self sustainable in the future.

Councillor Croft then recommended the proposals in paragraphs 2.1, 2.2 (amended) and 2.3, with 2.2 proposed for amendment as follows:

‘That, should transitional funding not be considered appropriate, Full Council be recommended to progress each of the non public health grant funded savings proposals (29 individual proposals in total) and the one income proposal relating to car parking as set out in Appendix C.’

Councillor Marcus Franks made reference to the counter proposal that had been put forward for the CCTV savings proposal which he saw as an excellent example of the successes that could be achieved via consultation. In response to the consultation, Newbury Town Council working with Newbury Business Improvement District and Thames Valley Police were developing a proposal that would hopefully result in a CCTV system being retained in Newbury. Thatcham and Hungerford Town Councils, and Lambourn and Theale Parish Councils were also considering the potential to develop their own bespoke CCTV service.

Councillor Dominic Boeck made reference to the savings proposals for discretionary home to school transport. He specifically commented on the Mortimer to Willink School walking route and explained that Officers had rigorously assessed this route in line with national guidelines. However, to support this a second independent opinion had been sought to assess highways matters for this route and the outcome of this had supported the original Officer view. Councillor Boeck also advised that he was working with Officers with a view to the Council undertaking infrastructure works such as signage, drainage, vegetation maintenance and the implementation of a crossing on Goring Lane in order to improve this route, with appropriate levels of investment to be considered as part of this.

Other options proposed by Officers in relation to home to school transport included the potential for a seat to be offered for pupils, whose free entitlement to transport had ceased, on a fare payer basis; and for the Council to encourage schools and/or community groups to set up their own bus services.

Councillor Alan Law referred to the proposals for the 143 bus service, which was the subject of two of the petitions presented to tonight’s Executive. He explained that the Council’s subsidy had been placed under pressure following the decision of Oxfordshire County Council to end their subsidy. However, the strong local feeling to maintain this service was noted and Councillor Law felt that this was an area where committed local support could enable the service to continue at least in part. As an example, he was pleased to advise the Executive that Basildon Parish Council had offered a funding contribution of £10k for this service and he was hopeful that others would follow this example and make a similar contribution. Councillor Law also made the point that a minimal level of public use would enable the service to run without a need for any subsidy.

Councillor Law concluded his comments by thanking members of the public for their extremely informative consultation responses.

Councillor Alan Macro stated that was pleased that a review of both Phase 1 and Phase 2 consultation proposals would be undertaken in the light of the additional Government grant being received over the next two financial years. Councillor Macro explained that he had a number of serious concerns in relation to the proposed cuts, but advised that he would reserve his comments for the debate at Council on 1 March 2016 when the full budget paperwork and list of savings proposals would be available.

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Councillor Mollie Lock referred to Councillor Boeck's comments on home to school transport and stated that she was pleased that a second risk assessment had been undertaken on the Mortimer to Willink School route. She was however concerned that works to repair the routes to the school would be costly and the cost per day for a child to travel to school on a private bus would be high (around £8 per day) in comparison to the daily charge for a public bus (£1.90 return). She then asked whether the risk assessment was based on the full route which incorporated the woodlands and the bridleway. In response, Councillor Boeck confirmed that the full route was assessed, this included Wokefield Common and Goring Lane. He also reiterated that the route was considered alongside national highways guidelines.

Councillor Lee Dillon sought to understand whether the Phase 2 consultation would make reference to the Phase 1 proposals so that residents could understand wider impacts, i.e. a cut to a library service in an area further exacerbating the impact of cuts to public transport in the same area. Councillor Croft responded to this query by explaining that there had been a significant level of signposting to Phase 1 proposals and this would be likewise for Phase 2 when it went live on Monday 15 February 2016. Consideration had also already been given to the impact caused by proposals on one another and potential mitigation. Andy Day added that the Phase 1 proposals remained on the Council's website and there would therefore be the ability for members of the public to consider what was proposed for Phase 2 alongside the earlier proposals.

Councillor Dillon then queried whether website links would be included which directed the individual to related proposals. Andy Day agreed this could be considered outside of the meeting, but stated that it was important for ease of access to the consultation to be established and the inclusion of different links to separate pages could complicate the process.

Councillor James Fredrickson informed Members that dialogue had been ongoing with the press to continue to help raise awareness of the Council's plans and its consultation exercises. It was important to hold an inclusive consultation process and Councillor Fredrickson felt that the additional Government funding put the Council in a better position in terms of the ability to respond to consultation comments.

RESOLVED that:

1. the responses received to each of the 47 public facing savings proposals in relation to Phase 1 of the public consultation exercise undertaken on the 2016/17 budget be noted.
2. should transitional funding not be considered appropriate, Full Council be recommended to progress each of the non public health grant funded savings proposals (29 individual proposals in total) and the one income proposal relating to car parking as set out in Appendix "C".
3. it be a recommendation to Council that those public health grant funded services set out in paragraph 3.4 of Appendix "A" and Appendix "C") totalling £114,000 be progressed.

Reason for the decision: to enable the Council to set a balanced budget for the 2016/17 financial year.

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Other options considered: None. The Council is required to consult on its 2016/17 budget by virtue of the Equality Act 2010 and particularly in relation to any proposals which might have a public impact.

57. Members' Questions

A full transcription of the public and Member question and answer sessions are available from the following link: [Transcription of Q&As](#).

(a) **Question to be answered by the Leader of the Council submitted by Councillor Lee Dillon**

A question standing in the name of Councillor Lee Dillon requesting an update on the negotiations with Parkway was answered by the Leader of the Council.

(b) **Question to be answered by the Portfolio Holder for Adult Social Care, Housing, Countryside, Community Culture and Leisure Services submitted by Councillor Alan Macro**

A question standing in the name of Councillor Alan Macro requesting the latest figures for homes standing empty for six months or more and a comparison of the current position with that of a year ago was answered by the Portfolio Holder for Adult Social Care, Housing, Countryside, Community Culture and Leisure Services.

(c) **Question to be answered by the Portfolio Holder for Education, Property and Broadband submitted by Councillor Mollie Lock**

A question standing in the name of Councillor Mollie Lock asking how many West Berkshire Council children were currently being taught at home and their age when they began home tuition was answered by the Portfolio Holder for Education, Property and Broadband.

58. Exclusion of Press and Public

RESOLVED that members of the press and public be excluded from the meeting for the under-mentioned item of business on the grounds that it involves the likely disclosure of exempt information as contained in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) Order 2006. Rule 8.10.4 of the Constitution also refers.

59. Staffing Implications associated with savings put forward to deliver the 2016/17 Revenue Budget post public consultation: Approval to Pay Redundancy Payments (EX3057)

(Paragraph 1 – information relating to an individual)

(Paragraph 2 – information identifying an individual)

The Executive considered an exempt report (Agenda Item 10) which sought approval to make the redundancy payments associated with the required staffing implications associated with savings to deliver the 2016/17 revenue budget.

RESOLVED that the recommendations in the exempt report be agreed.

Reason for the decision: as set out in the exempt report.

Other options considered: as set out in the exempt report.

(The meeting commenced at 5.00pm and closed at 6.04pm)

CHAIRMAN

Date of Signature

DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

SPECIAL EXECUTIVE MINUTES OF THE MEETING HELD ON THURSDAY, 25 FEBRUARY 2016

Councillors Present: Dominic Boeck, Hilary Cole, Roger Croft, Lynne Doherty, Marcus Franks, James Fredrickson and Garth Simpson

Also Present: John Ashworth (Corporate Director - Environment), Andy Day (Head of Strategic Support), Martin Dunscombe (Communications Manager), Andy Walker (Head of Finance), Rachael Wardell (Corporate Director - Communities), Robert Alexander (Policy Officer), Councillor Pamela Bale, Councillor Anthony Chadley, Stephen Chard (Policy Officer), Councillor James Cole, Councillor Richard Crumly, Councillor Lee Dillon, Councillor Adrian Edwards, Councillor Mollie Lock, Councillor Alan Macro, Councillor Anthony Pick and Councillor Quentin Webb

Apologies for inability to attend the meeting: Councillor Graham Jones and Councillor Alan Law

PART I

60. Declarations of Interest

Councillor Roger Croft took the opportunity of welcoming members of the public present for the meeting and thanking them for their attendance.

The Monitoring Officer read out the following declarations of interest:

Councillor Lynne Doherty had an interest in Agenda Item 5 (Revenue Budget 2016/17) by virtue of the fact that her employer was a recipient of Short Breaks Funding. Councillor Doherty had applied to the Governance and Ethics Committee for a dispensation to speak and vote on this item. The Committee decided to allow Councillor Doherty to speak and vote on the Phase 1 consultation responses as a whole but could only speak on the short breaks for children and not vote on this should this situation occur.

Councillor Marcus Franks had an interest in Agenda Item 5 (Revenue Budget 2016/17) by virtue of the fact that his employer, Sovereign Housing, received funding from the Council for its Neighbourhood Warden Scheme. Councillor Franks had applied to the Governance and Ethics Committee for a dispensation to speak and vote on this item. The Committee decided that a dispensation should be granted but that the dispensation would permit Councillor Franks to speak but not vote (on the budget) on this item.

All Members present had also been granted a dispensation by the Monitoring Officer to speak and vote on any items pertaining to Council Tax.

Councillor Lee Dillon declared an interest in Agenda Item 5 by virtue of the fact that his employer, Sovereign Housing, received funding from the Council for its Neighbourhood Warden Scheme. He reported that, as his interest was personal and prejudicial and a disclosable pecuniary interest, he would not participate in the debate on this particular matter should it arise, but pointed out that he had no vote at Executive in any event.

Councillor Alan Macro declared an interest in Agenda Item 5 by virtue of the fact that he was a Member of Theale Parish Council and the Parish contributed funding to the Neighbourhood Warden Scheme. However, he reported that, as his interest was personal and not prejudicial or a disclosable pecuniary interest, he determined to remain to take part in the debate on this particular matter should it arise. This declaration

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followed advice being given by the Monitoring Officer that any Member who sat on a Town/Parish Council, which contributed to the Neighbourhood Warden Scheme, had a personal interest only. The Monitoring Officer also advised that savings proposals in relation to the Neighbourhood Warden Scheme formed part of the Phase Two consultation process which was ongoing.

61. Investment and Borrowing Strategy 2016/17 (C2976)

Councillor Roger Croft presented the report to the Executive (Agenda Item 3) which summarised the Council's borrowing limits as set out by CIPFA's Prudential Code (which was in compliance with the Local Government Act 2003) and which recommended the Annual Investment and Borrowing Strategy for 2016/17. The report proposed that the Executive recommend the Strategy to Council for adoption.

The report also set out the framework within which the Treasury Management Team would conduct the Council's investments and borrowing for the forthcoming financial year. It recommended prudential limits for investments in 2016/17 and borrowing limits for the next three years.

The report recommended prudential limits for exposure to borrowing at fixed and variable rates of interest, the maturity structure of borrowing and the types of institutions with which the Council would invest its funds and their minimum credit ratings. For 2016/17, it was proposed to increase the maximum limit for investments with banks with appropriate ratings. It was also proposed to consider investing for longer term periods of up to two years if funds allowed and market conditions were favourable.

It was further proposed to increase the Council's maximum borrowing limits by £11 million (to £173 million) in 2016/17, by a further £4 million (to £177 million) in 2017/18 and by £1 million (to £178 million) in 2018/19. The increases in borrowing limits over the next three years were to allow for the planned level of borrowing to fund the proposed capital programme (also taking into account the planned level of debt repayment). The increase proposed in the borrowing limit in 2016/17 was £3 million higher than previously estimated because of the planned use of capital receipts in 2016/17 to offset the cost of transforming and restructuring services to generate revenue savings.

Councillor Lee Dillon queried whether regular meetings of the Treasury Management Group, of which both he and Councillor Croft were Members, were scheduled. Councillor Croft agreed to ask appropriate Officers to confirm meeting dates for the next 12 months.

Councillor Dillon welcomed the potential for the Council to invest over the longer term periods described.

RESOLVED that:

- (1) The adoption of the 2016/17 Investment and Borrowing Strategy be recommended to Council.
- (2) Formulation of Treasury Management Policy in compliance with the Local Government Act 2003 and CIPFA's Prudential Code and Code of Practice for Treasury Management be recommended to Council.

Reason for the decision: Formulation of Treasury Management Policy in compliance with the Local Government Act 2003 and CIPFA's Prudential Code and Code of Practice for Treasury Management.

Other options considered: Not applicable.

62. Capital Strategy and Programme 2016/17 to 2020/21 (C2978)

Councillor Roger Croft presented the report to the Executive (Agenda Item 4) which set out the draft Capital Strategy and Programme covering the five year period 2016/17 to 2020/21. Its aim was to ensure that the Council's highest priorities for capital investment could be delivered within the financial constraints which the Council faced.

The proposed Capital Programme would help to deliver the key priorities set out in the Council Strategy 2015-2019, including investment over the next five years in the following key areas:

Better Educated Communities: £57.1 million for new school places and improvements to school buildings;

A Stronger Local Economy: £55 million for maintenance and improvement of highways and £1.5 million to facilitate the delivery of superfast broadband across West Berkshire;

Protect and support those who need it: £11.6 million for occupational health equipment, home adaptations and supported living for older people and people with physical, sensory or learning disabilities and support for looked after children;

Maintaining a high quality of life within our Communities: £3.8 million for maintenance and improvement of parks, open spaces, sporting and cultural facilities.

The Capital Programme would allow for total expenditure over five years of £140.4 million, of which £20.9 million would be from developers contributions, £80.7 million would be funded from other external sources of funding – mainly government grants, and £38.8 million, or an average of £7.8 million per year, would be funded from Council resources. Council resources included an estimated £1.25 million capital receipts from assets which were expected to be sold over the following two years. The remainder would be funded from prudential borrowing in line with the revenue provision for capital financing assumed in the current Medium Term Financial Strategy (MTFS).

Any schemes in the programme which had not yet been committed would be subject to further review by Officers and Members to determine whether any savings could be made in the Capital Programme which could generate additional revenue savings, without serious detriment to the Council's objectives. Any further changes which were proposed to the 2016/17 Programme would be reported to the next meeting of the Executive.

Councillor Lee Dillon queried the absence of an aim for income generation. While the potential for the Council to sell its assets was mentioned, the report did not consider the possibility of the Council letting its assets in order to achieve income. Councillor Croft pointed out that the Council's physical assets were limited, but made the suggestion that this matter be discussed further at the next meeting of the Treasury Management Group. Officers would be asked to schedule this.

Councillor Alan Macro referred to paragraph 1.4 of the Capital Strategy document which highlighted that the Capital Programme would help to deliver many of the Council's strategic priorities. This paragraph listed additional primary places in Hungerford and Newbury as one of these priorities but made no mention of additional primary places in Theale, although this was referenced in the more detailed Capital Programme. Councillor Croft agreed to ask Officers to ensure that an appropriate reference was made in paragraph 1.4.

The provision of extra care housing in the east of the district, referred to in paragraph 1.5 of the report, was also in line with the Council's strategic priorities, but was not specifically included in the detailed Capital Programme and Councillor Macro queried

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whether this was an omission as investment was needed in this area. Councillor Croft noted this omission and Councillor Hilary Cole agreed that provision of housing in the east was an objective of the Council Strategy and a commitment of the Conservative's Manifesto

RESOLVED that the Capital Strategy and Programme 2016/17 to 2020/21 be recommended to Council for approval.

Reason for the decision: To outline the five year Capital Strategy for 2016 to 2021, including the Minimum Revenue Provision Statement and the Asset Management Plans for Property and Highways, and to set out the funding framework for the Council's five year Capital Programme.

Other options considered: Not applicable.

63. **Revenue Budget 2016/17 (C2979)**

Councillor Roger Croft presented the report (Agenda Item 5) which asked the Executive to consider and recommend to Council the 2016/17 Revenue Budget.

In introducing the report, Councillor Croft highlighted the fact that the Council had been faced with an enormous financial challenge which was unprecedented. In order to achieve a balanced budget it had been necessary, regrettably, to propose that Council Tax be increased by 1.99% in 2016/17 together with a 2% ring-fenced precept for Adult Social Care. Councillor Croft pointed out that Council Tax levels had seen no increases in four out of the last six years, with the last increase being in 2013/14. Where there had been increases, these had been kept below 2%. This step was particularly necessary when considering that the Council Tax Freeze Grant issued by the Government in recent years had ceased.

It had also been necessary for the Council to find savings of £14m in 2016/17, the highest in the Council's history, and given the scale of the task to arrive at a balanced budget for 2016/17 a number of significant saving proposals had been made. This included reductions to libraries, children centres, home to school transport, public transport subsidy, highway maintenance, provision of care services and many others. 47 public facing savings proposals had formed the Phase One public consultation and the Phase Two process was ongoing and had a closing date of 7 March 2016. There were 16 public facing savings proposals in Phase Two representing savings of £2.1m. Councillor Croft highlighted the importance of receiving consultation feedback.

Councillor Croft then took the opportunity to thank all those residents who had responded to the Phase One consultation, which had been based on the Council's assumption that the Revenue Support Grant would be reduced by 25% in 2016/17 rather than the 44% which had eventually transpired. Over 2,500 responses were received to the Phase One consultation and Councillor Croft was heartened to see that West Berkshire's communities had already stepped forward and were working with the Council to find new ways to deliver much valued services. CCTV across a number of parishes was one example, and this showed that West Berkshire had communities and partners who were prepared to help.

Following the hard work of Officers, Councillors and West Berkshire's MPs, the Council had secured a grant of £2.8m transitional funding over the next two financial years. This had provided the Council with further scope to respond to residents' feedback when setting the budget for 2016/17 and as a result of this, and following consideration of Phase One consultation feedback, Councillor Croft proposed that the Executive recommend to Council that transitional funding be made available in 2016/17 in the following areas:

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- Short Breaks for Disabled Children - £170,000.
- Two Saints Floating Support Service and Step by Step Lodgings Service - £100,000.
- Empowering West Berkshire - £25,000.
- Learning Disability Clients - £100,000.

A further review of residents feedback would commence once the Phase Two consultation had completed on 7 March 2016. The Executive, subject to Council approval to do so, would then look at how the remaining transitional funding for 2016/17 could be used.

It was proposed that the Council would set its budget on 1 March 2016, prior to the closing date of the Phase Two consultation. However, it would also be proposed to Council that the Executive, at its meeting on 24 March 2016, be given delegated authority to adjust plans post the setting of the budget on 1 March 2016 and subject to the outcome of the Phase Two consultation.

Councillor Alan Macro was pleased to note the areas identified for transitional funding that would be recommended to Council.

Councillor Macro noted from the report that the Medium Term Financial Volatility Reserve (MTFVR) had reduced during the course of 2015/16 and queried the reasons for this. Andy Walker explained that this reserve had primarily been used to help balance the 2015/16 revenue budget.

Councillor Lee Dillon advised of an approach made by Thatcham Town Council to West Berkshire Council with a view to a meeting being arranged to consider how services at risk, for example bus services, could continue. To date this had not been possible and Councillor Dillon sought a commitment from the Executive to co-ordinate such a meeting(s) with Thatcham Town Council and other interested town/parish councils.

Councillor Dominic Boeck responded to this point by stating that active dialogue was ongoing between West Berkshire Council and town/parish councils which included Thatcham Town Council. These towns and parishes had been asked to consider what they were able to contribute to services and responses were awaited.

Councillor Croft added his awareness of the public concern in relation to public transport which was demonstrated by the level of consultation response to these proposals (this formed part of the ongoing Phase Two consultation) and asked Councillor Garth Simpson (Portfolio Holder for Transport) if he would be able to arrange/facilitate a meeting with parishes on this matter. Councillor Simpson confirmed his willingness to do so.

Councillor Croft stated that alternative service delivery models could be considered, dependent on the consultation feedback. He reiterated his gratitude to West Berkshire's MPs for helping to achieve transitional monies which provided the Council with some financial flexibility.

Councillor Croft then explained, primarily for the benefit of members of the public present, that more significant debate would be held on the Revenue Budget and other budget items at the Council meeting on 1 March 2016. The main function of the Executive this evening was to make recommendations for Council's consideration.

RESOLVED that the Executive would recommend to Council:

- (1) That the responses received to each of the 47 public facing savings proposals in relation to Phase 1 of the public consultation exercise undertaken on the 2016/17 budget be noted.

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- (2) That Council consider the use of the 2016/17 transitional grant as a means of mitigating the impact of some of the Phase 1 proposals and where this is not used, the recommendations set out in the Overview and Recommendations template be approved.
- (3) That it be a recommendation to Council that those public health grant funded services (marked as “to be progressed”) in the Overview and Recommendations template totalling £114,000 be progressed.
- (4) That the 2016/17 revenue budget requirement for Council Tax setting purposes of £82.28 million requiring a Council Tax increase of 1.99% be approved.
- (5) That the 2% ring-fenced adult social care precept be applied.
- (6) That the Fees and Charges be approved as set out in Appendix H and the appropriate statutory notices be placed where required.
- (7) That the Special Expenses be approved as set out in Appendix I.
- (8) That the Efficiency Strategy for Use of Capital Receipts be approved as set out in Appendix O.
- (9) That the Executive, on 24 March 2016, be given delegated authority to adjust the Council’s budget plans, should the responses to Phase 2 of the public consultation require it to do so.
- (10) That the Executive, on 24 March 2016, propose where the transitional grant funding of £1.39m will be used.

Reason for the decision: Formulation of the 2016/17 Revenue Budget is required in order to meet the Council’s statutory duties.

Other options considered: The scale of the Local Government Settlement has left West Berkshire Council with limited options. The Council are proposing to increase Council Tax by 1.99% and apply the adult social care ring-fenced precept of a 2% increase to Council Tax. If these options were not taken, the savings requirement would be £3.2m higher. The Council has considered all options available in order to keep the savings requirement to the level it is. These options include use of capital receipts and transitional grant funding.

(The meeting commenced at 5.00pm and closed at 5.24pm)

CHAIRMAN

Date of Signature

Key Accountable Performance 2015/16: Q3

Committee considering report:	Executive
Date of Committee:	24 March 2016
Portfolio Member:	Councillor Roger Croft
Date Portfolio Member agreed report:	3 March 2016
Report Author:	Jenny Legge / Catalin Bogos
Forward Plan Ref:	EX2963

1. Purpose of the Report

- 1.1 To report quarter three outturns against the Key Accountable measures contained in the 2015/16 Council Performance Framework.
- 1.2 To provide assurance to Members that the objectives laid out in the Council Strategy and other areas of significance / importance across the council are being delivered.
- 1.3 To present, by exception, those measures / milestones behind schedule or not achieved and cite any remedial action taken and the impact, if it has, to allow the scrutiny and approval of the corrective or remedial action put in place.

2. Recommendations

- 2.1 To note progress against the Key Accountable measures and celebrate achievements.
- 2.2 To review those areas reporting as 'amber' or 'red' to ensure that appropriate action is in place.
- 2.3 To approve the proposed changes to targets or plans requested by Services and detailed in point 5.7.

3. Implications

- 3.1 **Financial:** Any implications will be highlighted in the individual exception reports.
- 3.2 **Policy:** Any implications will be highlighted in the individual exception reports.
- 3.3 **Personnel:** Any implications will be highlighted in the individual exception reports.
- 3.4 **Legal:** Any implications will be highlighted in the individual exception reports.
- 3.5 **Risk Management:** Any implications will be highlighted in the individual exception reports.

3.6 **Property:** Any implications will be highlighted in the individual exception reports.

3.7 **Other:** None

4. Other options considered

4.1 None

5. Executive Summary

- 5.1 The report appraises progress against a basket of 27 key accountable measures and activities aligned to the objectives set out in the Council Strategy.
- 5.2 Of the 27 reported measures, outturns are available for 24. Those not reported are comprised of, 2 which are reported once a year and 1 which was unavailable at the time of publication of this report. Therefore, of the measures reported:
- 5.3 19 (79%) are reported as 'green' – or are on track to be delivered / achieved by year end.
- 5.4 4 (17%) are reported as 'amber'- behind schedule, but still expect to achieve or complete the measure / activity by year end.
- 5.5 1 (4%) is reported as 'red' - not achieved, or do not expect to achieve, the activity or target within the year;
- 5.6 Those reported as 'amber' and 'red' are as follows:

<i>List of reported 'amber' measures / activities</i>	<i>Target</i>	<i>Q1 outturn</i>	<i>Q2 outturn</i>	<i>Q3 outturn</i>
<i>Priority 5. Good at Safeguarding children and vulnerable adults</i>				
1. % of Leaving Care Clients with Pathway Plans	100%	♦ 79.9%	♦ 89.0%	♦ 99.0%
2. Proportion of older people (65+) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services	92%	★ 92.9%	♦ 90.4%	♦ 88.7%
<i>Core Business</i>				
3. Proportion of clients with Long Term Support (LTS) receiving a review in the past 12 months	90%	♦ 61.6%	♦ 63.9%	♦ 74.0%
4. Decrease the level of delayed transfers of care (DTOC) from hospital and those attributable to social care from acute and non-acute settings (ASCOF 2C Part 2)	4	★3.3	♦ 4.7	♦ 4.8

<i>List of reported 'red' measures / activities</i>	<i>Target</i>	<i>Q1 outturn</i>	<i>Q2 outturn</i>	<i>Q3 outturn</i>
<i>Priority 5. Good at Safeguarding children and vulnerable adults</i>				
1. To maintain a high percentage of (single) assessments being completed within 45 working day	>=90%	♦ 71.2%	♦ 79.7%	■ 79.1%

- 5.7 In 2015/16, a new performance framework was introduced that gave Corporate Board the option to amend service plans on a quarterly basis in order to ensure they remain fit for purpose and will be approved/signed off by the same decision makers (that agreed them at the beginning of the year) as part of the quarterly performance reporting. For quarter 3 the following request has been made:

Requests for amendments - measures / activities	Target	
Priority 2. Close the educational attainment gap		
To reduce the GCSE educational attainment gap to 22 percentage points	22ppt Annual Academic year 2014/15	<p>*Request to amend measure, as current measure is a mixture of KS2 outturn and GCSE measures. Request change to include :</p> <p>“Reduce the attainment gap at KS2 (level 4+ Reading Writing Maths combined) between disadvantaged and other pupils.” Target 14/15 - 22 percentage points (22ppt) Outturn for 14/15 is 18ppt Outturn for 13/14 is 24ppt</p> <p>And</p> <p>“Reduce the attainment gap at GCSE (5A*-C including English and Maths) between disadvantaged and other pupils.” Target 14/15 - 30ppt Outturn for 14/15 is 34.7ppt Outturn for 13/14 is 33.4ppt</p>

6. Conclusion

- 6.1 During quarter 3, 79% of measures were reported as ‘green’, slightly less than for quarter 3 2014/15 when, 36 out of 45 (80%) measures were reported as ‘green’, with 7 (16%) as ‘amber’ and 2 (4%) as ‘red’.
- 6.2 For those measures identified as RAG rated ‘red’ and for the ones judged ‘amber’ (behind schedule but still expected to achieve the end of year targets) plans have been put in place at service level without requests for additional actions to be taken at strategic level and without the need to revise the initially agreed targets.

7. Appendices

- 7.1 Appendix A - Supporting Information



West Berkshire Council Performance Report

Key accountable measures and activities 2015/16

Update: Quarter three

compiled by:

Jenny Legge

Research, Consultation & Performance Officer

Strategic Support Unit

westberks.gov.uk/performance

February 2016

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Available from westberks.gov.uk/strategyandperformance

Purpose of this report

To provide an update on progress against the council's key accountable measures and activities at quarter three 2015/16.

The key measures / activities within this report have been distilled from those routinely monitored and managed through individual service delivery plans to focus more singularly on those which are of particular importance / significance key in delivering the strategic objectives in the Council Strategy and to the ongoing work of the council as a whole. This report therefore:

- provides assurance to the Executive that the objectives laid out in the Council Strategy are being delivered;
- provides assurance to the Executive that areas of significance / particular importance are performing;
- acts as an early warning system, flagging up areas of significance / particular importance which are not performing - or are not expected to perform - as hoped;
 - and therefore ensures that adequate remedial action is put in place to mitigate the impact of any issues that may arise.

Conventions used in this report

Throughout the report we have used a RAG 'traffic light' system to report progress:

- ★ means we have either achieved / exceeded, or expect to achieve what we set out to do;
- ◆ means we are behind schedule, but still expect to achieve or complete the measure / activity by year end;
- indicates that we have not achieved, or do not expect to achieve, the activity or target within the year;
- 🎯 indicates that data can only be reported at a single point of the year and progress cannot be tracked – e.g. GCSE results or the road condition survey, whilst;
- 🕒 indicates that quarterly data is unavailable when this report was published
- 🌊 indicates that a measure is not targeted and results are being recorded as a baseline for future monitoring.
- (E) indicates that an outturn is an estimate and will be confirmed during the year.

Where measures / activities are reported as 'red' or 'amber', an exception report provides (a) a description of why the measure / activity will not be achieved / completed, (b) the impact of not achieving, (c) the remedial action being taken to mitigate the impact of this as well as (d) the revised anticipated year end position (e) if any actions is required from Strategy Board.

In total, there are 27 key measures or activities which are appraised by the Executive through this reporting mechanism. In the report, these are aligned to the strategic priorities laid out in the Council Strategy.

The main body of the report presents these in more detail. Along with a description of the measure, the table also provides:

- *Column 1:* a reference code
- *Column 2:* the title of the measures
- *Column 3-7* previous years' outturns and comparative performance

- *Column 8:* the current year's target.
- *Columns 9-11:* quarterly outturns and RAG ratings.
- *Column 12:* and supporting commentary or volume data.

Comparative outturns

To complement monitoring progress in absolute terms, an indication of our comparative standing is provided. This will only relate to standardised, nationally reported measures and by default the data is compared to England as a whole. Outturns are presented in relation to quartiles, although in some cases it should be noted that a direct, national comparison is not possible as the measure is locally defined and monitored.

Because of the timescales involved in compiling, validating and publishing relative performance statistics, these are usually available 6-12 months in arrears. As such, the data we are able to use to compare our relative performance, will ordinarily relate to the previous year.

Summary of Performance

Across this reporting framework as a whole, 27 key accountable measures and activities are captured in total.

Education operates on an academic year basis and their service plan covers the academic year ending September 2015. A suite of key accountable measures, relating to attainment in this period, are included in this basket of measures.

Highways and Transport report on the percentage of work orders of permanent pothole repairs a quarter in arrears and are currently reporting 'green' for quarter 2.

Of the 27 reported measures, outturns are available for 24. Those not reported are comprised of, 2 which are reported once a year and 1 which was unavailable at the time of publication of this report. Therefore, of the measures reported:

19 (79%) are reported as 'green' – or are on track to be delivered / achieved by year end.

4 (17%) are reported as 'amber' - behind schedule, but still expect to achieve or complete the measure / activity by year end.

1 (4%) is reported as 'red' - not achieved, or do not expect to achieve, the activity or target within the year;

In quarter 3 in 2014/15 36 out of 45 (80%) measures were reported as 'green', 7 (16%) as 'amber' and 2 (4%) as 'red'.

The summary table below shows year end outturns by directorate.

Overview of performance outturns	2012/13 YE	2013/14 YE	2014/15 YE	2015/16 (Quarter three)			
				Overall	Comm	Env	Res
Green	45	36	40	19	14	3	2
Amber	0	1	0	4	4	0	0
Red	3	9	11	1	1	0	0
<i>Annual (yet to be reported)</i>	0	1	0	2	1	1	0
<i>Baseline (yet to be targeted)</i>	-	-		0	0	0	0
<i>Unavailable at time of publication</i>	1	0	1	1	0	1	0
Total	49	47	52	27	20	5	2

This graph summarises the same data against the council's priorities.



The 4 measures reported as 'amber', and 1 reported as 'red', are listed below. (For more information on each of these measures, including detailed outturns, commentary and exception reports – please consult the main body of this report:

List of reported 'amber' measures / activities	Target	Q1 outturn	Q2 outturn	Q3 outturn
Priority 5. Good at Safeguarding children and vulnerable adults				
1. % of Leaving Care Clients with Pathway Plans	100%	◆ 79.9%	◆ 89.0%	◆ 99.0%
2. Proportion of older people (65+) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services	92%	★ 92.9%	◆ 90.4%	◆ 88.7%
Core Business				
3. Proportion of clients with Long Term Support (LTS) receiving a review in the past 12 months	90%	◆ 61.6%	◆ 63.9%	◆ 74.0%
4. Decrease the level of delayed transfers of care (DTOC) from hospital and those attributable to social care from acute and non-acute settings (ASCOF 2C Part 2)	4	★ 3.3	◆ 4.7	◆ 4.8

List of reported 'red' measures / activities	Target	Q1 outturn	Q2 outturn	Q3 outturn
Priority 5. Good at Safeguarding children and vulnerable adults				
1. To maintain a high percentage of (single) assessments being completed within 45 working day	>=90%	◆ 71.2%	◆ 79.7%	■ 79.1%

Quarterly service requests for amendments to measures / targets

In 2015/16, a new performance framework was introduced that gave Corporate Board the option to amend service plans on a quarterly basis in order to ensure they remain fit for purpose and will be approved/signed off by the same decision makers (that agreed them at the beginning of the year) as part of the quarterly performance reporting.

<i>Requests for amendments - measures / activities</i>	<i>Target</i>	
Priority 2. Close the educational attainment gap		
1. To reduce the GCSE educational attainment gap to 22 percentage points	22ppt Annual Academic year 2014/15	<p>*Request to amend measure, as current measure is a mixture of KS2 outturn and GCSE measures. Request change to include :</p> <p>“Reduce the attainment gap at KS2 (level 4+ Reading Writing Maths combined) between disadvantaged and other pupils.”</p> <p>Target 14/15 - 22 percentage points (22ppt)</p> <p>Outturn for 14/15 is 18ppt</p> <p>Outturn for 13/14 is 24ppt</p> <p>And</p> <p>“Reduce the attainment gap at GCSE (5A*-C including English and Maths) between disadvantaged and other pupils.”</p> <p>Target 14/15 - 30ppt</p> <p>Outturn for 14/15 is 34.7ppt</p> <p>Outturn for 13/14 is 33.4ppt</p>

Narratives by Council Strategy Priorities (key achievements, key challenges, demand management)

This section highlights only key achievements, key challenges or significant evolution of the levels of demand.

