
Financial Performance 2016-17

Provisional Outturn – Supporting Information

1. Introduction

- 1.1 The financial performance reports provided to Members throughout the financial year report the under or over spend against the Council's approved budget. This report summarises the provisional financial outturn for the Council in respect of the 2016-17 financial year. It should be noted that these figures are provisional and may change as a result of External Audit.
- 1.2 The net revenue expenditure in 2016-17 was £116.823m against a budget of £116.816m resulting in a provisional year end over spend of £7,487 or 0.006% of net budget. The provisional outturn is before any use of one off funding from service specific risk reserves. There are three service specific risk reserves; £1.1m for Adult Social Care, £500k for Children and Family Services and £50k for Legal Services. Due to the low level of Council over spend, this report recommends that the service specific risk reserves are not required. The future required level of these reserves will be reviewed at the next Budget Board.
- 1.3 Total capital expenditure in 2016-17 was £31.0m. This represents an under spend of £6.7m, against the revised budget of £37.8m. Services have requested that £6.5m of the overall under spend be carried forward to enable schemes already underway to be completed and/or to meet future capital commitments. The Capital Strategy Group (CSG) is due to meet on 1 June to review the outturn in detail and recommend the actual amount to be carried forward into 2017-18.

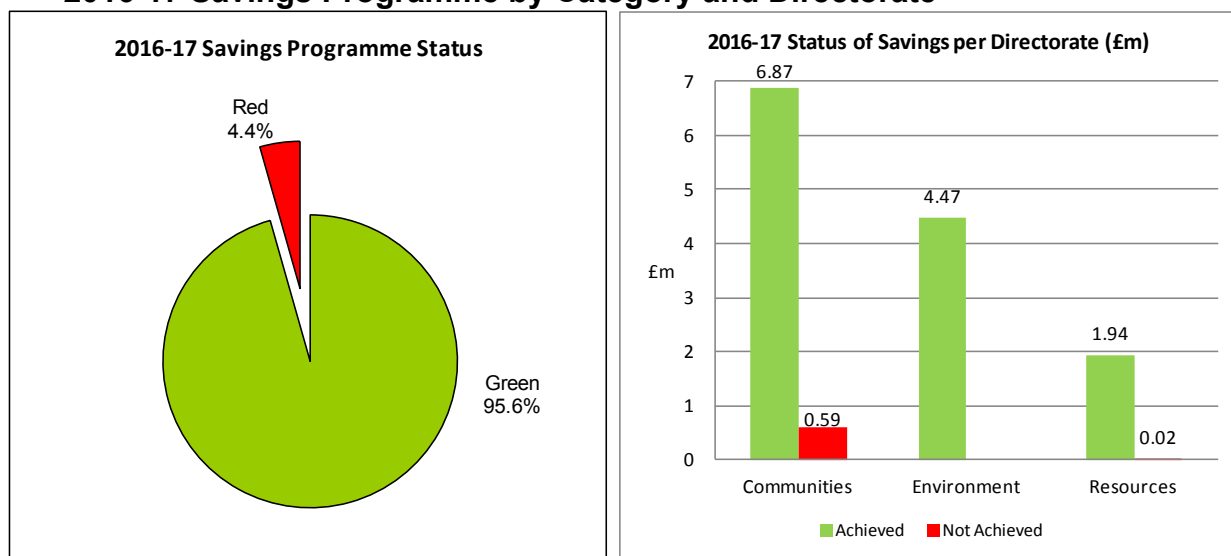
2. Savings Programme 2016-17

- 2.1 Financial year 2016-17 has been particularly challenging, with a savings programme of £13.9m required to set a balanced budget. The key factor driving the savings requirement in 2016-17 was the continued reduction in Central Government funding which saw a 44% cut in Revenue Support Grant (RSG) for West Berkshire from the previous year. In addition, the impact of local business rate appeals, other grant cuts, change to National Insurance and new unfunded costs arising from the Care Act drove the savings requirement higher. In October 2016, West Berkshire Council accepted a four year financial settlement offered by Government. Whilst this settlement commits the Council to a continued reduction in Government funding, it provides financial stability from 2016-17 to 2019-20 on which the Council can plan ahead and build other sources of income.
- 2.2 The Council has faced significant demand led pressure on its social care budgets and needed to make additional budget provision of nearly £4m. Investment was made in children's social care which has seen increased demand from children accessing support from the placement budget and to implement the Ofsted improvements required. Adult Social Care required investment to fund the costs associated with the Deprivation of Liberty Safeguarding (DOLS) and to transition children with learning disabilities into adult support packages. Education Services

has seen increased demand for support services for children with disabilities and special educational needs Home to School Transport requirements.