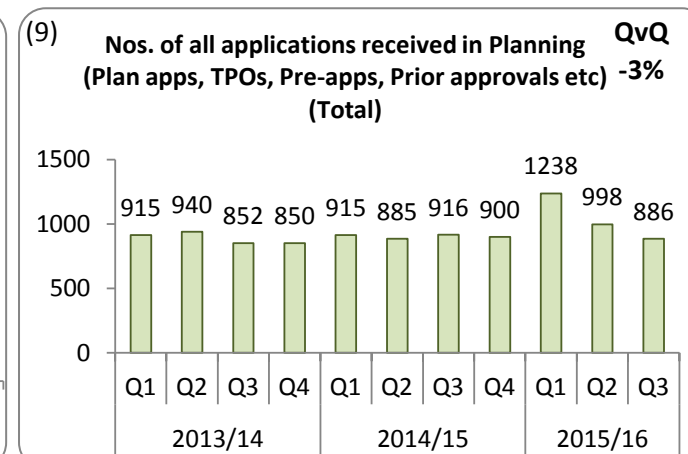
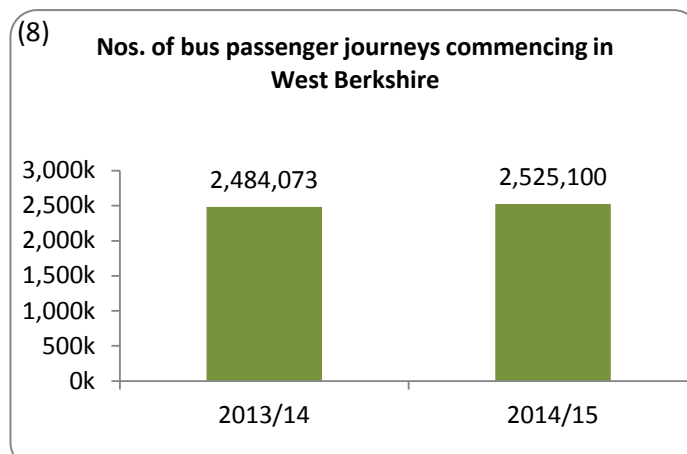
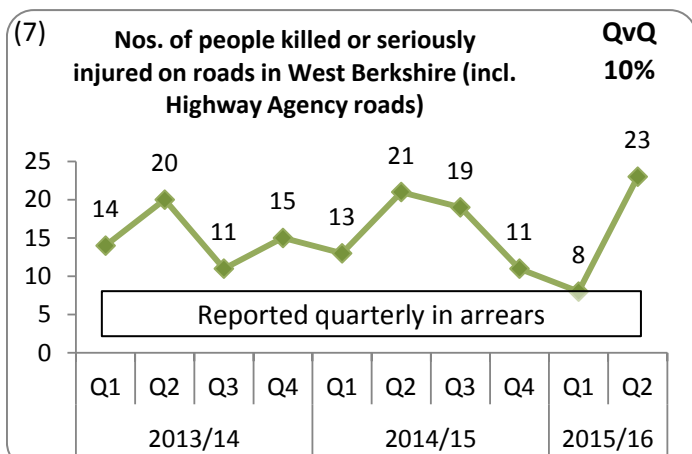
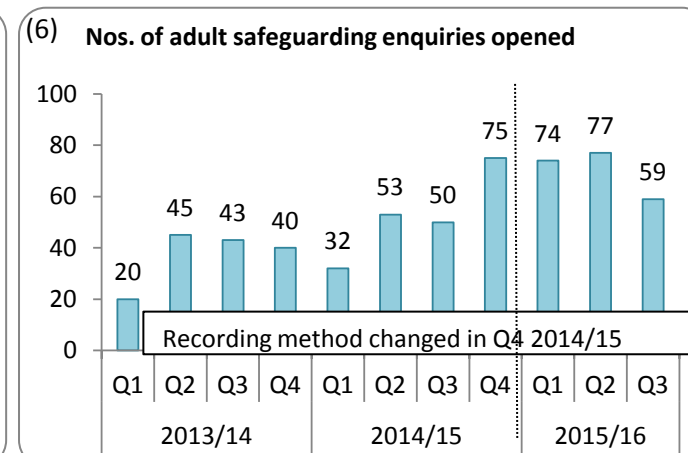
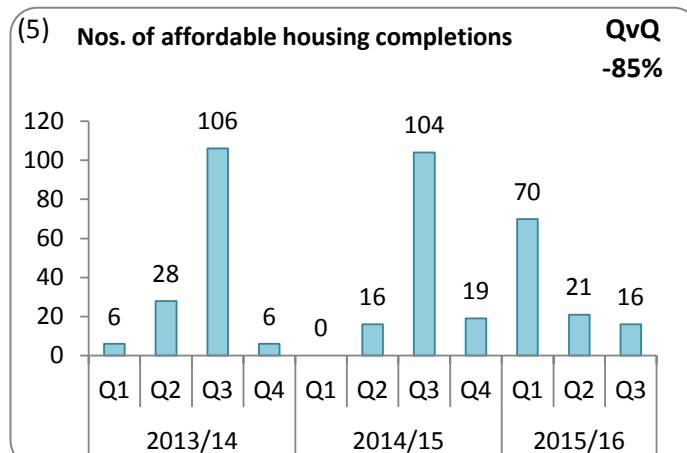
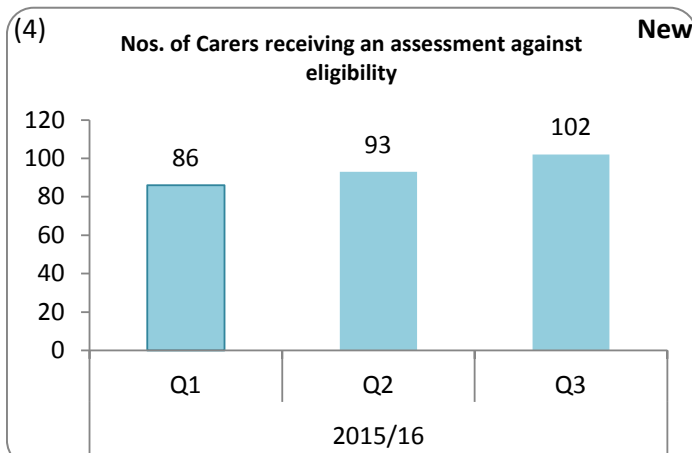
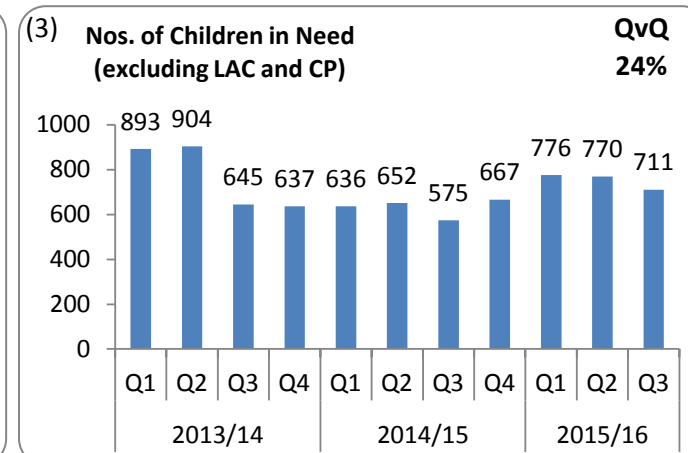
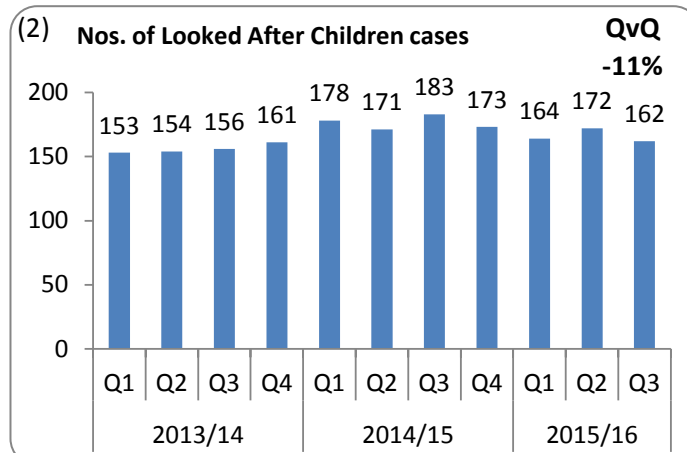
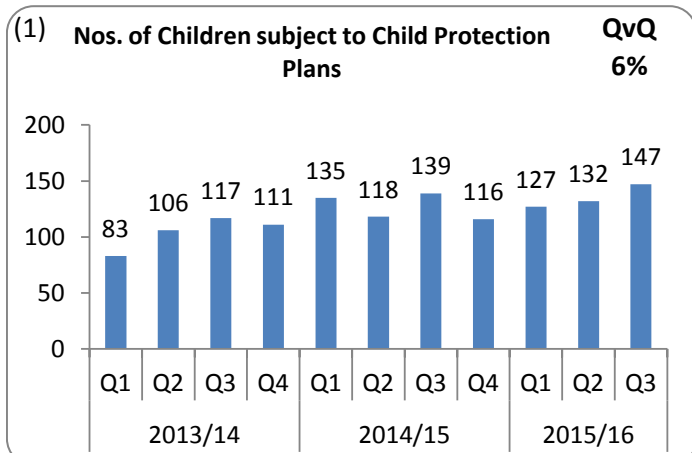
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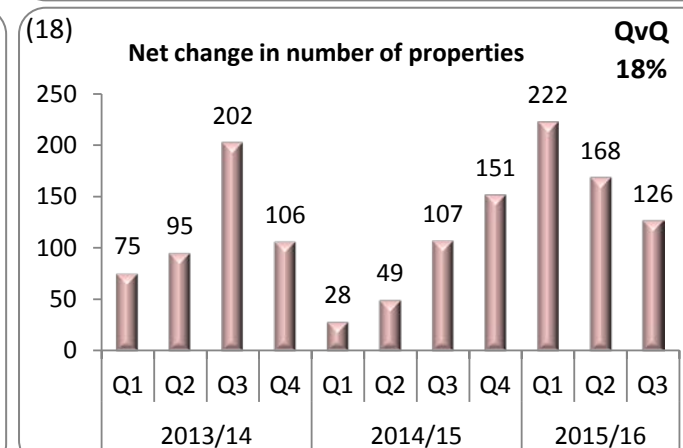
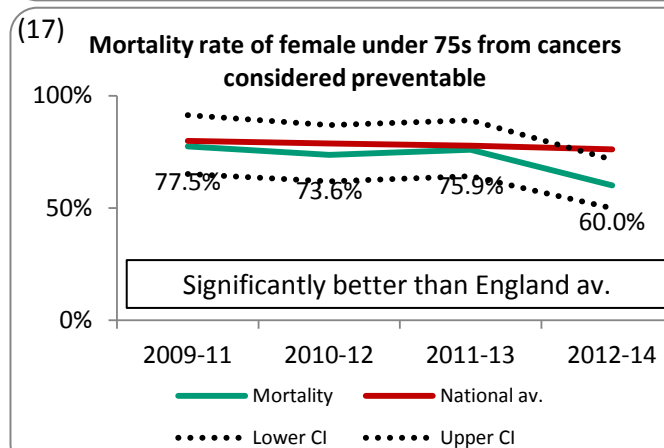
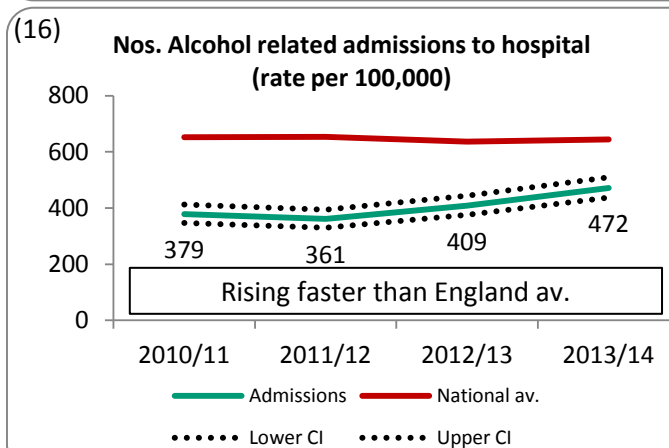
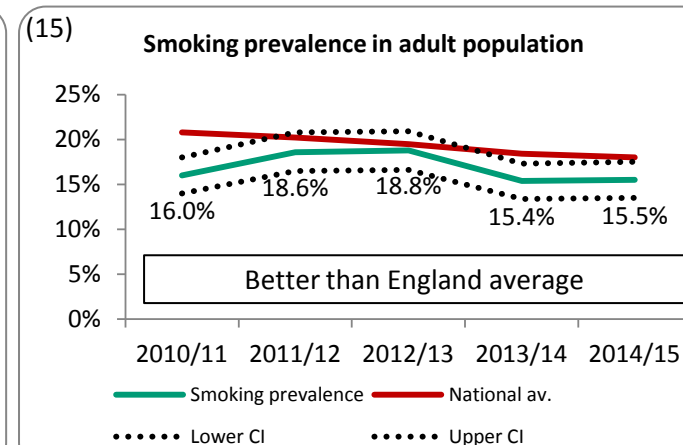
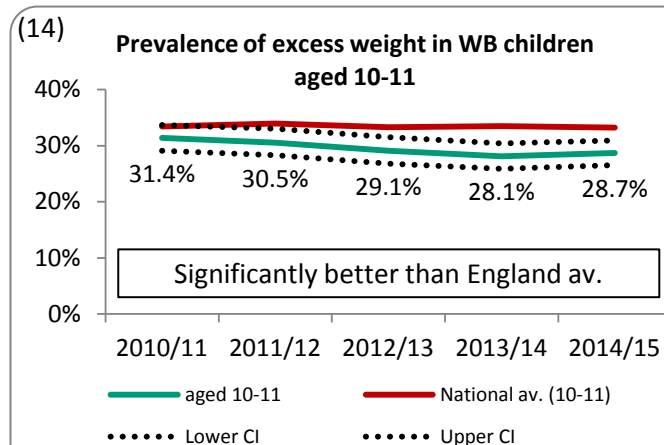
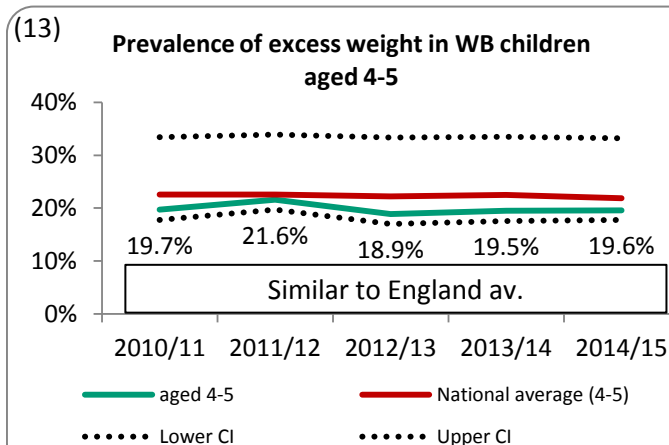
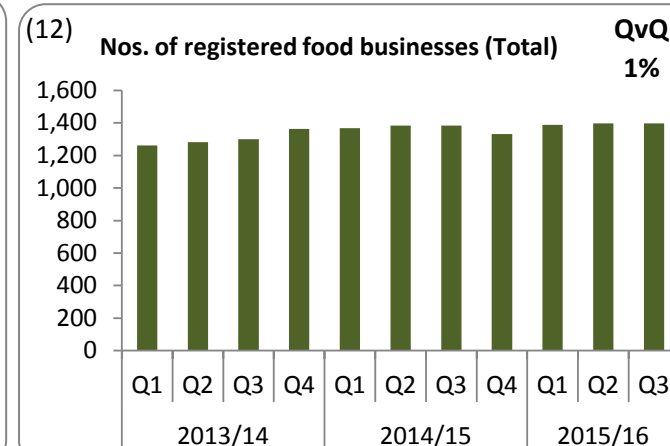
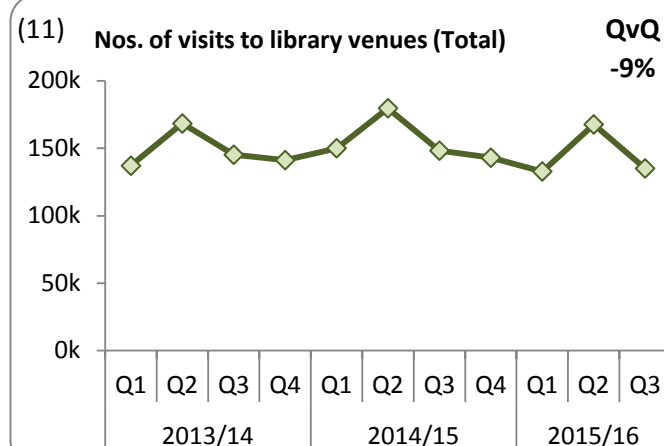
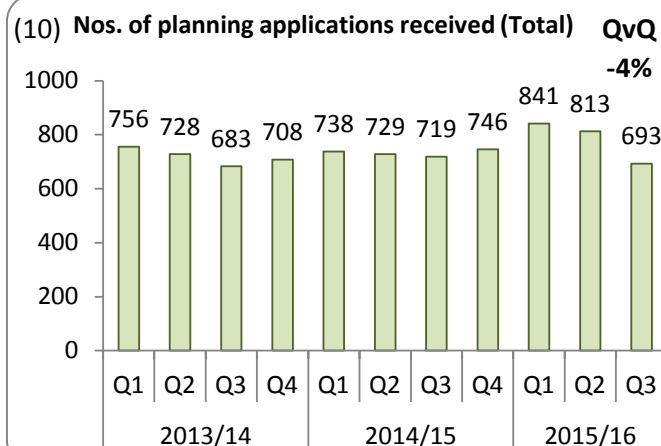
Due to additional capacity required in the services to identify additional savings proposals for a second phase of consultations, no Service Performance Intelligence is available for quarter three.

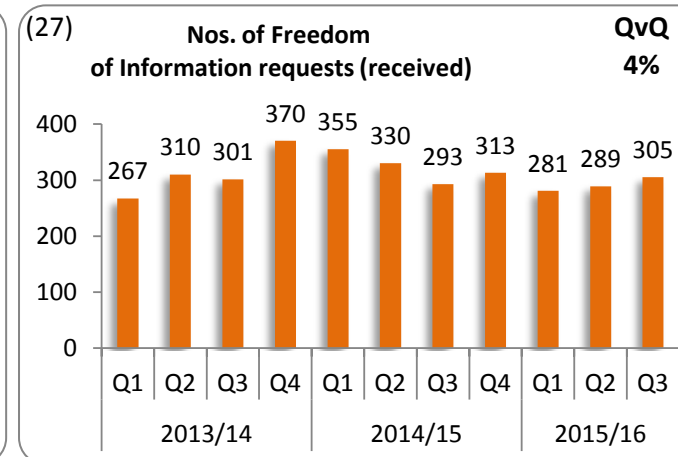
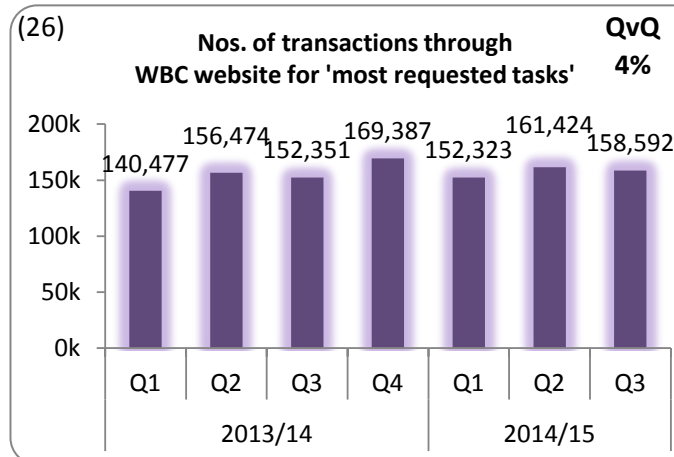
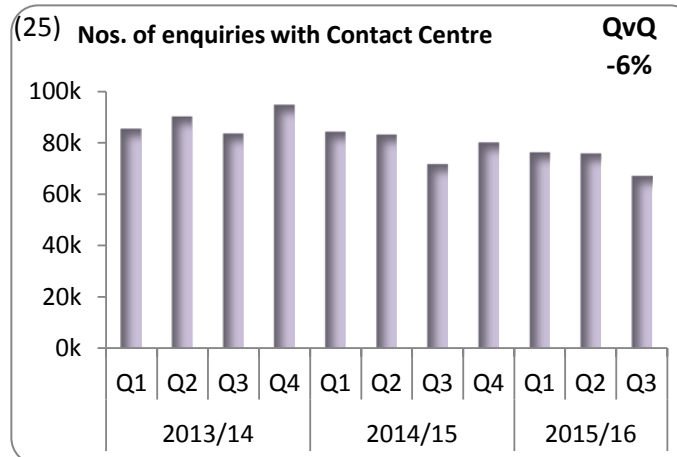
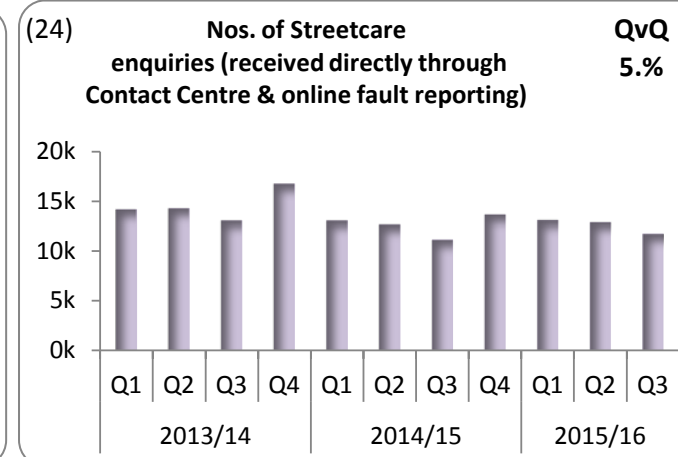
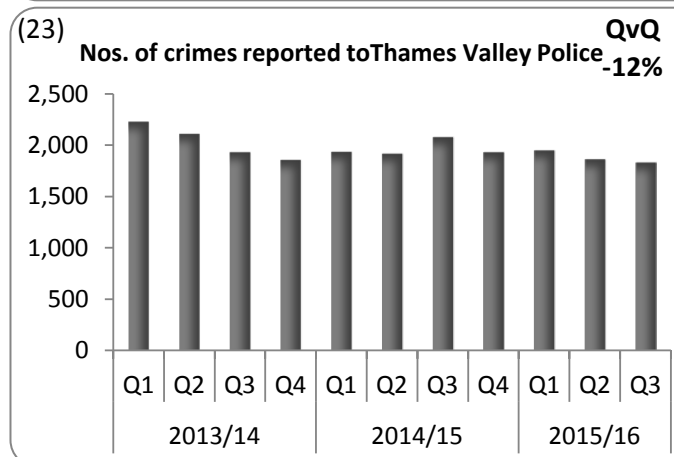
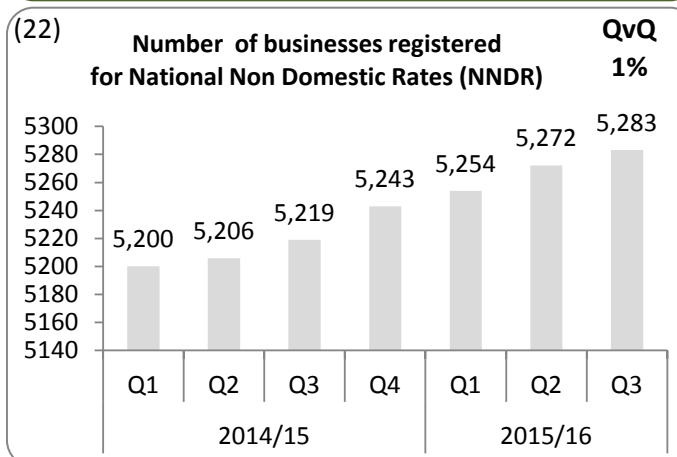
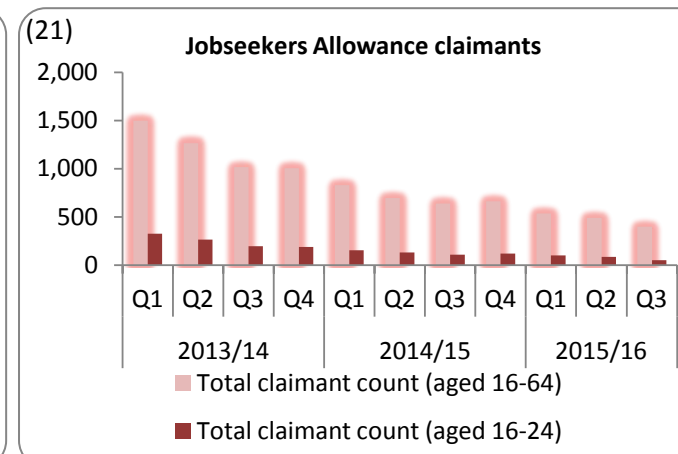
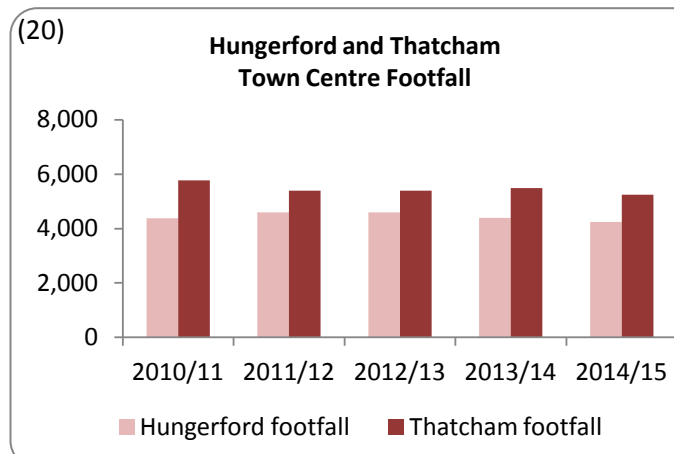
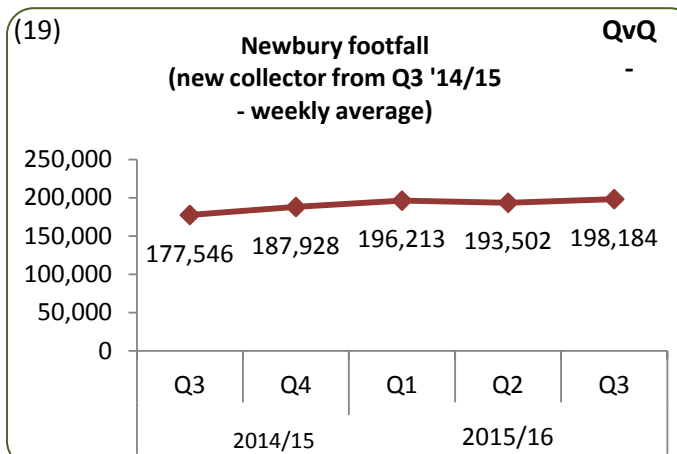
Key accountable measures and activities 2015/16

Quarter Three

Contextual and volume measures







Key accountable measures and activities 2015/16

Quarter Three

Exception reports

Rachael Wardell / Mac Heath		Children and Family Services				28 January 2016		AMBER	
P&S1c&f17		% of Leaving Care Clients with Pathway Plans							
Executive	2013/14 Year End	2014/15 Year End	2015/16				Target	Polarity	
			Q1	Q2	Q3	Q4			
RAG			♦	♦	♦		100%	Higher is better	
Qrtly outturn	-	-	-	-	-				
YTD outturn	Not reported	100%	79 / 100 79.0%	89 / 100 89.0%	96 / 97 99.0%				
REASON FOR AMBER: The 100% target set for this indicator is very difficult to achieve, as (at any one time) there are usually a few care leavers who are unwilling or difficult to engage with the pathway planning process. REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN: This indicator has been discussed at a recent Performance Board and there is concerted effort underway to ensure that young people have a pathway plan wherever possible. There are issues to be resolved in relation to cases that have already transferred to Adult Social Care and how we can ensure that these young people also have a Pathway Plan (or equivalent) in place that ensures all their needs are appropriately being met. STRATEGIC ACTIONS REQUIRED None									

Rachel Wardell / Tandra Forster		ASC				26 January 2016		AMBER	
OP2asc13		Proportion of clients with Long Term Support (LTS) receiving a review in the past 12 months							
Executive	2013/14 Year End	2014/15 Year End	2015/16				Target	Polarity	
			Q1	Q2	Q3	Q4			
RAG		★	◆	◆	◆		90%	Higher is better	
Qrtly outturn		62%	769 / 1,292 61.6%	837 / 1,309 63.9%	888 / 1,200 74.0%				
YTD outturn		62%	61.6%	63.9%	74.0%				
REASON FOR AMBER:									
The change in eligibility framework resulting from the Care Act has created a new imperative for this work; all long term clients will have to have had a review under the new framework by 31 March 2016. Additional capacity has been brought in to focus on this area of work, it has taken time to bed in so there was a slow start to work in quarter 1 and 2. Additional capacity has resulted in increased pace; there is a lag in updating the case management system so progress is not accurately reflected. Quarter 3 has shown a significant increase in the KPI, which is expected to continue to rise with ongoing additional capacity in place.									
REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN:									
Continued focus on completing reviews, significant progress has been made on community based support and the team are now dealing with residential placements. In addition staff are working to ensure the case management system is updated so progress is more evident.									
Now weekly monitoring of number of reviews required between now and 31 March 2016.									
STRATEGIC ACTIONS REQUIRED									
None.									

Rachel Wardell / Mac Heath		Children and Family			22 January 2016		RED	
P&S1c&f07		To maintain a high percentage of (single) assessments being completed within 45 working days						
Executive	2013/14 Year End	2014/15 Year End	2015/16				Target	Polarity
			Q1	Q2	Q3	Q4		
RAG	-	■	◆	◆	■		>=90%	Higher is better
Qrtly outturn	-							
YTD outturn	-	70%	227 / 319 71.2%	615 / 772 79.7%	905/1,144 79.1%			
REASON FOR RED: Our performance against this indicator has improved since the start of the year (61% at the end of April) and month on month figures are now consistently in the high 80s/90s. However, year to date performance remains below our target because of poorer performance earlier in the year.								
REMEDIAL MANAGEMENT ACTION BEING UNDERTAKEN AND ALTERNATIVE PLANS: There is day to day close scrutiny of single assessments that are still open and we are monitoring monthly as well as YTD performance. The daily scrutiny of single assessments is having results and should continue to do so over the coming months.								
FINANCIAL IMPLICATIONS: This indicator does not have direct financial implications.								
SERVICE PLAN UPDATES REQUIRED: No updates are required to the service plan. The indicator will remain in our service plan for next year.								
STRATEGIC ACTIONS REQUIRED: None								

Key accountable measures and activities 2015/16

Quarter Three

Performance outturns by strategic priority

2015/16 West Berkshire Council Key Accountable Measures Performance Report - Quarter three

Ref:	Measure / activity	National Rank / Quartile 2012/13	2013/14 Year end outturn	National Rank / Quartile 2013/14	2014/15 Year end outturn	National Rank / Quartile 2014/15	2015/16 target	Q1 RAG / outturn	Q2 (YTD) RAG / outturn	Q3 (YTD) RAG / outturn	Q3 Supporting commentary
Priority 1. Improve educational attainment											
BEC1ed03	The number of schools judged good or better by Ofsted under the new Framework (harder test)	-	-	-	63	-	63	★ 67	★ 67	★ 67	No Ofsted inspections took place in Q2 or Q3.
BEC1eday08	KS2: Prop'n pupils achieving at least level 4 in Reading, Writing and Maths	3rd	77% 2012/13 AY	2nd	82% 2013/14 AY	-	AY 2014/15 82%	🕒 Annual	🕒 Annual	★ 82%	
BEC1eday09	KS4: Proportion pupils gaining 5+ A*-C at GCSE including English and Maths - First attempt results (maintained and Acad)	2nd	66% 2012/13 AY	1st	64% 2013/14 AY	-	AY 2014/15 61%	🕒 Annual	🕒 Annual	★ 62%	
Priority 2. Close the educational attainment gap											
BEC2eday19	To reduce the GCSE educational attainment gap to 22 percentage points	-	-	-	23.4 pp 2013/14 AY	-	AY 2014/15 22pp	🕒 Annual	🕒 Annual	🕒 Annual	*Request to amend measure. See main report for details.
Priority 3. Enable the completion of more affordable housing											
CBO1cchs11	Maintain % of claims for Discretionary Housing Payment, determined within 28 days following receipt of all relevant information	-	84%	-	86%	-	80%	★ 97.2%	★ 98%	★ 100%	YTD: 73 / 73 Average time taken to process claims was 11 days.
Priority 4. Deliver or enable key infrastructure improvements in relation to roads, rail, flood prevention, regeneration and the digital economy											
SLE2ht03	Ensure that no more than 5% of the principal road network (A roads) is in need of repair	50/143 2nd	3%	-	3%	-	5%	🕒 Annual	🕒 Annual	🕒 Annual	
SLE2ht06	Aim to complete at least 75% of all works orders for permanent pothole (PPR) and permanent carriageway repairs (PCR) within 28 days of the order date.	-	(267/330) 81%	-	(413/610) 68%	-	75%	★ 100%	★ 99.7%	🕒 dna	YTD: 1,245 / 1,249 Q1 & Q2 updated as work orders not captured by this measure had been included in error.
SLE2ht11	Completion of at least 90% of the flood prevention and drainage improvement schemes listed in the capital programme.	-	-	-	(25/25) 100%	-	90%	★ 9.5%	★ 33.3%	★ 85.7%	Q3: 18 / 21 On track for year end.
SLE2ict04	Increase nos of West Berkshire premises able to receive Superfast Broadband services 24Mb/s or above	-	41,287 (60.0%)	-	-	-	83%	★ 79%	★ 85%	★ 83%	12,476 'eligible properties' upgraded to superfast broadband on contractual report - taking district to 83.3% coverage. Target achieved but continuing to extend coverage under Phase 2.
Priority 5. Good at safeguarding children and vulnerable adults											
P&S1c&f07	To maintain a high percentage of (single) assessments being completed within 45 working days	Local	New	Local	70%	-	>=90%	🔺 71.2%	🔺 79.7%	🔴 79.1%	Q3: 905 / 1144 See exception report for details.
P&S1c&f08	ICPCs (Initial Child Protection Conferences) held within 15 days of S47 (child protection) enquiry (year to date)	3rd	81%	dna	77%	-	>=90%	★ 97.4%	★ 97.2%	★ 96.2%	Q3: 179 / 186

2015/16 West Berkshire Council Key Accountable Measures Performance Report - Quarter three

Ref:	Measure / activity	National Rank / Quartile 2012/13	2013/14 Year end outturn	National Rank / Quartile 2013/14	2014/15 Year end outturn	National Rank / Quartile 2014/15	2015/16 target	Q1 RAG / outturn	Q2 (YTD) RAG / outturn	Q3 (YTD) RAG / outturn	Q3 Supporting commentary
P&S1c&f10	Child Protection Reviews - held on time (snapshot)	1st	93%	4th	100%	-	>=95%	★ 100.0%	★ 97.6%	★ 98.9%	Q3: 89 / 90
P&S1c&f11	To increase the percentage of children subject to a CP Plan that have received a visit within the past 10 working days	-	-	-	84%	-	>=95%	◆ 84.1%	◆ 84.6%	★ 95.9%	Q3: 141 / 147
P&S1c&f14	The number of weeks taken to conclude care proceedings (children social care)	-	-	-	31	-	<=26 weeks	◆ 27	★ 24	★ 24	
P&S1c&f17	Percentage of LAC with Health Assessments on time	-	-	-	63%	-	>=90%	◆ 50.8%	◆ 72.7%	★ 93.0%	Q3: 119 / 128
P&S1c&f21	% of Leaving Care Clients with Pathway Plans	-	-	-	100%	-	100%	◆ 79.0%	◆ 89.0%	◆ 99.0%	Q3: 96 / 97 See exception report for details.
P&S1asc03	Maintain % of safeguarding concerns responded to within 24 hours.	-	87%	-	91%	-	92%	★ 92.2%	★ 95.1%	★ 92.6%	YTD: 187 / 202
OP3asc15	Proportion of older people (65+) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services	-	-	-	93%	-	92%	★ 92.9%	◆ 90.4%	◆ 88.7%	YTD: 47 / 53 See exception report for details. This measure is monitored by the Health and Wellbeing Board on a monthly basis. Due to a small cohort, it is prone to fluctuations through the year. This quarter, the 6 clients not remaining at home relates to 2 clients going back into hospital and 4 clients now in permanent care home placements.
Priority 6. Support communities to do more to help themselves											
PLACEHOLDER - additional measure to be confirmed for supporting communities approach linked to Health Visiting and School Nurses services											
Become a More effective council											
OP1asc06	Implement first phase of health and social care integration programme under the Better Care Fund framework.	.	.	.	-	-	Completed by March 2016	★ On track	★ On track	★ On track	
OP3asc17	A new way of delivering adult social care (change programme) will be completed by May 2016	-	-	-	-	-	Completed by May 2016	★ On track	★ On track	★ On track	
Core Business											
OP2asc13	Proportion of clients with Long Term Support (LTS) receiving a review in the past 12 months	-	-	-	62%	-	90%	◆ 61.6%	◆ 63.9%	◆ 74.0%	YTD: 888 / 1200 See exception report for details.

2015/16 West Berkshire Council Key Accountable Measures Performance Report - Quarter three

Ref:	Measure / activity	National Rank / Quartile 2012/13	2013/14 Year end outturn	National Rank / Quartile 2013/14	2014/15 Year end outturn	National Rank / Quartile 2014/15	2015/16 target	Q1 RAG / outturn	Q2 (YTD) RAG / outturn	Q3 (YTD) RAG / outturn	Q3 Supporting commentary
OP3asc14	Decrease the level of delayed transfers of care (DTOC) from hospital and those attributable to social care from acute and non-acute settings (ASCOF 2C Part 2)	138 / 141 4th	9	-	5	-	4	★ 3.3	◆ 4.7	◆ 4.8	See exception report for details. * DTOC is a snapshot count of the number of patients (per 100,000 aged 18+) delayed at midnight on the last Thursday of a reporting period (a calendar month). This number is attributable to social care services only (ie. excluding Health services). Data is reported a month in arrears
CBO1cchs08	Ensure % of claims for Local Welfare Provision are processed within 10 working days	-	95%	-	97%	-	95%	★ 97%	★ 98%	★ 99%	Q3: 72 / 72 YTD: 203 / 205
CBO1cchs09	Maintain % of benefits assessments within 3 weeks of referral from Children’s Services	-	95%	-	96%	-	85%	★ 96.8%	★ 95.5%	★ 97.4%	Q3: 82 / 82 YTD: 187 / 192
CBO1cep13	Maintain the proportion of household waste recycled/composted/reused/recovered (Local Indicator)	-	tbc	-	tbc	-	80%	★ 77%	★ 81.5%	★ 83.5% (E)	Q3: 16460 / 18735 YTD: 51544 / 61760 This result has been amended to include the full quarter's data. It is also subject to change once figures are validated and confirmed by DEFRA after quarter 4.
CBO3cep16	Maintain an acceptable level of litter, detritus and graffiti (as outlined in the Keep Britain Tidy local environmental indicators).	-	Good	-	Satisfactory	-	Good	⌚ dna	★ Good	★ Good	
CEO5	Milestone: confirm plans regarding LGA review	-	-	-	-	-	Mar-16	🎯 Annual	★ Complete	★ Complete	

End of report

2016/17 Budget - Phase 2 Consultation and the Transitional Grant

Committee considering report:	Executive on 24 March 2016 Special Council on 24 March 2016
Portfolio Member:	Councillor Roger Croft
Date Portfolio Member agreed report:	15 March 2016
Report Author:	Andy Day, Head of Strategic Support
Forward Plan Ref:	C3100

1. Purpose of the Report

- 1.1 This report provides an update on the results of Phase 2 of the public consultation exercise in relation to the 2016/17 budget. This report provides information on the total number of responses received to the consultation and details of the total number of responses received for each savings proposal including the one income proposal relating to car parking fees and charges.

2. Recommendations

- 2.1 That the responses received to each of the 15 public facing savings proposals and the one income generation proposal in relation to Phase 2 of the public consultation exercise undertaken on the 2016/17 budget be noted.
- 2.2 That Executive recommend that Council make available the remaining 2016/17 transitional funding to those services set out below:
- (i) Library Service - £475,000
 - (ii) Theatres (Corn Exchange) - £56,000
 - (iii) Public Transport - £337,000
 - (iv) Children's Centres - £50,000
 - (v) Domestic Abuse Response Team - £25,000
 - (vi) Neighbourhood Wardens - £50,000
 - (vii) Citizen's Advice Bureau - £25,000
- 2.3 That, where transitional funding is not deemed to be appropriate, Executive recommend that Council approve the recommendations set out in the Overview and Recommendations template (Appendix C).

3. Implications

- 3.1 **Financial:** The Council has received a transitional grant of £1.39m in 2016/17. As part of considering Phase 1 savings proposals

Council agreed to allocate £395K to assist the delivery of four areas of service. This leaves £1m to assist the delivery of Phase 2 savings as detailed in the report.

3.2 **Policy:** N/A

3.3 **Personnel:** Some of the savings proposals will have an impact on staff and where this is the case these have been identified and appropriate action taken.

3.4 **Legal:** The Public Sector Equality Duty (149 (1) requires a Local Authority in exercise of its functions to have due regard to the need to:

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this act.

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The essential duty is that decision makers must keep the welfare of service users at the forefront of their mind, but also families, and especially their families who are most disadvantaged.

3.5 **Risk Management:**

3.6 **Property:** None

3.7 **Other:** The Council is required to consult on its 2016/17 budget by virtue of the Equality Act 2010 and particularly in relation to any proposals which might have a public impact.

4. Other options considered

4.1 The Council is required to consult on its 2016/17 budget by virtue of the Equality Act 2010 and particularly in relation to any proposals which might have a public impact.

5. Executive Summary

- 5.1 The Council, at its meeting on 1 March 2016, set its budget for 2016/17. In setting its budget the Council agreed to hold a special meeting of Council on 24 March so that all of the responses to Phase 2 of the public consultation, which closed on 7 March, could be reviewed and decisions made about whether any of the remaining transition grant for 2016/17 should be allocated to any of those services which were subject to consultation.

Public Consultation

- 5.2 The Council launched Phase 2 of its public consultation on its 2016/17 budget on 15 February 2016. The consultation ran for 3 weeks and concluded on 7 March 2016. A total of 7,278 responses were received to the 16 individual savings proposals including one proposal relating to car parking fees and charges. However, of these 7,278 responses 2,297 merely indicated that they were users of a service. For the benefit of the consultation, the feedback will focus on the 4,981 that responded to each of the questionnaires attached to each of the savings proposals.
- 5.3 A table showing the number of responses for each proposal is also set out in Appendix B. A further table providing an overview and recommendation in each case for the 15 individual public facing savings proposals and the one income generation proposal relation to car parking fees and charges is attached as Appendix C along with templates providing an overview and summary (Appendices D and E) of the comments received to each proposal.
- 5.4 The proposals were published on the Council's consultation finder database with information disseminated to all registered consultees. The proposals were also e mailed round to approximately 900 members of the community panel as well information being posted on Facebook and Twitter accounts.
- 5.5 Although the number of responses to anyone savings proposal should not be the determining factor in deciding whether to progress with the proposal or to allocate transition funding, it will be noted that the following four areas attracted the most responses:
- (i) Library Service (2307)
 - (ii) Theatres (1619)
 - (iii) Public Transport (327)
 - (iv) Children's Centres (308)

Transitional Funding

- 5.6 At its meeting on 1 March 2016, the Council made available £395,000 out of a total £1.4m transitional funding for 2016/17. It has been agreed that the transitional funding should be used in order to respond to the concerns of the residents of West Berkshire and that any funding allocated should be on the basis of that service transitioning to a new model of operation over the course of the next two years.

5.7 In responding to the feedback from the public consultation, it is proposed that the remaining £1m of transitional funding for 2016/17 is made available to those services set out below.

- (i) Library Service - £475,000
- (ii) Theatres (Corn Exchange) - £56,000
- (iii) Public Transport - £337,000
- (iv) Children's Centres - £50,000
- (v) Domestic Abuse Response Team - £25,000
- (vi) Neighbourhood Wardens - £50,000
- (vii) Citizen's Advice Bureau - £25,000

6. Conclusion

6.1 The public consultation on the 2016/17 budget attracted 7,278 responses although only 4,981 completed the relevant questionnaires. This report proposes areas where the remaining £1m of transition funding for 2016/17 may be allocated in response to the concerns raised by residents as part of the consultation.

7. Appendices

- 7.1 Appendix A - Supporting Information
- 7.2 Appendix B - Total number of responses received.
- 7.3 Appendix C - Overview and Recommendations template
- 7.4 Appendices D and E - Overview and summary of response templates
- 7.5 Appendix F - Equalities Impact Assessment

2016/17 Revenue Budget Phase 2 Public Consultation and the Transitional Grant - Supporting Information

1. Introduction/Background

- 1.1 The Council, at its meeting on 1 March 2016, set its budget for 2016/17. In setting its budget the Council agreed to hold a special meeting of Council on 24 March so that all of the responses to Phase 2 of the public consultation, which closed on 7 March, could be reviewed and decisions made about whether any of the remaining transition grant for 2016/17 should be allocated to any of those services which were subject to consultation.
- 1.2 This report provides feedback on the results of Phase 2 of the public consultation exercise undertaken in relation to the 2016/17 budget. This report provides information on the total number of responses received to the consultation and details of the responses for each savings proposal and the themes of those responses.
- 1.3 A summary of the total number of responses to each of the proposals is also set out in Appendix B. Appendix C proposes a recommendation for each of the 15 individual savings proposals and the one income proposal relation to car parking fees and charges.
- 1.4 Appendices D and E provide a summary and overview of the responses received to each of the proposals. A further spreadsheet (Appendix F) is also attached which provides the Equality Impact Assessments, verbatim comments and summary of responses for each proposal.

2. Public Consultation

- 2.1 The Council launched its Phase 2 of its public consultation 2016/17 budget on 15 February 2016. The consultation ran for 3 weeks and concluded on 7 March 2016. A total of 7,278 responses were received to the 15 individual savings proposals and the one income proposal relating to car parking. However, of these 7,278 responses 2,297 merely indicated that they were users of a service. For the benefit of the consultation, the feedback will focus on the 4,981 that responded to each of the questionnaires attached to each of the savings proposals.
- 2.2 The 15 individual savings proposals and the one income generation proposal were published on the Council's consultation finder database with information disseminated to all registered consultees. The proposals were also e mailed round to around 900 members of the community panel as well information being posted on Facebook and Twitter accounts. A press release was also issued drawing attention to the public consultation exercise.

- 2.3 All of the organisations impacted by the proposals were also contacted prior to the consultation exercise going live so were aware of the proposals and the potential impact on them.
- 2.4 The consultation asked the following questions:
1. What would be the impact on you or your community?
 2. What can you do to help mitigate this impact?
- 2.5 The consultation exercise generated a great deal of feedback from the public. Section 4 deals with the Equality Impact Assessment aspects of the savings proposals and details the four outcomes which are possible arising from the public consultation. Separate Equality Impact Assessment templates for each of the proposals are attached as Appendix F to this report.

3. Transitional Funding

- 3.1 The transitional funding has been made available by the Government as part of the Council's Local Government Settlement. The Council has received a total of £2.8M of transitional funding over the next two years.
- 3.2 At its meeting on 1 March 2016, the Council made available £395,000 out of a total of £1.4m transitional funding for 2016/17. It has been agreed that the transitional funding, which is only available for two years, should be used in order to respond to the concerns of the residents of West Berkshire and that any funding allocated should be on the basis of that service transitioning to a new model of operation over the course of the next two years.
- 3.3 In responding to the feedback received to the public consultation, it is proposed that the remaining £1m of transitional funding for 2016/17 be made available to those specific services set out below.
- (i) Library Service -£475,000
 - (ii) Theatres (Corn Exchange) - £56,000
 - (iii) Public Transport - £337,000
 - (iv) Children's Centres - £50,000
 - (v) Domestic Abuse Response Team - £25,000
 - (vi) Neighbourhood Wardens - £50,000
 - (vii) Citizen's Advice Bureau - £25,000

4. Equality Impact Assessments

- 4.1 The Public Sector Equality Duty (149 (1) requires a Local Authority in exercise of its functions to have due regard to the need to:
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this act.

- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
 - (c) foster good relations between persons who share a relevant protected characteristics and persons who do not share it.
- 4.2 The essential duty placed on decision makers is that they must keep the welfare of service users at the forefront of their mind, but also families, and especially their families who are most disadvantaged.
- 4.3 The Equality Impact Assessments attached to this report identify the chosen option(s) and their potential impacts and document the reasons for the decision in each of the 47 savings proposals. The following four outcomes are possible from an assessment and more than one may apply to a single proposal:
- (i) No major change is required as the EIA has not identified any potential for discrimination or adverse impact and all opportunities to advance equality have been taken.
 - (ii) Adjustments are needed to remove barriers identified by the assessor or to promote equality (but the local authority has to ask itself if the adjustments will be effective).
 - (iii) Continue despite having identified some potential for adverse impacts or missed opportunities to advance equality.
 - (iv) Stop and rethink if an EIA shows actual or potential unlawful discrimination. Is there a way of reducing or mitigating any negative impact?
- 4.4 Members will have carefully considered, assessed and fully understood the implications of any of the responses received to Phase 2 of the savings proposals. Members have already reviewed at length the detailed feedback for each of the proposals.

5. Conclusion

- 5.1 Phase 2 of the public consultation on the 2016/17 budget attracted around 7,278 responses although only 4,981 completed the relevant questionnaires. This report proposes areas where the remaining £1m of transition funding for 2016/17 may be allocated in response to the concerns raised by residents as part of the consultation.

Background Papers:

The appendices attached to this report are the papers that have been used to formulate this report.

Subject to Call-In:

Yes: ☐ No: ☒

The item is due to be referred to Council for final approval	<input checked="" type="checkbox"/>
Delays in implementation could have serious financial implications for the Council	<input checked="" type="checkbox"/>
Delays in implementation could compromise the Council's position	<input checked="" type="checkbox"/>

Strategic Aims and Priorities Supported:

The proposals will help achieve the following Council Strategy aim:

☒ **MEC – Become an even more effective Council**

The proposals contained in this report will help to achieve the following Council Strategy priority:

☒ **MEC1 – Become an even more effective Council**

Officer details:

Name: Andy Day
Job Title: Head of Strategic Support
Tel No: 01635 519459
E-mail Address: aday@westberks.gov.uk

Number of responses to the formal questionnaire

Proposal	Total	With Comments
All2gether	31	17
Calcot Service Point, Sainsbury's	30	25
Car Parks	48	46
Children's Centres	384	309
Citizen's Advice Bureau (CAB)	91	81
Community Council for Berkshire (CCB)	25	23
Community Furniture Project (CFP)	28	22
Domestic Abuse Response Team (DART)	38	31
Library Service	2,751	2,307
Public Transport	399	327
Smallmead Household Waste Recycling Centre, Reading	69	61
Substance Misuse Support Services (Adults)	19	15
Theatres	3,224	1,619
Trading Standards, Environmental Health and Licensing	7	5
West Berkshire Museum	46	38
West Berkshire Neighbourhood Wardens	88	55
Total	7,278	4,981

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Savings Proposals:

Service area	Proposal	Total Budget 2015/16	Saving Phase 1 2016/17	Proposed saving: Phase 2 2016/17	Total savings: Phase 1 & 2	% saved over both phases	Recommendation
RES	All2gether	£10,000	£0	£5,000	£5,000	50%	Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal. It is therefore recommended that the proposal be progressed.
RES	Calcot Service Point, Sainsburys	£53,500	£0	£20,000	£20,000	37%	Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal. It is therefore recommended that the proposal be progressed.
COMM	Children's Centres	£1,226,000	£300,000	£150,000	£450,000	37%	Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal. However, in order to enable community access points to be developed, it is suggested that transition funding should be considered for this proposal. It is therefore recommended that the proposal be progressed but that transitional funding of £50,000 is made available in 2016/17.
RES	Citizen's Advice Bureau (CAB)	£219,892	£15,000	£25,000	£40,000	18%	Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal. However, given the importance of the work of CAB and in order to enable it to transition to a new financial model it is considered that transitional funding should be considered for this proposal. It is therefore recommended that the proposal be progressed but that transitional funding of £25,000 is made available in 2016/17.
RES	Community Council for Berkshire (CCB)	£6,800	£0	£3,400	£3,400	50%	Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal. It is therefore recommended that the proposal be progressed.
RES	Community Furniture Project (CFP)	£11,246	£0	£5,623	£5,623	50%	Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal. It is therefore recommended that the proposal be progressed.

Budget Proposals 2016/17: Summary of Recommendations as result of feedback on the impact of budget proposals – for Executive and Council meetings to be held on 24 March 2016

Service area	Proposal	Total Budget 2015/16	Saving Phase 1 2016/17	Proposed saving: Phase 2 2016/17	Total savings: Phase 1 & 2	% saved over both phases	Recommendation
COMM	Domestic Abuse Response Team (DART)	£138,590	£0	£33,000	£33,000	24%	<p>Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal.</p> <p>However, in order to enable the domestic abuse service to be transformed it is proposed that transitional funding should be considered for this proposal.</p> <p>It is therefore recommended that the proposal be progressed but that transitional funding of £25,000 is made available in 2016/17.</p>
ENV	Library Service	£1,525,000	£90,000	£600,000	£690,000	45%	<p>Based on feedback from the consultation, it is proposed that seven branch libraries be retained on a self service model basis and the closure of two (Wash Common and Theale) and the retention of one mobile.</p> <p>It is recommended that Wash Common and Theale libraries are closed, the mobile library is reduced to one vehicle and that transitional funding of £475,000 is made available in 2016/17.</p>
ENV	Public Transport	£1,463,090	£320,000	£495,000	£815,000	56%	<p>Based on feedback from the consultation, it is proposed to make a number of changes to the original proposals including changes to services 101/102/104 and 105 and their replacement with two new services 11/12. It is also proposed to introduce a number of minibuses to replace service 90 (Lambourn to Swindon) and the replacement of some rural parts of services 90 and 143. There will also be changes to the Readibus service.</p> <p>It is recommended that the proposed changes to the public transport services be noted and the savings progressed but that transitional funding of £337,000 is made available in 2016/17.</p>
ENV	Smallmead Household Waste Recycling centre, Island Road	£299,190	£0	£97,000	£97,000	32%	<p>Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal.</p> <p>However it is unlikely that the arrangement will be stopped from the 1 April 2016, therefore the savings will be pro rata.</p> <p>It is therefore recommended that the proposal be progressed.</p>
RES	Substance Misuse Support Service	£911,993	£0	£71,000	£71,000	8%	<p>Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal.</p> <p>It is therefore recommended that the proposal be progressed.</p>
ENV	Theatres	£341,400	£0	£150,000	£150,000	44%	<p>The Corn Exchange has submitted a counter proposal which is for a £80,000 reduction in 16/17, £92,000 in 17/18 and £102,000 saving in 18/19, giving a total 3 year saving of £274,000 a difference of £134,000 against the total WBC saving.</p> <p>It is recommended that the proposal be progressed but that transitional funding of £56,000 is made available in 2016/17.</p>

Budget Proposals 2016/17: Summary of Recommendations as result of feedback on the impact of budget proposals – for Executive and Council meetings to be held on 24 March 2016

Service area	Proposal	Total Budget 2015/16	Saving Phase 1 2016/17	Proposed saving: Phase 2 2016/17	Total savings: Phase 1 & 2	% saved over both phases	Recommendation
ENV	Trading Standards, Environmental Health and Licensing	£1,500,000	£0	£50,000	£50,000	3%	Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal. It is therefore recommended that the proposal be progressed.
ENV	West Berkshire Museum	£183,000	£0	£40,000	£40,000	22%	Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal. It is therefore recommended that the proposal be progressed.
RES	West Berkshire Neighbourhood Wardens	£208,000	£0	£208,000	£208,000	100%	Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal. However, having met with all of the appropriate Parish and Town Councils, it is suggested that transition funding be allocated to pump prime any proposals which may be forthcoming. It is therefore recommended that the proposal be progressed but that transitional funding of £50,000 is made available in 2016/17.

Income Proposal:

Service area	Proposal	Total Budget 2015/16	Initial proposed income: Phase 1 2016/17	Initial proposed income: Phase 2 2016/17	Total income: Phase 1 & 2	Recommendation
ENV	Car Parks	n/a	£391,000	£250,000	£641,000	Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal. It is therefore recommended that the proposal be progressed.

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Consultation Summary Report

Why We Consulted?

From 3 November to 14 December 2015, we consulted on the need to make £10.8m of savings in 2016/17. £4.6m of these savings affected frontline services. The consultation generated over 2,500 responses and covered [47 individual budget proposals](#).

Shortly before Christmas, however, the Government began a [public consultation](#) on local government funding and proposed to reduce our funding by 44% (Revenue Support Grant). This announcement was totally unexpected, and we were faced with the challenge of finding an additional £7.6m of savings, whilst also considering increases in Council Tax.

In order to inform this process, we published a list of those proposals which would likely have a direct impact on service users, and sought the views from those affected and interested:

- to understand the likely impact
- to identify any measures to reduce their impact
- to explore any possible alternatives

Approach

All the proposals were published on the council's website on 15 February 2016 with feedback requested by 7 March 2016.

Respondents were directed to a [central index page](#), which outlined the overall background to the exercise, and provided links to each of the individual proposals.

Each individual page included further details on the specifics of what the proposal contained and what we thought the impact might be, along with any other elements we had taken into account.

Feedback was then invited through an online form, face to face meeting with All2gether and through a dedicated email address.

Each individual budget proposal was placed on our [Consultation Portal](#) which automatically notified those registered that an exercise had been launched. Members of the West Berkshire Community Panel (around 800 people) and local stakeholder charities, representative groups and partner organisations were also emailed directly, notifying them of the exercise and inviting their contributions.

Heads of Service made direct contact with those organisations affected by any of the budget proposals prior to them being made publicly available.

A press release was issued on the same date, and was further publicised through the council's Facebook and Twitter accounts.

The period in which we invited responses was reduced to three weeks in this case, instead of the usual six. This is because the funding announcement from government was both unexpected and very late in the financial year. It was not possible to extend the consultation period without negatively impacting the delivery of the 2016 council budget. In order to minimise the impact of this shorter timescale, we undertook extra activities to publicise the consultation in addition to our usual channels. This included making potential consultees

Budget Proposals 2016-17 Phase 2: All2gether

Consultation Summary Report

aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

All2gether is a not-for-profit Community Interest Company supporting minority communities in West Berkshire. All2gether seek to:

- Build trust and understanding between community groups and statutory service providers by working together and utilising joint resources
- Influence and support community safety initiatives
- Celebrate the ethnic/cultural and spiritual diversity in West Berkshire

The council currently provides £10,000 in annual funding.

Proposal Details

To reduce the funding provided to All2gether by £5,000 (50%) in 2016/17. It is proposed that the remaining funding will be removed for 2017/18.

Consultation Response

Number of Responses

In total, 31 responses were received, 17 of which included comments. Of those who responded:

- 29 were individuals
- One was a group / organisation
 - Newbury Family Counselling Service
- One was a Town/Parish Council
 - Tilehurst Parish Council

22 responses were from non-users of the service.

Summary of Main Points

Newbury Family Counselling Service considered that this was a service which needed to be retained because of the nature of their work and because they were the only organisation providing the services referred to above.

The majority of the comments from non-users of the service considered that the council should not be funding All2gether given the current financial climate and the challenges facing the council.

Some of those responding considered that other charities and community groups should help fund All2gether.

Consultation Summary Report

Summary of Responses by Question

1. Are you, or someone you care for, a user of the service?

11 responses were from non-users of the service. The Newbury Family Counselling Service used and valued the service.

2. What do you think we should be aware of in terms of how this proposal might impact people?

Some of those responding considered that minority groups, per se, might be impacted without the support of All2gether.

3. Do you feel that this proposal will affect particular individuals more than others, and if so, how do you think we might help with this?

No specific groups were mentioned by any of those responding.

4. Do you have any suggestions as to how this service might be delivered in a different way, whilst still making the same level of savings? If so, please provide details of any alternative proposals.

Many of those responding considered that other charities and religious institutions should support minority communities. Some of those responding suggested that other charities and community groups should help fund All2gether.

5. Is there any way that you, or your organisation, can contribute in helping to alleviate the impact of this proposal? If so, please provide details of how you can help.

There were no suggestions coming forward from those responding as to how they might mitigate the impact of this proposal.

6. Any further comments?

There were no further comments from those that responded.

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Andy Day
Head of Service
Strategic Support
11 March 2016

Please note: In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.

The feedback captured therefore should be seen in the context of 'those who responded', rather than reflective of the wider community.

Consultation Summary Report

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: All2gether		Andy Day – Head of Strategic Support	24 March 2016 Version 2 (Executive/Council)
Proposal:	To reduce the funding provided to All2gether by £5,000 (50%) in 2016/17. The remaining funding will be removed for 2017/18.		
Total budget 15/16:	£10,000	Recommended officer saving 16/17:	£5,000 (50%)
Initial proposed saving 16/17:	£5,000 (50%)	Final recommendation to Executive/Council:	To proceed with this savings proposal
No. of responses:	<p>In total, 31 responses were received, 17 of which included comments. Of those who responded:</p> <ul style="list-style-type: none"> • 29 were individuals • One was a group / organisation • One was a Town/Parish Council <p>22 responses were from non-users of the service.</p>		
Key issues raised:	<p>One of the responses received was from the Newbury Family Counselling Service who supported the work undertaken by All2gether and considered that there was no other organisation within West Berkshire who did similar work. They therefore opposed the reduction of the funding to All2gether. A number of individual comments referred to the valuable work that All2gether did in bringing communities together.</p> <p>The majority of non-users of the service considered that the council should not be funding this organisation and that it was for other groups and communities to come together themselves to undertake some of this work.</p>		
Equality issues:	No issues were raised during the consultation, that weren't already included in the EqIA stage one.		
Suggestions for reducing the impact on service users:	Suggestion	Council response	
	One response suggested that All2gether should charge for the services that they provided.	It would be a matter for All2gether to decide whether they could introduce a charging model which would be supported by the minority communities that they work with.	
	One response suggested that other charities and local community groups should be asked to help fund All2gether.	It would be a matter for other charities and groups to consider whether they wished to fund All2gether.	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: All2gether		Andy Day – Head of Strategic Support	24 March 2016 Version 2 (Executive/Council)
Alternative options for applying the saving in this area:	Suggestion	Council response	
	None received.		
Suggestions for how others may help contribute:	Non-users of the service that responded suggested that other charities or religious institutions should pick up this work. The council is confident that some of the work of All2gether is currently supported by religious institutions but the work of All2gether brings together communities which might not otherwise happen without them.		
Officer conclusion and recommendation as a result of the responses:	Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal.		
	It is therefore recommended that the proposal be progressed.		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Equality Impact Assessment Template – Stage Two

Name of item being assessed:	Budget Proposal 2016/17 Phase 2: All2gether
Version and release date of item (if applicable):	
Budget Holder for item being assessed:	Andy Day
Name of assessor:	Andy Day
Name of Service & Directorate	Strategic Support, Resources Directorate
Date of assessment:	11 March 2016
Date Stage 1 EIA completed:	8 February 2016

Any actions identified whilst completing this EIA should be recorded in the Action Plan at Step 7.

STEP 1 – Scoping the Equality Impact Assessment

1. What data, research and other evidence or information is available which will be relevant to this Equality Analysis? Please tick all that apply.			
Service Targets		Performance Targets	
User Satisfaction		Service Take-up	
Workforce Monitoring		Press Coverage	
Complaints & Comments		Census Data	
Information from Trade Union		Community Intelligence	
Previous Equality Impact Analysis		Staff Survey	
Public Consultation	X	Other (please specify)	

2. Please summarise the findings from the available evidence for the areas you have ticked above.
<p>The public consultation resulted in 31 responses in relation to the proposal to reduce the funding to All2gether. The main comments related to the work of All2gether in bringing minority communities together. 17 of those responding completed the questionnaire attached to this proposal.</p> <p>Other people who responded to the consultation felt that other organisations such as charities or religious institutions currently provide a vehicle to bring communities together.</p>

3. If you have identified any gaps in the evidence provided above, please detail what additional research or data is required to fill these gaps? Have you considered commissioning new data or research? If 'No' please proceed to Step 2.

The public consultation exercise did not identify any new information which was not known prior to commencing Phase 2. It is not considered necessary to commission new data or research.

STEP 2 – Involvement and Consultation

1. Please outline below how the findings from the evidence summarised above will affect people with the 9 protected characteristics. Where no evidence is available to suggest that there will be an impact on any specific group, please insert the following statement 'There should be no greater impact on this group than on any other.'

Target Groups	Describe the type of evidence used, with a brief summary of the responses gained and links to relevant documents
Age – relates to all ages	The support offered by All2gether is available to all age groups.
Disability - applies to a range of people that have a condition (physical or mental) which has a significant and long-term adverse effect on their ability to carry out 'normal' day-to-day activities. This protection also applies to people that have been diagnosed with a progressive illness such as HIV or cancer.	The support offered by All2gether is available to all groups.
Gender reassignment - definition has been expanded to include people who chose to live in the opposite gender to the gender assigned to them at birth by removing the previously legal requirement for them to undergo medical supervision.	The support offered by All2gether is available to all groups.
Marriage and Civil partnership –.protects employees who are married or in a civil partnership against discrimination. Single people are not protected.	The support offered by All2gether is available to all groups.
Pregnancy and Maternity - protects against discrimination. With regard to employment, the woman is protected during the period of her pregnancy and any statutory maternity leave to which she is entitled. It is also unlawful to discriminate	The support offered by All2gether is available to all groups.

against women breastfeeding in a public place	
Race - includes colour, caste, ethnic / national origin or nationality.	The support provided by All2gether is targeted to minority ethnic communities.
Religion and Belief - covers any religion, religious or non-religious beliefs. Also includes philosophical belief or non-belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.	The support provided by All2gether is targeted to minority ethnic communities.
Sex - applies to male or female.	The support offered by All2gether is available to all groups.
Sexual Orientation - protects lesbian, gay, bi-sexual and heterosexual people.	The support offered by All2gether is available to all groups.

2. Who are the main stakeholders (eg service users, staff etc) and what are their requirements?

The support provided by All2gether is targeted at minority ethnic communities across West Berkshire. All2gether have, in the past, staged events aimed at bringing the diverse range of communities across West Berkshire together in order to better understand each other's cultures beliefs etc.

The funding provided to All2gether has been used to fund a post whose role it was to co-ordinate events and activities.

3. How will this item affect the stakeholders identified above?

This proposal will mean that All2gether will have to secure alternative funding in order to retain the "CEO" role. Because of the significant amount of work already undertaken there may be a possibility that a volunteer or number of volunteers may offer to provide help which would mitigate the loss of this post.

STEP 3 – Assessing Impact and Strengthening the Policy

What are the measures you will take to improve access to this item or to mitigate against adverse impact?

There are no measures that the Council can undertake.

STEP 4 – Procurement and Partnerships

Is this item due to be carried out wholly or partly by contractors?

Yes/No (please delete)

If 'yes', will there be any additional requirements placed on the contractor? Have you done any work to include equality considerations into the contract already? You should set out how you will make sure that any partner you work with complies with equality legislation.

N/A

STEP 5 – Making a Decision

Summarise your findings and make a clear statement of the recommendation being made as a result of the assessment. This will need to take into account whether the Council will still meet its responsibilities under the Equality Duty.

This proposal attracted 31 responses with 17 of those completing the relevant questionnaire. It is clear that some of those responding value the work of All2gether whilst others feel that other organisations such as charities or religious institutions already do some of this work. It may also be possible for those minority groups who have already benefited from the support of All2gether to step forward and pick up some of the work currently undertaken by the "CEO".

Given the responses to this proposal there is nothing which has emerged which the Council was unaware of. On that basis it is recommended that this proposal be progressed.

STEP 6 – Monitoring, Evaluating and Reviewing

Before finalising your action plan, you must identify how you will monitor this item following the Equality Impact Assessment and include any changes of proposals you are making.

Once the change has taken place, how will you monitor the impact on the 9 protected characteristics?

It is not intended to carry out any further monitoring of the support provided by All2gether.

STEP 7 – Action Plan

Any actions identified as an outcome of going through Steps 1-6 should be mapped against the headings within the Action Plan. You should also summarise actions taken to mitigate against adverse impact.

	Actions	Target Date	Responsible Person
Involvement & consultation	None		

Data collection	None		
Assessing impact	None		
Procurement & partnership	None		
Monitoring, evaluation and reviewing	None		

STEP 8 – Sign Off

The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

Contributors to the Assessment		
Name:	Job Title:	Date:

Head of Service (sign off)		
Name: Andy Day	Job Title: Head of Strategic Support	Date: 11 March 2016

Please email a copy of the EIA to Rachel Craggs, Principal Policy Officer (Equality & Diversity): Rachel.craggs@westberks.gov.uk

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Consultation Summary Report

Why We Consulted?

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- to understand the likely impact
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Consultation Summary Report

aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

The council currently operates an office within the Sainsbury's store at Calcot, Reading. This office provides face to face services for customers and is open on Mondays, Wednesdays and Fridays, between 9:30am and 4:30pm, and on the second Saturday of each month between 9:30am and 12:30pm.

The Calcot office has been in place for some years and has historically been well used, particularly by customers who reside in the eastern part of the district. However, technological development over time has resulted in customers being able to, and in many cases preferring to, access council services in more flexible and modern ways, many of which are available 24 hours a day, 7 days a week. As a result, the demand at the Calcot office has declined.

The reduction in demand for face to face services has been compounded by the withdrawal of payment facilities at Calcot, which was occasioned as a result of changing security requirements and operational changes elsewhere within the council. The withdrawal of payment facilities has removed the primary incentive for significant numbers of customers to continue to visit the facility.

Alongside the reduction in demand, the costs of operating this office have risen over the years as a result of changes to the terms related to our occupation of the premises.

Proposal Details

To close the office located in Sainsbury's at Calcot, which will result in savings of circa £20,000 in year one from an estimated total budget of £53,500. The savings derived will be on-going year to year.

Customer enquiries will continue to be handled at our Newbury offices via personal visit, telephone and e-mail and via the council's website.

Consultation Response

Number of Responses

In total, 30 responses were received, 25 of which included comments. Of those who responded:

- 24 from individuals
- One from groups/organisations
 - Unison West Berkshire
- Four from Town/Parish Councils
 - Compton Parish Council
 - Holybrook Parish Council
 - Theale Parish Council
 - Tilehurst Parish Council

Consultation Summary Report

- One from District Councillors
 - Alan Macro

15 responses were from non-users of the service.

Summary of Main Points

A total of 30 responses were received but only 25 of these contained any comments. 24 of these responses were from individuals, one from UNISON, four from Parish Councils and one from a District Councillor.

Two respondents suggested that, apart from rubbish collection, the Calcot office is the only thing provided for Council Tax payers living in the Eastern part of West Berkshire. Several respondents commented on the costs of accessing services by telephone or post and the potential costs of travelling to Newbury and having to pay for parking.

Two respondents suggested that the council should extend the service across a wider range of council services and that opening hours should be extended.

Several respondents indicated their agreement with the proposal and one suggested that this service should not be sustained for the minority who benefit from it.

Concerns were raised that this proposal would impact most upon elderly and disabled customers, however one respondent recognised that there were already alternative ways of accessing services but went on to say that they choose not to use these.

One of the Parish Councils suggested that availability of planning application details at Parish Council offices should be highlighted.

Summary of Responses by Question

1. Are you, or someone you care for, a user of the service?

12 of the 30 respondents (40%) described themselves, or someone they care for, as users of the service.

2. What do you think we should be aware of in terms of how this proposal might impact people?

18 responses were received. Several of these raised concerns about the lack of services provided in the Eastern part of West Berkshire, describing it as the 'poor relation'.

Several respondents commented on the distance and costs of travelling to Newbury, though most of these appear to assume that face to face services are the only way in which they can deal with the council.

One response suggested that as a result of the proposal to close libraries the availability of planning application details at Parish Council offices should be highlighted more effectively to those who do not have internet access.

Two respondents supported the proposal, one of these noting that there are many other means of contacting the council.

Consultation Summary Report

3. Do you feel that this proposal will affect particular individuals more than others, and if so, how do you think we might help with this?

14 responses were received. The main concerns were the effects upon the elderly, the disabled and those on low incomes. Two respondents suggested that elderly customers prefer to make face to face transactions.

It was suggested that a mobile service might be provided, that opening hours might be reduced and/or that the office might be relocated.

4. Do you have any suggestions as to how this service might be delivered in a different way, whilst still making the same level of savings? If so, please provide details of any alternative proposals.

12 responses were received. Several suggested reducing opening hours and/or relocating the office to save rental costs, though most noted that this would not deliver the same level of savings.

One suggested moving the office to Theale library and another suggested a peripatetic service operating from various libraries in the East of the District.

Two respondents suggested that a wider range of council services should be included and opening hours extended, one suggested that the facility should be housed with another service/building.

One respondent suggested making savings in the Customer Services management team (though the figures they quoted were both speculative and inaccurate).

Another supported the proposal and described the provision as 'an inefficient and ineffective use of resources'.

5. Is there any way that you, or your organisation, can contribute in helping to alleviate the impact of this proposal? If so, please provide details of how you can help.

Five responses were received, none of which suggested how the respondents might contribute.

One commented that 'it is unnecessary anyway' and another queried why this proposal had been made if the lease wasn't due to expire for another year. For clarity, the current lease expires 16 April 2016.

6. Any further comments?

13 responses were received. Four of these urged keeping the service going, or not completely closing it, with one suggesting extending the range of services.

Another five of the respondents suggested that the service should definitely be closed and/or agreed with the proposal.

One respondent suggested making the savings in the Customer Services management team first.

Consultation Summary Report

UNISON sought assurance that compulsory redundancy of any affected staff should be a last resort.

One respondent questioned why residents at this end of the District should come under West Berkshire Council, when they are closer to Reading and miss out on some of the benefits of being a Reading Borough Council resident.

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Ian Haggett
Customer Services Manager
Customer Services
8 March 2016

Please note: In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.

The feedback captured therefore should be seen in the context of 'those who responded', rather than reflective of the wider community.

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

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Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Calcot Service Point, Sainsbury's		Ian Haggett – Customer Services Manager	24 March 2016 Version 2 (Executive/Council)
Proposal:	To close the office located in Sainsbury's at Calcot		
Total budget 15/16:	£53,500	Recommended officer saving 16/17:	£20,000 (37%)
Initial proposed saving 16/17:	£20,000 (37%)	Final recommendation to Executive/Council:	To proceed with this savings proposal
No. of responses:	<p>In total, 30 responses were received, 25 of which included comments. Of those who responded:</p> <ul style="list-style-type: none"> • 24 were individuals • One was a group/organisation • Four were Town/Parish Councils • One was a District Councillor <p>15 responses were from non-users of the service.</p>		
Key issues raised:	<ul style="list-style-type: none"> • Apart from rubbish collection, the Calcot office is the only thing provided for Council Tax payers living in the Eastern part of West Berkshire. • Accessing services by telephone or post will entail costs, as will travelling to Newbury and paying for parking. • The elderly and/or disabled will be disadvantaged. • Several agreed with or supported the proposal. 		
Equality issues:	There were no unforeseen equality issues raised, however several respondents suggested that the elderly and disabled would be most affected.		
Suggestions for reducing the impact on service users:	Suggestion	Council response	
	Provide a mobile service, perhaps specifically for those who are disabled.	Whilst this might result in premises savings, it does not address the staffing requirements, or the requirement for a suitable vehicle. This would be cost prohibitive. Revenues & Benefits staff already undertake home visits where necessary.	
	Open Mondays, Wednesdays and Fridays only.	This will not generate any appreciable savings, since staff costs would only marginally reduce and all other overheads would remain constant.	
	Relocate the office. Extend and/or reduce the number of opening days.	The council does not have any suitable accommodation in the area so relocation would involve rental costs. Since the majority of the savings in this proposal are based on the elimination or reduction of premises and	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Calcot Service Point, Sainsbury's		Ian Haggett – Customer Services Manager	24 March 2016 Version 2 (Executive/Council)
		staffing costs this would not provide any significant savings. Extending opening hours would increase costs.	
	Highlight availability of planning application details at Parish Council offices	This comment was prompted by a concern that the (separate) proposal to close libraries might detrimentally affect those who do not have internet access. Nevertheless, this is a good point that will be pursued.	
Alternative options for applying the saving in this area:	Suggestion	Council response	
	Make savings within the Customer Services management team.	This option is already being actively pursued but is not part of this consultation.	
	Extend the scope to include a wider range of council services.	A wider range of council services have been provided in the past but were withdrawn due to lack of demand. Partner agencies offering services at this location (e.g. Sovereign Housing) also terminated their services due to lack of demand.	
	Relocate to Theale library or provide a peripatetic service operating from libraries in the East of the District	The libraries are themselves subject to possible closure and the peripatetic service suggested is very similar to that provided prior to 2011, which was abandoned due to lack of customer demand and operating inefficiencies.	
Suggestions for how others may help contribute:	There were no suggestions received.		
Officer conclusion and recommendation as a result of the responses:	The low number of responses (12 only) received from those who describe themselves, or someone they care for, as users of the service reflects that this office is used by only a small minority of customers. There has been a sustained reduction in the number of customers using this office following the withdrawal of payment facilities in September 2015; to quantify this enquiry numbers in December 2015 were 42% lower than in December 2014.		
	Despite the concerns raised about the effects of this proposal on the elderly and disabled, only two responses were received from service users who describe themselves as disabled and there were no responses received from service users aged 65+.		
	It is recognised that a small number of customers may no longer be able to access services in their chosen manner,		

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Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Calcot Service Point, Sainsbury's		Ian Haggett – Customer Services Manager	24 March 2016 Version 2 (Executive/Council)
	<p>however there are alternative service channels readily available and there are safeguards already in place for those in the greatest need.</p> <p>It is apparent that several respondents consider that the current service is an inefficient use of resources and support the proposal for closure.</p> <p>Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal.</p> <p>It is therefore recommended that the proposal be progressed.</p>		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

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Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Stage Two Equality Impact Assessment is required.

Name of policy, strategy or function:	Budget Proposal 2016/17 Phase 2: Calcot Service Point, Sainsburys
Version and release date of item (if applicable):	V1
Owner of item being assessed:	Sean Anderson
Name of assessor:	Ian Haggett
Date of assessment:	21/01/16

Is this a:		Is this:	
Policy	No	New or proposed	Yes
Strategy	No	Already exists and is being reviewed	Yes
Function	Yes	Is changing	Yes
Service	No		

1. What are the main aims, objectives and intended outcomes of the policy, strategy function or service and who is likely to benefit from it?	
Aims:	The Calcot office is currently open to customers for 3 days per week plus one Saturday morning per month. The proposal is to completely close the office and to encourage customers to use alternative service channels.
Objectives:	To encourage residents to use alternative service channels in support of the Council's Channel Shift Strategy
Outcomes:	Consolidation of service delivery at the Council's offices in Market Street, Newbury
Benefits:	To deliver yearly savings of circa £20k.

2. Note which groups may be affected by the policy, strategy, function or service. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

Group Affected	What might be the effect?	Information to support this
All	<p>It is not believed that the implementation of this proposal will create a direct adverse impact on the basis of age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation.</p> <p>The proposal may affect a small cohort who have become used to accessing face to face services in the east of the district but there should be no overall adverse impact.</p>	<p>Closure of the Calcot office will encourage customers to use alternative service channels. The Council has considered the impact this will have on residents and believes that any impact will be restricted to a small cohort of people who have become used to accessing services via the Calcot office.</p> <p>Technological development has resulted in services being accessible through a wider range of service channels, many of which are more convenient since they are available 24 hours a day/7 days a week.</p>

Further Comments relating to the item:

Closure of other similar local service delivery facilities elsewhere in West Berkshire has not resulted in any noticeable adverse effects upon customers. Calcot is on a main bus route to Newbury should customers need to access face to face services.

3. Result

Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?

No

Any effects of this proposal will be common to all

Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users?

No

Please provide an explanation for your answer:

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the Equality Impact Assessment guidance and Stage Two template.

4. Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Ian Haggett

Date: 21 January 2016

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Budget Proposals 2016-17 Phase 2: Children's Centres

Consultation Summary Report

Why We Consulted?

From 3 November to 14 December 2015, we consulted on the need to make £10.8m of savings in 2016/17. £4.6m of these savings affected frontline services. The consultation generated over 2,500 responses and covered [47 individual budget proposals](#).

Shortly before Christmas, however, the Government began a [public consultation](#) on local government funding and proposed to reduce our funding by 44% (Revenue Support Grant). This announcement was totally unexpected, and we were faced with the challenge of finding an additional £7.6m of savings, whilst also considering increases in Council Tax.

In order to inform this process, we published a list of those proposals which would likely have a direct impact on service users, and sought the views from those affected and interested:

- to understand the likely impact
- to identify any measures to reduce their impact
- to explore any possible alternatives

Approach

All the proposals were published on the council's website on 15 February 2016 with feedback requested by 7 March 2016.

Respondents were directed to a [central index page](#), which outlined the overall background to the exercise, and provided links to each of the individual proposals.

Each individual page included further details on the specifics of what the proposal contained and what we thought the impact might be, along with any other elements we had taken into account.

Feedback was then invited through an online form, paper versions of the survey, and through a dedicated email address.

Each individual budget proposal was placed on our [Consultation Portal](#) which automatically notified those registered that an exercise had been launched. Members of the West Berkshire Community Panel (around 800 people) and local stakeholder charities, representative groups and partner organisations were also emailed directly, notifying them of the exercise and inviting their contributions.

Heads of Service made direct contact with those organisations affected by any of the budget proposals prior to them being made publicly available.

A press release was issued on the same date, and was further publicised through the council's Facebook and Twitter accounts.

The period in which we invited responses was reduced to three weeks in this case, instead of the usual six. This is because the funding announcement from government was both unexpected and very late in the financial year. It was not possible to extend the consultation period without negatively impacting the delivery of the 2016 council budget. In order to minimise the impact of this shorter timescale, we undertook extra activities to publicise the consultation in addition to our usual channels. This included making potential consultees

Budget Proposals 2016-17 Phase 2: Children's Centres

Consultation Summary Report

aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

Children's Centre services provide 'early childhood services' to improve outcomes for young children and their families. These services include early education and childcare, health services, and training, information and advice for parents. Some are provided by the council and some by partner organisations.

We recognise the important role Children's Centres play in delivering early childhood services and support for children and their families in West Berkshire. We know many families have positive experiences of Children's Centres and those that use them, value them.

West Berkshire has over 10,000 children under the age of five and around 1,750 to 1,900 births each year. This has increased in the last five years with considerable amounts of new housing being built particularly in Newbury and Thatcham, with more housing planned over the next three to five years, so we expect the numbers of young children to grow.

We consulted with you from 3 November to 14 December 2016 on the following Phase One proposals to:

- re-design how we deliver our services so that we can make the biggest difference to families
- target support for parents and children who need additional help, including early childhood services
- continue to offer popular early childhood services for families. We may start to charge a fee
- create a single governance group to oversee Early Childhood Services

The council now faces further financial pressures and therefore has to find a further £150,000 of savings, in addition to the £300,000 already consulted upon.

Proposal Details

In addition to the proposals outlined in Phase One, we propose to reduce the number of buildings identified in each Family & Wellbeing Delivery Area from one rural and one urban site, to a single Hub. The Wellbeing Areas proposed are:

- **Newbury and West:** Serving Newbury and the West. Due to the large geographical area, we will need to identify key areas for outreach, including Lambourn and Kintbury.
- **Thatcham and Central:** Serving the Thatcham, Chieveley and part of the current East Downslands area.
- **Tilehurst and East:** Serving the Calcot, Tilehurst and Burghfield group and rest of the East Downslands Area.

Budget Proposals 2016-17 Phase 2: Children's Centres

Consultation Summary Report

Consultation Response

Number of Responses

In total, 384 responses were received, including:

- 267 from individuals
- 14 from groups/organisations
 - Berkshire Healthcare Foundation
 - Burghfield and Area Children Centre
 - Calcot Governors Board
 - East Downlands Benefice
 - Health Visitors
 - Hungerford and area Children Centre
 - Hungerford Primary School
 - Ilsley's Under 5s
 - Pangbourne and Tilehurst Children Centre
 - Play Buddies
- Three from Town/Parish Councils
 - Hungerford Town Council
 - Theale Parish Council
 - Tilehurst Parish Council

We received two petitions from:

- Katherine Whitehouse, with regard to Burghfield and Area Children Centre
- Michelle Newland-Bragg with regard to South Thatcham Children Centre

Summary of Main Points

Responses to the proposal focused upon the closure of centres and the loss to the community a particular centre currently serves. This was linked to concerns about the impact upon particular services users and vulnerable groups. The loss of service to rural communities was highlighted and the associated isolation for families, particularly those without their own transport.

Summary of Responses by Question

1. Are you a user of the service?

306 of those who responded identified themselves as user of the service.

Consultation Summary Report

2. Which Children's Centre(s) do you, or someone you care for, usually go to?
Please tick all that apply.

Children's Centre	No. of respondents
Burghfield and Area	74
Calcot, Theale and Area	20
Chieveley	17
East Downlands	21
Hungerford and Area	41
North Newbury	10
South Newbury	8
Thatcham North	16
Thatcham South	18
Tilehurst and Area	107

3. How do you think this proposal might impact people?

- It was felt that the changes would impact on everyone, parents, carers and children.
- Responses identified the impact of the closure of specific centres and the loss to that community.
- Less access to local services for parents, carers and families.
- The isolation of new mothers and families was identified as concern. This was also linked to a concern that health services currently delivered in children centres; baby weighing, age and stage checks, speech therapy drop-ins and anti and postnatal services, would be lost to local communities and access to social and emotional support.
- Challenges of limited transport links for those without their own transport, many rural areas have limited bus services.
- Loss of the relationships, particularly trust which have been built over time.

4. Do you think some people will be affected more than others, and if so, how can we change this?

- Low income families
- Vulnerable families
- Transient families
- Families without transport
- Those affected directly by local changes to their centre.
- Specific valued groups: twins club and Dad's sessions.
- New parents and their children

Most put forward the view that the centres should remain as they are and that this would be the only way to mitigate for the impact on communities and individuals.

5. Can you think of a way we can deliver this service whilst still saving the same amount of money? If so, please give details.

- The main response being not to close centres. No full suggestion of how to deliver the service while achieving the same savings was put forward.

Consultation Summary Report

- There were a range of useful suggestions which linked closely to those outlined in the proposal. These included:
 - Working with other established groups and organisations sharing sustainability costs and resources.
 - Fund raising events such as car boot sales, family fun days and barbeques.
 - Working with local communities to develop usage of a building by letting to individuals and community based groups. Diversify the use of the buildings so that full occupation is achieved.
 - Donations from users, increased voluntary contributions for 'stay and play' and 'messy play' and payment for some activities which are at cost rather than subsidised.
 - Use of volunteers for running sessions, manning buildings and to support regular activities.
 - Hire local cheaper venues for use only when activities are taking place.
 - Make the savings from other areas and services.
 - Approach universities offering social work, occupational therapy, teacher training and other related professions and offer student placements to gain funding streams.

6. Do you know of any community spaces that we could look at as a place to deliver the proposed outreach services? If so, please give details.

- Jubilee Hall
- Churches
- Croft Field Hall
- Village Halls
- Doctors Surgeries
- Adventure Dolphin
- Libraries
- Schools
- Community Centres
- Leisure Centres

7. Do you know of any other organisations that we can work with that might help affected people adapt to the changes? If so, please give details.

- Mother Tongue, Reading (counselling in different languages)
- Number 5 counselling agency (counselling for young people)
- Crossing Bridges Reading (Domestic abuse)
- The yellow suitcase project (mental health)
- Better links with Talking therapies and housing associations.
- GPs/Health Visitors/Midwives
- Reading Borough Council
- Church Groups
- Newbury Volunteer Service
- NCT
- The Government
- Charities such as HomeStart
- Army families federation
- Playgroups and toddler groups
- Nursery Schools

Consultation Summary Report

8. Any further comments?

- We must invest in our children and families.
- Concern that plans to build further houses across West Berkshire will put even more strain upon the remaining services.
- It is clear from the comments that individual centres are highly praised and valued and users are sad to be losing the services they provide.
- Consider other areas to make cuts instead.

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Avril Allenby
School Improvement Advisor
Education Services
9 March 2016

Please note: *In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.*

The feedback captured therefore should be seen in the context of 'those who responded', rather than reflective of the wider community.

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Children's Centre		Avril Allenby – School Improvement Advisor	24 March 2016 Version 2 (Executive/Council)
Proposal:	In addition to the proposals outlined in Phase One, it is proposed to reduce the number of buildings identified in each Family & Wellbeing Delivery Area from one rural and one urban site, to a single Hub.		
Total budget 15/16:	£1,226,000	Recommended officer saving 16/17:	£450,000 (37%)
Initial proposed saving 16/17 (incl. Phase One and Two):	£450,000 (37%) (Phase One - £300,000)	Final recommendation to Executive/Council:	To proceed with this savings proposal, but make £50,000 of transitional funding available in 2016/17
No. of responses:	<p>In total, 384 responses were received, 309 of which included comments. Of those who responded:</p> <ul style="list-style-type: none"> • 267 were individuals • 14 were groups/organisations • Three were Town/Parish Councils <p>65 responses were from non-users of the service.</p> <p>We received two petitions.</p>		
Key issues raised:	Responses to the proposal focused upon the closure of centres and the loss to the community a particular centre currently serves. This was linked to concerns about the impact upon particular services users and vulnerable groups. The loss of service to rural communities was highlighted and the associated isolation for families, particularly those without their own transport.		
Equality issues:	No issues were raised during the consultation, that weren't already included in the EqIA stage one.		
Suggestions for reducing the impact on service users:	Suggestion	Council response	
	Keep the centres as they are.	<p>In the consultation we propose that:</p> <p>We will build upon the current good practice identifying community venues so that we can embed services at the heart of the community making better use of community buildings and facilities like schools, leisure centres, and community centres for the delivery of services to</p>	

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Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Children's Centre		Avril Allenby – School Improvement Advisor	24 March 2016 Version 2 (Executive/Council)
		<p>support children and families. This would mean that services would be available from more venues which are closer to families, bringing together local support and resources in a joined-up way. Working closely with parents, carers, our partners, health and the wider community, using restorative practices and resources to the best effect so that more children and families in West Berkshire are healthier, happier and more resilient.</p> <p>There will be work to ensure that we are mindful of the issues raised for particular groups and communities in West Berkshire. We will work with partners and communities to identify access delivery points where services can be provided in localities where there is the greatest need. We plan to build upon this pattern of working, learning from the excellent examples already established so that overtime there is a network of localities where families can get support and advice.</p>	
	To keep specifically valued groups which have been providing a service which is having a clear impact upon users, for example twins club.	There will be work to evaluate all services and activities currently provided and the impact they have for users particularly those in the most vulnerable groups. Then there will be work to map these services and activities and look at ways to sustain those with the greatest impact and/or level of need.	
Alternative options for applying the saving in this area:	Suggestion	Council response	
	Although there was no direct alternative put forward there were a number of useful suggestions of ways in which to support the sustainability of services.	Careful consideration will be made of the useful suggestions put forward. Many are of a similar nature to those already in place or explored in the Phase One consultation. There will be further work to make the building viable, charging for spaces and work to ensure full occupation. There will also be work through parent and users forums to initiate fund raising opportunities and we will continue to explore changing for some types of activity to cover the cost.	
Suggestions for how others may help contribute:	There were a number of useful suggestions both of how others may help and ways in which to make the individual centres and services more sustainable. These included: <ul style="list-style-type: none">• Fund raising events such as car boot sales, family fun days and barbeques.• Working with local communities to develop usage of a building by letting to individuals and community based		

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Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Children's Centre		Avril Allenby – School Improvement Advisor	24 March 2016 Version 2 (Executive/Council)
	<p>groups. Diversify the use of the buildings so that full occupation is achieved.</p> <ul style="list-style-type: none"> • Donations from users, increased voluntary contributions for 'stay and play' and 'messy play' and payment for some activities which are at cost rather than subsidised. • Use of volunteers for running sessions, manning buildings and to support regular activities. • Hire local cheaper venues for use only when activities are taking place. • Make the savings from other areas and services. • Approach universities offering social work, occupational therapy, teacher training and other related professions and offer student placements to gain funding streams. 		
Officer conclusion and recommendation as a result of the responses:	<p>There is a high level of anxiety about change, but there were also many helpful suggestions and a feeling that communities would like to work with the council to secure and sustain a service.</p> <p>While there are strong feelings about the loss of individual centres and about the impact upon families and the most vulnerable, there was no viable alternative suggestion put forward.</p> <p>The service has already moved and changed some of the working practice and there are strong models on which to build. The level of saving required needs the service to look carefully at developing and transforming and the model proposed gives the scope and opportunity to do this.</p> <p>Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal.</p> <p>However, in order to enable community access points to be developed, it is suggested that transition funding should be considered for this proposal.</p> <p>It is therefore recommended that the proposal be progressed but that transitional funding of £50,000 is allocated for 2016/17.</p>		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

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Equality Impact Assessment – Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Stage Two, Equality Impact Assessment is required.