- 2.3 In order to set a balanced budget, the 2016-17 revenue budget was built with a £13.9m savings programme. Transitional grant funding totalling £1.4m and part year funding of £576k has been allocated to the 2016-17 budget, resulting in a net savings programme of £11.9m. The savings programme is monitored on a monthly basis using the traffic light system. Of the £13.9m savings programme for 2016-17, £13.3m (96%) was achieved in year. The unmet savings were across demand led budgets within Adult Social Care, Education and Legal Services. Investment has been built into the 2017-18 budgets to address identified pressures.

2016-17 Savings Programme by Category and Directorate



3. Changes to the 2016-17 Budget

- 3.1 The Council set a revenue budget of £116.816million for 2016-17. During the year budget changes may be approved for a number of reasons and approval limits are set out in the Council’s Financial Regulations. Budget increases occur when budgets are brought forward from the previous year as a result of requests that are approved at year end, after the original budget has been set in early March. These budget changes are submitted to the Finance and Governance Group (FAGG) and must meet certain criteria to be approved. Other reasons for in year budget changes include drawing from reserves to support specific projects or to cover risks that have arisen and have previously been provided for.
- 3.2 Budget amendments requiring approval are reported to Executive on a quarterly basis and the full year summary is included at Appendix E.

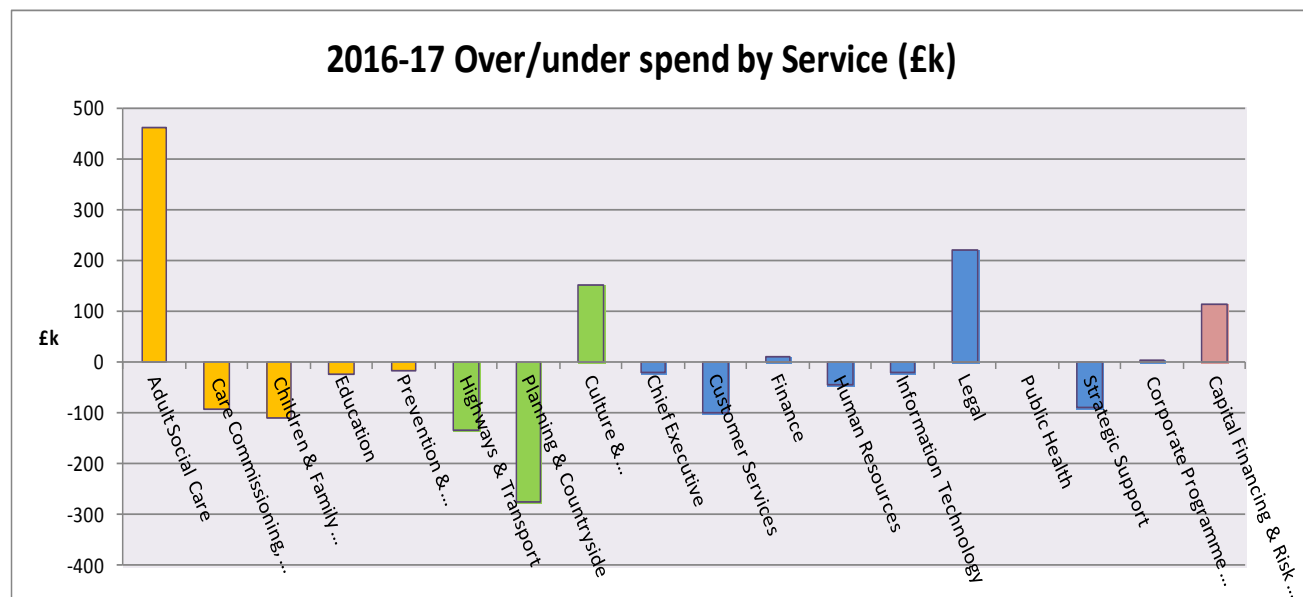
4. Provisional Revenue Outturn 2016-17

Directorate	Current Net Budget £000	Annual Net Forecast £000	Forecast (under)/over spend				Change from Last Quarter £000
			Quarter One £000	Quarter Two £000	Quarter Three £000	Year End £000	
Communities	66,493	66,709	1,033	634	1,025	217	(808)
Environment	30,813	30,542	0	(130)	(230)	(271)	(41)
Resources	12,326	12,275	214	144	20	(51)	(71)
Capital Financing & Risk Management	7,184	7,297	30	50	(50)	113	163
Total	116,816	116,823	1,277	698	765	7	(758)

NB. Rounding differences may apply to nearest £k

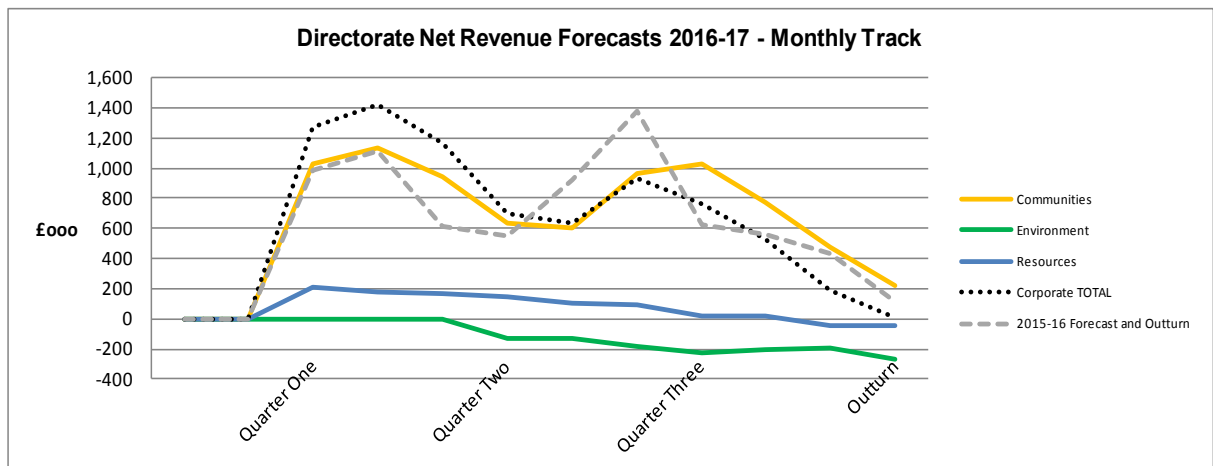
4.1 The Council’s provisional outturn is an over spend of £7k which represents 0.006% against a net revenue budget of £116.8million. The final outturn was an excellent result in the context of having to manage significant pressures during 2016-17 within its “demand led” services, most notably in the area of adult social care. At Quarter Three, the Council faced the prospect of a £1m over spend, of which £800k was in the Adult Social Care Service. By year end, the Adult Social Care over spend had reduced to £460k and under spends across the other services brought the over spend down to just £7k.

4.2 The outturn position by Service is shown in the following chart.



4.3 The main services driving the over spend are Adult Social Care (£460k), Legal Services (£221k), Culture and Environmental Protection (£150k) and Capital Financing (£113k). The cumulative pressures across these services are being partially offset through under spends for Planning and Countryside (£277k), Highways & Transport (£136k), Children and Family Services (£111k), Customer Services (£100k) and various other small under spends.

4.4 The following chart shows the change in monthly forecasts through 2016-17, with a 2015-16 comparison.



4.5 The 2016-17 forecast over spend position steadily reduced month on month between Month Four and Month Seven. The smoothing of forecasts had been largely attributable to services being required, as a result of the Chief Executive’s budget scrutiny exercise, to identify and implement in year mitigation strategies for emerging pressures.

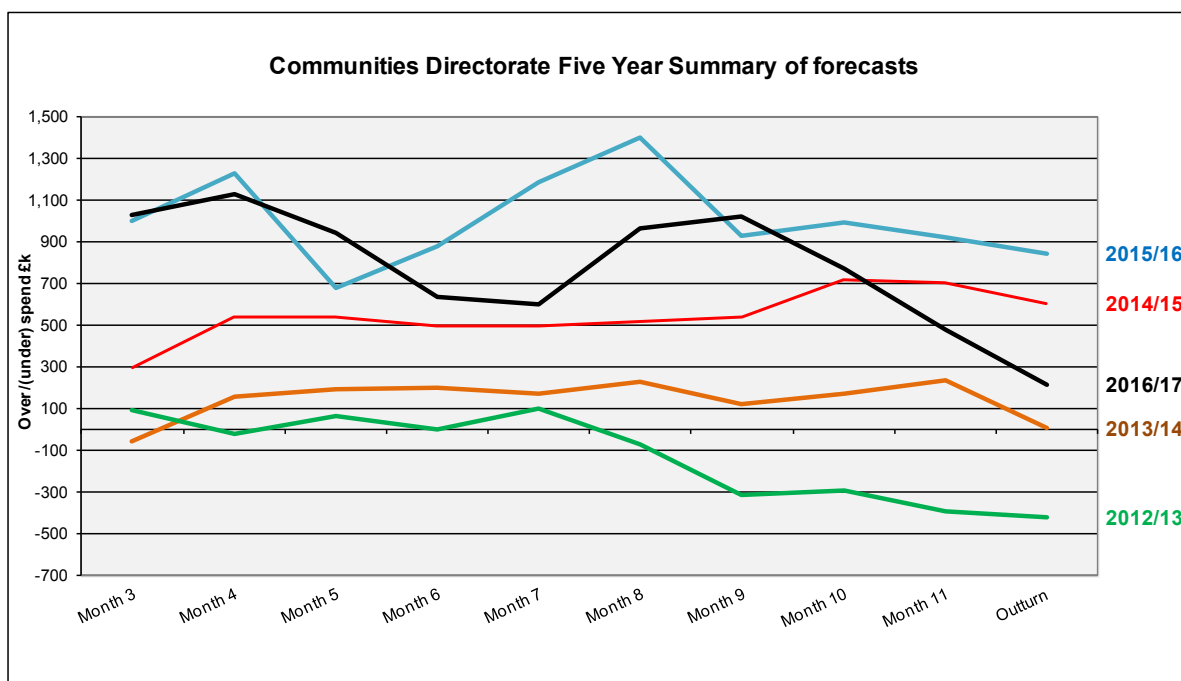
4.6 However, at Month Eight there was a significant increase in forecasts driven by the pressure on demand led commissioning budgets within Adult Social Care and demand led budgets within Education Services (Home to School Transport and Disabled Children’s placement budgets). Subsequent to Month Eight there has been a renewed drive to push down costs and identify mitigation strategies to address emerging pressures.