Name of policy, strategy or function:	Budget Proposal 2016/17 Phase 2: Children's Centres
Version and release date of item (if applicable):	
Owner of item being assessed:	Avril Allenby
Name of assessor:	Avril Allenby
Date of assessment:	05/02/2016

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	Yes
Function	No	Is changing	No
Service	No		

1. What are the main aims, objectives and intended outcomes of the policy, strategy function or service and who is likely to benefit from it?	
Aims:	In addition to the proposals outlined in Phase One, we propose to reduce the number of buildings identified in each Family & Wellbeing Delivery Areas from one rural and one urban site, to a single Hub. Realise a further saving of £150,000
Objectives:	<p>To consider the impact of the proposed changes for September 2016. The scale of budget reductions means that the Council needs to review the use of Children Centre buildings and the range of activities offered to the public.</p> <p>We will focus services which improve health, education and social care for our children and families in greatest need and ensure that these families receive additional help so that their children can thrive and develop well.</p> <p>We will integrate targeted family support with universal services so that families get the help that they need from someone that they trust. We will also work closely with voluntary, community and faith support, and</p>

	services may be delivered by our partner organisations.
Outcomes:	We will build upon the current good practice identifying community venues so that we can embed services at the heart of the community making better use of community buildings and facilities like schools, leisure centres, and community centres for the delivery of services to support children and families. This would mean that services would be available from more venues which are closer to families, bringing together local support and resources in a joined-up way. Working closely with parents, carers, our partners, health and the wider community, using restorative practices and resources to the best effect so that more children and families in West Berkshire are healthier, happier and more resilient.
Benefits:	Little change to the services provided, with some greater impact in the most rural areas for those families who currently have little or limited access. Realisation of budget savings.

2. Note which groups may be affected by the policy, strategy, function or service. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

Group Affected	What might be the effect?	Information to support this
Age	No impact	The intention is to continue to maintain a good range of services for the under 5's and develop support to 0 to 19.
Disability: including children with special educational needs	No impact	
Gender Reassignment	No impact	Gender is not a distinguishing factor in the delivery of children centre services

Marriage and Civil Partnership	No impact	Marriage and Civil Partnership are not distinguishing factor
Pregnancy and Maternity	No impact	Pregnancy and maternity are not distinguishing factors.
Race	No impact	Race is not a distinguishing factor.
Religion or Belief	No impact	Religion or beliefs are not distinguishing factors.
Sex	No impact	Sex is not a distinguishing factor.
Sexual Orientation	No impact	Sexual Orientation is not a distinguishing factor.
Socio-economic factors: Impact on low income families	Positive Impact.	To reach more areas of West Berkshire by the introduction of greater outreach work.
Socio-economic factors: Financial impact on families	Limited impact	Although buildings will be closing every effort is to be made to ensure there are still local groups and services.
Further Comments relating to the item:		
None		

3. Result	
Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer: The proposed changes are aimed at cutting the use of costly building and so the services to the public can be maintained and where possible enhanced for the most in need.	

Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer: Every consideration has been given to maintain staffing levels, flexibility of working arrangements and services to families with a particular focus on those least able to afford payment arrangements.	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the Equality Impact Assessment guidance and Stage Two template.

4. Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Avril Allenby

Date: 05/02/2016

Consultation Summary Report

Why We Consulted?

From 3 November to 14 December 2015, we consulted on the need to make £10.8m of savings in 2016/17. £4.6m of these savings affected frontline services. The consultation generated over 2,500 responses and covered [47 individual budget proposals](#).

Shortly before Christmas, however, the Government began a [public consultation](#) on local government funding and proposed to reduce our funding by 44% (Revenue Support Grant). This announcement was totally unexpected, and we were faced with the challenge of finding an additional £7.6m of savings, whilst also considering increases in Council Tax.

In order to inform this process, we published a list of those proposals which would likely have a direct impact on service users, and sought the views from those affected and interested:

- to understand the likely impact
- to identify any measures to reduce their impact
- to explore any possible alternatives

Approach

All the proposals were published on the council's website on 15 February 2016 with feedback requested by 7 March 2016.

Respondents were directed to a [central index page](#), which outlined the overall background to the exercise, and provided links to each of the individual proposals.

Each individual page included further details on the specifics of what the proposal contained and what we thought the impact might be, along with any other elements we had taken into account.

Feedback was then invited through an online form and from a face to face meeting with CAB, and through a dedicated email address.

Each individual budget proposal was placed on our [Consultation Portal](#) which automatically notified those registered that an exercise had been launched. Members of the West Berkshire Community Panel (around 800 people) and local stakeholder charities, representative groups and partner organisations were also emailed directly, notifying them of the exercise and inviting their contributions.

Heads of Service made direct contact with those organisations affected by any of the budget proposals prior to them being made publicly available.

A press release was issued on the same date, and was further publicised through the council's Facebook and Twitter accounts.

The period in which we invited responses was reduced to three weeks in this case, instead of the usual six. This is because the funding announcement from government was both unexpected and very late in the financial year. It was not possible to extend the consultation period without negatively impacting the delivery of the 2016 council budget. In order to minimise the impact of this shorter timescale, we undertook extra activities to publicise the consultation in addition to our usual channels. This included making potential consultees

Consultation Summary Report

aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

The council has a service level agreement with the Citizens Advice Bureau (CAB) to provide services for people in the district needing support and guidance with a range of financial advice relating to:

- Debt worries
- Benefits enquiries
- Housing and employment problems
- Concerns about consumer or tax issues

CAB also provides:

- Advice on legal matters;
- Advice on immigration;
- Advice on family and personal matters;
- Support for carers.

CAB currently operates 4 days a week and a significant number of the advisers are volunteers.

We have reviewed the numbers of clients seen by CAB and appreciate that there has been a reduction. We are also aware that the future enquiries relating to Universal Credit, the replacement for the current benefits system, will, when introduced fully, be managed by a government agency set up specifically for that purpose. This could mean that the number of clients CAB sees could reduce.

We consulted with you from 3 November to 14 December 2016 with a proposal to reduce CAB's funding by £15,000. We are now suggesting that this should be reduced by a further £25,000 making a total of £40,000.

Proposal Details

The proposal is to reduce CAB's funding in 2016/17 by a further £25,000 making a total of £40,000.

Consultation Response

Number of Responses

In total, 91 responses were received, 81 of which included comments. Of those who responded:

- 85 were individuals
- Four were a group / organisation
 - Citizen's Advice Bureau
 - Newbury Family Counselling Service
 - Loose

Consultation Summary Report

- Unison West Berkshire
- Two were a Town / Parish Council
 - Tilehurst Parish Council
 - Compton Parish Council

24 responses were from non-users of the service.

Summary of Main Points

CAB is a service which is essential to vulnerable people living in West Berkshire. With the introduction of the new welfare and benefits allowances having access to free independent financial advice and support is crucial. One of those responding made the point that a “crisis” will not wait for an “appointment” suggesting that although an appointment system is in operation within CAB this was not appropriate in all circumstances.

Although some of those responding acknowledged that support was available online they also recognised that in many instances vulnerable individuals wanted reassurance and support which could only be provided face to face contact with an Advisor.

Several people who responded to this proposal suggested that with the council losing significant numbers of jobs, the services offered by CAB were even more relevant at this time.

Summary of Responses by Question

1. Are you, or is anyone you care for, a user of this service?

51 of those responding were users of the service.

2. What do you think we should be aware of in terms of how this proposal might impact people?

If the impact of this proposal is to reduce the hours of operation of CAB, then those that need the service most will be impacted because they will have to wait much longer to see an advisor. The reduction in funding, and hence the services available, will impact on those that cannot afford to pay for services delivered by others.

3. What do you think about potentially having to wait longer to see a CAB advisor?

Some of those responding considered that delays in being able to see an advisor could impact on individual's benefits that they received or not. Others considered that the stress that individuals might suffer could impact on their health and result in costs in other parts of the public sector (GP surgeries etc).

4. Do you feel that this proposal will affect particular individuals more than others, and if so, how do you think we might help with this?

Some of those responding considered that anyone in receipt of any Government benefit could potentially be impacted by this proposal. Others that responded considered that the elderly and disabled people could be impacted.

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5. **Do you have any suggestions as to how this service might be delivered in a different way, but still achieve the same level of saving? If so, please provide details of any alternative proposals.**

One of those responding considered that having an online booking system would help to alleviate some of the stress in trying to see an advisor. One person also suggested that the "better off" who use the CAB service should be asked to pay a contribution to the service that they receive.

6. **Is there any way that you, or your organisation, can contribute in helping to alleviate the impact of this proposal? If so, please provide details of how you can help.**

No suggestions were forthcoming about how those responding could help mitigate the impact of the proposal.

7. **Any further comments?**

There were no other issues raised which need to be referred to in this section.

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Andy Day
Head of Service
Strategic Support
11 March 2016

Please note: *In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.*

The feedback captured therefore should be seen in the context of 'those who responded', rather than reflective of the wider community.

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Citizen's Advice Bureau (CAB)		Andy Day – Head of Strategic Support	24 March 2016 Version 2 (Executive/Council)
Proposal:	To reduce the funding provided to the CAB.		
Total budget 15/16:	£219,892	Recommended officer saving 16/17:	£40,000 (18%)
Initial proposed saving 16/17 (incl. Phase One and Two):	£40,000 (18%) (Phase One - £15,000)	Final recommendation to Executive/Council:	To proceed with this savings proposal, but make £25,000 of transitional funding available in 2016/17
No. of responses:	<p>In total, 91 responses were received, 81 of which included comments. Of those who responded:</p> <ul style="list-style-type: none"> • 85 were individuals • Four were a group / organisation • Two were a Town / Parish Council <p>24 responses were from non-users of the service.</p>		
Key issues raised:	<p>CAB is a service which is essential to the vulnerable people living in West Berkshire. With the introduction of the new welfare and benefits allowances having access to free independent financial advice and support is crucial. One of those responding made the point that a “crisis” never makes an “appointment”.</p> <p>Another comment made was that at a time when the council was having to cut services and jobs, the services offered by CAB were even more relevant.</p>		
Equality issues:	No issues were raised during the consultation, that weren't already included in the EqIA stage one.		
Suggestions for reducing the impact on service users:	Suggestion	Council response	
	One response suggested that CAB should have an online booking system which would help to alleviate some of the stress of waiting to see an advisor.	This is something which CAB would need to consider.	
	Another suggestion was for “better off” people that used the services provided by	This is something which CAB would need to consider.	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Citizen’s Advice Bureau (CAB)		Andy Day – Head of Strategic Support	24 March 2016 Version 2 (Executive/Council)
	CAB should be asked to pay a contribution similar to say Relate service.	This is something which CAB would need to consider.	
	Another suggestion was that people in need of the service could possibly do an element of self service if the website was structured in a different way. It was acknowledged that not everyone had access to online services.		
Alternative options for applying the saving in this area:	Suggestion	Council response	
	None received.		
Suggestions for how others may help contribute:	There were no other suggestions as to how others may help in mitigating the impact of this proposal other than the contribution suggestion referred to above.		
Officer conclusion and recommendation as a result of the responses:	<p>It is recognised that vulnerable people might be impacted by the reduction in opening hours of CAB. Although some advice and support is available online it is acknowledged that face to face contact and support is more valuable in a time of need. It is also acknowledged that CAB operate a very effective triage service, which again helps to identify those in most need so that they can be seen by an advisor quickly.</p> <p>Notwithstanding, feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal.</p> <p>It is therefore recommended that the proposal be progressed.</p>		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Equality Impact Assessment – Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Stage Two, Equality Impact Assessment is required.

Name of policy, strategy or function:	Budget Proposal 2016/17 Phase 2: Citizen's Advice Bureau (CAB)
Version and release date of item (if applicable):	V1
Owner of item being assessed:	Andy Day
Name of assessor:	Andy Day
Date of assessment:	8 February 2016

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	Yes
Function	No	Is changing	No
Service	Yes	Service provided by a third party which is being reviewed.	

1 What are the main aims, objectives and intended outcomes of the policy, strategy function or service and who is likely to benefit from it?	
Aims:	<p>Citizens Advice Bureau (CAB) provides, on behalf of the council, services for people in the District needing support and guidance with a range of financial advice relating to:</p> <ul style="list-style-type: none"> (i) debt worries (ii) benefits enquiries (iii) housing and employment problems (iv) Concerns about consumer or tax issues.
Objectives:	The objective of the service is to provide independent

	financial advice and support to any resident who requires these services. There is no charge for the service which is available to all residents.
Outcomes:	This service helps to improve the lives of local residents.
Benefits:	The benefits of the service are that residents will lead better and healthier lives knowing that they have access to independent advice and guidance on key financial matters.

2 Note which groups may be affected by the policy, strategy, function or service. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

Group Affected	What might be the effect?	Information to support this.
Elderly	The elderly, particularly those that live alone and are not computer literate, may have to wait longer to see an advisor if CAB decide to reduce their opening times whereas many other people may be able to access the internet for initial support and guidance.	There are a host of websites which can be used to obtain initial advice and support. CAB has confirmed that they have seen a rise in people accessing the national Debt Advice website.
Disabled	As above	As above

Further Comments relating to the item:

This is the second proposal to reduce the funding provided to CAB. The original proposal (Phase 1) involved reducing the budget by £15,000. The second proposal recommends that the grant be further reduced by £25,000 making a total of £40,000 in 2016/17.

The service provided by CAB will still be free to all at the point of access and it will be available to all residents. Based on the feedback to Phase 1 consultation, it is likely that the proposed reduction in grant will result in CAB being open for fewer hours during the week although their triage service should help to mitigate any urgent cases.

It is possible that the elderly or the disabled may be impacted if the opening times are reduced but the triage service is there to filter those issues which are deemed by CAB to be urgent and those which can wait. Furthermore, CAB has confirmed that a great deal of people now access financial advice and support online as a first step in helping themselves which may mean that the impact on waiting times to see an advisor may not be impacted greatly if at all.

3 Result	
Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?	No
The service is free to all and although people requiring advice and guidance may potentially have to wait to see an advisor (if CAB decide that they have to reduce their opening times) CAB do operate a triage service which would help to filter those requiring immediate advice and support. CAB operate a policy of helping those in most need first so this should ensure that equality is not compromised.	
Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users?	No
The grant provided to CAB is being reduced but the service is not stopping. The impact for all residents may be that they have to wait a little longer for an appointment which can, in part, be covered off by the triage service offered by CAB or service users choosing to access online support.	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the Equality Impact Assessment guidance and Stage Two template.

4 Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	Andy Day
Timescale for Stage Two assessment:	

Signed: Andy Day

Date: 8 February 2016

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Consultation Summary Report

Why We Consulted?

From 3 November to 14 December 2015, we consulted on the need to make £10.8m of savings in 2016/17. £4.6m of these savings affected frontline services. The consultation generated over 2,500 responses and covered [47 individual budget proposals](#).

Shortly before Christmas, however, the Government began a [public consultation](#) on local government funding and proposed to reduce our funding by 44% (Revenue Support Grant). This announcement was totally unexpected, and we were faced with the challenge of finding an additional £7.6m of savings, whilst also considering increases in Council Tax.

In order to inform this process, we published a list of those proposals which would likely have a direct impact on service users, and sought the views from those affected and interested:

- to understand the likely impact
- to identify any measures to reduce their impact
- to explore any possible alternatives

Approach

All the proposals were published on the council's website on 15 February 2016 with feedback requested by 7 March 2016.

Respondents were directed to a [central index page](#), which outlined the overall background to the exercise, and provided links to each of the individual proposals.

Each individual page included further details on the specifics of what the proposal contained and what we thought the impact might be, along with any other elements we had taken into account.

Feedback was then invited through an online form, a telephone conversation with CCB and through a dedicated email address.

Each individual budget proposal was placed on our [Consultation Portal](#) which automatically notified those registered that an exercise had been launched. Members of the West Berkshire Community Panel (around 800 people) and local stakeholder charities, representative groups and partner organisations were also emailed directly, notifying them of the exercise and inviting their contributions.

Heads of Service made direct contact with those organisations affected by any of the budget proposals prior to them being made publicly available.

A press release was issued on the same date, and was further publicised through the council's Facebook and Twitter accounts.

The period in which we invited responses was reduced to three weeks in this case, instead of the usual six. This is because the funding announcement from government was both unexpected and very late in the financial year. It was not possible to extend the consultation period without negatively impacting the delivery of the 2016 council budget. In order to minimise the impact of this shorter timescale, we undertook extra activities to publicise the

Consultation Summary Report

consultation in addition to our usual channels. This included making potential consultees aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

Community Council for Berkshire (CCB) is an independent charity with experience in community development work. Their overall aim is to support communities in Berkshire to thrive by providing information, advice, support, training and personal development to individuals, groups and other organisations.

The council currently provides annual funding of £6,800.

What is the proposal?

To reduce this grant by £3,400 (50%) in 2016/17. The remaining funding will be removed for 2017/18.

Consultation Response

Number of Responses

In total, 25 responses were received, 23 of which included comments. Of those who responded:

- 14 from individuals
- Six from groups/organizations
 - CCB
 - Purley on Thames Memorial Hall
 - A representative from Shaw Village Hall
 - Streatley Parish Plan Group
 - Leckhamstead Village Hall Management Committee
 - Aldermaston Parish Hall committee
- Five from Town/Parish Councils
 - Stanford Dingley Parish Council
 - Boxford Parish Council
 - Bucklebury Parish Council
 - Compton Parish Council
 - Beedon Parish Council

Four responses were from non-users of the service.

Summary of Main Points

The main issue to be raised was the ability of CCB to be able to sign post individuals and groups to other similar groups in order to share experiences and ideas related to their communities. One of those responding felt that in the current financial climate this was a “luxury” service.

Consultation Summary Report

CCB play a vital role in negotiating the price of domestic oil for several parishes. CCB also play a key role in providing advice and support on managing and maintaining village halls.

Given that CCB were a Berkshire wide organisation, CCB should look across the County to secure other sources of funding.

Summary of Responses by Question

1. Are you, or is anyone you care for, a user of this service?

13 of those responding were users of the service.

2. What do you think we should be aware of in terms of how this proposal might impact people?

The main point raised was that the proposal, if agreed, would lead to an absence of a single organisation that could help individuals and groups to share ideas and provide advice and guidance on many local community related issues.

3. Do you feel that this proposal will affect particular individuals more than others, and if so, how do you think we might help with this?

One response considered that anyone who was a trustee would be disadvantaged by the loss of this service in terms of the help and guidance that CCB provided to that part of the community.

4. Do you have any suggestions as to how this service might be delivered in a different way, but still achieve the same level of saving? If so, please provide details of any alternative proposals.

One response considered that having more online advice and support would help to mitigate the impact.

5. Is there any way that you, or your organisation, can contribute in helping to alleviate the impact of this proposal? If so, please provide details of how you can help.

One response suggested that CCB should not pay people expenses for helping out with workshops etc.

6. Any further comments?

No further comments were forthcoming.

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Andy Day
Head of Service
Strategic Support
11 March 2016

Consultation Summary Report

Please note: *In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.*

The feedback captured therefore should be seen in the context of 'those who responded', rather than reflective of the wider community.

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Community Council for Berkshire (CCB)		Andy Day – Head of Strategic Support	24 March 2016 Version 2 (Executive/Council)
Proposal:	To reduce the funding provided to the CCB by £3,400 in 2016/17. It is proposed that the remaining funding will be removed for 2017/18.		
Total budget 15/16:	£6,800	Recommended officer saving 16/17:	£3,400 (50%)
Initial proposed saving 16/17:	£3,400 (50%)	Final recommendation to Executive/Council:	To proceed with this savings proposal
No. of responses:	<p>In total, 25 responses were received, 23 of which included comments. Of those who responded:</p> <ul style="list-style-type: none"> • 14 from individuals • Six from groups/organisations • Five from Town/Parish Councils <p>Four responses were from non-users of the service.</p>		
Key issues raised:	<p>The main issue raised by one of those responding was that there would be a lack of advice and support for trustees. There were also comments that no single organisation would be available to provide advice and support for individuals and groups, in relation to local community initiatives.</p> <p>CCB play a vital role in negotiating the price of domestic oil for several parishes. CCB also play a key role in providing advice and support on managing and maintaining village halls.</p>		
Equality issues:	No issues were raised during the consultation, that weren't already included in the EqlA stage one.		
Suggestions for reducing the impact on service users:	Suggestion	Council response	
	The point was made that as this service covered Berkshire CCB should look to see what resources were available across the County to mitigate the impact of this proposal.	This is an issue for CCB to consider.	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Alternative options for applying the saving in this area:	Suggestion	Council response
	One response suggested that CCB should stop paying expenses to those people that helped to run workshops.	This is an issue for CCB to consider.
Suggestions for how others may help contribute:	No other suggestions were made in response to this proposal.	
Officer conclusion and recommendation as a result of the responses:	Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal. It is therefore recommended that the proposal be progressed.	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Equality Impact Assessment – Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Stage Two Equality Impact Assessment is required.

Name of policy, strategy or function:	Budget Proposal 2016/17 Phase 2: Community Council for Berkshire
Version and release date of item (if applicable):	
Owner of item being assessed:	Andy Day
Name of assessor:	Andy Day
Date of assessment:	8 February 2016

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	Yes
Function	No	Is changing	No
Service	Yes		

1 What are the main aims, objectives and intended outcomes of the policy, strategy function or service and who is likely to benefit from it?	
Aims:	Community Council for Berkshire (CCB) is an independent Charity with experience in community development.
Objectives:	CCB's overall aim is to support communities in Berkshire to thrive by providing information, advice, support, training and personal development to individual groups and other organisations.
Outcomes:	The overall outcome sought by CCBs is to have thriving communities which are self sufficient and independent.

Benefits:	Having self sufficient and thriving communities helps the Council to ensure that in difficult times such as severe weather communities are able to help themselves leaving the Council to focus on those less able to do so.
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2 Note which groups may be affected by the policy, strategy, function or service. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this.
Older and younger People	Although the work of the CCB is not specifically aimed at older people, there could be an impact on them since their work involves helping to develop self sufficient and independent communities. However the funding being cut is not substantial.	
Disability	Although the work of the CCB is not specifically aimed at people with disabilities, there could be an impact on them since their work involves helping to develop self sufficient and independent communities. However the funding being cut is not substantial.	
Gender Reassignment	There will not be a specific impact on this group.	
Marriage & Civil Partnership	There will not be a specific impact on this group.	
Pregnancy & Maternity	There will not be a specific impact on this group.	
Race	There will not be a specific impact on this group.	
Religion/Belief	There will not be a specific impact on this group.	
Sex	There will not be a specific impact on this group.	

Sexual Orientation	There will not be a specific impact on this group.	
Further Comments relating to the item:		
The community development work undertaken by CCB will, in future be undertaken in house by the Council. Communities will continue to be supported with advice and support and helped to help themselves.		

3 Result	
Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the Equality Impact Assessment guidance and Stage Two template.

4 Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	Andy Day
Timescale for Stage Two assessment:	

Signed: Andy Day

Date: 8 February 2016

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Consultation Summary Report

Why We Consulted?

From 3 November to 14 December 2015, we consulted on the need to make £10.8m of savings in 2016/17. £4.6m of these savings affected frontline services. The consultation generated over 2,500 responses and covered [47 individual budget proposals](#).

Shortly before Christmas, however, the Government began a [public consultation](#) on local government funding and proposed to reduce our funding by 44% (Revenue Support Grant). This announcement was totally unexpected, and we were faced with the challenge of finding an additional £7.6m of savings, whilst also considering increases in Council Tax.

In order to inform this process, we published a list of those proposals which would likely have a direct impact on service users, and sought the views from those affected and interested:

- to understand the likely impact
- to identify any measures to reduce their impact
- to explore any possible alternatives

Approach

All the proposals were published on the council's website on 15 February 2016 with feedback requested by 7 March 2016.

Respondents were directed to a [central index page](#), which outlined the overall background to the exercise, and provided links to each of the individual proposals.

Each individual page included further details on the specifics of what the proposal contained and what we thought the impact might be, along with any other elements we had taken into account.

Feedback was then invited through an online form, from a face to face meeting with Community Furniture Project and through a dedicated email address.

Each individual budget proposal was placed on our [Consultation Portal](#) which automatically notified those registered that an exercise had been launched. Members of the West Berkshire Community Panel (around 800 people) and local stakeholder charities, representative groups and partner organisations were also emailed directly, notifying them of the exercise and inviting their contributions.

Heads of Service made direct contact with those organisations affected by any of the budget proposals prior to them being made publicly available.

A press release was issued on the same date, and was further publicised through the council's Facebook and Twitter accounts.

The period in which we invited responses was reduced to three weeks in this case, instead of the usual six. This is because the funding announcement from government was both unexpected and very late in the financial year. It was not possible to extend the consultation period without negatively impacting the delivery of the 2016 council budget. In order to minimise the impact of this shorter timescale, we undertook extra activities to publicise the consultation in addition to our usual channels. This included making potential consultees

Budget Proposals 2016-17 Phase 2: Community Furniture Project (CFP)

Consultation Summary Report

aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

The Newbury Community Resource Centre runs the Community Furniture Project (CFP) based in Newbury. As well as running furniture and horticultural projects the CFP provides support and accredited training in practical skills to over 300 volunteers and trainees from all backgrounds, many of them requiring high levels of support due to learning disabilities, learning difficulties, mental health issues or young people with behavioural issues.

The council currently provides £11,246 in annual funding.

Proposal Details

To reduce the funding provided to the CFP by £5,623 (50%) in 2016/17. It is proposed that the remaining funding will be removed for 2017/18.

Consultation Response

Number of Responses

In total, 28 responses were received, 22 of which included comments. Of those who responded:

- 26 from individuals
- One from groups/organisations
 - Unison West Berkshire
- One from Town/Parish Councils
 - Tilehurst Parish Council

11 responses were from non-users of the service.

Summary of Main Points

Those that responded considered that the Community Furniture Project (CFP) provided an excellent and cost effective service in relation to the furniture which it reclaimed and then redistributed this to many people that would otherwise be unable to afford it.

Other comments referred to the excellent work which the Furniture Project did in providing opportunities for vulnerable people to get back into work.

Summary of Responses by Question

1. Are you, or is anyone you care for, a user of this service?

Eight of those responding were users of the service whilst five were not.

Budget Proposals 2016-17 Phase 2: Community Furniture Project (CFP)

Consultation Summary Report

2. What do you think we should be aware of in terms of how this proposal might impact people?

CFP provide a two tiered pricing structure one which was discounted for people on benefits. This meant that many people could purchase or replace furniture which might not be the case if CFP were not able to operate this service.

3. Do you feel that this proposal will affect particular individuals more than others, and if so, how do you think we might help with this?

Those responding considered that this proposal would impact on the vulnerable and particularly those on low incomes or benefits. Furthermore, some of those responding considered that those vulnerable individuals which are offered work opportunities might lose this opportunity in the future.

4. Do you have any suggestions as to how this service might be delivered in a different way, but still achieve the same level of saving? If so, please provide details of any alternative proposals.

Two responses suggested that CFP should approach Greenham Common Trust to see whether they would be prepared to fund them.

5. Is there any way that you, or your organisation, can contribute in helping to alleviate the impact of this proposal? If so, please provide details of how you can help.

No suggestions were offered as to how the impact might be mitigated.

6. Any further comments?

There were no other comments that were relevant to this proposal.

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Andy Day
Head of Service
Strategic Support
11 March 2016

Please note: In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.

The feedback captured therefore should be seen in the context of 'those who responded', rather than reflective of the wider community.

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

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Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Community Furniture project (CFP)		Andy Day – Head of Strategic Support	24 March 2016 Version 2 (Executive/Council)
Proposal:	To reduce the funding provided to the CFP by £5,623 in 2016/17. It is proposed that the remaining funding will be removed for 2017/18.		
Total budget 15/16:	£11,246	Recommended officer saving 16/17:	£5,623 (50%)
Initial proposed saving 16/17:	£5,623 (50%)	Final recommendation to Executive/Council:	To proceed with this savings proposal
No. of responses:	<p>In total, 28 responses were received, 22 of which included comments. Of those who responded:</p> <ul style="list-style-type: none"> • 26 from individuals • One from groups/organisations • One from Town/Parish Councils <p>11 responses were from non-users of the service.</p>		
Key issues raised:	<p>Those that responded considered that the Community Furniture Project (CFP) provided an excellent and cost effective service in relation to the furniture which it reclaimed and then redistributed this to many people that would otherwise be unable to afford it.</p> <p>Other comments referred to the excellent work which the Furniture Project do in providing opportunities for vulnerable people to get back into work.</p>		
Equality issues:	No issues were raised during the consultation, that weren't already included in the EqIA stage one.		
Suggestions for reducing the impact on service users:	Suggestion	Council response	
	The only suggestion, which was made by two of those responding, was whether Greenham Common Trust could provide funding to CFP.	This is a matter for the CFP to discuss with Greenham Common Trust should they consider it appropriate.	
Alternative options for applying the saving in this area:	Suggestion	Council response	
	There were no other suggestions forthcoming.		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Community Furniture project (CFP)		Andy Day – Head of Strategic Support	24 March 2016 Version 2 (Executive/Council)
Suggestions for how others may help contribute:	Apart from the Greenham Common Trust suggestion, mentioned above, no other suggestions were raised.		
Officer conclusion and recommendation as a result of the responses:	<p>Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal.</p> <p>It is therefore recommended that the proposal be progressed.</p>		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Equality Impact Assessment Template – Stage Two

Name of item being assessed:	Budget Proposal 2016/17 Phase 2: Community Furniture Project (CFP)
Version and release date of item (if applicable):	
Budget Holder for item being assessed:	Andy Day
Name of assessor:	Andy Day
Name of Service & Directorate	Strategic Support, Resources Directorate
Date of assessment:	11 March 2016
Date Stage 1 EIA completed:	8 February 2016

Any actions identified whilst completing this EIA should be recorded in the Action Plan at Step 7.

STEP 1 – Scoping the Equality Impact Assessment

1. What data, research and other evidence or information is available which will be relevant to this Equality Analysis? Please tick all that apply.			
Service Targets		Performance Targets	
User Satisfaction		Service Take-up	
Workforce Monitoring		Press Coverage	
Complaints & Comments		Census Data	
Information from Trade Union		Community Intelligence	
Previous Equality Impact Analysis		Staff Survey	
Public Consultation	X	Other (please specify)	

2. Please summarise the findings from the available evidence for the areas you have ticked above.
<p>In total 28 responses were received to the consultation with 22 of those responding completing the questionnaire attached to this proposal.</p> <p>Those that responded considered that the Community Furniture Project (CFP) provided an excellent and cost effective service in relation to the furniture which it reclaimed and then redistributed to many people that would otherwise be unable to afford it.</p> <p>Other comments referred to the excellent work which the Furniture Project did in providing opportunities for vulnerable people to get back into work.</p>

3. If you have identified any gaps in the evidence provided above, please detail what additional research or data is required to fill these gaps? Have you considered commissioning new data or research? If 'No' please proceed to Step 2.

The responses to the consultation have not raised any issues which were not already known at the time of the consultation. It is not proposed to commission any new data or research associated with this proposal.

STEP 2 – Involvement and Consultation

1. Please outline below how the findings from the evidence summarised above will affect people with the 9 protected characteristics. Where no evidence is available to suggest that there will be an impact on any specific group, please insert the following statement 'There should be no greater impact on this group than on any other.'

Target Groups	Describe the type of evidence used, with a brief summary of the responses gained and links to relevant documents
Age – relates to all ages	The furniture aspect of the support provided by CFP is available to all although there is a two tier pricing system in place which recognises people's ability to pay.
Disability - applies to a range of people that have a condition (physical or mental) which has a significant and long-term adverse effect on their ability to carry out 'normal' day-to-day activities. This protection also applies to people that have been diagnosed with a progressive illness such as HIV or cancer.	Some of the projects which are run by CFP are targeted at those with a learning disability. These projects help people back into work and are very much valued by those who receive these opportunities.
Gender reassignment - definition has been expanded to include people who chose to live in the opposite gender to the gender assigned to them at birth by removing the previously legal requirement for them to undergo medical supervision.	The furniture aspect of the service offered by CRP is available to all individuals. Other projects relating to employment opportunities are targeted at those individuals with a learning disability.
Marriage and Civil partnership –.protects employees who are married or in a civil partnership against discrimination. Single people are not protected.	The furniture aspect of the service offered by CRP is available to all individuals. Other projects relating to employment opportunities are targeted at those individuals with a learning disability.
Pregnancy and Maternity - protects against discrimination. With regard to employment, the woman is protected during the period of her pregnancy and any statutory maternity leave to which	The furniture aspect of the service offered by CRP is available to all individuals. Other projects relating to employment opportunities are targeted

she is entitled. It is also unlawful to discriminate against women breastfeeding in a public place	at those individuals with a learning disability.
Race - includes colour, caste, ethnic / national origin or nationality.	The furniture aspect of the service offered by CRP is available to all individuals. Other projects relating to employment opportunities are targeted at those individuals with a learning disability.
Religion and Belief - covers any religion, religious or non-religious beliefs. Also includes philosophical belief or non-belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.	The furniture aspect of the service offered by CRP is available to all individuals. Other projects relating to employment opportunities are targeted at those individuals with a learning disability.
Sex - applies to male or female.	The furniture aspect of the service offered by CRP is available to all individuals. Other projects relating to employment opportunities are targeted at those individuals with a learning disability.
Sexual Orientation - protects lesbian, gay, bi-sexual and heterosexual people.	The furniture aspect of the service offered by CRP is available to all individuals. Other projects relating to employment opportunities are targeted at those individuals with a learning disability.

2. Who are the main stakeholders (eg service users, staff etc) and what are their requirements?

The furniture aspect of the services provided by CFP are available to all although there is a two tier pricing structure in place to reflect the fact that some people are better placed to pay more than others for reclaimed furniture.

In relation to the employment related projects, these are targeted at those with a learning disability. These projects provide people with opportunities to work in a variety of settings to make them work ready with a view to them securing long term employment.

3. How will this item affect the stakeholders identified above?

Given that the reduction in funding is relatively small it is hoped that the services will continue with little or no impact on the individuals concerned.

STEP 3 – Assessing Impact and Strengthening the Policy

What are the measures you will take to improve access to this item or to mitigate against adverse impact?

None

STEP 4 – Procurement and Partnerships

Is this item due to be carried out wholly or partly by contractors?

Yes/No (please delete)

If 'yes', will there be any additional requirements placed on the contractor? Have you done any work to include equality considerations into the contract already? You should set out how you will make sure that any partner you work with complies with equality legislation.

No

STEP 5 – Making a Decision

Summarise your findings and make a clear statement of the recommendation being made as a result of the assessment. This will need to take into account whether the Council will still meet its responsibilities under the Equality Duty.

The consultation exercise resulted in 28 responses with 22 completing the questionnaire attached to this proposal. There has been nothing raised or any mitigation offered which would prevent the Council from proceeding with this proposal. It is therefore proposed that this proposal be progressed.

STEP 6 – Monitoring, Evaluating and Reviewing

Before finalising your action plan, you must identify how you will monitor this item following the Equality Impact Assessment and include any changes of proposals you are making.

Once the change has taken place, how will you monitor the impact on the 9 protected characteristics?

N/A

STEP 7 – Action Plan

Any actions identified as an outcome of going through Steps 1-6 should be mapped against the headings within the Action Plan. You should also summarise actions taken to mitigate against adverse impact.

	Actions	Target Date	Responsible Person
Involvement & consultation	None		
Data collection	None		
Assessing impact	None		
Procurement & partnership	None		
Monitoring, evaluation and reviewing	None		

STEP 8 – Sign Off

The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

Contributors to the Assessment		
Name:	Job Title:	Date:

Head of Service (sign off)		
Name: Andy Day	Job Title: Head of Strategic Support	Date: 11 March 2016

Please email a copy of the EIA to Rachel Craggs, Principal Policy Officer (Equality & Diversity): Rachel.craggs@westberks.gov.uk

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Consultation Summary Report

Why We Consulted?

From 3 November to 14 December 2015, we consulted on the need to make £10.8m of savings in 2016/17. £4.6m of these savings affected frontline services. The consultation generated over 2,500 responses and covered [47 individual budget proposals](#).

Shortly before Christmas, however, the Government began a [public consultation](#) on local government funding and proposed to reduce our funding by 44% (Revenue Support Grant). This announcement was totally unexpected, and we were faced with the challenge of finding an additional £7.6m of savings, whilst also considering increases in Council Tax.

In order to inform this process, we published a list of those proposals which would likely have a direct impact on service users, and sought the views from those affected and interested:

- to understand the likely impact
- to identify any measures to reduce their impact
- to explore any possible alternatives

Approach

All the proposals were published on the council's website on 15 February 2016 with feedback requested by 7 March 2016.

Respondents were directed to a [central index page](#), which outlined the overall background to the exercise, and provided links to each of the individual proposals.

Each individual page included further details on the specifics of what the proposal contained and what we thought the impact might be, along with any other elements we had taken into account.

Feedback was then invited through an online form, and through a dedicated email address.

Each individual budget proposal was placed on our [Consultation Portal](#) which automatically notified those registered that an exercise had been launched. Members of the West Berkshire Community Panel (around 800 people) and local stakeholder charities, representative groups and partner organisations were also emailed directly, notifying them of the exercise and inviting their contributions.

Heads of Service made direct contact with those organisations affected by any of the budget proposals prior to them being made publicly available.

A press release was issued on the same date, and was further publicised through the council's Facebook and Twitter accounts.

The period in which we invited responses was reduced to three weeks in this case, instead of the usual six. This is because the funding announcement from government was both unexpected and very late in the financial year. It was not possible to extend the consultation period without negatively impacting the delivery of the 2016 council budget. In order to minimise the impact of this shorter timescale, we undertook extra activities to publicise the consultation in addition to our usual channels. This included making potential consultees

Budget Proposals 2016-17 Phase 2: Domestic Abuse Response Team (DART)

Consultation Summary Report

aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

West Berkshire Council's Family Resource Service provides a range of services to vulnerable families. One of these services, Domestic Abuse Response Team (DART), provides a rapid response to families who have experienced domestic violence and abuse. All police domestic abuse (DA) notifications, which are assessed as a lower risk, are passed to DART and those families are provided with an immediate outreach service, with the aim of intervening at an early stage, to prevent repeat DA incidents and minimise the impact on children.

Proposal Details

To cease funding one Family Support Worker, employed by A2 Dominion, who is seconded to work in the DART team. The team currently consists of 4.4 full time equivalent (fte).

This will save the council £33,000 a year.

Consultation Response

Number of Responses

In total, 38 responses were received, 31 of which included comments. Of those who responded:

- 36 from individuals
- Two from groups/organisations
 - Unison
 - Newbury Counselling Service

22 responses were from non-users of the service.

Summary of Main Points

The findings from the consultation highlighted the concerns about the reduction in the capacity of the team, particularly when set against the Phase One budget proposals. There were concerns about the impact on vulnerable women, children and families who suffer from living with domestic abuse (DA). It also raised the concern about not being able to intervene at an early stage and prevent repeat or more serious DA incidents. It was felt this would lead to family situations that become more serious and risky requiring a statutory child protection response and service.

There was concern that there is a high level of need in West Berkshire to provide support services to address DA and to avoid the homicides of the past. There was praise for the DART team as it has been assessed as effective and achieving positive outcomes and concerns that this service was going to be reduced and the devastating impact on vulnerable families.

There were no counter proposals except to say to look elsewhere for savings across council.

Consultation Summary Report

Summary of Responses by Question

1. Are you, or is anyone you care for, a user of this service?

There were responses from five users of service.

2. What do you think we should be aware of in terms of how this proposal might impact people?

The responses highlighted the valuable and effective work of the service and were very concerned about any loss or reduction to services to vulnerable families. They felt the council should be protecting the most vulnerable and that any reduction would have a very negative impact and cause the problems to become more severe. It will cause more people to continue to suffer the consequences of living with DA. Those who were users or previous users of service said this was a lifeline and a vital service that must be protected

3. Do you feel that this proposal will affect particular individuals more than others, and if so, how do you think we might help with this?

Those suffering from DA, mostly women and vulnerable children and families were identified as being most affected by this proposal.

There were no suggestions about helping with this, except moving the savings elsewhere.

4. Do you have any suggestions as to how this service might be delivered in a different way, but still achieve the same level of saving? If so, please provide details of any alternative proposals.

One response said this should be left to the police. Two responses said that councillors expenses should be reduced and not be increased.

5. Is there any way that you, or your organisation, can contribute in helping to alleviate the impact of this proposal? If so, please provide details of how you can help.

No responses offered or addressed this. One service user said she would be willing to volunteer.

6. Any further comments?

None

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Juliet Penley
Service Manager
Children and Family Services
9 March 2016

Consultation Summary Report

Please note: *In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.*

The feedback captured therefore should be seen in the context of 'those who responded', rather than reflective of the wider community.

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Domestic Abuse Response Team (DART)		Juliet Penley – Service Manager (Children and Family Service)	24 March 2016 Version 2 (Executive/Council)
Proposal:	To cease funding one Family Support Worker, employed by A2 Dominion, who is seconded to work in the DART team.		
Total budget 15/16:	£138,590	Recommended officer saving 16/17:	£33,000 (24%)
Initial proposed saving 16/17:	£33,000 (24%)	Final recommendation to Executive/Council:	To proceed with this savings proposal, but make £25,000 of transitional funding available in 2016/17
No. of responses:	<p>In total, 38 responses were received, 31 of which included comments. Of those who responded:</p> <ul style="list-style-type: none"> • 36 from individuals • Two from groups/organisations <p>22 responses were from non-users of the service.</p>		
Key issues raised:	<ul style="list-style-type: none"> • Concerns about the impact on vulnerable women, children and families who suffer from living with domestic abuse (DA). • Not being able intervene at an early stage and prevent repeat or more serious DA incidents. • Lead to family situations that become more serious and risky requiring a statutory child protection response and service. • Concern that there is a high level of need in West Berkshire to provide support services to address DA and to avoid the homicides of the past. • There was praise for the DART team as it has been assessed as effective and achieving positive outcomes and concerns that this service was going to be reduced and the devastating impact on vulnerable families. • There were no counter proposals except to say to look elsewhere for savings across council 		
Equality issues:	No issues were raised during the consultation, that weren't already included in the EqIA stage one.		
Suggestions for reducing the impact on service users:	Suggestion	Council response	
	Let the police deal with DA	The police do deal with DA but do not provide therapeutic intervention or provide support and help to families	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Alternative options for applying the saving in this area:	Suggestion	Council response
	Look for savings elsewhere in council	All areas council spend have been affected and significant savings made across all areas. Because of the size of the savings it is not possible to protect frontline services
Suggestions for how others may help contribute:	One respondent said they could volunteer to assist the service but this would not make the required savings.	
Officer conclusion and recommendation as a result of the responses:	<p>Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal.</p> <p>It is therefore recommended that the proposal be progressed.</p>	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Equality Impact Assessment Template – Stage Two

Name of item being assessed:	Budget Proposal 2016/17 Phase 2: Domestic Abuse Response Team (DART)
Version and release date of item (if applicable):	
Budget Holder for item being assessed:	Juliet Penley
Name of assessor:	Juliet Penley
Name of Service & Directorate	Children and family Services, Communities Directorate
Date of assessment:	9.3.16
Date Stage 1 EIA completed:	5.2.16

Any actions identified whilst completing this EIA should be recorded in the Action Plan at Step 7.