5. Communities Directorate 2016-17 Review: Revenue

Communities	Net Budget	Forecast (under)/over spend				Change from last Quarter
		Quarter One	Quarter Two	Quarter Three	Year End	
	£000	£000	£000	£000	£000	£000
DSG	(721)	0	0	0	0	0
Corporate Director	196	0	0	0	2	2
Adult Social Care	37,073	996	451	793	460	(333)
Care Commissioning, Housing & Safeguarding	3,930	0	0	(30)	(93)	(63)
Children & Family Services	14,313	37	0	28	(111)	(139)
Education	10,957	0	183	234	(23)	(257)
Prevention and Developing Community Resilience	744	0	0	0	(17)	(17)
Total	66,493	1,033	634	1,025	217	(808)

5.1 The forecast revenue over spend for the Communities Directorate is £217k against a budget of £66million. The over spend has decreased by £808k since the Quarter Three forecast. The revenue budget for the Communities Directorate 2016-17 was built with a savings programme of £7.5m.

5.2 The following graph shows the past five years forecasting trends and outturn for the Communities Directorate.



(1) Adult Social Care

The service has over spent by £460k (1.2% of the net budget), which is a £333k decrease from the Quarter Three forecast. The over spend is the result of increased complexity of client needs and upward cost pressures in commissioning services in nursing, residential and homecare through rising bed prices and homecare hourly rates as shown in the following table:

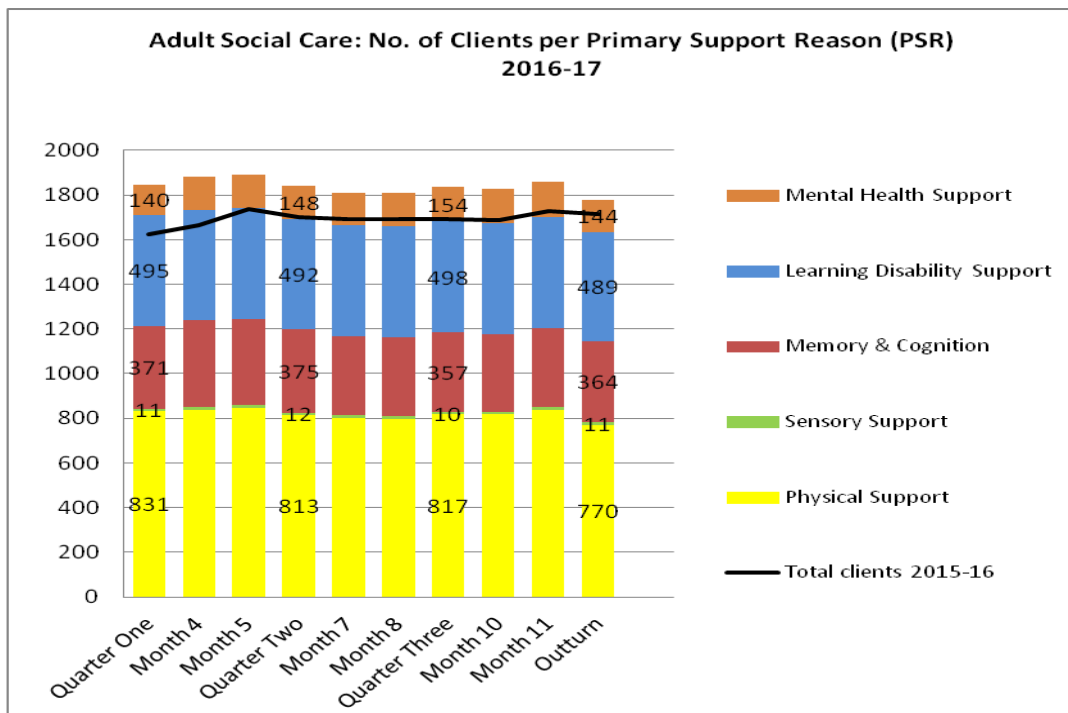
Placement type	Primary Support Reason	Usual rate per week *	Average rate per week	Increase per week %
Residential	Physical over 65 years	£ 529.20	£ 595.83	12.6%
Residential	Memory & Cognition over 65 years	£ 552.50	£ 576.57	4.4%
Nursing	Physical over 65 years	£ 572.66	£ 654.09	14.2%
Nursing	Memory & Cognition over 65 years	£ 579.68	£ 618.19	6.6%