STEP 1 – Scoping the Equality Impact Assessment

1. What data, research and other evidence or information is available which will be relevant to this Equality Analysis? Please tick all that apply.			
Service Targets		Performance Targets	
User Satisfaction		Service Take-up	
Workforce Monitoring		Press Coverage	
Complaints & Comments		Census Data	
Information from Trade Union	x	Community Intelligence	
Previous Equality Impact Analysis		Staff Survey	
Public Consultation	x	Other (please specify)	

2. Please summarise the findings from the available evidence for the areas you have ticked above.
<p>The findings from the consultation highlighted the concerns about the reduction in the capacity of the team, particularly when set against the Phase One budget proposals. There were concerns about the impact on vulnerable women, children and families who suffer from living with domestic abuse (DA). The consultation response raised the concern about not being able to intervene at an early stage and prevent repeat or more serious DA incidents. It was felt this would lead to family situations that become more serious and risky requiring a statutory child protection response and service.</p> <p>There was concern that there is a high level of need in West Berkshire for support services to address DA and to avoid the homicides of the past. There was praise for the DART team as it has been assessed as effective and achieving positive outcomes and concerns that this service</p>

was going to be reduced and the devastating impact on vulnerable families.
3. If you have identified any gaps in the evidence provided above, please detail what additional research or data is required to fill these gaps? Have you considered commissioning new data or research? If 'No' please proceed to Step 2.
No

STEP 2 – Involvement and Consultation

1. Please outline below how the findings from the evidence summarised above will affect people with the 9 protected characteristics. Where no evidence is available to suggest that there will be an impact on any specific group, please insert the following statement 'There should be no greater impact on this group than on any other.'	
Target Groups	Describe the type of evidence used, with a brief summary of the responses gained and links to relevant documents
Age – relates to all ages	There should be no greater impact on this group than on any other.
Disability - applies to a range of people that have a condition (physical or mental) which has a significant and long-term adverse effect on their ability to carry out 'normal' day-to-day activities. This protection also applies to people that have been diagnosed with a progressive illness such as HIV or cancer.	There should be no greater impact on this group than on any other.
Gender reassignment - definition has been expanded to include people who chose to live in the opposite gender to the gender assigned to them at birth by removing the previously legal requirement for them to undergo medical supervision.	There should be no greater impact on this group than on any other.
Marriage and Civil partnership –.protects employees who are married or in a civil partnership against discrimination. Single people are not protected.	There should be no greater impact on this group than on any other.
Pregnancy and Maternity - protects against discrimination. With regard to employment, the woman is protected during the period of her pregnancy and any statutory maternity leave to which she is entitled. It is also unlawful to discriminate against women breastfeeding in a public place	The proposal will adversely affect women and pregnant women. The majority of victims of DA are women. Women are the main carers in single parent families and any reduction of services, support and assistance will affect this group. Pregnant women are at increased risk if in a DA relationship
Race - includes colour, caste, ethnic / national origin or nationality.	There should be no greater impact on this group than on any other.

Religion and Belief - covers any religion, religious or non-religious beliefs. Also includes philosophical belief or non-belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.	There should be no greater impact on this group than on any other.
Sex - applies to male or female.	The proposal will adversely affect women and pregnant women. The majority of victims of DA are women. Women are the main carers in single parent families and any reduction of services, support and assistance will affect this group.
Sexual Orientation - protects lesbian, gay, bi-sexual and heterosexual people.	There should be no greater impact on this group than on any other.

2. Who are the main stakeholders (eg service users, staff etc) and what are their requirements?

Main stakeholders are the parents, children and families who affected by DA and who require interventions, information and advice to address this issue and reduce violence within families.

Other stakeholders are the other agencies or council teams who refer families to this service like the police, children's social care statutory teams or housing providers. They would want access to a service.

3. How will this item affect the stakeholders identified above?

There will be a reduction in service so fewer families will receive this help. Agencies will only be able to refer the most in need or at most risk so this will be a change. It may increase the DA incidents which the police have to respond to.

Some families who are not in the greatest need will not be provided with a service or may have to wait longer.

STEP 3 – Assessing Impact and Strengthening the Policy

What are the measures you will take to improve access to this item or to mitigate against adverse impact?

We will re-prioritise the work undertaken. The service will be ceasing to work with those families at an early stage and target those at most risk and need. The team will work with other agencies and professionals to inform them of this change and to enable them to support families at an earlier stage

STEP 4 – Procurement and Partnerships

Is this item due to be carried out wholly or partly by contractors?

Yes/No (please delete)

If 'yes', will there be any additional requirements placed on the contractor? Have you done any work to include equality considerations into the contract already? You should set out how you will make sure that any partner you work with complies with equality legislation.

This item is carried out by A2 Dominion as they provide a worker who is based in DART team. It is part of a larger Domestic Abuse contract which is coming to an end 31st March 2016. So this part of contract will not be extended.

STEP 5 – Making a Decision

Summarise your findings and make a clear statement of the recommendation being made as a result of the assessment. This will need to take into account whether the Council will still meet its responsibilities under the Equality Duty.

The council has to make very difficult decisions regarding budgets. It is clear from the consultation that domestic abuse services are very valued and needed by families and the majority of the feedback disagrees with the proposal to make reductions in funding and services. There is a risk that by ceasing or reducing the funding to these early help services that families will go into crisis and eventually cost the council and other services much more.

Although councils would want to provide prevention/early intervention as well as statutory services, it is not now possible given the savings required.

We will still provide a service to those at greatest risk. There was no new or unexpected issues raised during the consultation which would lead us to not go ahead with this proposal

It is therefore recommended to proceed.

STEP 6 – Monitoring, Evaluating and Reviewing

Before finalising your action plan, you must identify how you will monitor this item following the Equality Impact Assessment and include any changes of proposals you are making.

Once the change has taken place, how will you monitor the impact on the 9 protected characteristics?

At a service level this will be monitored, evaluated and reviewed by the regular oversight of referrals and waiting list by FRS team manager and Service Manager and monthly team manager reports. The data on DA referrals and services as part of Datazone will be looked at monthly by CFLT.

At a wider multi agency level this will be monitored, evaluated and reviewed at the established multi agency groups such as the DA Steering group and Forum and the Local Children Safeguarding Board (LSCB)

STEP 7 – Action Plan

Any actions identified as an outcome of going through Steps 1-6 should be mapped against the headings within the Action Plan. You should also summarise actions taken to mitigate against adverse impact.

	Actions	Target Date	Responsible Person
Involvement & consultation	Ongoing discussions at DA strategy group (which feeds into Community Safety partnership), and LSCB (multi agency groups)	Regular multi agency meetings quarterly	Juliet Penley
Data collection	Monthly activity reports in Datazone (service performance management)	monthly	Juliet Penley
Assessing impact	Childrens Services Leadership Team (CFLT) will monitor impact	Held fortnightly. Monthly review of datazone	Juliet Penley. CFLT
Procurement & partnership	Domestic Abuse contact (without DART) is to be extended by Contracts and Commissioning team (Adult services)	1 st April 16	Karen Felgate
Monitoring, evaluation and reviewing	By CFLT and DA strategy group	1 st April start. Quarterly meetings	Juliet Penley

STEP 8 – Sign Off

The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

Contributors to the Assessment		
Name: Juliet Penley	Job Title: Service Manager	Date: 9.3.16

Head of Service (sign off)		
Name:	Job Title:	Date:

Please email a copy of the EIA to Rachel Craggs, Principal Policy Officer (Equality & Diversity): Rachel.craggs@westberks.gov.uk

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Consultation Summary Report

Why We Consulted?

From 3 November to 14 December 2015, we consulted on the need to make £10.8m of savings in 2016/17. £4.6m of these savings affected frontline services. The consultation generated over 2,500 responses and covered [47 individual budget proposals](#).

Shortly before Christmas, however, the Government began a [public consultation](#) on local government funding and proposed to reduce our funding by 44% (Revenue Support Grant). This announcement was totally unexpected, and we were faced with the challenge of finding an additional £7.6m of savings, whilst also considering increases in Council Tax.

In order to inform this process, we published a list of those proposals which would likely have a direct impact on service users, and sought the views from those affected and interested:

- to understand the likely impact
- to identify any measures to reduce their impact
- to explore any possible alternatives

Approach

All the proposals were published on the council's website on 15 February 2016 with feedback requested by 7 March 2016.

Respondents were directed to a [central index page](#), which outlined the overall background to the exercise, and provided links to each of the individual proposals.

Each individual page included further details on the specifics of what the proposal contained and what we thought the impact might be, along with any other elements we had taken into account.

Feedback was then invited through an online form, paper form, and through a dedicated email address.

Each individual budget proposal was placed on our [Consultation Portal](#) which automatically notified those registered that an exercise had been launched. Members of the West Berkshire Community Panel (around 800 people) and local stakeholder charities, representative groups and partner organisations were also emailed directly, notifying them of the exercise and inviting their contributions.

Heads of Service made direct contact with those organisations affected by any of the budget proposals prior to them being made publicly available.

A press release was issued on the same date, and was further publicised through the council's Facebook and Twitter accounts.

The period in which we invited responses was reduced to three weeks in this case, instead of the usual six. This is because the funding announcement from government was both unexpected and very late in the financial year. It was not possible to extend the consultation period without negatively impacting the delivery of the 2016 council budget. In order to minimise the impact of this shorter timescale, we undertook extra activities to publicise the consultation in addition to our usual channels. This included making potential consultees

Budget Proposals 2016-17 Phase 2: Library Service

Consultation Summary Report

aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

The library service consists of nine branch libraries located across the district and two mobile libraries to reach areas of the district not served by the branch libraries. The 'At Home' service assists those that can't get to either a branch or mobile library and is largely operated through volunteers.

In addition to providing access to books, the library service also assists with early learning, adult continued learning, Internet access and use of computer technology learning. The branch libraries also provide facilities for various arts and craft activities and are available for use by various community groups

We consulted with you between 3 November to 14 December 2015 on a proposal to reduce the mobile service from two vehicles to one, and to merge Burghfield Common Library with Mortimer Library into one building located in Mortimer.

****The following proposal now supersedes this****

Proposal Details

To reduce the library network by closing eight branch libraries and stopping the two mobile libraries. This will leave one branch library at Newbury and the 'At Home' service.

We will continue to provide assistance with access to the digital service, but will not develop the digital service any further.

It is anticipated that this will save the council £730,000.

Consultation Response

Number of Responses

In total, 2,751 responses were received, 2307 of which included comments. Of those who responded:

- 2,691 were individuals
- 46 were groups/organisations:
 - ABC 2 Read, Stellar Learning, Jubilee Day Nursery, Soft Play Centre, St Marks CE Primary School Cold Ash, St Marks CE Governors, Rhyme Time Theale, Theale Primary School, Pangbourne Primary School Governors, Lambourn Primary School, Little Hooters Pre-school, Mrs Bland's Infant School, Mrs Bland's School Governors, Garland Junior School, Spurcroft School Governing Body, A New Way Education Ltd, Mortimer Book Club, ? Book Club, Pangbourne Readers' Group, VIP Book Group, St Michael's Church Lambourn, UNISON West Berkshire, Friends of Hungerford Library, Save Lambourn Library, Hungerford Library Support, Knit and Natter and Art Group, Sylvester Kirk Racing, Jakobi Transport Ltd, Dublin Stud, www.thetourbuscompany.co.uk, Mortimer WI, Theale Green WI, Speakability, Speech and Language Therapists, BHFT, Downview Residential Home,

Budget Proposals 2016-17 Phase 2: Library Service

Consultation Summary Report

Ramsbury Literary Group, Willows Court Residents, Mortimer 20 Club, It's My Life Self Advocacy Group, Burghfield and Mortimer Branch Labour Party (Wokingham CLP), Pangbourne and Whitchurch Sustainability Group, Coffee and Chat Group, ? PCC, Lambourn Imagination Library.

- 13 were Town/Parish Councils:
 - Ashampstead, Basildon, Brimpton, Compton, E Ilsley, Holybrook. Hungerford, Inkpen, Lambourn, Pangbourne, Stratfield Mortimer, Theale, Tilehurst
- One was a District Councillor:
 - Alan Macro

We also received five petitions from:

- Four 'Save the Library' groups:
 - Burghfield Common
 - Thatcham
 - Theale
 - Mortimer
- Crookham Park Home Owners Assoc.

Summary of Main Points

- Difficulty of travel to Newbury and costs of travel by car or bus. Parking costs and removal of bus routes all combine to make access to a library much more difficult.
- Proposal is Newbury-centric, and Newbury Library would be overwhelmed if expected to meet demands from the whole district
- Negative impact on young, old, disabled and vulnerable; increased isolation and loneliness with consequent impact on mental health; penalises the disadvantaged and less well-off; very damaging to literacy; job seekers lose access to finding employment opportunities; loss of internet access to those who can't afford/don't have home access.
- Will harm communities, groups and quality of life in rural areas. And discourage people from moving into West Berkshire
- Impact negatively on NHS, Police and other organisations
- Passes the responsibility on to Parish/Town Councils and/or community groups
- What is the Council's statutory responsibility under the 1964 Public Libraries and Museums Act?
- Need more information to do a response and more time to consider alternative suggestions
- Some general criticism of Members for making this proposal
- New housing and Rural Service Centres require libraries and other key services.
- Harmful to literacy standards and to the local economy.

Budget Proposals 2016-17 Phase 2: Library Service

Consultation Summary Report

Summary of Responses by Question

Please then address each of the questions posed and upon which feedback was sought.

1. Are you, or is anyone you care for, a user of this service?

2,538 respondents identified themselves as users of the service.

2. Which Library / Library Service do you, or someone you care for, use? Please tick all that apply.

Library	No. of responses
e-library	194
Burghfield Common	197
Hungerford	394
Lambourn	217
Mortimer	202
Newbury	508
Pangbourne	316
Thatcham	524
Theale	383
Wash Common	123
Mobile library service	227
'At Home' service	17

Many customers use more than one library.

3. What do you think we should be aware of in terms of how this proposal might impact people?

- Difficulty of travel to Newbury and costs of travel by car or bus. Parking costs and removal of bus routes all combine to make access to a library much ore difficult.
- Proposal is Newbury-centric, and Newbury Library would be overwhelmed if expected to meet demands from the whole district
- Negative impact on young, old, disabled and vulnerable; increased isolation and loneliness with consequent impact on mental health; penalises the disadvantaged and less well-off; very damaging ti literacy; job seekers lose access to finding employment opportunities; loss of internet access to those who can't afford/don't have home access.
- Will harm communities, groups and quality of life in rural areas. And discourage people from moving into West Berkshire
- Impact negatively on NHS, Police and other organisations
- Pass the responsibility on to Parish/Town Councils and/or community groups
- What is the Council's statutory responsibility under the 1964 Public Libraries and Museums Act?

Consultation Summary Report

- Need more information to do a response and more time to consider alternative suggestions
 - Some general criticism of Members for making this proposal
4. **Do you feel that this proposal will affect particular individuals more than others, and if so, how do you think we might help with this?**
- Will affect everyone in the district of all ages
 - Will cause rural isolation
 - Affects those unable to travel, including where there is poor transport, eg rural parts and the East.
 - Affects young, elderly, disabled and vulnerable
 - Bad effect on young families; increase in postnatal depression for mothers of toddlers who find the Rhyme Time and other library activities a vital association.
5. **Do you have any suggestions as to how this service might be delivered in a different way, but still achieve the same level of saving? If so, please provide details of any alternative proposals.**

Funding

- Council tax increase to pay for the library service
- Draw down lottery funding
- Sell Shaw House
- Seek a better settlement from Government
- Run events to raise money
- Increase fines and reservation charges

Governance

- Give responsibility to Parish/Town Councils, schools and Community Interest Companies
- Joint provision with neighbouring Councils

Strategies

- Look at what other local authorities and other countries are doing
- Co-locate with other services to maximise building use
- Amalgamate libraries, and/or reduce open hours while retaining libraries
- Close Newbury to keep the other libraries open
- Home delivery/postal service
- Expand Mobile library service to meet demands from closed or reduced branches

6. **Is there any way that you, or your organisation, can contribute in helping to alleviate the impact of this proposal? If so, please provide details of how you can help.**

Willing to:

- Pay more Council tax
- Pay more in car parking fees, business taxes
- Pay higher charges at Leisure Centres
- Seek a Judicial review against this proposal to close libraries
- Donate second hand books

Consultation Summary Report

- Volunteer

7. Any further comments?

- Several suggestions on housekeeping by the Council, reduce salaries of staff, cut
- Number of higher tier managers
- Cut back on meetings
- Cut Members' allowances
- Cut spend on lighting and heating in offices
- Cut back on other less essential services
- Reduce welfare benefits and number of those who claim
- Seek Judicial Review to get more funding

On The Negative Impact

- This proposal will be devastating to communities
- Are Members aware of the financial impact on communities and people of such a reduction in library services?
- Major impact on literacy levels

Local Services

- How will S106 and CIL money be used if there's only one library?
- Hungerford and Pangbourne are designated Rural Service Centres and thus ought to have libraries
- New housing developments need services

On The Consultation

- Some criticism of how the consultation was conducted, including short time scale and lack of performance information and costs

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Mike Brook
Library Services Manager
Culture and Environmental Protection
9 March 2016

Please note: *In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.*

The feedback captured therefore should be seen in the context of 'those who responded', rather than reflective of the wider community.

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Library Service		Mike Brook – Library Services Manager	24 March 2016 Version 2 (Executive/Council)
Proposal:	<p>To reduce the library network by closing eight branch libraries and stopping the two mobile libraries. This will leave one branch library at Newbury and the 'At Home' service.</p> <p>We will continue to provide assistance with access to the digital service, but will not develop the digital service any further.</p> <p><i>*This supersedes the Phase One Proposal*</i></p>		
Total budget 15/16:	£1,525,000	Recommended officer saving 16/17:	£690,000 (45%)
Initial proposed saving 16/17:	£690,000 (45%)	Final recommendation to Executive/Council:	To close Wash Common and Theale libraries, to reduce the mobile library service to one vehicle and to make £475,000 of transitional funding available in 2016/17
No. of responses:	<p>In total, 2,751 responses were received, 2307 of which included comments. Of those who responded::</p> <ul style="list-style-type: none"> • 2,691 were individuals • 46 were groups/organisations • 13 were Town/Parish Councils • One was a District Councillor <p>102 responses were from non-users of the service.</p> <p>We received five petitions.</p>		
Key issues raised:	<ul style="list-style-type: none"> • Difficulty of travel to Newbury and costs of travel by car or bus. Parking costs and removal of bus routes all combine to make access to a library much more difficult. • Proposal is Newbury-centric, and Newbury Library would be overwhelmed if expected to meet demands from 		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Library Service		Mike Brook – Library Services Manager	24 March 2016 Version 2 (Executive/Council)
	<p>the whole district</p> <ul style="list-style-type: none"> Negative impact on young, old, disabled and vulnerable; increased isolation and loneliness with consequent impact on mental health; penalises the disadvantaged and less well-off; very damaging to literacy; job seekers lose access to finding employment opportunities; loss of internet access to those who can't afford/don't have home access. Will harm communities, groups and quality of life in rural areas. And discourage people from moving into West Berkshire Impact negatively on NHS, Police and other organisations Passes the responsibility on to Parish/Town Councils and/or community groups What is the Council's statutory responsibility under the 1964 Public Libraries and Museums Act? Need more information to do a response and more time to consider alternative suggestions Some general criticism of Members for making this proposal New housing and Rural Service Centres require libraries and other key services. Harmful to literacy standards and to the local economy. 		
Equality issues:	Beyond previously identified groups, respondents have cited families with young children as being disadvantaged by the proposals, especially relating to removal of a range of activities for mothers and toddlers, with potential impact on mental well-being and quality of life.		
Suggestions for reducing the impact on service users:	Suggestion	Council response	
	Raise Council Tax for libraries	Current year proposal is already at the maximum level without calling a referendum. This is for Council Members to consider for future years. Parish/Town Councils might consider a library element in their precept.	
	Introduce a Home Delivery/postal service	This is one way to provide books, but not the full range of a library's service. Not necessarily practical or cost-effective across the whole district.	
	Raise library charges, rent out rooms, charge a subscription	It is worth looking at these, but income generation ideas only tend to yield small amounts. A subscription would be illegal as it infringes the principle of free access to the basic service.	
	Devolve responsibility for libraries to	We are in discussion with Parish/Town Councils as to how they might	

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Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Library Service		Mike Brook – Library Services Manager	24 March 2016 Version 2 (Executive/Council)
	Community Organisations or Parish/Town Councils	help run the service.	
	Joint running with neighbouring library authorities. See what other authorities are doing?	We explored joint working and found our costs are already relatively low. We already achieve economies through sourcing major costs like bookstock and IT via consortia. We regularly monitor new ideas in governance and technology, and where these can show us potential savings we will investigate them.	
	Co-locate with other services to maximise use of buildings	We will seek chances to co-locate where feasible. This will retain services but will not achieve much of a saving.	
Alternative options for applying the saving in this area:	Suggestion	Council response	
	Close Newbury and retain all other libraries; expand mobiles to cover branch closures; amalgamate libraries; reduce open hours	Newbury Library provides over 42% of the service for West Berkshire and is a back up resource to the rest of the network. These ideas would generate a much smaller saving than is required.	
	Sell Shaw House	Not economically viable because the council would have to return grant funding.	
Suggestions for how others may help contribute:	Offers to volunteer with the library service and to donate second hand books. Willingness to see Council Tax rise to save libraries.		
Officer conclusion and recommendation as a result of the responses:	Evidence on equalities issues suggests there is a need to retain a significantly larger Libraries Service than the single library proposal. The level of interest from Parish/Town Councils suggests there is scope to investigate ways of working together to fund the retention of branch and mobile libraries and to seek the best model for this. Based on feedback from the consultation, it is proposed that the service moves to a Self Service option that would see the retention of seven branch libraries and the closure of two (Wash Common and Theale) and the retention of one mobile. It is recommended that Wash Common and Theale libraries are closed, the mobile library service is reduced to one vehicle and that transitional funding of £325,000 is allocated in 2016/17.		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

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Equality Impact Assessment Template – Stage Two

Name of item being assessed:	Budget Proposal 2016/17 Phase 2: Domestic Reduction of Library Service
Version and release date of item (if applicable):	
Budget Holder for item being assessed:	Mike Brook
Name of assessor:	Mike Brook
Name of Service & Directorate	Culture and Environmental Protection / Environment
Date of assessment:	10.01.2016
Date Stage 1 EIA completed:	11.02.2016

Any actions identified whilst completing this EIA should be recorded in the Action Plan at Step 7.

STEP 1 – Scoping the Equality Impact Assessment

1. What data, research and other evidence or information is available which will be relevant to this Equality Analysis? Please tick all that apply.			
Service Targets		Performance Targets	
User Satisfaction		Service Take-up	
Workforce Monitoring		Press Coverage	
Complaints & Comments		Census Data	
Information from Trade Union		Community Intelligence	
Previous Equality Impact Analysis		Staff Survey	
Public Consultation	Yes	Other (please specify)	

2. Please summarise the findings from the available evidence for the areas you have ticked above.
<p>2751 responses were received, which included one response from a District Councillor, 13 responses from Town/Parish Councils and 46 from other organisations. Five separate petitions against the proposed library closures were also received</p> <p>Objections to the proposed reduction from 11 libraries to 1 included those on grounds of:</p> <p>Age</p> <p>Older people will be adversely affected by the loss of internet access through public PCs in</p>

libraries, and by the necessity of travelling much further to a library.

Young families will lose access to activities for pre-school and primary school children with negative impact on mental well-being of parents.

Disability

Older people and disabled rural residents, especially those without transport, will suffer increased isolation and reduced independence.

Poorer people

Poorer families and individuals will be further disadvantaged as access to a library is made more difficult. Many will effectively be denied a useable library service.

Households without transport living outside walking distance of Newbury Library are unlikely to be able to access the library other than the e.resources and e.books service.

Poorer households are the most likely to be without internet access and thus rely on our library network to use a PC for emails, information and use of job seeking, benefit claims and other government services.

Costs of public transport and time spent travelling and waiting for buses will deter many poorer people from continuing their library use.

Social and Community Life

Proposal will have a devastating effect on

- Literacy, IT and other skills
- Mental health
- Quality of life in rural and non-rural communities
- Social isolation
- Local economy
- Attractiveness of West Berkshire as a place to live

3. If you have identified any gaps in the evidence provided above, please detail what additional research or data is required to fill these gaps? Have you considered commissioning new data or research? If 'No' please proceed to Step 2.

Needs Analysis

Discussions with DCMS revealed the need for a detailed Needs Assessment to inform any changes to the way Libraries operate. Research will be commissioned to provide this before finalising the future structure and scope of the service.

STEP 2 – Involvement and Consultation

1. Please outline below how the findings from the evidence summarised above will affect people with the 9 protected characteristics. Where no evidence is available to suggest that there will be an impact on any specific group, please insert the following statement 'There should be no greater impact on this group than on any other.'

Target Groups	Describe the type of evidence used, with a brief summary of the
---------------	---

	responses gained and links to relevant documents
Age – relates to all ages	<p>The breakdown of the consultation responses was as follows:-</p> <p>Not answered: 611 Under 18: 102 18 to 24: 31 25 to 34: 147 35 to 44: 488 45 to 54: 357 55 to 64: 331 65+: 684</p> <p>Older people and children are less able to travel independently to a library</p> <p>Young parents (and especially mothers) are likely to be affected by the loss of the activities libraries run for them, leading potentially to increased stress and reduced mental well-being.</p>
Disability - applies to a range of people that have a condition (physical or mental) which has a significant and long-term adverse effect on their ability to carry out 'normal' day-to-day activities. This protection also applies to people that have been diagnosed with a progressive illness such as HIV or cancer.	<p>The breakdown of the consultation responses was as follows:-</p> <p>Not answered: 699 Disabled: 186 Non-disabled: 1,866</p> <p>People with a condition/disability which makes it more difficult for them to access a library independently will find this problem exacerbated by the removal of so many libraries, including Mobiles, and may become deprived of the service altogether. The At Home Library Service will be under more pressure unless it can attract significant numbers of volunteers to cope with existing customers and new customers transferred from the Mobile service.</p>
Gender reassignment - definition has been expanded to include people who chose to live in the opposite gender to the gender assigned to them at birth by removing the previously legal requirement for them to undergo medical supervision.	There should be no greater impact on this group than on any other.
Marriage and Civil partnership –.protects employees who are married or in a civil partnership against discrimination. Single people are not protected.	There should be no greater impact on this group than on any other.
Pregnancy and Maternity - protects against discrimination. With regard to employment, the	There should be no greater impact on

woman is protected during the period of her pregnancy and any statutory maternity leave to which she is entitled. It is also unlawful to discriminate against women breastfeeding in a public place	this group than on any other.
Race - includes colour, caste, ethnic / national origin or nationality.	There should be no greater impact on this group than on any other.
Religion and Belief - covers any religion, religious or non-religious beliefs. Also includes philosophical belief or non-belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.	There should be no greater impact on this group than on any other.
Sex - applies to male or female.	<p>The breakdown of the consultation responses was as follows:-</p> <p>Not answered: 615 Female: 1,499 Male : 637</p> <p>As mentioned above, young parents, especially mothers are likely to be affected by the loss of the activities libraries run for them, leading potentially to increased stress and reduced mental well-being.</p>
Sexual Orientation - protects lesbian, gay, bi-sexual and heterosexual people.	There should be no greater impact on this group than on any other.

2. Who are the main stakeholders (eg service users, staff etc) and what are their requirements?

- Service users
- Library Staff
- Library Service Volunteers
- Partner organisations, eg Schools sharing resources, Town/Parish Councils

3. How will this item affect the stakeholders identified above?

Service users will find much greater pressure on the remaining Newbury Library and At Home Library Service.

Children's reading ability depends greatly on access to Libraries, as does development of other important life and learning skills. Independent use of libraries by children will be impossible for most 8 to 17 year olds living away from Newbury.

Many service users appreciate the library as the main social hub of their community, so community life in general will be devastated.

Library staff will face a complete restructure whether this proposal is adopted or not in the face of a savings target. Whilst staff will need to appreciate the need to work more effectively and efficiently, morale will be destroyed if most libraries are closed.

Volunteers already assisting Libraries may welcome the chance to give extra support, but they

will also come under greater pressure to deliver services, eg the At Home Service, in a less measured way, which could adversely affect our Volunteer retention.

Theale Green School and Willink School will lose valuable support from the local library as we end our respectively formal and informal links.

Thatcham and Hungerford Town Councils will have to take on running and funding a library service, with implications for their finance and major burdens in seeking legal and professional support in business planning and running the service. The same applies to Parish Councils in Theale, Wash Common, Pangbourne, Lambourn, Burghfield Common and Mortimer.

Organisations like the NHS and the Police will see greater pressure of work because libraries will not be as able to contribute to the preventative agenda.

STEP 3 – Assessing Impact and Strengthening the Policy

What are the measures you will take to improve access to this item or to mitigate against adverse impact?

The proposal should be reconsidered so that libraries are retained pending the outcome of an independent Needs Assessment.

STEP 4 – Procurement and Partnerships

Is this item due to be carried out wholly or partly by contractors?

Yes/No (please delete)

If 'yes', will there be any additional requirements placed on the contractor? Have you done any work to include equality considerations into the contract already? You should set out how you will make sure that any partner you work with complies with equality legislation.

The Needs Assessment will be carried out by a contractor, subject to all the relevant Council's procedures,

STEP 5 – Making a Decision

Summarise your findings and make a clear statement of the recommendation being made as a result of the assessment. This will need to take into account whether the Council will still meet its responsibilities under the Equality Duty.

The Council will fail in its equality duty, and also its statutory duty to provide a comprehensive and efficient library service under the Public Libraries and Museums Act, if it proceeds with a major reduction in its Libraries service without due process.

I recommend the proposal be reconsidered so that libraries are retained pending the outcome and recommendations of an independent Needs Assessment

STEP 6 – Monitoring, Evaluating and Reviewing

Before finalising your action plan, you must identify how you will monitor this item following the Equality Impact Assessment and include any changes of proposals you are making.

Once the change has taken place, how will you monitor the impact on the 9 protected characteristics?

Impact on the needs of all residents will be assessed during the proposed research. The research brief should include plans for ongoing monitoring of how the Libraries service assures compliance with the equality duty.

STEP 7 – Action Plan

Any actions identified as an outcome of going through Steps 1-6 should be mapped against the headings within the Action Plan. You should also summarise actions taken to mitigate against adverse impact.

	Actions	Target Date	Responsible Person
Involvement & consultation	Public consultation	March 2016	Mike Brook
	Public consultation II	July 2016	

Data collection	Contractor to conduct Needs Assessment	April to June 2016	Mike Brook
Assessing impact	Contractor to conduct Needs Assessment	April to June 2016	Mike Brook
Procurement & partnership	Contractor to consider needs of partners as part of Needs Assessment	April to June 2016	Mike Brook
Monitoring, evaluation and reviewing	Needs Assessment to be consulted on and to include plans for ongoing monitoring	July 20216 and Ongoing	Mike Brook

STEP 8 – Sign Off

The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

Contributors to the Assessment		
Name: Mike Brook	Job Title: Library Service Manager	Date: 10.03.2016

Head of Service (sign off)		
Name: Steve Broughton	Job Title: Head of CEP	Date: 10.03.2016

Please email a copy of the EIA to Rachel Craggs, Principal Policy Officer (Equality & Diversity): Rachel.craggs@westberks.gov.uk

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Consultation Summary Report

Why We Consulted?

From 3 November to 14 December 2015, we consulted on the need to make £10.8m of savings in 2016/17. £4.6m of these savings affected frontline services. The consultation generated over 2,500 responses and covered [47 individual budget proposals](#).

Shortly before Christmas, however, the Government began a [public consultation](#) on local government funding and proposed to reduce our funding by 44% (Revenue Support Grant). This announcement was totally unexpected, and we were faced with the challenge of finding an additional £7.6m of savings, whilst also considering increases in Council Tax.

In order to inform this process, we published a list of those proposals which would likely have a direct impact on service users, and sought the views from those affected and interested:

- to understand the likely impact
- to identify any measures to reduce their impact
- to explore any possible alternatives

Approach

All the proposals were published on the council's website on 15 February 2016 with feedback requested by 7 March 2016.

Respondents were directed to a [central index page](#), which outlined the overall background to the exercise, and provided links to each of the individual proposals.

Each individual page included further details on the specifics of what the proposal contained and what we thought the impact might be, along with any other elements we had taken into account.

Feedback was then invited through an online form, through posters on supported buses and a dedicated email address. Feedback was also received by letters and phone calls to the Transport Services Team.

Each individual budget proposal was placed on our [Consultation Portal](#) which automatically notified those registered that an exercise had been launched. Members of the West Berkshire Community Panel (around 800 people) and local stakeholder charities, representative groups and partner organisations were also emailed directly, notifying them of the exercise and inviting their contributions.

Heads of Service made direct contact with those organisations affected by any of the budget proposals prior to them being made publicly available.

A press release was issued on the same date, and was further publicised through the council's Facebook and Twitter accounts.

The period in which we invited responses was reduced to three weeks in this case, instead of the usual six. This is because the funding announcement from government was both unexpected and very late in the financial year. It was not possible to extend the consultation period without negatively impacting the delivery of the 2016 council budget. In order to minimise the impact of this shorter timescale, we undertook extra activities to publicise the

Budget Proposals 2016-17 Phase 2: Public Transport

Consultation Summary Report

consultation in addition to our usual channels. This included making potential consultees aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

The council has a statutory duty under the Transport Act 1985 to secure the appropriate provision of bus services, which members of the public rely on to get from place to place. The council must also have particular regard to the transport needs of members of the public who are elderly, disabled or those that may live in rural areas and have no means of transport themselves. Public transport also ensures that people are able to get to work which, in turn, helps to make the local economy as vibrant as possible.

The council remains committed to delivering effective transport solutions and public transport is a key component of this. However, it may not be known that the council currently provides around £1.4m each year to support bus services, a number of which do not necessarily provide good value for money in terms of subsidy per passenger journey.

The council currently subsidises 20 bus services out of 30 operating in West Berkshire, which account for some 615,000 annual passenger journeys.

Proposal Details

Phase One of the consultation proposed that the council's budget for subsidising public transport would be reduced by £320,000 in 2016/17. Phase Two is now proposing that the budget is reduced by a further £460,000.

The effect on local bus services of reducing the subsidy, provided by the council, by a total of £780,000 is likely to be as indicated in the table 1, but may be worse depending on contract costs. Where it is proposed to reduce services to operate on less than five days per week, exact details are still being assessed.

In addition to these service reductions, we are also proposing to:

- withdraw funding for the Readibus scheduled service that serves the Newbury/Thatcham/Reading corridor
- remove the West Berkshire additions to the National Concessionary Travel Scheme (i.e. travel 9:00 to 9:30am, companion passes, mental health entitlement and use on Handybuses and other community minibus transport)
- remove development and maintenance of the Real Time Passenger Information (RTPI) System.

Table One: Summary of Service Reductions

Service	Area Served	Details
2	Newbury - Wash Common	Reduction from half hourly to hourly service.
3	Newbury - Hungerford	A 2 hourly service retained.
4	Newbury - Lambourn	Reduction from a 2 hourly service with additional peak time services to 2 hourly only.
6/6A	Newbury – Compton – Chieveley - Newbury	To operate every 2 hours on B4009 with only peak journeys serving Chieveley and Beedon. Chieveley and Beedon daytime on Service 107.
8	Newbury - Greenham	Hourly service retained.

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Service	Area Served	Details
20/22	Hungerford - Marlborough	No change provided that Wiltshire continue to provide funding.
28	Purley – Reading - Caversham	This is a Reading BC contract and is likely to be altered by them.
46/46A	Swindon – Hungerford	No change provided that Wiltshire continue to provide funding.
75	Beech Hill - Newbury	Current twice weekly service will be withdrawn.
82	Gt Shefford – Lambourn - Wantage	Current once a week service will be withdrawn.
90	Lambourn - Hungerford	Current 90 minute service will be withdrawn.
90	Swindon - Lambourn	Current 90 minute service will be withdrawn.
101/104	Newbury - Thatcham	Hourly service retained.
101	Calcot - Chapel Row - Thatcham	Reduction from every 2 hours to 1 or 2 days each week with no peak time service.
102	Thatcham - Newbury	Hourly service retained.
104	Calcot - Aldermaston – Brimpton - Thatcham	Reduction from every 2 hours to 1 or 2 days each week with no peak time service.
105	Calcot – Bradfield – Aldermaston – Tadley	Current twice daily peak service will be withdrawn.
107	Newbury – Downlands	Reduction from peak and daytime service to Mon-Fri daytime only.
143	Upper Basildon – Pangbourne - Reading	Reduction from every 2 hours to 1 or 2 days each week and no peak time service. Connection may be required to Reading.
154	Beech Hill – Reading	Current once a week service will be withdrawn.
H1	Hungerford	Existing service retained.

Consultation Response

Number of Responses

In total, 399 responses were received, 327 of which included comments. Of those who responded:

- 372 were individuals
- 14 were groups/organisations
 - Age Concern UK (Thatcham Club), Blands Court (residents of), Care Bus Volunteer Group, Downland Volunteer Group Community Car Scheme, Go Ride Community Interest Company, Hungerford Chain, It's My Life (Self Advocacy Group), M.W. Engineering, A New Way Education Ltd, Newbury Handybus, Park House School, Readibus, Theale Green School, Unison
- 14 were Town/Parish Councils
 - Ashampstead Parish Council, Basildon Parish Council, Brimpton Parish Council, Compton Parish Council, East Ilsley Parish Council, Hermitage Parish Council, Holybrook Parish Council, Hungerford Town Council, Inkpen Parish Council, Lambourn Parish Council, Pangbourne Parish Council, Stratfield Mortimer Parish Council, Theale Parish Council & Tilehurst Parish Council
- One was a District Councillor
 - Councillor Alan Macro

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Consultation Summary Report

We also received one petition from:

- Crookham Park Home Owners Association

Summary of Main Points

The key concern from the ending, or severe reduction, of any of the current contracted local bus services and the scheduled Readibus services, is that this would result in residents being isolated from vital services, including:

- shops (119 responses),
- medical services (105 responses)
- educational establishments (104 responses)
- employment (69 responses)
- banks, post offices, council offices (44 responses)
- libraries, especially if all but Newbury library closes (14 responses)

The key consequences of such isolation were cited as; reduced life opportunities and reduced quality of life. This could possibly lead, particularly in the case of Readibus users, to loneliness and depression and in some a serious deterioration in health. 24 respondents believed this would result in increased NHS and care in the community costs.

Eight people alleged they would have to move house if they lost their village bus service, because of their remoteness from essential services.

The loss/reduction of local bus services was believed, by 14 respondents, to threaten the economic well being of Newbury and Thatcham, where much shopping and business is carried out by the rural population.

43 responses believed that further traffic congestion and environmental pollution would result from current bus passengers having to travel by car. There would also be a higher demand on limited car parking spaces, particularly at hospitals /surgeries.

The ending of the council's enhancements to the national concessionary fares schemes was believed to largely target the vulnerable and least well off members of the community. This was particularly the case for the ending of the companion bus pass (8 responses) and acceptance of the pass on Section 19 services – Readibus, Handybuses and other community minibus services (36 responses).

Summary of Responses by Question

1. Are you, or is anyone you care for, a user of this service?

Of the 399 responses received, 54 answered no to this question. 33 did not answer this question.

Budget Proposals 2016-17 Phase 2: Public Transport

Consultation Summary Report

2. Which bus service(s) do you, or someone you care for, use on a regular basis?

a) The bus services cited in responses were:

Service	No. of Respondents	Service	No. of Respondents
N&D 2	8	Go Ride 90 (Hungerford / Lambourn)	27
N&D 3	13	Go ride 90 (Lambourn / Swindon)	23
N&D 4	21	N&D 101	52
N&D 6/6A	14	N&D 102	5
N&D 8	3	N&D 104	27
Thamesdown 20,X20,X22	1	N&D 105	25
Reading Buses 28	1	N&D / WBC 107	5
Thamesdown 46/46A	1	Thames Travel 143	46
N&D 75	15	Horseman 154	8
Barnes 82	10		

- b) The Readibus scheduled service that serves the Newbury/Thatcham/Reading corridor – 77 responses
- c) Remove the West Berkshire additions to the National Concessionary Travel Scheme (i.e. travel 9:00 to 9:30am, companion passes, mental health entitlement and use on Handybuses and other community minibus transport) – 88 responses
- d) Remove development and maintenance of the Real Time Passenger Information (RTPI) System – 3 responses

3. What do you think we should be aware of in terms of how this proposal might impact people?

The major concern, outlined in the summary of the main points, is the fear of isolation that many living in rural areas fear from the erosion, or ending of their bus services. Readibus users also face multiple fears if they lose their service. All these people depend on these transport services to meet their basic needs and ensure their quality of life.

The ending of the Real Time passenger Information System was seen as a retrograde step by 3 respondents. Much of the costs of the system are historic and the system gives valuable information of the time keeping of the buses, especially in times of traffic delays and congestion.

4. Do you feel that this proposal will affect particular individuals more than others, and if so, how do you think we might help with this?

There were strong feelings that these savings would adversely affect certain groups of people. These were:

Consultation Summary Report

- The elderly (highlighted in 189 responses)
- The disabled / infirm (highlighted in 137 responses)
- Non drivers and those with no access to a car/bike (125 responses)
- School / college pupils (104 responses)
- Those on low incomes, especially those who can't afford taxis (67 responses)
- Young people (34 responses)
- Those with educational special needs (11 responses)
- Bus drivers who may face redundancy (2 responses)

Suggestions from the consultation of measures that could be taken to reduce the impacts were:

- Charge holders of the national off-peak bus pass, when they travel on local buses, or on Section 19 services. Restrict the issue of the pass to disabled residents and limit the occasions an individual can present their pass.
- Raise local bus fares.
- Lower local bus fares.
- Promote the services more.
- Reduce less-well used journeys, or use smaller vehicles on them.
- Allow the public on school buses.
- The volunteer transport sector may be able to meet more demand, although their capacity to do so is limited by the availability of volunteers. It is also felt that volunteer drivers may not be keen on handling cash fares, especially the taking of fares from vulnerable passengers etc.

5. Do you have any suggestions as to how this service might be delivered in a different way, but still achieve the same level of saving? If so, please provide details of any alternative proposals.

The following suggestions were made regarding alternative ways of providing the service or reducing the budget:

- Replace existing bus services with:
 - Demand responsive services
 - Dial-a-Ride services
 - Volunteer services, including car schemes, and extend national off-peak bus pass to these services
 - Taxis
 - Lift share scheme
- Operate all services in-house
- Introduce feeder services to main bus routes
- Increase expenditure on bus services
- Do not build new bus station at the Wharf
- Raise Council Tax or Parish Council precepts
- Open the Vodafone bus services to the public

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6. Is there any way that you, or your organisation, can contribute in helping to alleviate the impact of this proposal? If so, please provide details of how you can help.

Responses suggested:

- Charities or big business could operate, sponsor or fund the threatened services
- Seek changes to commercially-operated services
- Council members and/or officers should face further cuts to benefits/salaries/pensions/expenses

7. Any further comments?

The feedback made it clear that our contracted bus services are highly valued by those who travel on them and rely on them, as are the scheduled Readibus services. For many these services are essential to their quality of life. There are real fears of social isolation and reduced quality of life and life opportunities should the services be severely reduced or terminated.

Some reassurance may be given that all communities will continue to be served by some form of public transport. However, this may not be by a local bus service, but by a service provided by the volunteer sector to help meet some essential travel needs.

It is evident that the local enhancements to the concessionary fares scheme are highly valued by residents. The ending of these enhancements is seen to impact on some of the most vulnerable residents in the district.

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Mark Edwards / Peter Walker
Head of Service / Transport Services Manager
Highways and Transport
11 March 2016

Please note: *In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.*

The feedback captured therefore should be seen in the context of 'those who responded', rather than reflective of the wider community.

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

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Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Public Transport		Mark Edwards – Head of Highways & Transport	24 March 2016 Version 2 (Executive/Council)
Proposal:	<p>In addition to Phase One, it is proposed to reduce the budget by a further £460,000, through:</p> <ul style="list-style-type: none"> • service reductions as listed in Table One of the Consultation Summary Report • withdrawal of funding for the Readibus scheduled service that serves the Newbury/Thatcham/Reading corridor • removal of the West Berkshire additions to the National Concessionary Travel Scheme (i.e. travel 9:00 to 9:30am, companion passes, mental health entitlement and use on Handybuses and other community minibus transport) • removal of the development and maintenance of the Real Time Passenger Information (RTPI) System 		
Total budget 15/16:	£1,463,090	Recommended officer saving 16/17:	£815,000 (56%)
Initial proposed saving 16/17 (incl. Phase One and Two):	£815,000 (56%) (Phase One - £320,000)	Final recommendation to Executive/Council:	To note the changes to the public transport service, to proceed with the savings proposal and to make £337,000 of transitional funding available in 2016/17.
No. of responses:	<p>In total, 399 responses were received, 327 of which included comments. Of those who responded:</p> <ul style="list-style-type: none"> • 370 from individuals • 14 from groups/organisations • 14 from Town/Parish Councils • One from a District Councillor <p>54 responses were from non-users of the service.</p> <p>We also received one petition.</p>		
Key issues raised:	<p>The key concern from the ending, or severe reduction, of any of the current contracted local bus services and the scheduled Readibus services, is that this would result in residents being isolated from vital services, including:</p> <ul style="list-style-type: none"> • shops (119 responses) • medical services (105 responses) 		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Public Transport		Mark Edwards – Head of Highways & Transport	24 March 2016 Version 2 (Executive/Council)
	<ul style="list-style-type: none"> • educational establishments (104 responses) • employment (69 responses) • banks, post offices, council offices (44 responses) • libraries, especially if all but Newbury library closes (14 responses) <p>The key consequences of such isolation were cited as; reduced life opportunities and reduced quality of life. This could possibly lead, particularly in the case of Readibus users, to loneliness and depression and in some a serious deterioration in health. 24 respondents believed this would result in increased NHS and care in the community costs.</p> <p>Eight people alleged they would have to move house if they lost their village bus service, because of their remoteness from essential services.</p> <p>The loss/reduction of local bus services was believed, by 14 respondents, to threaten the economic well being of Newbury and Thatcham, where much shopping and business is carried out by the rural population.</p> <p>43 responses believed that further traffic congestion and environmental pollution would result from current bus passengers having to travel by car. There would also be a higher demand on limited car parking spaces, particularly at hospitals /surgeries.</p> <p>The ending of the council's enhancements to the national concessionary fares schemes was believed to largely target the vulnerable and least well off members of the community. This was particularly the case for the ending of the companion bus pass (8 responses) and acceptance of the pass on Section 19 services – Readibus, Handybuses and other community minibus services (36 responses).</p>		
Equality issues:	<p>The main people believed to be adversely affected by the proposed public transport savings were:</p> <p>The elderly (189 responses), the disabled / infirm (137 responses), job seekers (13 responses), non drivers / those without access to a car (125 responses), those on a low income (67 responses) and pupils & students, including those with SEN (115 responses).</p> <p>The responses and recommendations received suggested using existing resources more efficiently (e.g. not running</p>		

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Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Public Transport		Mark Edwards – Head of Highways & Transport	24 March 2016 Version 2 (Executive/Council)
	journeys that carry low numbers or using smaller vehicles for these journeys) and getting better returns from these resources (e.g. increased promotion of the services and raising fares). It was suggested we could introduce other low cost transport services into the district such as the post buses and opening our closed door home to school contracts to the public. Changes to commercial services to cover areas where bus services may be withdrawn were also put forward, as were changes to the statutory Off-Peak National Bus Pass Scheme.		
Suggestions for reducing the impact on service users:	Suggestion	Council response	
	Charge holders of the national off-peak bus pass, when they travel on local buses, or on Section 19 services. Restrict the issue of the pass to disabled residents and limit the occasions an individual can present their pass.	None of this is legally permitted, except the last suggestion for users of the Readibus, Handybus and various community minibus services.	
	Raise local bus fares.	Fares in West Berkshire are relatively high and increasing them could result in some people choosing not to travel on the buses. Higher fares could increase the amount the council reimburse bus companies for carrying concessionary passengers free of charge.	
	Lower local bus fares.	This could reduce the revenue the council receive back from some of it contracted bus services.	
	Promote the services more.	The council does make bus service information available via its own website, through Traveline, with timetables at bus stops, and though the Travel Guide. It is difficult to see how this could be improved cost-effectively where the population is widely and thinly dispersed as it is in West Berkshire.	
	Reduce less-well used journeys, or use smaller vehicles on them.	The economics of bus operation mean that less-well used journeys operate at minimal cost, and using a mix of vehicles with larger vehicles required at peak times would cost more.	
	Allow the public on school buses.	This is not possible without additional cost due to disability legislation.	
	The volunteer transport sector may be able to meet more demand, although their capacity to do so is limited by the availability of	The council has commissioned a total transport study to advise on the future shape of community transport in the District. The council is still	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Public Transport		Mark Edwards – Head of Highways & Transport	24 March 2016 Version 2 (Executive/Council)
	volunteers. It is also felt that volunteer drivers may not be keen on handling cash fares, especially the taking of fares from vulnerable passengers etc.	awaiting the final report.	
Alternative options for applying the saving in this area:	Suggestion	Council response	
	Replace existing bus services with: <ul style="list-style-type: none"> • Demand responsive services • Dial-a-Ride services • Volunteer services, including car schemes, and extend national off-peak bus pass to these services • Taxis • Lift share scheme 	Such services may well be able to meet some of the demand along some of the current bus corridors where numbers travelling are low. The volunteer sector already operates services in some of our villages which are remote from the public transport network and where numbers wishing to travel are low. Taxis and demand responsive services could have a role to play in similar areas and possibly deliver a small amount of savings. Respondents warned that the existing community transport schemes in the district had a shortage of volunteers so it would not be easy for this sector to operate more services.	
	The council look to operate all the services in-house.	The council is already operating some local bus services in-house under a Section 22 Permit. Further expansion of the bus services it can operate is being considered. It is believed it would be uneconomical for the council to operate any vehicle larger than a 16 seat minibus due in part to the differences in licensing regime required.	
	Have feeder services from the villages to the main bus routes.	Feeder services may be able to deliver some savings. Hopefully the Total Transport study will highlight any such opportunities. However, there is a general reluctance amongst the population to transfer from one vehicle to another on relatively short journeys, when the place of transfer is open to the elements and connections are not guaranteed.	
	Increase expenditure on local bus services.	The counter argument to savings was to increase expenditure on bus services to deliver improvements. This could attract more patronage and fares revenue. This would possibly be the case in the towns where more people could benefit from any such improvements. The	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Public Transport		Mark Edwards – Head of Highways & Transport	24 March 2016 Version 2 (Executive/Council)
		impact in the rural areas would probably be less because of the lower numbers of people living there.	
	Don't build the Wharf Bus Interchange.	There is a need for the buses to have a terminus and turning point in Newbury, more so if the pedestrianised area of the town centre is to be preserved.	
	Raise Council Tax or Parish Council Precepts.	This would be a matter for the Council Members and Parish Councils to decide.	
	Open the Vodafone bus services to the public.	This option is being explored with Vodafone and the bus company, but a solution is not yet available.	
Suggestions for how others may help contribute:	Responses suggested: <ul style="list-style-type: none">• Charities or big business could operate, sponsor or fund the threatened services.• Seek changes to commercially-operated services.• Council members and/or officers should face further cuts to benefits/salaries/pensions/expenses.		
Officer conclusion and recommendation as a result of the responses:	<p>Based on feedback from the consultation, it is proposed to make a number of changes to the original proposals including changes to services 101/102/104 and 105 and their replacement with two new services 11/12. It is also proposed to introduce a number of minibuses to replace service 90 (Lambourn to Swindon) and the replacement of some rural parts of services 90 and 143. There will also be changes to the Readibus service.</p> <p>It is recommended that the proposed changes to the public transport services be approved and the savings progressed but that transitional funding of £350,000 is allocated in 2016/17.</p>		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

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Equality Impact Assessment Template – Stage Two

Name of item being assessed:	Budget Proposal 2016/17 Phase 2: Public Transport
Version and release date of item (if applicable):	
Budget Holder for item being assessed:	Peter Walker
Name of assessor:	Peter Walker
Name of Service & Directorate	Highways & Transport, Environment
Date of assessment:	15 March 2016
Date Stage 1 EIA completed:	28 January 2016

Any actions identified whilst completing this EIA should be recorded in the Action Plan at Step 7.

STEP 1 – Scoping the Equality Impact Assessment

1. What data, research and other evidence or information is available which will be relevant to this Equality Analysis? Please tick all that apply.			
Service Targets		Performance Targets	
User Satisfaction		Service Take-up	
Workforce Monitoring		Press Coverage	
Complaints & Comments		Census Data	✓
Information from Trade Union		Community Intelligence	✓
Previous Equality Impact Analysis	✓	Staff Survey	
Public Consultation	✓	Other (please specify)	

2. Please summarise the findings from the available evidence for the areas you have ticked above.
West Berkshire Council's Budget Proposals Phase 2 for 2016/17 asked for some equalities data. This, together with the information already included within the Stage One Equalities Analysis has been considered to review the Consultation proposals.
3. If you have identified any gaps in the evidence provided above, please detail what additional research or data is required to fill these gaps? Have you considered commissioning new data or research? If 'No' please proceed to Step 2.
No.

STEP 2 – Involvement and Consultation

1. Please outline below how the findings from the evidence summarised above will affect people with the 9 protected characteristics. Where no evidence is available to suggest that there will be an impact on any specific group, please insert the following statement ‘There should be no greater impact on this group than on any other.’

Target Groups	Describe the type of evidence used, with a brief summary of the responses gained and links to relevant documents
Age – relates to all ages	<p>From the Council’s Budget Proposals Phase 2 consultation, respondents self-declared the following information:</p> <ul style="list-style-type: none"> • Under 18: 1.5% • 18-24: 1% • 25-34: 3.5% • 35-44: 7% • 45-54: 9% • 55-64: 11% • 65+: 21% • Not declared: 46%
Disability - applies to a range of people that have a condition (physical or mental) which has a significant and long-term adverse effect on their ability to carry out ‘normal’ day-to-day activities. This protection also applies to people that have been diagnosed with a progressive illness such as HIV or cancer.	<p>From the Council’s Budget Proposals Phase 2 consultation, respondents self-declared the following information:</p> <ul style="list-style-type: none"> • Yes: 9% • No: 44% • Not declared: 47%
Gender reassignment - definition has been expanded to include people who chose to live in the opposite gender to the gender assigned to them at birth by removing the previously legal requirement for them to undergo medical supervision.	No further information gained.
Marriage and Civil partnership – protects employees who are married or in a civil partnership against discrimination. Single people are not protected.	No further information gained.
Pregnancy and Maternity - protects against discrimination. With regard to employment, the woman is protected during the period of her pregnancy and any statutory maternity leave to which she is entitled. It is also unlawful to discriminate against women breastfeeding in a public place	No further information gained.
Race - includes colour, caste, ethnic / national origin or nationality.	From the Council’s Budget Proposals Phase 2 consultation, respondents self-

	<p>declared the following information:</p> <ul style="list-style-type: none"> • White or White British: 49% • Other: 3% • Not declared: 48%
Religion and Belief - covers any religion, religious or non-religious beliefs. Also includes philosophical belief or non-belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.	No further information gained.
Sex - applies to male or female.	<ul style="list-style-type: none"> • Male: 19% • Female: 35% • Not declared: 46%
Sexual Orientation - protects lesbian, gay, bi-sexual and heterosexual people.	No further information gained.

2. Who are the main stakeholders (eg service users, staff etc) and what are their requirements?

People who rely on public and community transport, particularly in rural areas, may not be able to access key services if they cannot use other forms of transport, i.e. cannot drive or do not have access to a car.

3. How will this item affect the stakeholders identified above?

Information provided by operators, and supported by the ATCO Benchmarking Survey indicate that the elderly and disabled make up 1/3rd of passengers on bus services within West Berkshire as a result of benefiting from free bus travel. On the specific routes affected by these proposals up to 80% of passengers use the National free bus pass.

Women are also more likely to use buses and have less access to cars; therefore reductions to bus services could have a greater impact.

Proposed changes to concessionary travel arrangements and Readibus services will have a greater impact on people with disabilities, and those in rural areas without bus services.

STEP 3 – Assessing Impact and Strengthening the Policy

What are the measures you will take to improve access to this item or to mitigate against adverse impact?

We are in discussions with other parties to assist with funding of transport services. Several journeys proposed to be cut are now expected to continue as a result of these discussions.

STEP 4 – Procurement and Partnerships

Is this item due to be carried out wholly or partly by contractors? Yes

If ‘yes’, will there be any additional requirements placed on the contractor? Have you done any work to include equality considerations into the contract already? You should set out how you will make sure that any partner you work with complies with equality legislation.

We ask contractors about their policies which promote compliance with the Equalities Act as part of the procurement process.

STEP 5 – Making a Decision

Summarise your findings and make a clear statement of the recommendation being made as a result of the assessment. This will need to take into account whether the Council will still meet its responsibilities under the Equality Duty.

The authority will meet its responsibilities; however Conservative Manifesto pledge 43 to maintain access to services for rural residents will be adversely affected as services are reduced to match the reduced budget available.

STEP 6 – Monitoring, Evaluating and Reviewing

Before finalising your action plan, you must identify how you will monitor this item following the Equality Impact Assessment and include any changes of proposals you are making.

Once the change has taken place, how will you monitor the impact on the 9 protected characteristics?

Information on passenger numbers and type of tickets (e.g. child, adult, free bus pass) is, and will continue to be, made available to the Council for each bus service. From this information, we are able to determine the benefits of each bus service.

STEP 7 – Action Plan

Any actions identified as an outcome of going through Steps 1-6 should be mapped against the headings within the Action Plan. You should also summarise actions taken to mitigate against adverse impact.

	Actions	Target Date	Responsible Person
Involvement & consultation	The Budget Proposal consultation takes account of all views. Posters were placed on affected services, and consultation	Complete.	Transport Services Manager, Environment

	forms made available for those without access to the internet.		
Data collection	<p>Consultation responses were collated as part of the process.</p> <p>399 responses and one petition were received regarding the proposals.</p>	Complete.	Budget Proposals Team, Corporate
Assessing impact	<p>Each service supported by WBC has been re-assessed to determine how the impacts can be reduced in each area of the District.</p> <p>The actual impact will not be known until discussions with bus operators have been completed.</p> <p>The impacts on Handybus / Readibus users will be determined in discussions with operators.</p>	By summer 2016 to implement proposals.	Transport Services Manager, Environment
Procurement & partnership	Ask contractors about their policies which promote compliance with the Equalities Act.	As contracting occurs.	Transport Services Manager, Environment
Monitoring, evaluation and reviewing	Information on passenger numbers and user types are obtained from operators to allow the Council to determine the benefits of each service.	Ongoing.	Transport Services Manager, Environment

STEP 8 – Sign Off

The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

Contributors to the Assessment		
Name: Peter Walker	Job Title: Transport Services Manager	Date: 15 March 2016

Head of Service (sign off)		
Name: Mark Edwards	Job Title: Head of Highways and Transport	Date: 21 March 2016

Please email a copy of the EIA to Rachel Craggs, Principal Policy Officer (Equality & Diversity:
Rachel.craggs@westberks.gov.uk

Consultation Summary Report

Why We Consulted?

From 3 November to 14 December 2015, we consulted on the need to make £10.8m of savings in 2016/17. £4.6m of these savings affected frontline services. The consultation generated over 2,500 responses and covered [47 individual budget proposals](#).

Shortly before Christmas, however, the Government began a [public consultation](#) on local government funding and proposed to reduce our funding by 44% (Revenue Support Grant). This announcement was totally unexpected, and we were faced with the challenge of finding an additional £7.6m of savings, whilst also considering increases in Council Tax.

In order to inform this process, we published a list of those proposals which would likely have a direct impact on service users, and sought the views from those affected and interested:

- to understand the likely impact
- to identify any measures to reduce their impact
- to explore any possible alternatives

Approach

All the proposals were published on the council's website on 15 February 2016 with feedback requested by 7 March 2016.

Respondents were directed to a [central index page](#), which outlined the overall background to the exercise, and provided links to each of the individual proposals.

Each individual page included further details on the specifics of what the proposal contained and what we thought the impact might be, along with any other elements we had taken into account.

Feedback was then invited through an online form and through a dedicated email address.

Each individual budget proposal was placed on our [Consultation Portal](#) which automatically notified those registered that an exercise had been launched. Members of the West Berkshire Community Panel (around 800 people) and local stakeholder charities, representative groups and partner organisations were also emailed directly, notifying them of the exercise and inviting their contributions.

Heads of Service made direct contact with those organisations affected by any of the budget proposals prior to them being made publicly available.

A press release was issued on the same date, and was further publicised through the council's Facebook and Twitter accounts.

The period in which we invited responses was reduced to three weeks in this case, instead of the usual six. This is because the funding announcement from government was both unexpected and very late in the financial year. It was not possible to extend the consultation period without negatively impacting the delivery of the 2016 council budget. In order to minimise the impact of this shorter timescale, we undertook extra activities to publicise the consultation in addition to our usual channels. This included making potential consultees

Budget Proposals 2016-17 Phase 2: Smallmead Household Waste Recycling Centre, Island Road

Consultation Summary Report

aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

We have a joint arrangement with the re3 waste partnership of Bracknell Forest, Reading and Wokingham Borough Councils, which allows residents from West Berkshire to use the Smallmead Household Waste Recycling Centre (HWRC) at Island Road, Reading.

Proposal Details

To withdraw from the joint arrangement saving the council approximately £97,000.

Consultation Response

Number of Responses

In total, 69 responses were received, including:

- 64 from individuals
- Four from Town/Parish Councils
 - Holybrook Parish Council
 - Stratfield Mortimer Parish Council
 - Theale Parish council
 - Tilehurst Parish Council
- One from a District Councillor
 - Cllr Alan Macro

Summary of Main Points

All but one of the 69 responses objected to the proposal.

The majority of the objections were based upon the proposal being unsustainable due to the lack of facilities in the east, the overall impact on the environment, an increase in travel to the alternative facilities and therefore additional cost to residents, an increase in fly tipping, the savings not be realised due to the monitoring of HWRC use and disposal of waste elsewhere and finally that the West Berkshire HWRCs and Kerbside Collection are unsuitable as an alternative service.

The main counter proposals were to delay the proposal until the Padworth HWRC can be upgraded to the standard of Smallmead HWRC, pay more Council Tax or to pay a small fee to use Smallmead HWRC.

Summary of Responses by Question

1. Are you a user of this service?

Responses were: 58 Yes, 6 No and 5 with no response.

Consultation Summary Report

2. What do you think we should be aware of in terms of how this proposal might impact people?

Overall concerns were raised about the impact on the environment, the unsustainability of the waste service and the lack of services in the east.

Specific concerns included:

- Discrimination against the east of the district who pay the same amount of Council tax but receive reduced services.
- Increased travel to West Berkshire facilities, increase fuel costs and time, increased impact on environment, (pollution/congestion) and that it would be inconvenient or no longer undertaken as part of travel to work or shops. Overall unsustainable as you should not travel distances to recycle and a reduction in recycling due to residents using the black bin as their alternative.
- The proposed alternative facilities are an unsuitable replacement; Padworth HWRC has shorter opening hours and less service, Newbury HWRC is too far away and the Kerbside Collection is already at capacity, doesn't accept many materials and could be misused.
- Increase use of alternative facilities could result in an increase in queuing and waiting times due to an increase in use and due to checking the address of users, all of which will impact on site staff and the quality of service.
- It will generate an increase in fly tipping (several fly tip hotspots were mentioned in the east) which will lead to an increase cost of clearance and an unsightly district. Impact on local land owners needing to clear an increase in fly tips.
- The savings are not genuine; costs of monitoring HWRC use, disposing of waste through West Berkshire services and clearance of fly tipping will offset savings.

3. Do you feel that this proposal will affect particular individuals more than others, and if so, how do you think we might help with this?

Responses did identify particular individuals who may be affected more than others the majority of these were regarding residents in the east of the district, which included specific areas of Mortimer, Burghfield, Tilehurst, Calcot and Holybrook. We received two responses about the impact on the elderly and one response each regarding people with disabilities, the elderly, young families, people doing DIY, the rural community due to an increase in fly tips, those who believe in the need for recycling, those working in Reading and council workers who will have to clear more fly tips.

Suggestions as to how we might be able to help with this included;

- Improving the Padworth HWRC by increasing the types of waste collected and increasing access / opening hours.
- Providing special arrangements for the disabled (*although these arrangements were not specified*).
- Changing the district borders and service boundaries; the service shouldn't be governed by borders and should be managed on a national scale and if WBC can not afford to look after the east change the eastern boundary.
- Making changes to the Kerbside Collection which included weekly collections, to provide bigger bins, the addition of extra materials and free bulky collections.

Consultation Summary Report

4. Do you have any suggestions as to how this service might be delivered in a different way, but still achieve the same level of saving? If so, please provide details of any alternative proposals.

There were 11 main suggestions:

- Increase Council Tax.
- Delay the proposal until the Padworth HWRC is upgraded to the standard of Smallmead HWRC.
- Upgrade Padworth HWRC to the standard of Smallmead HWRC.
- Make a small charge at Smallmead HWRC.
- Set up a weekly collection point at a community location / or a recycling centre at Denefield School.
- Close Padworth and/or Newtown Road HWRC and redirect users to Smallmead HWRC.
- Stop Hampshire residents using West Berkshire HWRCs.
- Change the Waste Collection Service; the addition of extra materials, weekly recycling, provide a free bulky collection service, stop collecting food waste and additional green bins at a cost.

5. Is there any way that you, or your organisation, can contribute in helping to alleviate the impact of this proposal? If so, please provide details of how you can help.

Two responses were received offering to pay more Council Tax to keep the service.

6. Any further comments?

Other comments made which have not been included above were that:

- The decision has already been made so no point in responding.
- Is there enough capacity in the West Berkshire services or would they be under pressure?
- How would the service be policed?
- Are there any penalties for withdrawing from the arrangement?
- As a regular volunteer they should no longer be relied upon to contribute.
- Councillor allowances increase of 16% should be reconsidered.

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Jackie Ward
Waste Manager
Culture and Environmental Protection
9 March 2016

Please note: In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.

Consultation Summary Report

The feedback captured therefore should be seen in the context of ‘those who responded’, rather than reflective of the wider community.

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

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Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Smallmead Household Waste Recycling Centre (HWRC)		Jackie Ward Waste Manager	24 March 2016 Version 2 (Executive/Council)
Proposal:	To withdraw from the re3 waste partnership, which allows residents from West Berkshire to use the Smallmead Household Waste Recycling Centre at Island Road, Reading.		
Total budget 15/16:	£299,190	Recommended officer saving 16/17:	£97,000 (pro rata)
Initial proposed saving 16/17:	£97,000 (32%)	Final recommendation to Executive/Council:	To proceed with this savings proposal
No. of responses:	<p>In total, 69 responses were received, 61 of which included comments. Of those who responded:</p> <ul style="list-style-type: none"> • 64 were individuals • Four were Town/Parish Councils • One was a District Councillors <p>Six responses were from non-users of the service.</p>		
Key issues raised:	All but one of the 61 responses objected to the proposal. The majority of the objections were based upon the proposal being unsustainable due to the lack of facilities in the east, the overall impact on the environment, an increase in travel to the alternative facilities and therefore additional cost to residents, an increase in fly tipping, the savings not be realised due to the monitoring of HWRC use and disposal of waste elsewhere and finally that the West Berkshire HWRCs and Kerbside Collection are unsuitable as an alternative service.		
Equality issues:	The Stage One Equality Impact Assessment identified the impact on the elderly and people on low incomes. The Consultation raised issues surrounding the impact on Age, people with Disabilities and families with young children (Pregnancy and Maternity), therefore a Stage Two Equality Impact Assessment as been completed. The recommendation is that the Padworth HWRC should be developed to mitigate the impact on the target groups.		
Suggestions for reducing the impact on service users:	Suggestion	Council response	
	Improving the Padworth HWRC by increasing the types of waste collected and increasing access / opening hours.	The council is currently considering this suggestion.	
	Providing special arrangements for the disabled (<i>although these arrangements were not specified</i>).	The site staff at the HWRCs should already provide assistance when requested.	
	Changing the district borders and service boundaries; the service shouldn't be	This would be a matter for council Members to decide.	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Smallmead Household Waste Recycling Centre (HWRC)		Jackie Ward Waste Manager	24 March 2016 Version 2 (Executive/Council)
	governed by borders and should be managed on a national scale and if WBC can not afford to look after the east change the eastern boundary.		
	Making changes to the Collection Services which included weekly collections, to provide bigger bins, the addition of extra materials and free bulky collections.	These suggestions may reduce the impact but would not make the savings.	
Alternative options for applying the saving in this area:	Suggestion	Council response	
	Increase Council Tax.	This would be a matter for council Members to decide	
	Delay the proposal until the Padworth HWRC is upgraded to the standard of Smallmead HWRC.	The council is currently considering this suggestion.	
	Upgrade Padworth HWRC to the standard of Smallmead HWRC.	The council is currently considering this suggestion.	
	Make a small charge at Smallmead HWRC.	The council is currently considering this suggestion.	
	Set up a weekly collection point at a community location / or a recycling centre at Denefield School.	These suggestions may reduce the impact but would not make the savings.	
	Close Padworth and/or Newtown Road HWRC and redirect users to Smallmead HWRC.	The council is currently considering this suggestion.	
	Stop Hampshire residents using West Berkshire HWRCs.	The council is currently considering this suggestion.	
	Change the Waste Collection Service; the addition of extra materials, weekly recycling, provide a free bulky collection service, stop collecting food waste and additional green bins at a cost.	These suggestions may reduce the impact but would not make the savings.	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Smallmead Household Waste Recycling Centre (HWRC)		Jackie Ward Waste Manager	24 March 2016 Version 2 (Executive/Council)
Suggestions for how others may help contribute:	Pay more Council Tax to keep the service.		
Officer conclusion and recommendation as a result of the responses:	<p>Feedback has not uncovered any issues which would prevent the council from continuing with this proposal, however it is unlikely that the arrangement will be stopped from the 1 April 2016, therefore the savings will be pro rata.</p> <p>However Members may wish to think about improving the Padworth HWRC before access to Smallmead HWRC is restricted, so that it can be demonstrated that we have met the authority's responsibilities in relation to equality.</p> <p>It is recommended that the proposal be progressed.</p>		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

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Equality Impact Assessment Template – Stage Two

Name of item being assessed:	Budget Proposal 2016/17 Phase 2: Smallmead Household Waste Recycling Centre (HWRC), Island Road
Version and release date of item (if applicable):	V1.0
Budget Holder for item being assessed:	Jackie Ward
Name of assessor:	Jackie Ward
Name of Service & Directorate	Culture & Environmental Protection, Environment
Date of assessment:	09/03/16
Date Stage 1 EIA completed:	08/02/16

Any actions identified whilst completing this EIA should be recorded in the Action Plan at Step 7.

STEP 1 – Scoping the Equality Impact Assessment

1. What data, research and other evidence or information is available which will be relevant to this Equality Analysis? Please tick all that apply.			
Service Targets		Performance Targets	
User Satisfaction		Service Take-up	
Workforce Monitoring		Press Coverage	
Complaints & Comments		Census Data	
Information from Trade Union		Community Intelligence	
Previous Equality Impact Analysis		Staff Survey	
Public Consultation	x	Other (please specify)	

2. Please summarise the findings from the available evidence for the areas you have ticked above.
<p>As a result of the consultation with the public we have considered whether the proposed savings will have an effect on specific target groups.</p> <p>61 responses were received; the responses did identify particular individuals who may be affected more than others. The majority of these were regarding residents in the east of the district, which included specific areas of Mortimer, Burghfield, Tilehurst, Calcot and Holybrook. We received two responses about the impact on the elderly and one response each regarding people with disabilities, the elderly, young families, people doing DIY, the rural community due to an increase in fly tips, those who believe in the need for recycling, those working in Reading</p>

and council workers who will have to clear more fly tips.

Therefore this assessment will focus on the specific target groups of Age, Disability and Pregnancy and Maternity.

3. If you have identified any gaps in the evidence provided above, please detail what additional research or data is required to fill these gaps? Have you considered commissioning new data or research? If 'No' please proceed to Step 2.

We have identified that there is a potential gap in the data as we do not know the age profile of site users and there is insufficient time to collect this evidence.

STEP 2 – Involvement and Consultation

1. Please outline below how the findings from the evidence summarised above will affect people with the 9 protected characteristics. Where no evidence is available to suggest that there will be an impact on any specific group, please insert the following statement 'There should be no greater impact on this group than on any other.'

Target Groups	Describe the type of evidence used, with a brief summary of the responses gained and links to relevant documents
Age – relates to all ages	We received 11 responses from people over the age of 65 and one did identify that the elderly would be more impacted than others as the alternative facilities would be further away the elderly may find it difficult to make that journey.
Disability - applies to a range of people that have a condition (physical or mental) which has a significant and long-term adverse effect on their ability to carry out 'normal' day-to-day activities. This protection also applies to people that have been diagnosed with a progressive illness such as HIV or cancer.	One response to the consultation did identify that people with disabilities would require special arrangements to mitigate the impact of this proposal. Although the special arrangements were not identified.
Gender reassignment - definition has been expanded to include people who chose to live in the opposite gender to the gender assigned to them at birth by removing the previously legal requirement for them to undergo medical supervision.	There should be no greater impact on this group than on any other
Marriage and Civil partnership – protects employees who are married or in a civil partnership against discrimination. Single people are not protected.	There should be no greater impact on this group than on any other
Pregnancy and Maternity - protects against discrimination. With regard to employment, the woman is protected during the period of her	One response identified that families with several young children produce more waste in the form of nappies;

pregnancy and any statutory maternity leave to which she is entitled. It is also unlawful to discriminate against women breastfeeding in a public place	therefore the impact on them would be greater as they could not use the Padworth HWRC as an alternative for their excess waste and would need to travel to Newbury.
Race - includes colour, caste, ethnic / national origin or nationality.	There should be no greater impact on this group than on any other
Religion and Belief - covers any religion, religious or non-religious beliefs. Also includes philosophical belief or non-belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.	There should be no greater impact on this group than on any other
Sex - applies to male or female.	There should be no greater impact on this group than on any other
Sexual Orientation - protects lesbian, gay, bi-sexual and heterosexual people.	There should be no greater impact on this group than on any other

2. Who are the main stakeholders (eg service users, staff etc) and what are their requirements?

The HWRC service users are the main stakeholders and requirements are to have a local HWRC which are easily accessible.

3. How will this item affect the stakeholders identified above?

Respondents objected to the proposal due to the additional distance required to travel and associated costs to use similar services. Families with children in nappies would not have a local facility to dispose of refuse. However the cost issue was a general issue raised rather than specific to target groups.

STEP 3 – Assessing Impact and Strengthening the Policy

What are the measures you will take to improve access to this item or to mitigate against adverse impact?

Age – the Council is considering the potential of improving the Padworth HWRC which is more accessible to residents in the east. The Council would provide advice and information as to how their waste could be managed; which for the elderly could include assisted kerbside collections.

Disability – all HWRC staff are trained to help any site user requiring assistance, no further measures should be required.

Pregnancy and Maternity – the Council is considering the potential of improving the Padworth HWRC which is more accessible to residents in the east. The Council would provide advice and information as to how their waste could be managed; for families with several children in nappies this could include extra capacity bins and advice on waste minimisation.

Although **low income families** are not a protected group there may be a direct impact on them

due to the increased costs of travel to use the facilities.

STEP 4 – Procurement and Partnerships

Is this item due to be carried out wholly or partly by contractors?

Yes/No (please delete)

If 'yes', will there be any additional requirements placed on the contractor? Have you done any work to include equality considerations into the contract already? You should set out how you will make sure that any partner you work with complies with equality legislation.

Smallmead is managed by re3 waste partnership of Bracknell Forest, Reading and Wokingham Borough Councils.

The West Berkshire waste services are provided as part of the Integrated Waste Management Contract and there is an Equality Policy in place.

STEP 5 – Making a Decision

Summarise your findings and make a clear statement of the recommendation being made as a result of the assessment. This will need to take into account whether the Council will still meet its responsibilities under the Equality Duty.

As the impact on target groups could be mitigated through the development of the Padworth HWRC it is recommended that these improvements should be made to demonstrate that we have met the authority's responsibilities in relation to equality.

STEP 6 – Monitoring, Evaluating and Reviewing

Before finalising your action plan, you must identify how you will monitor this item following the Equality Impact Assessment and include any changes of proposals you are making.

Once the change has taken place, how will you monitor the impact on the 9 protected characteristics?

We will monitor any customer feedback to determine if any further mitigation is required to protect the target groups.

STEP 7 – Action Plan

Any actions identified as an outcome of going through Steps 1-6 should be mapped against the headings within the Action Plan. You should also summarise actions taken to mitigate against adverse impact.

	Actions	Target Date	Responsible Person
Involvement & consultation	None		
Data collection	HWRC Customer /	Every 2-3 years or as	Jackie Ward, Waste Manger

	Site User Survey	required	
Assessing impact	Provide advice and information	As part of the service changes and as part of business as usual	Jackie Ward, Waste Manger
Procurement & partnership	Working with neighbouring authorities and waste contractor.	Subject to agreement	Jackie Ward, Waste Manger
Monitoring, evaluation and reviewing	Monitor customer feedback	As part of the service changes and as part of business as usual	Jackie Ward, Waste Manger

STEP 8 – Sign Off

The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

Contributors to the Assessment		
Name: Jackie Ward	Job Title: Waste Manager	Date: 09/03/16

Head of Service (sign off)		
Name: Steve Broughton	Job Title: Head of Culture & Environmental Protection	Date: 09/03/16

Please email a copy of the EIA to Rachel Craggs, Principal Policy Officer (Equality & Diversity): Rachel.craggs@westberks.gov.uk

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- to understand the likely impact
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Feedback was then invited through an online form, and through a dedicated email address.

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Heads of Service made direct contact with those organisations affected by any of the budget proposals prior to them being made publicly available.

A press release was issued on the same date, and was further publicised through the council's Facebook and Twitter accounts.

The period in which we invited responses was reduced to three weeks in this case, instead of the usual six. This is because the funding announcement from government was both unexpected and very late in the financial year. It was not possible to extend the consultation period without negatively impacting the delivery of the 2016 council budget. In order to minimise the impact of this shorter timescale, we undertook extra activities to publicise the consultation in addition to our usual channels. This included making potential consultees

Budget Proposals 2016-17 Phase 2: Substance Misuse Support Services (Adults)

Consultation Summary Report

aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

In West Berkshire there are a range of services provided in order to prevent harm due to alcohol and drugs, including:

- The specialist services for people with drug and alcohol problems are delivered by a third sector provider, Swanswell. They support people who use any illegal drugs, helping them through treatment to become drug free. They also support those who are dependent upon alcohol to stop drinking and help those who are drinking at health damaging levels to cut down
- Additional support services including supervised consumption of methadone for those who use heroin and provision of a needle exchange service is also available through community pharmacists.
- Employment of a dual diagnosis nurse within Berkshire Healthcare Foundation Trust (a nurse who supports residents who have alcohol or drug problems in addition to mental health problems)
- A blood born virus service to vaccinate injecting drug users against Hepatitis A and B
- An alcohol brief intervention scheme where GPs are paid to give brief counselling to their patients who are drinking above recommended levels. Prevention activities, including campaigns and provision of resources, are also provided in a variety of venues including schools, communities, pharmacies and GP practices.

The budget for services is £911,993.

Proposal Details

To reduce the overall budget to £840,993, saving the council £71,000 (8.4%) in 2016/17.

Consultation Response

Number of Responses

In total, 19 responses were received, 15 of which included comments. Of those who responded:

- 17 from individuals
- Two from groups/organisations
 - Newbury Family Counselling Service
 - Concerned West Berkshire Professionals

Budget Proposals 2016-17 Phase 2: Substance Misuse Support Services (Adults)

Consultation Summary Report

Summary of Main Points

- Substance misuse services could be funded by licensed retailers of alcohol, including clubs and pubs. Also cutting licensing hours would help to limit drinking.
- Cutting back on services to people with addiction may lead to increased cost in the long term. This client group often live unstructured lifestyles and when they decide to seek help they need it quickly. If there are shorter opening hours or longer wait for treatment they may not engage, and become worse leading to crime and personal harm, requiring medical treatment or emergency services.
- Some service users (especially cocaine users) could afford to pay for services and these people could be signposted to private services.
- There have been more referrals to substance misuse services in WB over last 10 years. The alcohol service has more referrals due to the economic downturn and there is likely to see more people needing this service due to loss of other services locally including probation, floating support and mental health services
- Cuts will affect service staff who carry heavy workloads and deal with distressing issues including death of clients/suicides/disclosure of abuse. Substance misuse staff are under a great deal of pressure and further decrease in funding could impact negatively of them and the clients.
- Substance misuse services are vitally important for many vulnerable people and need to be properly funded. Those who support people addicted to alcohol and drugs including social workers, GPs, Probation Officers, Homeless service workers and many others often rely on Swanswell to help support this client group and prevent more serious consequences
- Decreasing substance misuse services could increase demand on police, domestic abuse services and NHS services, plus affect the lives of relatives and friends.
- Difficult to prevent alcohol and drug problems since individuals may be reluctant to seek help in the early stages.
- GPs are not often sufficiently trained to support patients who need specialised substance misuse support and they need to work in partnership with Swanswell who have that specialist training.
- If the service is cut the cost to the NHS may increase eg. liver failure/cirrhosis, many cancers, cardiovascular disease, high blood pressure, falls and accidents including road traffic accidents.
- Substance misuse services, especially for those addicted to drugs are vital and must continue to be adequately funded. These services can save lives.
- Young adults are vulnerable to peer pressure that may lead to substance misuse due to youthful experimentation/lack of role models or education about the ill effects of drugs. This may be linked to suicide in young teenage males.
- No further cuts should be made in the Swanswell contract since they are currently struggling to provide a service across such a wide geographical area. There is a danger with any further cuts to the service that the threshold for eligibility would be increased leading to lack of early intervention.
- There is currently not a big enough service to provide support to all those that need it (two responses), especially high risk and hazardous drinkers.

Budget Proposals 2016-17 Phase 2: Substance Misuse Support Services (Adults)

Consultation Summary Report

- There is a lack of understanding on the part of commissioners about the service and what capacity they have. Any further cuts to the service will cause lack of access for vulnerable people leading to increase in crime and health
- There is a statement that any cut in the budget for substance misuse services will contravene the Department of Health Circular (Dec 2015) which states that LAs should “improve the take up of, and outcomes from, their drug and alcohol misuse treatment services”.

Summary of Responses by Question

1. Are you, or is someone you care for, a user of this service?

Five respondents identified as users of this service responses.
One is a family member

2. What do you think we should be aware of in terms of how this proposal might impact people?

- Those with substance abuse problems/addictions, their families, especially partners and children, and their friends. Life chances of children of parents with substance misuse difficulties are significantly negatively affected.
- The Swanswell service also helps friends and families of those with substance misuse services.
- Cutting back on services to people with addiction may lead to increased cost in the long term. This client group often live unstructured lifestyles and when they decide to seek help they need it quickly. If there are shorter opening hours or longer wait for treatment they may not engage, and become worse leading to crime and personal harm, requiring medical treatment or emergency services.
- Cuts will affect service staff who carry heavy workloads and deal with distressing issues including death of clients/suicides/disclosure of abuse. Substance misuse staff are under a great deal of pressure and further decrease in funding could impact negatively of them and the clients.
- Substance misuse services are vitally important for many vulnerable people and need to be properly funded. Those who support people addicted to alcohol and drugs including social workers, GPs, Probation Officers, Homeless service workers and many others often rely on Swanswell to help support this client group and prevent more serious consequences.
- A decrease in substance misuse services could lead to higher mortality rates, crime, homelessness and less support being available from the police in custody suites.