Placement type	Primary Support Reason	Usual rate per hour *	Average rate per hour	Increase per hour %
Homecare	All clients	£17.00	£ 17.77	4.5%

*The usual rate was a calculation based on the cost that we could purchase care at the beginning of 2016-17.

As a result, the commissioning budgets generated a £1.4million pressure in 2016-17 with savings plans from the Transforming Lives Programme taking longer to deliver than originally anticipated. Overall client numbers have not increased significantly during the year which is in part attributable to the success of our preventative and demand management strategies. However, this has not been enough to offset the complexity and cost pressures.

The following graph shows the client numbers for 2015-16 and 2016-17.



The Adult Social Care over spend has decreased by £333k since the Quarter Three forecast. The reduction is as a result of client care packages not commencing as previously forecast, return of unused cash direct payments, a lower demand for carer support and a higher client churn.

(2) Education

The Education Service outturn position is an under spend of £23k. The Quarter Three forecast was an over spend of £235k. Pressures within the Education budgets arose during the year due to higher demand on Home to School Transport budgets and the Disabled Children’s team budgets. Both are demand led budgets for young people who are assessed as eligible for transport services and within the Disabled Children’s Service have complex needs and in most cases have high packages.

The Service over spend reduced due to:

- receipt of a grant from the European Social Fund to provide support to young people for costs related to 2015/16
- implementation of the new Family Hubs did not start at the beginning of 2016/17 as originally planned, due to the need to recruit new staff to the new structure
- savings were achieved in Property Services due to a reduction in reactive and planned maintenance within the Corporate Buildings budgets
- a one off contribution was received from Public Health towards Special Educational Needs home to school transport.
- further savings were achieved by slowing down expenditure in low risk areas to reduce the in year over spend.

(3) Care Commissioning, Housing & Safeguarding

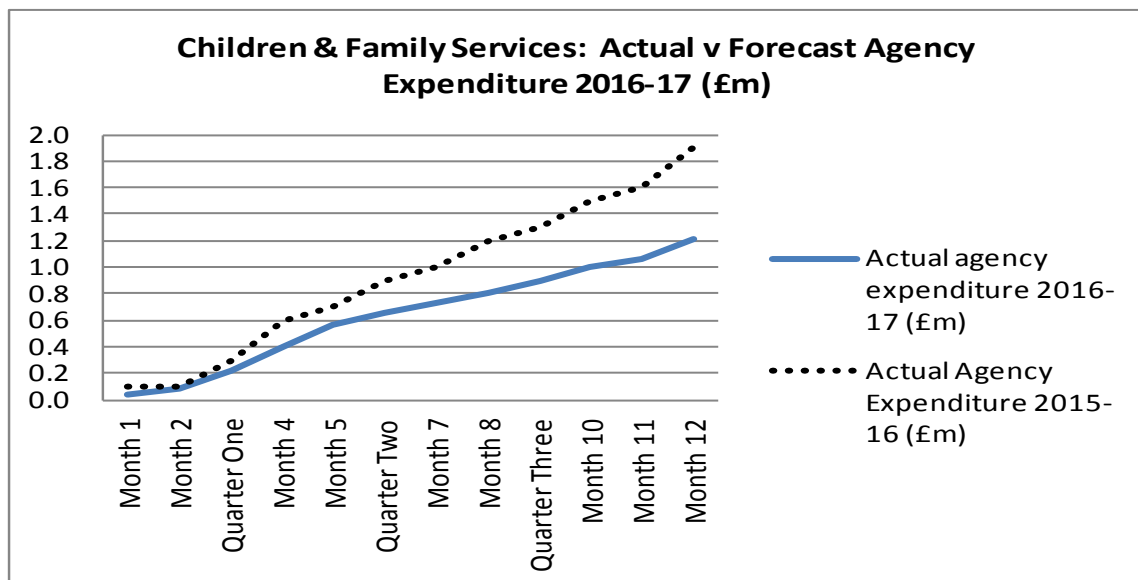
Care Commissioning, Housing & Safeguarding has an under spend of £94k, an increase of £63k from the Quarter Three forecast. The under spend is the result of

remodelling and re-commissioning Supporting People services during the year, increased levels of income on chargeable services, one off supplies and services and salary savings, and savings generated from reduced demand for bed and breakfast accommodation.

The main reason for the increased under spend from Quarter Three relates to late adjustments to housing rental accounts and reduced spend on bed and breakfast accommodation.

(4) Children and Family Services

The Outturn position of Children and Family Services is an under spend of £111k which is a movement of £139k from a forecast over spend of £28k in the Quarter Three forecast. The under spend has arisen mainly as a result of children’s care placements changing and/or not starting when originally planned together with a reduced use of agency staff from the beginning of the year. At April 2016 there were 23 agency workers which reduced to 11 by March 2017 with expenditure reducing accordingly. The following graph shows the comparison of agency expenditure from 2015/16 to 2016/17.



The main reason for the change from the Quarter Three forecast is the reduction in children’s placement costs. Pressures which arose at year end due to Joint Authority Arrangements relating to Childcare Lawyers and the Emergency Duty Team were managed within the Service.

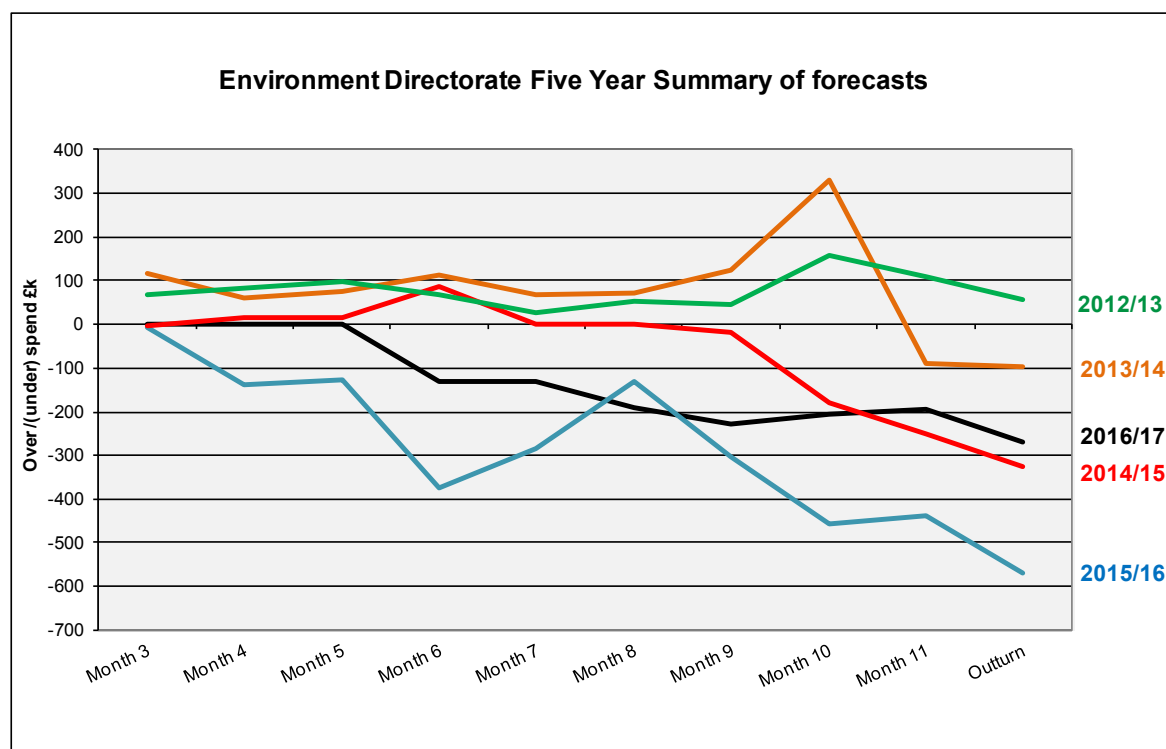
(5) Prevention & Developing Community Resilience

The Service has an under spend of £17k compared to an on budget position at Quarter Three. The under spend is the result of one off savings against vacant posts and supplies and services budgets.