3. Do you feel that this proposal will affect particular individuals more than others, and if so, how do you think we might help with this?

- More needy and vulnerable people struggling with substance addiction would be the most affected and not able to access the services they need.

Consultation Summary Report

- Decreasing substance misuse services could increase demand on police, domestic abuse services and NHS services, plus affect the lives of relatives and friends.
 - A decrease in substance misuse services could lead to higher mortality rates, crime, homelessness and less support being available from the police in custody suites.
- 4. Do you have any suggestions as to how this service might be delivered in a different way, but still achieve the same level of saving? If so, please provide details of any alternative proposals.**
- If Swanswell are employing their own prescribing doctors the savings should be made in this area, since GPs could be caring for their patients and prescribing substitute medication for them more cost effectively.
 - Alcohol brief interventions are not effective and are a waste of money. This money should be put into alcohol services within Swanswell.
 - Ensure money spent on needle exchange materials is purchasing the most cost effective equipment.
 - Put a small local tax (£10 per week) on late night opening pubs and retail outlets selling alcohol after 11pm and use the money to help fund the alcohol service at Swanswell.
 - Reallocate smoking cessation funding to pay for alcohol and drug services.
 - Use volunteers to deliver substance misuse services.
 - Specialist substance misuse services cannot be delivered by GPs (three responses). They do not have the time or the expertise/training. However specialist workers could be located at GP practices to support primary care staff.
 - Substance misuse services could be funded by licensed retailers of alcohol, including clubs and pubs. Also cutting licensing hours would help to limit drinking
 - Could NHS funding be used for these services?
 - Remodel the service so that more volunteers/peer mentors can be recruited to be trained and help deliver to increase capacity.
 - There is a question re what other services are being cut within the whole of the substance misuse budget. This includes PH management, plus GP and pharmacy contracts. There is an inference that cutting LA management would have no affect on the service users.

Consultation Summary Report

- 5. Is there any way that you, or your organisation, can contribute in helping to alleviate the impact of this proposal? If so, please provide details of how you can help.**

An individual private provider of services has offered to accept referrals to their private treatment clinic in central Reading.

The 'Concerned Wes Berkshire Professionals Group' state they "would be available to support an in-depth review of spend."

- 6. Any further comments?**

Key points made here have already been included in responses to earlier questions.

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Deborah Joyce
Senior Programme Officer
Public Health and Wellbeing
8 March 2016

Please note: *In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.*

The feedback captured therefore should be seen in the context of 'those who responded', rather than reflective of the wider community.

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Substance Misuse Support Service (Adults)		Deborah Joyce – Senior Programme Officer (Public Health and Wellbeing)	24 March 2016 Version 2 (Executive/Council)
Proposal:	To reduce the overall budget for substance misuse support services to £840,993.		
Total budget 15/16:	£911,993	Recommended officer saving 16/17:	£71,000 (8%)
Initial proposed saving 16/17:	£71,000 (8%)	Final recommendation to Executive/Council:	To proceed with this savings proposal
No. of responses:	<p>In total, 19 responses were received, 15 of which included comments. Of those who responded:</p> <ul style="list-style-type: none"> • 17 were individuals • Two were groups/organisations <p>12 responses were from non-users of the service.</p>		
Key issues raised:	<ul style="list-style-type: none"> • Decreasing substance misuse services will affect the most vulnerable in society as well as their friends and families. • Lack of access to substance misuse services will cause an increase in health problems, crime and homelessness, all putting more pressure on other public services. • The current substance misuse services are already stretched and cannot tolerate any more decrease in funding which would limit access to those in need • Those working in substance misuse services are already stressed and having difficulty delivering the services, any further cuts would exacerbate this situation. • Working in substance misuse services is a specialist role that requires training and experience. Expecting Primary Care Professionals to take on more in this area is not realistic or advisable. 		
Equality issues:	No issues were raised during the consultation, that weren't already included in the EqIA stage one.		
Suggestions for reducing the impact on service users:	Suggestion	Council response	
	Do not make any savings in the substance misuse services	Most of the responses focus on cuts being made directly to the Swanswell substance misuse contract, that represents only part of the substance misuse overall budget. One respondent has asked what else within the overall budget could be cut and this includes a variety of services including alcohol brief interventions in Primary Care; dual diagnosis work supporting people who have a substance misuse	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Substance Misuse Support Service (Adults)		Deborah Joyce – Senior Programme Officer (Public Health and Wellbeing)	24 March 2016 Version 2 (Executive/Council)
		<p>problem in addition to a mental health condition; a Shared Care contract in Primary Care where GPs and Swanswell support those in treatment together; a needle exchange and supervised consumption of methadone contract with community pharmacies; plus a blood borne virus vaccination service for high risk individuals.</p> <p>The overall savings of £71,000 will be made across all these services by increasing efficiency and using better models of care that represent better value for money. It is not intended that all the savings will be made on the Swanswell contract. We are reviewing all areas of spend in the budget in order to increase efficiency and change processes and practices that need changing. We will work with partners and key stakeholders to ensure all elements of the service will remain accessible.</p>	
Alternative options for applying the saving in this area:	Suggestion	Council response	
	Decrease the reliance of specialist prescribing doctors within Swanswell and switch clients back to their GPs for ongoing care	We are currently rewriting the service specification for Shared Care which should improve this process. There will be a requirement that all GPs have adequate training if they take on more of an active role in supervising the care of opiate users who are in treatment.	
	Stop funding alcohol brief interventions in Primary Care since they are not effective	There is evidence to support the use of brief interventions for high risk and hazardous drinking in Primary Care. We are looking at this and the latest research to consider effectiveness and cost effectiveness	
	Ensure money spent on needle exchange equipment is cost effective	Needle exchange packs are purchased based on value for money and quality – ie. What people find the most useful. We continue to keep this under review.	
	Tax the late night clubs and pubs in the District to fund alcohol services	This could be followed up through working with Licensing and Trading Standards.	

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Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Substance Misuse Support Service (Adults)		Deborah Joyce – Senior Programme Officer (Public Health and Wellbeing)	24 March 2016 Version 2 (Executive/Council)
	Reallocate smoking cessation service budget to alcohol and drug services	Smoking is prevalent in almost a quarter of our residents, in routine and manual occupations, and is the main cause of lung cancer and chronic obstructive airways disease. The evidence of effectiveness of smoking cessation services is very strong and therefore it would not be wise to decrease funding in this area to any greater extent. We have decreased funding in stop smoking services since 2014/15 by £30,000 to be in line with our current overall prevalence of 15%.	
	Use NHS funding to fund substance misuse services.	The council has responsibility for commissioning and funding substance misuse services, not the NHS. This is not an option.	
	Use volunteers to deliver substance misuse services	Clients that use specialist substance misuse services are either dependent on alcohol or drugs, or are drinking at high levels that are likely to cause harm to health. These individuals require specialist help. However, clients that are recovering from addiction may well benefit from peer support and this is being addressed already by Swanswell.	
Suggestions for how others may help contribute:	Primary Care staff already work with substance misuse services in the treatment and care of people with substance misuse problems through a shared care arrangement. This is being further developed to become more efficient and effective.		
Officer conclusion and recommendation as a result of the responses:	<p>All aspects of the substance misuse services commissioned by us are being investigated to ensure maximum evidence of effectiveness, and value for money. The current provider of specialist services, Swanswell, are working with commissioners to deliver services in the most efficient way and all key stakeholders, including service users, will be involved in all discussions around making budgetary savings.</p> <p>It is not the intention to cut services so that they become inaccessible to those who need them, and all aspects of the service will continue to exist. The offer of volunteers to be involved in supporting people recovering from substance misuse will be followed up with Swanswell. In addition, involving those businesses who sell alcohol in being part of the funding of services and support to those with alcohol problems can be investigated further through appropriate channels.</p> <p>The council is supported and advised by the Thames Valley Public Health England Substance Misuse Team to ensure</p>		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Substance Misuse Support Service (Adults)		Deborah Joyce – Senior Programme Officer (Public Health and Wellbeing)	24 March 2016 Version 2 (Executive/Council)
	<p>our local services are effective as well as cost effective and evidence based. Further expert advice is available through the Berkshire Public Health team, based in Bracknell.</p> <p>Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal.</p> <p>It is therefore recommended that the proposal be progressed.</p>		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Equality Impact Assessment – Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Stage 2, Equality Impact Assessment is required.

Name of policy, strategy or function:	Budget Proposal 2016/17 Phase 2: Substance Misuse Support Services
Version and release date of item (if applicable):	V1
Owner of item being assessed:	
Name of assessor:	Debi Joyce
Date of assessment:	05/02/2016

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	Yes
Function	No	Is changing	No
Service	Yes		

1. What are the main aims, objectives and intended outcomes of the policy, strategy function or service and who is likely to benefit from it?	
Aims:	To reduce illicit and other harmful drug use and ensure alcohol use is within safe levels.
Objectives:	The range of services that form the alcohol misuse and drug recovery system consist of prevention, early intervention, engagement in treatment and recovery.
Outcomes:	Recovery outcomes are: <ul style="list-style-type: none"> • Freedom from dependence on drugs/alcohol • Prevention of drug related deaths • Reduction of crime and re-offending • Suitable employment • Improvement in mental health and wellbeing • Improved relationships with family members, partners and friends • The capacity to be an effective and caring parent

Benefits:	To reduce the harms associated with alcohol and drug misuse to the individual, the family and the community thus reducing social exclusion, stigma, offending, drug and alcohol related illnesses and accidents.
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2. Note which groups may be affected by the policy, strategy, function or service. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Sex	No effect	The reduction in services is likely to effect males and females equally. Although currently more men access substance misuse services.
Marriage and Civil Partnership	No effect	No effect
Pregnancy and Maternity	No effect	Due to the vulnerability of these service users they are routinely reported on at a national level and receive additional monitoring which will not be altered as a result of reduction in budgets.
Disability	No effect	
Further Comments relating to the item:		

3. Result	
Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the Equality Impact Assessment guidance and Stage Two template.

4. Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Debi Joyce

Date: 05/02/ 016

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Consultation Summary Report

Why We Consulted?

From 3 November to 14 December 2015, we consulted on the need to make £10.8m of savings in 2016/17. £4.6m of these savings affected frontline services. The consultation generated over 2,500 responses and covered [47 individual budget proposals](#).

Shortly before Christmas, however, the Government began a [public consultation](#) on local government funding and proposed to reduce our funding by 44% (Revenue Support Grant). This announcement was totally unexpected, and we were faced with the challenge of finding an additional £7.6m of savings, whilst also considering increases in Council Tax.

In order to inform this process, we published a list of those proposals which would likely have a direct impact on service users, and sought the views from those affected and interested:

- to understand the likely impact
- to identify any measures to reduce their impact
- to explore any possible alternatives

Approach

All the proposals were published on the council's website on 15 February 2016 with feedback requested by 7 March 2016.

Respondents were directed to a [central index page](#), which outlined the overall background to the exercise, and provided links to each of the individual proposals.

Each individual page included further details on the specifics of what the proposal contained and what we thought the impact might be, along with any other elements we had taken into account.

Feedback was then invited through an online form and through a dedicated email address.

Each individual budget proposal was placed on our [Consultation Portal](#) which automatically notified those registered that an exercise had been launched. Members of the West Berkshire Community Panel (around 800 people) and local stakeholder charities, representative groups and partner organisations were also emailed directly, notifying them of the exercise and inviting their contributions.

Heads of Service made direct contact with those organisations affected by any of the budget proposals prior to them being made publicly available.

A press release was issued on the same date, and was further publicised through the council's Facebook and Twitter accounts.

The period in which we invited responses was reduced to three weeks in this case, instead of the usual six. This is because the funding announcement from government was both unexpected and very late in the financial year. It was not possible to extend the consultation period without negatively impacting the delivery of the 2016 council budget. In order to minimise the impact of this shorter timescale, we undertook extra activities to publicise the consultation in addition to our usual channels. This included making potential consultees

Budget Proposals 2016-17 Phase 2: Theatres

Consultation Summary Report

aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

The council provide funding to the Corn Exchange, Newbury and the Watermill Theatre, Bagnor, and through an agreement requires the organisations to deliver programmes of arts activity and education outreach work.

Both theatres are well run, high performing organisations that deliver the agreed outcomes.

Corn Exchange (Newbury) Trust Ltd

The current agreement covers a five year period ending in March 2019. The agreed payments are:

- 2014/15 - £343,000
- 2015/16 - £310,000
- 2016/17 - £276,000
- 2017/18 - £242,000
- 2018/19 - £208,000

The council owns the freehold of the building and leases it to the Trust for the purposes of providing the services outlined in the agreement.

The Watermill Theatre Ltd

The council has a three year agreement with the Watermill Theatre that runs until March 2017.

Payments previously agreed with the Watermill are:

- 2014/15 - £41,400
- 2015/16 - £31,400
- 2016/17 - £31,400

Proposal Details

To reduce the council's annual contribution by 44%, in line with the reduction in grant the council receives from central government.

Corn Exchange (Newbury) Trust Ltd

To reduce funding by £136,000 to a payment of £174,000.

The Watermill Theatre Ltd

To reduce funding by £14,000 to £18,000.

This will save the council £150,000 a year

Budget Proposals 2016-17 Phase 2: Theatres

Consultation Summary Report

Consultation Response

Number of Responses

In total, 3,224 responses were received, 1,619 of which included comments. Of those who responded:

- 2,895 were individuals
- 241 were representatives of 22 groups/organisations:
 - Watermill Theatre
 - Corn Exchange
 - Young Corn Exchange
 - Arts Council England (meeting with Council)
 - Newbury Spring Festival
 - The Cedars School
 - St Edward's School
 - Brightwalton Primary School
 - Newburytheatre.co.uk
 - Roughouse Theatre
 - Newbury Dramatic Society
 - Age Concern
 - Touch to See
 - Newbury Embroiderers Guild
 - Studio 8
 - Open Studios
 - Southern Sinfonia
 - Speakability
 - Newbury Socialites
- Three responses were Town/Parish Councils
 - Stratfield Mortimer
 - Frilsham
 - Hermitage
- One response from a District Councillor
 - John Gardner, St Johns Ward, Newbury

Summary of Main Points

All respondents expressed concerns about reductions in cultural provision for residents and visitors to West Berkshire including:

- Reductions in education and outreach activity for young people, older people and people with disabilities.
- The budget reduction for the Corn Exchange destabilising the organisation and making it unviable in its current form.
- The potential negative impact on the evening economy in Newbury town centre.

Consultation Summary Report

Summary of Responses by Question

1. Are you, or is someone you care for, a user of this service?

2,854 identified themselves as users of the theatres.

2. Which Theatre(s) do you, or someone you care for, use?

1,688 said they used the Corn Exchange and 1,207 used the Watermill Theatre.

3. What do you think we should be aware of in terms of how this proposal might impact people?

The main areas of concern amongst the respondents are:

- General reductions in cultural provision for local residents and visitors to West Berkshire
- Reductions in both organisations' education and outreach activity for young people, older people and people with disabilities. Currently this involves 6,200 school children a year
- The budget reduction for the Corn Exchange destabilising the organisation and making it unviable in its current form
- Reductions in the Corn Exchange's cinema service
- Negative impacts for the evening economy in Newbury town centre

4. Do you feel that this proposal will affect particular individuals more than others, and if so, how do you think we might help with this?

The responders consider that the main impacts will affect the following groups:

- Families (168 responses), children (499 responses) and young people (309 responses)
- Education / schools (257 responses), schools (300 responses)
- Older people (115 responses)
- Vulnerable groups (89 responses)

In particular, groups that are marginalised in terms of economic disadvantage, age (both young and old), social isolation and disability have been identified by responders.

Suggestions to reduce the impact of the proposals include:

- Target funding to groups who have fewer opportunities to participate in cultural activities
- Increase the timescale for the proposed reduction in funding to allow time to develop other income streams

5. Do you have any suggestions as to how this service might be delivered in a different way, but still achieve the same level of saving? If so, please provide details of any alternative proposals.

- Increasing ticket prices at the Corn Exchange for all events or for some premium events to subsidise others.
- Either not make this proposed reduction in funding within the current Service Level Agreements with the theatres OR to spread the reduction across

Consultation Summary Report

several financial years to allow the theatres to develop other income and investment.

6. Is there any way that you, or your organisation, can contribute in helping to alleviate the impact of this proposal? If so, please provide details of how you can help.

- A number of respondents suggested they already helped through patronage
- There was one offer of sponsorship and other suggestions that wider sponsorship from businesses should be sought
- One suggestion was to cancel all subsidies so that theatre goers pay for their entertainment or close and sell the Corn Exchange
- A number already volunteer and suggest the use of volunteers is increased
- Key groups should be invited to a forum to discuss the issues
- Encourage greater membership of 'Friends of...' and other donations by users.

7. Any further comments?

- Friends / members scheme with regular D/D contributions. Increase number of patrons. Raise sponsorship.
- Increase no. of volunteers
- Raise ticket prices
- Divert council tax to the theatres and raise council tax for this purpose
- Subsidise U21 ticket prices as a priority
- Reduce the pay of Council Executives
- Close venues 2 days per week
- Increase the proposed period of cuts to allow theatres to mitigate against these
- Reduce street lighting to provide cost cutting in other areas

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Paul James
Culture Manager
Culture and Environmental Protection
9 March 2016

Please note: In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.

The feedback captured therefore should be seen in the context of 'those who responded', rather than reflective of the wider community.

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

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Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Theatres		Paul James – Culture Manager	24 March 2016 Version 2 (Executive/Council)
Proposal:	To reduce the funding provided to: <ul style="list-style-type: none"> • Corn Exchange (Newbury) Trust Ltd by £136,000 to a payment of £174,000 • The Watermill Theatre Ltd by £14,000 to £18,000 		
Total budget 15/16:	£341,400	Recommended officer saving 16/17:	£150,000 (44%)
Initial proposed saving 16/17:	£150,000 (44%)	Final recommendation to Executive/Council:	To proceed with this savings proposal, but make £56,000 of transitional funding available in 2016/17
No. of responses:	In total, 3,224 responses were received, 1,619 of which included comments. Of those who responded: <ul style="list-style-type: none"> • 2,894 were individuals • 241 were from representatives of 22 groups/organisations • Three were Town/Parish Councils • One was a District Councillor 296 responses were from non-users of the service.		
Key issues raised:	All respondents expressed concerns about reductions in cultural provision for residents and visitors to West Berkshire including: <ul style="list-style-type: none"> • Reductions in education and outreach activity for young people, older people and people with disabilities provided by the Watermill Theatre and the Corn Exchange. • The budget reduction for the Corn Exchange destabilising the organisation and making it unviable in its current form. • The potential negative impact on the evening economy in Newbury town centre. 		
Equality issues:	No issues were raised during the consultation, that weren't already included in the EqIA stage one.		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Suggestions for reducing the impact on service users:	Suggestion	Council response
	<p>Note: there were more 3,224 responses to this consultation and it is not possible to list all the suggestions for reducing the impact here. An assessment has been carried out and none of the suggestions are likely to mitigate the impact (on the Corn Exchange in particular) due to the size of the proposed reduction and the short period of time they have to plan before the beginning of the new financial year in April 2016.</p> <p>The two main proposals for mitigation are as follows:</p>	
	Increasing ticket prices at the Corn Exchange for all events or for some premium events to subsidise others.	As the Corn Exchange's response points out, increasing ticket prices will have little impact on mitigating the reduction in funding as it retains only 20p in £1 of ticket revenue and seating capacity is limited to 400.
	Either not make this proposed reduction in funding within the current Service Level Agreements with the theatres OR to spread the reduction across several financial years to allow the theatres to develop other income and investment.	<p>The council's Phase Two budget reduction proposals are in response to a 44% reduction in the Revenue Support Grant from Government announced in late December. This requires the council to reduce its spending by a further £7.4m in addition to the Phase One savings of £10.6m already planned for 2016-17.</p> <p>The Government has granted the council £1.6m in transition funding in 2016/17 which members may use to reduce the impact of some of the proposals. The Corn Exchange has provided a counter-proposal to mitigate this.</p>
Alternative options for applying the saving in this area:	Suggestion	Council response
	No suggestions were received that have not already been considered	
Suggestions for how others may help contribute:	No suggestions were forthcoming that mitigate the impact of the proposal.	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Officer conclusion and recommendation as a result of the responses:	<p>The Corn Exchange has submitted a counter proposal which is for a £80,000 reduction in 16/17, £92,000 in 17/18 and £102,000 saving in 18/19, giving a total 3 year saving of £274,000 a difference of £134,000 against the total WBC saving.</p> <p>It is recommended that our original proposal be progressed but that transitional funding of £56,000 is allocated for 2016/17.</p>
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Equality Impact Assessment Template – Stage Two

Name of item being assessed:	Budget Proposals 16/17 Phase Two: Theatres
Version and release date of item (if applicable):	V1
Owner of item being assessed:	Paul James
Name of assessor:	Paul James
Date of assessment:	09/03/2016
Date Stage 1 EIA completed:	05/02/2016

STEP 1 – Scoping the Equality Impact Assessment

1. What data, research and other evidence or information is available which will be relevant to this Equality Analysis? Please tick all that apply.

Service Targets		Performance Targets	
User Satisfaction		Service Take-up	
Workforce Monitoring		Press Coverage	
Complaints & Comments		Census Data	
Information from Trade Union		Community Intelligence	
Previous Equality Impact Analysis		Staff Survey	
Other (please specify) Phase 2 budget proposals consultation responses			x

2. Please provide details on how you have used the available evidence, information you have selected as part of your Impact Assessment?

We have taken the views of all respondents into account and determined whether:

- the responses indicate that the proposal should not proceed.
- reasonable amendments could be made to the proposal
- any mitigation could be proposed to alleviate some of the impact of the proposal
- there are any equalities issues which have emerged as a result of the consultation, which need to be considered

3. If you have identified any gaps in relation to the above question, please detail what additional research or data is required to fill these gaps? Have you considered commissioning new data or research? If 'No' please proceed to Step 2.

As a result we have identified the following concerns which are relevant to Equalities:

- Age and Disability – concerns about the impact on children and older people who benefit from the education and outreach programmes of the Watermill Theatre and the Corn

STEP 2 – Involvement and Consultation

1. Please use the table below to outline any previous involvement or consultation with the appropriate target groups of people who are most likely to be affected or interested in this policy, strategy, function or service

Target Groups	Describe what you did, with a brief summary of the responses gained and links to relevant documents, as well as any actions
Age – relates to all ages	<ul style="list-style-type: none"> • We reviewed the 3224 responses to the public consultation to understand the possible impacts on equalities. • The budget proposal is likely to reduce the education and outreach programmes of the Watermill Theatre and the Corn Exchange. • However, it is not known to what extent the proposal will reduce these programmes and therefore how much provision will remain and be accessible for residents of West Berkshire.
Disability - applies to a range of people that have a condition (physical or mental) which has a significant and long-term adverse effect on their ability to carry out 'normal' day-to-day activities. This protection also applies to people that have been diagnosed with a progressive illness such as HIV or cancer.	<ul style="list-style-type: none"> • We reviewed the 3224 responses to the public consultation to understand the possible impacts on equalities. • The budget proposal is likely to reduce the education and outreach programmes of the Watermill Theatre and the Corn Exchange, some of which are aimed at people with disabilities and progressive conditions such as dementia. • However, it is not known to what extent the proposal will reduce these programmes and therefore how much provision will remain and be accessible for residents of West Berkshire.
Gender reassignment - definition has been expanded to include people who chose to live in the opposite gender to the gender assigned to them at birth by removing the previously legal requirement for them to undergo medical supervision.	There should be no greater impact on this group than on any other.
Marriage and Civil partnership – .protects employees who are married or in a civil partnership against discrimination. Single people are not protected.	There should be no greater impact on this group than on any other.
Pregnancy and Maternity - protects against discrimination. With regard to employment, the woman is protected during the	There should be no greater impact on this group than on any other.

period of her pregnancy and any statutory maternity leave to which she is entitled. It is also unlawful to discriminate against women breastfeeding in a public place	
Race - includes colour, caste, ethnic / national origin or nationality.	There should be no greater impact on this group than on any other.
Religion and Belief - covers any religion, religious or non-religious beliefs. Also includes philosophical belief or non-belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.	There should be no greater impact on this group than on any other.
Sex - applies to male or female.	There should be no greater impact on this group than on any other.
Sexual Orientation - protects lesbian, gay, bi-sexual and heterosexual people.	There should be no greater impact on this group than on any other.

2. Who are the main stakeholders and what are their requirements?

Respondents were supportive of the Corn Exchange and Watermill's programmes of educational and developmental activities for children, young people, older people and those with disabilities. The feedback draws particular attention to their requirement to have access to a range of cultural activities which are important for their well-being and self-confidence and sense of personal identity.

3. Amongst the identified groups in the previous question, what does your information tell you about the potential take-up of resulting services?

The Corn Exchange and Watermill Theatre's outreach programmes involves 6200 school children a year.

The Corn Exchange works with 1800 older people a year – for example with their activities for people with dementia.

STEP 3 – Assessing Impact and Strengthening the Policy

What will be done to improve access to and take-up of, or understanding of the policy, strategy, function or service? (these are the measures you will take to mitigate against adverse impact)

We believe the most likely outcome of the proposal will be a reduction in the education and outreach programmes of both the Corn Exchange and the Watermill theatre.

However it is not possible to measure the impact of the proposal in relation to equality until further work is done to understand the reductions in service caused by the proposal to reduce funding.

STEP 4 – Procurement and Partnerships

Is this project due to be carried out wholly or partly by contractors? yes

If ‘yes’, have you done any work to include equality considerations into the contract already? Specifically you should set out how you will make sure that any partner you work with complies with equality legislation.

Equality considerations are part of the service level agreements with both organisations.

Both organisations comply with equality legislation.

STEP 5 – Making a Decision

Summarise your findings and give an overview of whether the policy, strategy, function or service will meet the authority’s responsibilities in relation to equality and support the Council’s strategic outcomes?

We have considered the views of respondents and considered the impact of the proposal in relation to equality. We have considered whether the proposal could lead to actual or potential discrimination, and have considered whether the mitigation we have proposed is sufficient.

However it is not possible to measure the impact of the proposal in relation to equality until further work is done to understand the reductions in service caused by the proposal to reduce funding.

STEP 6 – Monitoring, Evaluating and Reviewing

Before finalising your action plan, you must identify how you will monitor the policy/function or the proposals following the Equality Impact Assessment and include any changes of proposals you are making.

What structures are in place to monitor and review the impact and effectiveness of the new policy, strategy, function or service?

Further meetings are needed with both organisations to explore the impacts of the proposal.

STEP 7 – Action Plan

Any actions identified as an outcome of going through Steps 1-6 should be mapped against the headings within the Action Plan. You should also summarise actions taken to mitigate against adverse impact.

	Actions	Target Date	Responsible post holder & directorate
Involvement & consultation	Further meetings with Watermill Theatre, Corn Exchange and Arts Council England	TBC	Paul James, Culture Manager

STEP 8 – Sign Off

The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

Assessor		
Name: Paul James	Job Title: Culture Manager	Date: 09/03/2016

Service Director or Senior Officer (sign off)		
Name: Steve Broughton	Job Title: Head of Culture & Environmental Protection	Date: 09/03/2016

Please email a copy of the EIA to Rachel Craggs, Principal Policy Officer (Equality & Diversity): Rachel.craggs@westberks.gov.uk

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Consultation Summary Report

Why We Consulted?

From 3 November to 14 December 2015, we consulted on the need to make £10.8m of savings in 2016/17. £4.6m of these savings affected frontline services. The consultation generated over 2,500 responses and covered [47 individual budget proposals](#).

Shortly before Christmas, however, the Government began a [public consultation](#) on local government funding and proposed to reduce our funding by 44% (Revenue Support Grant). This announcement was totally unexpected, and we were faced with the challenge of finding an additional £7.6m of savings, whilst also considering increases in Council Tax.

In order to inform this process, we published a list of those proposals which would likely have a direct impact on service users, and sought the views from those affected and interested:

- to understand the likely impact
- to identify any measures to reduce their impact
- to explore any possible alternatives

Approach

All the proposals were published on the council's website on 15 February 2016 with feedback requested by 7 March 2016.

Respondents were directed to a [central index page](#), which outlined the overall background to the exercise, and provided links to each of the individual proposals.

Each individual page included further details on the specifics of what the proposal contained and what we thought the impact might be, along with any other elements we had taken into account.

Feedback was then invited through an online form and through a dedicated email address.

Each individual budget proposal was placed on our [Consultation Portal](#) which automatically notified those registered that an exercise had been launched. Members of the West Berkshire Community Panel (around 800 people) and local stakeholder charities, representative groups and partner organisations were also emailed directly, notifying them of the exercise and inviting their contributions.

Heads of Service made direct contact with those organisations affected by any of the budget proposals prior to them being made publicly available.

A press release was issued on the same date, and was further publicised through the council's Facebook and Twitter accounts.

The period in which we invited responses was reduced to three weeks in this case, instead of the usual six. This is because the funding announcement from government was both unexpected and very late in the financial year. It was not possible to extend the consultation period without negatively impacting the delivery of the 2016 council budget. In order to minimise the impact of this shorter timescale, we undertook extra activities to publicise the consultation in addition to our usual channels. This included making potential consultees

Budget Proposals 2016-17 Phase 2: Trading Standards, Environmental Health and Licensing

Consultation Summary Report

aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

West Berkshire Council's Trading Standards, Environmental Health and Licensing services are delivered jointly with Wokingham Borough Council.

All the current services are provided because they're either a statutory function, or directly support the provision of a statutory function, and any changes to the level of service may increase the risk of us failing to deliver our statutory functions.

Proposal Details

We are looking to change the way we deal with enquiries into the service by early identification of the risks and impact on residents and prioritising actions. This would save the council £160,000, phased over a three year period.

The initial saving in 2016/17 would be £50,000. This is in addition to the savings already subject to the public consultation in Phase One.

In order to minimise the risks associated with reducing performance, a framework for prioritisation will be introduced. This will use a form of resource allocation based on a range of factors, such as demand and severity of a problem.

Trading Standards has been operating a similar model for some time, but for reasons other than the specific intention of reducing performance in relation to statutory functions. It will be a new approach for Environmental Health and Licensing services.

Consultation Response

Number of Responses

In total, seven responses were received, six of which included comments. Of those who responded:

- Six from individuals
- One from groups/organisations
 - Unison

One response was from a non-user of the service.

Budget Proposals 2016-17 Phase 2: Trading Standards, Environmental Health and Licensing

Consultation Summary Report

Summary of Main Points

Two responses agreed with this proposal, one response asked if further shared services could be considered, one raised concerns over risk to the community and the council's legal position, one was concerned about compulsory redundancy and the last was an expression of concern of the risk.

Summary of Responses by Question

1. Are you, or is someone you care for, a user of this service?

Four respondents identified themselves as users of the service

2. What do you think we should be aware of in terms of how this proposal might impact people?

One expressed concern about safeguarding the community and another felt that more shared services could be explored.

3. Do you feel that this proposal will affect particular individuals more than others, and if so, how do you think we might help with this?

One response stated that they thought people most at risk will be affected.

4. Do you have any suggestions as to how this service might be delivered in a different way, but still achieve the same level of saving? If so, please provide details of any alternative proposals.

No suggestions were given.

5. Is there any way that you, or your organisation, can contribute in helping to alleviate the impact of this proposal? If so, please provide details of how you can help.

No suggestions were given.

6. Any further comments?

Concern over the risk this proposal created was expressed, the legality of the proposal was questioned and a request that compulsory redundancy would be a last resort was made by the Union.

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Paul Anstey / Sean Murphy
Environmental Health and Licensing Manager / Trading Standards and Building Control
Manager
Culture and Environmental Protection
11 March 2016

Consultation Summary Report

Please note: *In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.*

The feedback captured therefore should be seen in the context of 'those who responded', rather than reflective of the wider community.

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Trading Standards, Environmental Health and Licensing		Paul Anstey – Environmental Health and Licensing Manager / Sean Murphy – Trading Standards Manager	24 March 2016 Version 2 (Executive/Council)
Proposal:	It is proposed to change the way we deal with enquiries into the service by early identification of the risks and impact on residents and prioritising actions. This would save the council £160,000 phased over a three year period.		
Total budget 15/16:	£1,500,000	Recommended officer saving 16/17:	£50,000 (3%)
Initial proposed saving 16/17:	£50,000 (3%)	Final recommendation to Executive/Council:	To proceed with this savings proposal
No. of responses:	In total, 7 responses were received, six of which included comments. Of those who responded: <ul style="list-style-type: none">Six were individualsOne was a group/organisation One response was from a non-user of the service.		
Key issues raised:	Two responses agreed with this proposal, one response asked if further shared services could be considered, one raised concerns over risk to the community and the council's legal position, one was concerned about compulsory redundancy and the last was an expression of concern of the risk.		
Equality issues:	No issues were raised during the consultation, that weren't already included in the EqIA stage one.		
Suggestions for reducing the impact on service users:	Suggestion	Council response	
	None received.		
Alternative options for applying the saving in this area:	Suggestion	Council response	
	None received.		
Suggestions for how others may help contribute:	None received.		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Officer conclusion and recommendation as a result of the responses:	<p>Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal.</p> <p>It is therefore recommended that the proposal be progressed.</p>
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NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Equality Impact Assessment – Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Stage Two Equality Impact Assessment is required.

Name of policy, strategy or function:	Budget Proposal 2016/17 Phase 2: Trading Standards, Environmental Health and Licensing
Version and release date of item (if applicable):	1.0
Owner of item being assessed:	Paul Anstey/Sean Murphy
Name of assessor:	Paul Anstey
Date of assessment:	11 February 2016

Is this a:		Is this:	
Policy	Yes	New or proposed	Yes
Strategy	Yes	Already exists and is being reviewed	No
Function	Yes	Is changing	No
Service	Yes		
1 What are the main aims, objectives and intended outcomes of the policy, strategy function or service and who is likely to benefit from it?			
Aims:	Bring together a wide variety of resident and business services under a single 'triage' system for public protection functions (Environmental Health, Licensing and Trading Standards) as a result of reduced staffing levels and revenue budgets.		
Objectives:	To make financial savings		
Outcomes:	There will be reduced capacity, both in total numbers of staff, and range of skills available to deal with complaints and investigations.		
Benefits:	This approach will minimise the likelihood of a successful ombudsman investigation and ensure that resources are allocated in the most effective way. The combination of services will minimise the impact of staff cuts on		

frontline services and minimise the reduction in overall service quality.		
2 Note which groups may be affected by the policy, strategy, function or service. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this.
Vulnerable	If the triage system fails to properly identify an element of vulnerability in the enquiry/complaint, they may suffer health/financial implications.	Experience of dealing with vulnerable groups suggests they are reluctant to share all their problems. Officers are trained to ask the right questions and ensure that a full picture has been established to determine the most satisfactory course of action.
Further Comments relating to the item:		
Most elements of public protection services have been designed to ensure the most at risk in the community are prioritised, this approach is being formalised as a result of the need to reduce budgets and may lead to a greater risk of cases being missed or inappropriately handled. Reduced management in a system like this does mean that each case has less oversight and places more emphasis on individual decision making which can be flawed on occasion.		
3 Result		
Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?		No
The 'triage' system is designed to properly take account of equality issues and when working effectively there is always a professional assessment of the individual to determine their level of need.		
Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users?		Yes
By definition the 'triage' system does lead to some cases being used as intelligence information only and the matter will not result in any direct action. People who are expecting the service to respond quickly and fix their issue may become disappointed/frustrated/angry at a lack of action – this is often our experience with those in society who are most able to help themselves e.g. effective communicators, financially independent, confident, mobile, good support networks etc.... This will lead to an increase in contact with managers and members to make service		

complaints – this will need to be handled professionally and robustly so as not to undermine the ‘triage’ system and the most effective use of limited resources.

However, there was always a risk that the current system would not always work effectively and the changes should not result in a greater impact on the elderly and people with disabilities, as they will be prioritised.

If your answers to question 2 have identified potential adverse impacts and you have answered ‘yes’ to either of the sections at question 3, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the Equality Impact Assessment guidance and Stage Two template.

4 Identify next steps as appropriate:	
Stage Two required	No, unless any equality issues are raised during the consultation
Owner of Stage Two assessment:	Paul Anstey
Timescale for Stage Two assessment:	

Signed: Paul Anstey

Date: 11 February 2016

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Consultation Summary Report

Why We Consulted?

From 3 November to 14 December 2015, we consulted on the need to make £10.8m of savings in 2016/17. £4.6m of these savings affected frontline services. The consultation generated over 2,500 responses and covered [47 individual budget proposals](#).

Shortly before Christmas, however, the Government began a [public consultation](#) on local government funding and proposed to reduce our funding by 44% (Revenue Support Grant). This announcement was totally unexpected, and we were faced with the challenge of finding an additional £7.6m of savings, whilst also considering increases in Council Tax.

In order to inform this process, we published a list of those proposals which would likely have a direct impact on service users, and sought the views from those affected and interested:

- to understand the likely impact
- to identify any measures to reduce their impact
- to explore any possible alternatives

Approach

All the proposals were published on the council's website on 15 February 2016 with feedback requested by 7 March 2016.

Respondents were directed to a [central index page](#), which outlined the overall background to the exercise, and provided links to each of the individual proposals.

Each individual page included further details on the specifics of what the proposal contained and what we thought the impact might be, along with any other elements we had taken into account.

Feedback was then invited through an online form and through a dedicated email address.

Each individual budget proposal was placed on our [Consultation Portal](#) which automatically notified those registered that an exercise had been launched. Members of the West Berkshire Community Panel (around 800 people) and local stakeholder charities, representative groups and partner organisations were also emailed directly, notifying them of the exercise and inviting their contributions.

Heads of Service made direct contact with those organisations affected by any of the budget proposals prior to them being made publicly available.

A press release was issued on the same date, and was further publicised through the council's Facebook and Twitter accounts.

The period in which we invited responses was reduced to three weeks in this case, instead of the usual six. This is because the funding announcement from government was both unexpected and very late in the financial year. It was not possible to extend the consultation period without negatively impacting the delivery of the 2016 council budget. In order to minimise the impact of this shorter timescale, we undertook extra activities to publicise the consultation in addition to our usual channels. This included making potential consultees

Budget Proposals 2016-17 Phase 2: West Berkshire Museum

Consultation Summary Report

aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

West Berkshire Museum opened in August 2014 after a four year refurbishment project.

The project involved the restoration of two historic buildings of importance to the national heritage; the 17th century Cloth Hall (Grade 1 Listed) and the 18th century Granary building (Grade II Listed) in Wharf Street, Newbury.

The purpose of the museum is to conserve and restore the historic buildings for public access and to provide:

- accessible museum facilities for local people and visitors
- events and activities for people of all ages, including schools (at the museum and elsewhere in the area) which promote interest in the heritage
- a focus for the activity of the many local history and archaeology clubs groups and societies in the district
- Information, advice and guidance on the history and archaeology of the district
- care for the 40,000+ objects of local interest in the museum collection and exhibit as many as possible through an annual programme of locally themed exhibitions
- volunteering and works experience opportunities for local people

Since re-opening, the museum has proved popular, exceeding expectations in the numbers of users, outreach activities and customer satisfaction.

Proposal Details

To reduce the net cost of the Museum by £40,000 a year.

In order to maintain the current opening hours the saving will be met by reducing:

- schools and other educational work by 40%
- capacity to recruit, train and manage volunteers by 20% (one day a week)
- capacity to manage and allow public access to the museum's collections by 20% (one day a week)

Consultation Response

Number of Responses

In total, 46 responses were received, 38 of which included comments. Of those who responded:

- 45 were individuals
- One was a group/organization
 - Unison West Berkshire

Seven responses were from non-users of the service.

Budget Proposals 2016-17 Phase 2: West Berkshire Museum

Consultation Summary Report

Summary of Main Points

- Reduced access to heritage learning events and activities for schools and young people and reduce public access to the museum's collections.
- Significant capital investment has been made to refurbish the museum and protect the historic buildings.

Summary of Responses by Question

1. Are you, or is someone you care for, a user of this service?

32 respondents identified themselves as a user of this service.

2. What do you think we should be aware of in terms of how this proposal might impact people?

Reduced access to heritage learning events and activities for schools and young people and reduce public access to the museum's collections.

Significant capital investment has been made to refurbish the museum and protect the historic buildings.

3. Do you feel that this proposal will affect particular individuals more than others, and if so, how do you think we might help with this?

Most respondents commented that the proposal would adversely affect schools and children.

No suggestions were received about how to mitigate this other than to use more volunteers.

4. Do you have any suggestions as to how this service might be delivered in a different way, but still achieve the same level of saving? If so, please provide details of any alternative proposals.

- There were two suggestions for use of volunteers, one for more volunteers and two the run the museum only with volunteers
- One suggested seeking commercial sponsorship.
- To reduce opening hours
- Formation of a charitable trust to run the museum
- Close the museum
- House the museum at Shaw House

5. Is there any way that you, or your organisation, can contribute in helping to alleviate the impact of this proposal? If so, please provide details of how you can help.

No suggestions were received that alleviate the impact of the proposal.

Consultation Summary Report

6. Any further comments?

Unison sought assurance about staff welfare and that proper consideration should be given to any alternative proposals

Reduce staffing costs

Relocation of the Tourist Information Office in the Museum would make better use of the building

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Paul James
Culture Manager
Culture of Environmental Protection
8 March 2016

Please note: In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.

The feedback captured therefore should be seen in the context of 'those who responded', rather than reflective of the wider community.