6. Environment Directorate 2016-17 Review: Revenue

Environment	Net Budget	Forecast (under)/over spend				Change from last Quarter
		Quarter One	Quarter Two	Quarter Three	Year End	
	£000	£000	£000	£000	£000	£000
Corporate Director	171	0	0	0	(9)	(9)
Highways & Transport	5,437	0	(97)	(169)	(136)	33
Planning & Countryside	3,829	(44)	(133)	(232)	(277)	(45)
Culture & Environmental	21,377	44	100	171	150	(21)
Total	30,813	0	(130)	(230)	(271)	(41)

- 6.1 The revenue under spend for the Environment Directorate is £271k which equates to 0.9% of the net budget of £31m. The under spend has increased by £41K from Quarter Three. The revenue budget for the Environment Directorate was built with a savings programme of £4.47m.
- 6.2 The following graph shows the past five years forecasting trends and outturn for the Environment Directorate, which reflects that the Directorate is normally asked to help mitigate over spends elsewhere in the council from Month 8-9 onwards.



(1) Highways and Transport

The Highways and Transport Service outturn is an under spend of £136K, a reduction of £33k from the Quarter Three forecast. The under spend is largely due to increased income from Car Parks, savings in salaries and fewer insurance claims. Pressures have arisen in the service from street lighting energy as a result of the new corporate energy contract and consultancy costs for large planning applications including Siege Cross, Sandleford, North Newbury and Market Street.

(2) Planning and Countryside

Planning and Countryside completed the year with an under spend of £277k, which is an increase of £45k from the Quarter Three forecast. Most of this is in Development Control where income performed above profile.

(3) Culture & Environmental Protection

The Service ended the year with an over spend of £150k, which is a decrease of £21k from the Quarter Three forecast. Over the course of 2015-16 the Environmental Health shared service aligned a number of fees and charges. Part of this process required a policy change for taxi licences from annual payments to a three year payment. This change resulted in a larger than normal income being processed in 2015-16, some of which should have been carried forward, in line with accounting principles. This has resulted in a £75k pressure in 2016-17 in order to correct the error going forward.

There have been income pressures within Activity Team West Berkshire as a result of lost business and a long lead time to develop new business. A member lead project team has been set up to manage this and develop options for the service.

A payment from Kennet School for Kennet Leisure Centre of £43k is still in dispute.

The Libraries Service has generated some salary savings which has reduced the amount of part year funding required for the Service.

There have been a number of small savings throughout the service which has mitigated some of the above pressures.

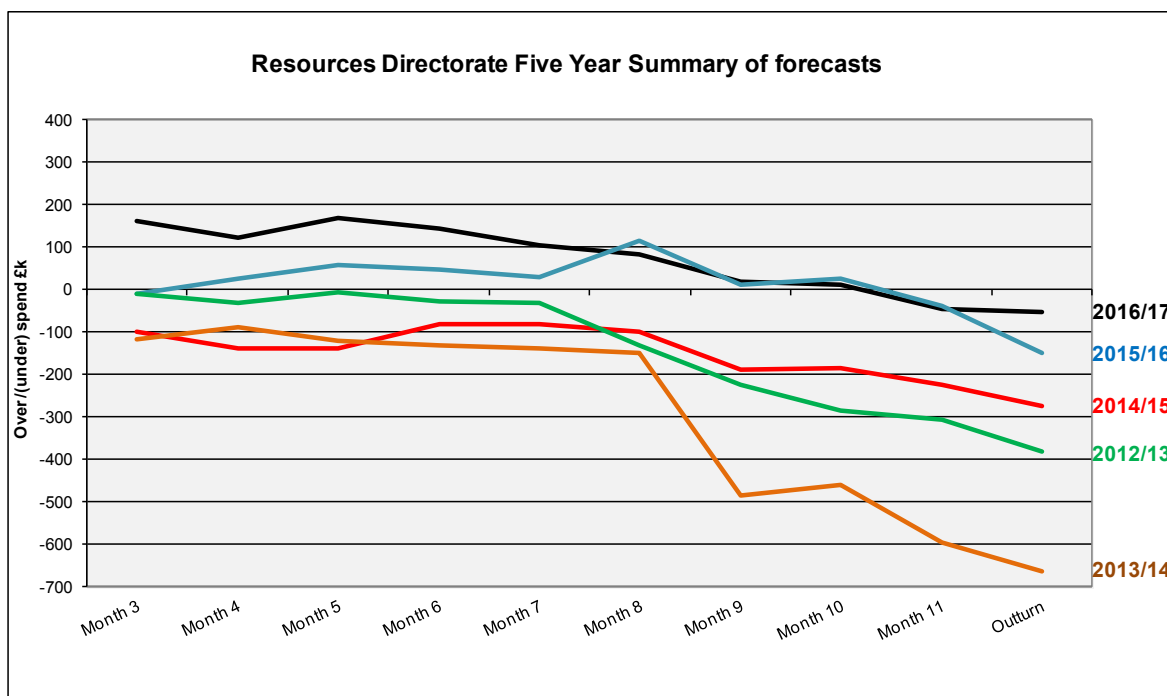
7. Resources Directorate 2016-17 Review: Revenue