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: West Berkshire Museum		Paul James – Culture Manager	24 March 2016 Version 2 (Executive/Council)
Proposal:	To reduce the net cost of the Museum by £40,000 a year, by reducing: <ul style="list-style-type: none"> schools and other educational work by 40% capacity to recruit, train and manage volunteers by 20% (one day a week) capacity to manage and allow public access to the museum's collections by 20% (one day a week) 		
Total budget 15/16:	£183,000	Recommended officer saving 16/17:	£40,000 (22%)
Initial proposed saving 16/17:	£40,000 (22%)	Final recommendation to Executive/Council:	To proceed with this savings proposal
No. of responses:	In total, 46 responses were received, 38 of which included comments. Of those who responded: <ul style="list-style-type: none"> 45 were individuals One was a group/organisation Seven responses were from non-users of the service.		
Key issues raised:	Reduced access to heritage learning events and activities for schools and young people		
Equality issues:	The proposal will reduce access to heritage learning events and activities for schools and young people.		
Suggestions for reducing the impact on service users:	Suggestion	Council response	
	Admission charge (museum currently free)	<ul style="list-style-type: none"> The museum business already has targets for increasing income from the shop, cafe, venue hire and donations - currently £18k a year. Charging entry has been considered and rejected as unlikely to produce a significant increase in income. At least 50% of visitors are casual visits, from people passing by, who may be put off by an entrance fee. Free admission encourages people to enter. Then they are more likely to buy something from the cafe, shop or make a donation. 	
	Increase charges in museum cafe	<ul style="list-style-type: none"> We review cafe prices twice a year against other outlets in the town centre. Prices are competitive to attract visitors to return and spend more on repeat visits. For example, putting up cafe prices by 10% 	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: West Berkshire Museum		Paul James – Culture Manager	24 March 2016 Version 2 (Executive/Council)
		<ul style="list-style-type: none"> only helps the bottom line by 0.6%. The museum attracted 8,000 visitors in its last year of operation before the closure. In the first year of its opening after the refurbishment it attracted 28,000 visitors (3.5 times more). Visitor numbers are still growing and they are producing a growing amount of income for the museum. 	
	<p>More volunteers.</p> <p>Run the museum only with volunteers.</p>	<ul style="list-style-type: none"> The Museum currently has 35 volunteers and is always seeking to recruit more. Volunteers tell us that they are comfortable playing a variety of supporting roles but do not want to run or “manage” the museum which would require them to take responsibility for finance, health and safety, operational management, repairs, cleaning and the care and curation of collections and exhibitions. Volunteers are under no obligation to volunteer at regular times or for long periods for example, many people prefer to volunteer occasionally when it suits them. Running the museum with volunteers only would make it difficult to commit to regular opening times and that would adversely affect visitor numbers creating a downward spiral of reduced heritage events and activities and income from venue hire, the shop and cafe. 	
	Seek commercial sponsorship as national museums do.	<ul style="list-style-type: none"> The museum will be seeking business support for some exhibitions in the future where those exhibitions are relevant to the sponsor (for example, a history of engineering and technology in the area). 	
Alternative options for applying the saving in this area:	Suggestion	Council response	
	Reduce opening hours (museum currently open 10am-4pm Wednesday to Sunday)	<ul style="list-style-type: none"> Reducing opening hours will not make the required saving. Doing so restricts access to these important historical buildings which the Council, Heritage Lottery Fund, Greenham Common Trust and others have invested in for the enjoyment of local people and for the protection of the heritage. The museum attracted 8,000 visitors in its last year of operation 	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: West Berkshire Museum		Paul James – Culture Manager	24 March 2016 Version 2 (Executive/Council)
		<p>before the closure. In the first year of its opening after the refurbishment it attracted 28,000 visitors (3.5 times more) and the numbers are still growing. Maintaining opening hours helps more people to get involved with their local museum.</p> <ul style="list-style-type: none">Reducing opening hours would adversely affect visitor numbers creating a downward spiral of reduced heritage events and activities and income from venue hire, the shop and cafe.	
	Form a charitable trust to run the museum	<ul style="list-style-type: none">The council will be undertaking an appraisal of the opportunities and challenges of forming a cultural trust during 2016. Whereas this can have advantages in terms of community involvement and access to grants, it is clear from case studies of other cultural trusts that this is unlikely to deliver significant savings, particularly in the short-term.	
	Close the museum. House the museum at Shaw House.	<ul style="list-style-type: none">The Heritage Lottery fund grant conditions will require repayment of their £1.2M grant if we fail to deliver the agreed outcomes/purposes of that investment.Council may also have to repay some or all of the £295,000 of other grants and contributions for the refurbishment.Council has invested £815,000 of its own capital restoring the building as a museum.The Friends of the Museum have raised about £5,000 to date to support the museum and purchase artefacts (for example, a Saxon gold hoard).The council is developing the range and quantity of heritage events and activities. Housing the museum at Shaw House would reduce the space available for events and activities, which are already producing an increasing amount of income and reducing the cost of Shaw House.	
Suggestions for how others may help contribute:	One respondent has offered to volunteer at the museum.		

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Overview of Responses and Recommendations

Officer conclusion and recommendation as a result of the responses:	<p>Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal.</p> <p>It is therefore recommended that the proposal be progressed.</p>
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NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Equality Impact Assessment Template – Stage Two

Name of item being assessed:	Budget Proposals 16/17 Phase Two: West Berkshire Museum
Version and release date of item (if applicable):	V1
Owner of item being assessed:	Paul James
Name of assessor:	Paul James
Date of assessment:	09/03/2016
Date Stage 1 EIA completed:	05/02/2016

STEP 1 – Scoping the Equality Impact Assessment

1. What data, research and other evidence or information is available which will be relevant to this Equality Analysis? Please tick all that apply.

Service Targets		Performance Targets	
User Satisfaction	X	Service Take-up	
Workforce Monitoring		Press Coverage	
Complaints & Comments		Census Data	
Information from Trade Union		Community Intelligence	
Previous Equality Impact Analysis		Staff Survey	
Other (please specify) Phase 2 budget proposals consultation responses			x

2. Please provide details on how you have used the available evidence, information you have selected as part of your Impact Assessment?

We have reviewed the data from the Museum's customer feedback survey in Sept/Oct 2015 for information that is relevant to the proposal and its impacts.

We have taken the views of all respondents into account and determined whether:

- the responses indicate that the proposal should not proceed.
- reasonable amendments could be made to the proposal
- any mitigation could be proposed to alleviate some of the impact of the proposal
- there are any equalities issues which have emerged as a result of the consultation, which need to be considered

3. If you have identified any gaps in relation to the above question, please detail what additional research or data is required to fill these gaps? Have you considered commissioning new data or research? If 'No' please proceed to Step 2.

As a result we have identified the following concerns which are relevant to Equalities:

- Age – concerns about the impact on children and older people who benefit from the museum's learning & participation programme.

STEP 2 – Involvement and Consultation

1. Please use the table below to outline any previous involvement or consultation with the appropriate target groups of people who are most likely to be affected or interested in this policy, strategy, function or service

Target Groups	Describe what you did, with a brief summary of the responses gained and links to relevant documents, as well as any actions
Age – relates to all ages	<ul style="list-style-type: none"> • In the customer feedback survey (Sept/Oct 2015) about 60% of all users were families and children. Prior to the museum closing for refurbishment (2009) it is estimated that about 40% of all users were families and children. • The proposal will reduce the Museum's Learning & Participation (L&P) programme by 40% so there will be a negative impact for this group. • However, 60% of the current L&P programme will continue so there will still be access to learning events and activities about local history and heritage.
Disability - applies to a range of people that have a condition (physical or mental) which has a significant and long-term adverse effect on their ability to carry out 'normal' day-to-day activities. This protection also applies to people that have been diagnosed with a progressive illness such as HIV or cancer.	There should be no greater impact on this group than on any other.
Gender reassignment - definition has been expanded to include people who chose to live in the opposite gender to the gender assigned to them at birth by removing the previously legal requirement for them to undergo medical supervision.	There should be no greater impact on this group than on any other.
Marriage and Civil partnership – .protects employees who are married or in a civil partnership against discrimination. Single people are not protected.	There should be no greater impact on this group than on any other.
Pregnancy and Maternity - protects against discrimination.	There should be no greater impact on this group than on any other.

With regard to employment, the woman is protected during the period of her pregnancy and any statutory maternity leave to which she is entitled. It is also unlawful to discriminate against women breastfeeding in a public place	
Race - includes colour, caste, ethnic / national origin or nationality.	There should be no greater impact on this group than on any other.
Religion and Belief - covers any religion, religious or non-religious beliefs. Also includes philosophical belief or non-belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.	There should be no greater impact on this group than on any other.
Sex - applies to male or female.	There should be no greater impact on this group than on any other.
Sexual Orientation - protects lesbian, gay, bi-sexual and heterosexual people.	There should be no greater impact on this group than on any other.

2. Who are the main stakeholders and what are their requirements?

Respondents expressed a desire for access to local history and heritage events and activities, as a resource for schools, young people and families. Older people expressed a desire to access volunteering opportunities.

3. Amongst the identified groups in the previous question, what does your information tell you about the potential take-up of resulting services?

The museum attracted 8000 visitors in its last year of operation before the closure (2009). In the first year of its opening after the refurbishment it attracted 28000 visitors (3.5 times more). Visitor numbers are still growing. Interest in the learning & development programme has grown along with general visitor numbers and we estimate that over 1000 school age children participated in a learning activity at the museum or in an outreach session in their school.

STEP 3 – Assessing Impact and Strengthening the Policy

What will be done to improve access to and take-up of, or understanding of the policy, strategy, function or service? (these are the measures you will take to mitigate against adverse impact)

We believe the most likely outcome of the proposal will be a reduction of 40% in the learning and participation programme either at the museum or outreach in schools.

We will continue to provide the service in a reduced form and opening hours will not be affected. Therefore we will maintain access to a (reduced) programme of learning and participation activities for people of all ages and particularly for children, young people and schools.

STEP 4 – Procurement and Partnerships

Is this project due to be carried out wholly or partly by contractors? *No*

If 'yes', have you done any work to include equality considerations into the contract already? Specifically you should set out how you will make sure that any partner you work with complies with equality legislation.

N/A

STEP 5 – Making a Decision

Summarise your findings and give an overview of whether the policy, strategy, function or service will meet the authority's responsibilities in relation to equality and support the Council's strategic outcomes?

We have considered the views of respondents and considered the impact of the proposal in relation to equality. We have considered whether the proposal could lead to actual or potential discrimination, and have considered whether the mitigation we have proposed is sufficient.

We believe that the mitigation measures that we have proposed demonstrate that we have met the authorities' responsibilities in relation to equality.

STEP 6 – Monitoring, Evaluating and Reviewing

Before finalising your action plan, you must identify how you will monitor the policy/function or the proposals following the Equality Impact Assessment and include any changes of proposals you are making.

What structures are in place to monitor and review the impact and effectiveness of the new policy, strategy, function or service?

We will measure impacts in our annual customer satisfaction survey and in the annual review of the Museum business plan.

STEP 7 – Action Plan

Any actions identified as an outcome of going through Steps 1-6 should be mapped against the headings within the Action Plan. You should also summarise actions taken to mitigate against adverse impact.

	Actions	Target Date	Responsible post holder & directorate
Involvement & consultation	Friends of the Museum quarterly meeting	Quarterly	Paul James, Culture Manager
	Learning Advisory Panel	Every 4 months	Clare Bromley, Learning & Participation Officer
Data collection	Annual customer satisfaction survey	Autumn 2016	Paul James, Culture Manager
Monitoring, evaluation and reviewing	Annual Review of Business Plan	January 2017	Paul James, Culture Manager

STEP 8 – Sign Off

The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

Assessor		
Name: Paul James	Job Title: Culture Manager	Date: 09/03/2016

Service Director or Senior Officer (sign off)		
Name: Steve Broughton	Job Title: Head of Culture & Environmental Protection	Date: 09/03/2016

Please email a copy of the EIA to Rachel Craggs, Principal Policy Officer (Equality & Diversity): Rachel.craggs@westberks.gov.uk

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Consultation Summary Report

Why We Consulted?

From 3 November to 14 December 2015, we consulted on the need to make £10.8m of savings in 2016/17. £4.6m of these savings affected frontline services. The consultation generated over 2,500 responses and covered [47 individual budget proposals](#).

Shortly before Christmas, however, the Government began a [public consultation](#) on local government funding and proposed to reduce our funding by 44% (Revenue Support Grant). This announcement was totally unexpected, and we were faced with the challenge of finding an additional £7.6m of savings, whilst also considering increases in Council Tax.

In order to inform this process, we published a list of those proposals which would likely have a direct impact on service users, and sought the views from those affected and interested:

- to understand the likely impact
- to identify any measures to reduce their impact
- to explore any possible alternatives

Approach

All the proposals were published on the council's website on 15 February 2016 with feedback requested by 7 March 2016.

Respondents were directed to a [central index page](#), which outlined the overall background to the exercise, and provided links to each of the individual proposals.

Each individual page included further details on the specifics of what the proposal contained and what we thought the impact might be, along with any other elements we had taken into account.

Feedback was then invited through an online form, from a meeting held with Sovereign Housing and all appropriate Parish and Town Councils and through a dedicated email address.

Each individual budget proposal was placed on our [Consultation Portal](#) which automatically notified those registered that an exercise had been launched. Members of the West Berkshire Community Panel (around 800 people) and local stakeholder charities, representative groups and partner organisations were also emailed directly, notifying them of the exercise and inviting their contributions.

Heads of Service made direct contact with those organisations affected by any of the budget proposals prior to them being made publicly available.

A press release was issued on the same date, and was further publicised through the council's Facebook and Twitter accounts.

The period in which we invited responses was reduced to three weeks in this case, instead of the usual six. This is because the funding announcement from government was both unexpected and very late in the financial year. It was not possible to extend the consultation period without negatively impacting the delivery of the 2016 council budget. In order to minimise the impact of this shorter timescale, we undertook extra activities to publicise the

Budget Proposals 2016-17 Phase 2: West Berkshire Neighbourhood Wardens Scheme

Consultation Summary Report

consultation in addition to our usual channels. This included making potential consultees aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

We provide an annual financial contribution to the West Berkshire Neighbourhood Wardens Scheme, established in 2002. Sovereign Housing Association (SHA) employs the Neighbourhood Wardens and also contributes financially to the Scheme. A number of Towns and Parishes also make annual financial contributions to the scheme. The Wardens patrol in three teams, covering the following areas:

- Tilehurst
- Holybrook
- Purley on Thames
- Theale
- Pangbourne
- some areas of Newbury, Greenham, Speen, Cold Ash and Thatcham

A robust tasking and prioritisation process ensures that the Wardens visit areas where and when their services are most required.

Neighbourhood Wardens provide a regular, highly-visible patrolling presence in the community and form part of a wider community safety family, including other agencies such as: the Police, Town and Parish Councils and the Fire and Rescue Service.

They also respond to a wide range of issues which affect quality of life and their primary functions are to:

- support the police in reducing crime and the fear of crime
- address environmental issues
- engage in positive ways with young people
- act as role models
- identify and provide reassurance to the elderly and vulnerable
- promote community cohesion

Proposal Details

To cease the annual financial contribution to Sovereign Housing of £208,000.

Consultation Response

Number of Responses

In total, 88 responses were received, 37 of which included comment. Of those who responded:

- 77 from individuals
- Seven from groups/organisations
 - Unison West Berkshire
 - Riverside Junior Youth Club

Consultation Summary Report

- Clay Hill Residents Association
 - Speen, Shaw and Donnington Neighbourhood Action Group
 - Holybrook Neighbourhood Action Group
 - Newbury Wardens
 - Neighbourhood Watch and Newbury SW Neighbourhood Action Group
- One from a West Berkshire Council service
 - Waste Management Team
- Three from Town/Parish Councils
 - Holybrook Parish Council
 - Pangbourne Parish Council
 - Theale Parish Council

21 responses were from non-users of the service.

Summary of Main Points

The main issues to come out of the responses were that the public feel that the Wardens provide a visible presence and reassure the public in terms of safety. A significant number of the comments also refer to the vital work that the wardens do in picking up litter and preventing fly tipping.

Other comments relate to the links that wardens have with young people and the schools. A couple of those responding suggested that crime might increase as a result of this proposal proceeding.

Summary of Responses by Question

1. Are you, or is someone you care for, a user of this service?

37 of those responding confirmed that they had used the service. 11 of those responded confirmed that they were not users of the service.

2. What do you think we should be aware of in terms of how this proposal might impact people?

Many of those responding felt that people would feel less safe and that local communities could suffer from an increase in fly tipping, litter and other anti-social behaviour activities.

3. Do you feel that this proposal will affect particular individuals more than others, and if so, how do you think we might help with this?

Some of those responding felt that some of our less affluent areas such as Greenham, who have benefitted, from this service could experience more crime and anti-social behaviour as a result as this service ceasing.

Other people who responded felt that the elderly would be impacted as they may feel less safe in their communities.

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- 4. Do you have any suggestions as to how this service might be delivered in a different way, but still achieve the same level of saving? If so, please provide details of any alternative proposals.**

Some of those responding felt that Parish and Town Councils should fund the service. Others felt that volunteers could provide the service, although there was no detail about how this might be organised or managed.

- 5. Is there any way that you, or your organisation, can contribute in helping to alleviate the impact of this proposal? If so, please provide details of how you can help.**

Some of those responding felt that Council Tax should be increased to fund this service.

- 6. Do you know of any alternative sources of funding, which might be available to protect this service? If so, please provide details.**

Several of those responding suggested approaching Greenham Common Trust. One suggested the use of Proceeds of Crime Funding could be used to support the Wardens scheme.

- 7. Any further comments?**

No further comments were made.

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Andy Day
Head of Service
Strategic Support
11 March 2016

Please note: *In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.*

The feedback captured therefore should be seen in the context of 'those who responded', rather than reflective of the wider community.

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: West Berkshire Neighbourhood Wardens Scheme		Andy Day – Head of Strategic Support	24 March 2016 Version 2 (Executive/Council)
Proposal:	To remove the funding provided to Sovereign Housing for the West Berkshire Neighbourhood Wardens Scheme.		
Total budget 15/16:	£208,000	Recommended officer saving 16/17:	£208,000 (100%)
Initial proposed saving 16/17:	£208,000 (100%)	Final recommendation to Executive/Council:	To proceed with this savings proposal, but make £50,000 of transitional funding available in 2016/17
No. of responses:	<p>In total, 88 responses have been received, 37 of which included comment. Of those who responded:</p> <ul style="list-style-type: none"> • 77 from individuals • Seven from groups/organisations • One from a West Berkshire Council service • Three from Town/Parish Councils <p>21 responses were from non-users of the service.</p>		
Key issues raised	<p>The main issues to come out of the responses were that the public felt that the Wardens provided a visible presence and reassured the public in terms of safety. A significant number of the comments also refer to the vital work that the wardens did in picking up litter and preventing fly tipping.</p> <p>Other comments relate to the links that wardens had with young people and the schools.</p> <p>A number of those responding suggested that crime and anti-social behaviour might increase as a result of this proposal.</p>		
Equality issues:	No issues were raised during the consultation, that weren't already included in the EqIA stage one		
Suggestions for reducing the impact on service users:	Suggestion	Council response	
	None received.		

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Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: West Berkshire Neighbourhood Wardens Scheme		Andy Day – Head of Strategic Support	24 March 2016 Version 2 (Executive/Council)
Alternative options for applying the saving in this area:	Suggestion	Council response	
	Several responses suggested that Greenham Parish Council could be approached and asked to provide funding towards this service.	This suggestion would be for the Parish and Town Councils, who benefit from the scheme, to action.	
	Some responses suggested that Parish and Town Councils should pay more towards the Wardens Scheme.	A meeting with the Parish and Town Councils was held on 22 February to explore whether there was a will amongst the Parish and Town Councils to manage their own scheme(s).	
	Some responses suggested that volunteers could be used to operate the scheme.	This would be an issue for Sovereign Housing to decide as they employ the staff and manage the Wardens.	
	One response suggested that Proceeds of Crime funding could be used to support the scheme.	Proceeds of Crime funding is not a source of funding which could be used to fund a sustainable Wardens Scheme.	
Suggestions for how others may help contribute:	Apart from recruiting “volunteers” no other comments or suggestions were forthcoming.		
Officer conclusion and recommendation as a result of the responses:	<p>Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal.</p> <p>However, having met with all of the appropriate Parish and Town Councils, it is suggested that transition funding be allocated to pump prime any proposals which may be forthcoming.</p> <p>It is therefore recommended that the proposal be progressed but that transitional funding of £50,000 is allocated in 2016/17.</p>		

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Equality Impact Assessment Template – Stage Two

Name of item being assessed:	Budget Proposal 2016/17 Phase 2: West Berkshire Neighbourhood Wardens
Version and release date of item (if applicable):	
Budget Holder for item being assessed:	Susan Powell
Name of assessor:	Andy Day
Name of Service & Directorate	Strategic Support, resources Directorate
Date of assessment:	16 March 2016
Date Stage 1 EIA completed:	8 February 2016

Any actions identified whilst completing this EIA should be recorded in the Action Plan at Step 7.

STEP 1 – Scoping the Equality Impact Assessment

1. What data, research and other evidence or information is available which will be relevant to this Equality Analysis? Please tick all that apply.			
Service Targets		Performance Targets	
User Satisfaction		Service Take-up	
Workforce Monitoring		Press Coverage	
Complaints & Comments		Census Data	
Information from Trade Union		Community Intelligence	
Previous Equality Impact Analysis		Staff Survey	
Public Consultation	X	Other (please specify)	

2. Please summarise the findings from the available evidence for the areas you have ticked above.
<p>In total, 88 responses were received during the consultation. Of those who responded:</p> <ul style="list-style-type: none"> • 77 were from individuals • Seven from groups/organisations • One from a West Berkshire Council service • Three from Town/Parish Councils <p>The majority of the comments received from the public centred on people potentially feeling less safe in the areas that Wardens are deployed. Some of those responding commented on the wardens being a visible presence who young people respect. A significant number of the comments also referred to the vital work that the wardens did in picking up litter and preventing fly tipping. Other comments related to the links that wardens had with young people and the</p>

schools.

A number of those responding suggested that crime and anti-social behaviour might increase as a result of this proposal.

Some of those commenting suggested that as the service was not universal it was appropriate for the Parish and Town Councils to fund this service in total.

3. If you have identified any gaps in the evidence provided above, please detail what additional research or data is required to fill these gaps? Have you considered commissioning new data or research? If 'No' please proceed to Step 2.

The consultation did not raise any issues which were not known prior to going out to the public.

STEP 2 – Involvement and Consultation

1. Please outline below how the findings from the evidence summarised above will affect people with the 9 protected characteristics. Where no evidence is available to suggest that there will be an impact on any specific group, please insert the following statement 'There should be no greater impact on this group than on any other.'

Target Groups	Describe the type of evidence used, with a brief summary of the responses gained and links to relevant documents
Age – relates to all ages	<p>The breakdown of the consultation responses in relation to age were:-</p> <p>Not answered: 42 Under 18: 1 18 to 24: 1 25 to 34: 4 35 to 44: 11 45 to 54: 12 55 to 64: 10 65+: 7</p> <p>Some people suggested that the elderly in those areas where wardens are deployed could feel less safe.</p> <p>The wardens also do a lot of work with young people in terms of mentoring.</p>
Disability - applies to a range of people that have a condition (physical or mental) which has a significant and long-term adverse effect on their ability to carry out 'normal' day-to-day activities. This protection also applies to people that have been diagnosed with a progressive illness such as HIV or cancer.	<p>The breakdown of the consultation responses in relation to disability were:-</p> <p>Not answered: 43 Disabled: 3 Non-disabled: 42</p> <p>No items were raised that were relevant to people with a disability.</p>
Gender reassignment - definition has been expanded to include people who chose to live in the	No items were raised which were of direct relevance to gender

opposite gender to the gender assigned to them at birth by removing the previously legal requirement for them to undergo medical supervision.	reassignment.
Marriage and Civil partnership – protects employees who are married or in a civil partnership against discrimination. Single people are not protected.	No items were raised which were of direct relevance to marriage and civil partnerships.
Pregnancy and Maternity - protects against discrimination. With regard to employment, the woman is protected during the period of her pregnancy and any statutory maternity leave to which she is entitled. It is also unlawful to discriminate against women breastfeeding in a public place	There were no items which were raised which were of direct relevance to pregnancy and maternity.
Race - includes colour, caste, ethnic / national origin or nationality.	<p>The breakdown of the consultation responses in relation to race were:-</p> <p>Not answered: 42 Other: 3 Mixed: 1 White/White British: 42</p> <p>No items were raised which were of direct relevance to race.</p>
Religion and Belief - covers any religion, religious or non-religious beliefs. Also includes philosophical belief or non-belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.	No items were raised which were of direct relevance to religion and belief.
Sex - applies to male or female.	<p>The breakdown of the consultation responses in relation to sex were:-</p> <p>Not answered: 42 Female: 31 Male : 15</p> <p>Some of those that commented felt that young mothers may feel less safe without the presence of wardens.</p>
Sexual Orientation - protects lesbian, gay, bi-sexual and heterosexual people.	No items were raised which were of direct relevance to sexual orientation.

2. Who are the main stakeholders (eg service users, staff etc) and what are their requirements?

Thames Valley Police could be impacted by virtue of the work that wardens undertake. For instance, Wardens litter pick, mentor young people and generally provide a reassurance role in the relevant communities. This may result in more work for neighbourhood policing teams.

Parish and Town Councils will potentially be left with having to organise their own litter picks

and graffiti removal both of which are currently undertaken by the wardens.

It is highly possible that some elderly residents in areas where the wardens operate may feel less safe and may not receive their visits which are part of the warden's scheme which is not necessarily evident to all.

3. How will this item affect the stakeholders identified above?

If the proposal is progressed the current wardens scheme managed by Sovereign Housing will cease at the end of June 2016. The Council's funding will cease from 31 May 2016.

STEP 3 – Assessing Impact and Strengthening the Policy

What are the measures you will take to improve access to this item or to mitigate against adverse impact?

Discussions have been held with all appropriate Parish and Town Councils to see whether they would be prepared to develop their own warden's scheme which they would fund and manage. Further discussions between the relevant Parish and Town Councils are expected.

STEP 4 – Procurement and Partnerships

Is this item due to be carried out wholly or partly by contractors? N/A

If 'yes', will there be any additional requirements placed on the contractor? Have you done any work to include equality considerations into the contract already? You should set out how you will make sure that any partner you work with complies with equality legislation.

N/A

STEP 5 – Making a Decision

Summarise your findings and make a clear statement of the recommendation being made as a result of the assessment. This will need to take into account whether the Council will still meet its responsibilities under the Equality Duty.

It is accepted that some people living in areas where the wardens operate may feel less safe. However, there will still be neighbourhood police officers patrolling in those areas. There are also neighbourhood watch schemes operating in some of these areas too.

Given the response to the consultation it is recommended that the proposal be progressed but that Transitional funding of £50,000 be made available by West Berkshire Council to the Parish/Town Councils to enable them to develop their own schemes.

STEP 6 – Monitoring, Evaluating and Reviewing

Before finalising your action plan, you must identify how you will monitor this item following the Equality Impact Assessment and include any changes of proposals you are making.

Once the change has taken place, how will you monitor the impact on the 9 protected characteristics?

Monitoring of this proposal will be based on the response of the Parish and Town Councils as to whether they decide to set up a new warden's scheme.

STEP 7 – Action Plan

Any actions identified as an outcome of going through Steps 1-6 should be mapped against the headings within the Action Plan. You should also summarise actions taken to mitigate against adverse impact.

	Actions	Target Date	Responsible Person
Involvement & consultation	N/A		
Data collection	N/A		
Assessing impact	N/A		
Procurement & partnership	N/A		
Monitoring, evaluation and reviewing	To monitor whether the Parish and Town Councils establish a warden's scheme.	End of June 2016.	

STEP 8 – Sign Off

The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

Contributors to the Assessment		
Name:	Job Title:	Date:

Head of Service (sign off)		
Name: Andy day	Job Title: Head of Strategic Support	Date: 16 March 2016

Please email a copy of the EIA to Rachel Craggs, Principal Policy Officer (Equality & Diversity): Rachel.craggs@westberks.gov.uk

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Consultation Summary Report

Why We Consulted?

From 3 November to 14 December 2015, we consulted on the need to make £10.8m of savings in 2016/17. £4.6m of these savings affected frontline services. The consultation generated over 2,500 responses and covered [47 individual budget proposals](#).

Shortly before Christmas, however, the Government began a [public consultation](#) on local government funding and proposed to reduce our funding by 44% (Revenue Support Grant). This announcement was totally unexpected, and we were faced with the challenge of finding an additional £7.6m of savings, whilst also considering increases in Council Tax.

In order to inform this process, we published a list of those proposals which would likely have a direct impact on service users, and sought the views from those affected and interested:

- to understand the likely impact
- to identify any measures to reduce their impact
- to explore any possible alternatives

Approach

All the proposals were published on the council's website on 15 February 2016 with feedback requested by 7 March 2016.

Respondents were directed to a [central index page](#), which outlined the overall background to the exercise, and provided links to each of the individual proposals.

Each individual page included further details on the specifics of what the proposal contained and what we thought the impact might be, along with any other elements we had taken into account.

Feedback was then invited through an online form, and through a dedicated email address.

Each individual budget proposal was placed on our [Consultation Portal](#) which automatically notified those registered that an exercise had been launched. Members of the West Berkshire Community Panel (around 800 people) and local stakeholder charities, representative groups and partner organisations were also emailed directly, notifying them of the exercise and inviting their contributions.

Heads of Service made direct contact with those organisations affected by any of the budget proposals prior to them being made publicly available.

A press release was issued on the same date, and was further publicised through the council's Facebook and Twitter accounts.

The period in which we invited responses was reduced to three weeks in this case, instead of the usual six. This is because the funding announcement from government was both unexpected and very late in the financial year. It was not possible to extend the consultation period without negatively impacting the delivery of the 2016 council budget. In order to minimise the impact of this shorter timescale, we undertook extra activities to publicise the consultation in addition to our usual channels. This included making potential consultees

Budget Proposals 2016-17 Phase 2: Car Parks

Consultation Summary Report

aware of the impending exercise much earlier than normal via press releases and associated PR activities.

Proposal Background

Parking charges at council car parks in Newbury have been held at the same level since 2012, and even longer at some car parks in Thatcham, Theale and Pangbourne. After a period of four years it is appropriate to review our parking charges with the aim of using additional income to enable further important traffic management work to be undertaken whilst remaining competitive with other towns in the region.

Proposal Details

In addition to the proposed increase in parking charges in Phase One which included changes to the tariff at our Newbury car parks and a 35% increase in the price of season tickets, Phase Two proposes the following additional changes:

- Parking charges at car parks in Newbury will now apply seven days a week; there will be no separate Sunday charge.
- The evening / overnight charge at car parks in Newbury will increase from £1.00 to £2.00, seven days a week.
- An increase in West Berkshire residents parking permit charges from £25 to £30 and £50 to £70 respectively.
- An increase in visitors parking permits from 50p to £1.00 per day.
- New parking charges will apply at the following car parks:

Pangbourne Station Road

<u>Time</u>	<u>Current £</u>	<u>New £</u>
1	0.50	0.70
2	0.90	1.20
3	1.10	1.60
>3	5.40	5.50

Thatcham Station

<u>Time</u>	<u>Current £</u>	<u>New £</u>
Off-peak(after 10am)	1.60	2.00
Up to 24 hours	3.00	3.40

Pangbourne River Meadow

<u>Time</u>	<u>Current £</u>	<u>New £</u>
1	0.50	0.70
2	0.90	1.20
3	1.10	1.60
4	1.20	2.00
8	2.40	2.50
>8	5.40	5.50

Theale Main

<u>Time</u>	<u>Current £</u>	<u>New £</u>
2	0.50	0.70
>2	0.90	1.20

Thatcham Kingsland

<u>Time</u>	<u>Current £</u>	<u>New £</u>
1	0.50	0.70
2	0.80	1.20
3	1.00	1.60
>3	2.40	3.00

Theale West

<u>Time</u>	<u>Current £</u>	<u>New £</u>
1	0.40	0.70
2	0.70	1.20
>2	5.40	5.50

Budget Proposals 2016-17 Phase 2: Car Parks

Consultation Summary Report

Consultation Response

Number of Responses

In total, 48 responses were received, 46 of which included comments. Of those who responded:

- 43 were from individuals
- Three were from groups/organisations
 - UNISON West Berkshire
 - Greens of Pangbourne
 - The Salvation Army
- Two were from Town/Parish Councils
 - Theale Parish Council
 - Tilehurst Parish Council

Three responses were from non-users of the service.

Summary of Main Points

Of the 46 responses received, which included comments, 27 related to the proposed price increases at car parks, with nine concerned that shoppers may go elsewhere or be deterred from visiting.

12 responses related to the proposed increases to daily tariffs in Newbury that were the subject of the Phase One consultation and which the council has already resolved to introduce.

There were five responses opposed to the Sunday charging proposal, with two concerned that this would affect churchgoers,

Eight were concerned that the elderly or those on tight budgets would be affected and two opposed the increase in resident/visitor permits.

Six responses were in support of the proposals.

Summary of Responses by Question

1. Are you a user of the service?

40 said yes, three said no and five didn't respond.

2. What do you think we should be aware of in terms of how this proposal might impact people?

The following comments were made:

- People will use alternative private car parks on Sundays.
- Short sighted and will reduce Sunday shoppers.
- Will deter shoppers/visitors.

Consultation Summary Report

- Fair/appropriate to increase charges.
- Will deter car use.
- Will have a negative impact on council finances.
- Reduced high street spending.
- Will have a negative impact on short drop-in visitors.
- We need to encourage visitors.
- Negative impact on charity workers/volunteers.
- People expect to pay to park.
- Visitor permit increase will be detrimental to residents.
- Thatcham Station changes will encourage more roadside parking.

3. Do you feel that this proposal will affect particular individuals more than others, and if so, how do you think we might help with this?

Respondents highlighted negative impacts on the following particular individuals:

- Traders/businesses (9)
- Shoppers (2)
- Shop Workers/Commuters (3)
- The council's reputation (1)
- Non blue badge holders who need to park near the town centres (1)
- Shoppers with children who need to park near the town centre (2)
- Volunteers (1)
- Residents with high car ownership families (1)
- Churchgoers (2)
- Those on lower income/tight budgets (4)
- The elderly/mobility impaired (4)

Generally the comments were just opposing the changes, although five responses advocated free periods of parking, four higher charges and two alternative pricing.

4. Do you have any alternative charging proposals? If so, please provide details.

The following individual charging proposals were suggested:

- Increase outer Newbury charges to £1, £1.50, £2, £2.50 and £3 where we are proposing 70p, £1.20, £1.60, £2 and £2.50.
- Increase long stay charge to £6 instead of £5.50.
- £1 for evening, £2 for overnight.
- Charge even more.
- Keep charges low.
- Raise the £1.20 charge to £1.50 and round up higher charges to the nearest 50p or £.

5. Is there any way that you, or your organisation, can contribute in helping to alleviate the impact of this proposal? If so, please provide details of how you can help.

There were no suggestions.

Consultation Summary Report

6. Any further comments?

The following individual comments were made:

- Increased Sunday charges not agreed.
- Sunday is not a normal trading day
- Businesses, churchgoers, families and less physically able will be penalised by the Sunday proposals.
- Consider the wider impacts before implementing.
- Don't increase parking charges further.
- Increasing car park charges seems reasonable.
- Library closures will increase trips to Newbury library. Provide those affected with free parking passes.
- Percentage increases at Kingsland car park in Thatcham are excessive.
- 30 minutes free.
- Charges are very reasonable.
- Any increase in car parking charges is detrimental to a village shopping centre. Consider dropping all parking charges.
- Excellent proposal compared to Reading parking charges as these prices are still low.
- Visitors are to be encouraged not put off by parking charges.
- Increase parking charges rather than take away library services.

Officer conclusion and recommendation can be found in the associated Overview of Responses and Recommendations document.

Mark Edwards
Head of Service
Highways and Transport
11 March 2016

Please note: *In order to allow everyone who wished the opportunity to contribute, feedback was not sampled. Therefore this wasn't a quantitative, statistically valid exercise. It was neither the premise, purpose, nor within the capability of the exercise, to determine the overall community's level of support, or views on the proposals, with any degree of confidence.*

The feedback captured therefore should be seen in the context of 'those who responded', rather than reflective of the wider community.

All the responses have been provided verbatim as an appendix to this report. Whilst this summary seeks to distil the key, substantive points made, it should also be read in conjunction with the more detailed verbatim comments to ensure a full, rounded perspective of the views and comments are considered.

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Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Car Parks		Mark Edwards – Head of Highways & Transport	24 March 2016 Version 2 (Executive/Council)
Proposal:	<p>In addition to the proposed increase in parking charges in Phase One, Phase Two proposed:</p> <ul style="list-style-type: none"> • Parking charges at car parks in Newbury will now apply seven days a week; there will be no separate Sunday charge. • The evening / overnight charge at car parks in Newbury will increase from £1.00 to £2.00, seven days a week. • An increase in West Berkshire residents parking permit charges from £25 to £30 and £50 to £70 respectively. • An increase in visitors parking permits from 50p to £1.00 per day. • New parking charges will apply at the following car parks: <ul style="list-style-type: none"> ○ Pangbourne Station Road ○ Pangbourne River Meadow ○ Thatcham Kingsland ○ Thatcham Station ○ Theale Main ○ Theale West 		
Total income 15/16:	£2,925,190	Expected income 16/17:	£3,566,190 (£641,000 or 22% increase)
Initial expected income 16/17 (incl. Phase One and Two)	£3,566,190 (£641,000 or 22% increase)	Final recommendation to Executive/Council:	To proceed with this proposal
No. of responses:	<p>In total, 48 responses were received, 46 of which included comments. Of those who responded:</p> <ul style="list-style-type: none"> • 43 were individuals • Three were groups/organisations • Two were Town/Parish Councils <p>Three responses were from non-users of the service.</p>		
Key issues raised:	<p>Of the 46 responses received, which included comments, 27 related to the proposed price increases at car parks, with nine concerned that shoppers may go elsewhere or be deterred from visiting.</p> <p>12 responses related to the proposed increases to daily tariffs in Newbury that were the subject of the Phase One consultation and which the council has already resolved to introduce.</p> <p>There were five responses opposed to the Sunday charging proposal, with two concerned that this would affect</p>		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Car Parks		Mark Edwards – Head of Highways & Transport	24 March 2016 Version 2 (Executive/Council)
	<p>churchgoers.</p> <p>Eight were concerned that the elderly or those on tight budgets would be affected and two opposed the increase in resident/visitor permits.</p> <p>Six responses were in support of the proposals.</p>		
Equality issues:	No issues were raised during the consultation, that weren't already included in the EqlA stage one.		
Suggestions for reducing the impact on service users:	Suggestion	Council response	
	Don't introduce the parking charge increases.	<p>12 responses related to the proposed increases to daily tariffs in Newbury, that were the subject of the Phase One consultation, and which the council has already resolved to introduce.</p> <p>Unfortunately in these times of economic austerity the council has little option but to increase parking charges.</p> <p>A benchmarking exercise was undertaken in a number of car parks across 28 neighbouring & adjoining and similar social & economic local authorities. This indicated that WBC offers competitive parking prices in comparison to a large number of them. Out of Newbury charges have been unchanged for 6 years and residents permits & visitor permits have been unchanged for some 13 years.</p>	
	Provide periods of free parking.	<p>The council can't afford to offer periods of free parking. The charges proposed, for up to one hour for car parks outside of Newbury, are only an extra 20p. There are on-street charge options that are very competitive and some that are free of charge.</p>	
Alternative options for applying the saving in this area:	Suggestion	Council response	
	Increase outer Newbury charges to £1, £1.50, £2, £2.50 and £3 where we are proposing 70p, £1.20, £1.60, £2 and £2.50.	<p>This is an alternative pricing option, but it would be unpopular for the majority of users of car parks outside of Newbury. It is considered that the pricing schedule proposed is the fairer option.</p>	

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

Overview of Responses and Recommendations

Budget Proposals 16/17 Phase Two: Car Parks		Mark Edwards – Head of Highways & Transport	24 March 2016 Version 2 (Executive/Council)
	Increase long stay charge to £6 instead of £5.50.	The proposed increase from £5.40 to £5.50 is modest because long stay parkers tend to be employees. It would be possible to increase the charge to £6.00, but this is not recommended.	
	£1 for evening, £2 for overnight.	The proposed evening charge of £2.00 lasts from 6pm until 8am the next day. There are not large numbers of cars that remain all night so essentially the proposal is to increase the evening charge from the current £1.00 that has remained unchanged since April 2008. There is therefore little to be gained from trying to separate the evening charge from the overnight charge.	
	Charge even more.	We could charge more, but believe we have proposed an appropriate and fair set of parking charges.	
	Keep charges low.	Unfortunately, in these times of economic austerity the council has little option but to increase parking charges.	
	Raise the £1.20 charge to £1.50 and round up higher charges to the nearest 50p or £.	This is an alternative pricing option, but it would be unpopular for the majority of users of car parks outside of Newbury car parks. It is considered that the pricing schedule proposed is the fairer option.	
Suggestions for how others may help contribute:	No suggestions were received.		
Officer conclusion and recommendation as a result of the responses:	Feedback from the consultation process has not resulted in any issue being raised which would prevent the council from proceeding with the proposal. The feedback has also not generated any viable counter-proposal which would mitigate the proposal. It is therefore recommended that the proposal be progressed.		

NB: This overview and recommendation paper should be read in conjunction with the Consultation Summary Report and Verbatim Responses received in relation to this proposal, circulated electronically to all members alongside the agenda pack and published online on our [Consultation Portal](#).

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Equality Impact Assessment – Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Stage Two Equality Impact Assessment is required.

Name of policy, strategy or function:	Budget Proposal 2016/17 Phase 2: Car Parks
Version and release date of item (if applicable):	
Owner of item being assessed:	Mark Cole
Name of assessor:	Mark Edwards
Date of assessment:	11 February 2016

Is this a:		Is this:	
Policy	Yes	New or proposed	Yes
Strategy	Yes	Already exists and is being reviewed	Yes
Function	Yes	Is changing	Yes
Service	Yes/		

1 What are the main aims, objectives and intended outcomes of the policy, strategy function or service and who is likely to benefit from it?	
Aims:	To increase income from parking charges.
Objectives:	To increase income from parking charges.
Outcomes:	Increased income.
Benefits:	Increased revenue will enable highway and transport improvements to be made.

2 Note which groups may be affected by the policy, strategy, function or service. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

Group Affected	What might be the effect?	Information to support this.
Disability	None as Blue Badge holders will still be entitled to free parking.	National scheme.
Age	Whilst parking charges may increase, no particular group will be disadvantaged.	
Gender Reassignment	Whilst parking charges may increase, no particular group will be disadvantaged.	
Marriage and Civil Partnership	Whilst parking charges may increase, no particular group will be disadvantaged.	
Pregnancy and Maternity	Whilst parking charges may increase, no particular group will be disadvantaged.	
Race	Whilst parking charges may increase, no particular group will be disadvantaged.	

Religion or Belief	Whilst parking charges may increase, no particular group will be disadvantaged.	
Sex and Sexual Orientation	Whilst parking charges may increase, no particular group will be disadvantaged.	
Further Comments relating to the item:		

3 Result	
Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users?	Yes
Please provide an explanation for your answer: Service users in general may need to pay more if they use the Council's parking services. However there will be no adverse effect on people with disabilities as Blue Badge holders will still be entitled to free parking.	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the Equality Impact Assessment guidance and Stage Two template.

4 Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	Mark Cole
Timescale for Stage Two assessment:	

Signed: Mark Edwards

Date: 11 February 2016

Agenda Item 10.

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