Resources	Net Budget	Forecast (under)/over spend				Change from last Quarter
		Quarter One	Quarter Two	Quarter Three	Year End	
	£000	£000	£000	£000	£000	£000
Chief Executive	511	0	(10)	(18)	(22)	(4)
Customer Services	2,044	0	(10)	(91)	(100)	(9)
Finance	2,296	0	0	11	9	(2)
Human Resources	959	0	0	(6)	(47)	(41)
ICT and Corporate Support	2,567	0	(24)	(24)	(22)	2
Legal	952	259	260	249	221	(28)
Public Health	(98)	0	0	0	0	0
Strategic Support	2,961	(45)	(72)	(101)	(91)	10
Corporate Programme Management	133	0	0	0	0	0
Total	12,326	214	144	20	(51)	(71)

7.1 The Resources Directorate as a whole is showing a £51k under spend against a budget of £12.3 million net. This is a reduction of £71k from the £20k over spend reported at Quarter Three. The main changes from Quarter Three come

from Training Costs in Human Resources being lower than forecast and an over estimation of the employment tribunal costs in Legal.

7.2 The following graph shows the past five years forecasting trends and outturn for the Resources Directorate.



(1) **Chief Executive**

The Chief Executive Service budget has a £22k under spend due to salary savings and the release of contingency budgets.

(2) **Customer Services**

Customer Services have a £100k under spend with savings in salary costs, reduction in the costs of the Joint arrangement for pensions and increased income from debt recovery.

(3) **Finance**

The over spend of £9k within Finance is mainly due to recruitment costs following five vacancies within the Service.

(4) **Human Resources**

The HR service finished the year with an under spend of £47k, due to extra income from providing a Disclosure and Barring Service to umbrella organisations and under spending on training costs. There was a reduction of £41k from Quarter Three due to increased income from training.

(5) **ICT and Corporate Support**

The ICT outturn position is an under spend of £22k. Savings have arisen mainly within the Postal Services budget due to salary savings and the new postage contract.

(6) Legal Services

Legal Services reported an over spend of £221k. This was due primarily to the cost of the London Road Industrial Estate procurement challenge, planning enquires and a reduction in income. The overall pressure within the Service was reduced due to salary savings as a result of difficulties in recruiting staff.

There was a £28k reduction in the over spend from Quarter Three as a result of a reduction in the cost of temporary staff due to sickness and early termination of a contract.

(7) Public Health

The Public Health outturn position is a £247k under spend which will be transferred to the Public Health Reserve in accordance with the grant conditions. The under spend is due to a combination of salary savings, reduced demand for health checks and smoking cessation services and delayed start to various projects.

The Public Health net budget contains an £80k contribution towards support services.

(8) Strategic Support

Strategic Support finished the year with a £91k under spend as a result of:

- Salary savings, including Members' allowances due to a resignation
- Renegotiating the Capita IT contract, with reduced modules and a one off contribution from the Education Service towards the Education IT system
- A one off saving due to a refund from Sovereign Housing £50K for unused grant contributions to the Neighbourhood Warden Scheme. These had accumulated over a number of years and will no longer be required due to the closure of the scheme.
- The testing of the AWE off site plan has delivered additional income. This income will come in over a two year period and is one off income.

(9) Corporate Programme Management

The Service completed the year as forecast to budget.

8. Levies and Interest 2016-17 Review

- 8.1 Income on interest on investments was £113k below target due to low level of interest rates currently available in the market, and a lower cash fund balance in the current year because of use of balances in 2015-16. The shortfall in income increased since Quarter One because of the reduction in the Bank of England Base rate from 0.5% to 0.25% in July 2016.

9. Capital Programme 2016-17 Review

Directorate	Original Budget	Revised Budget	Total Expenditure	Variance from Revised budget	
	£000	£000	£000	£000	%
Communities	18,325	15,272	11,194	(4,079)	27%
Environment	17,555	19,690	18,182	(1,509)	8%
Resources	2,517	2,820	1,664	(1,155)	41%
Total all services	38,397	37,782	31,040	(6,743)	18%

- 9.1 Total capital expenditure in 2016-17 was £31.0m. This represents an under spend of £6.7m, against the revised budget of £37.8m. The original budget was revised during the course of the year to take account of funds brought forward from 2015-16, additional grant and section 106 funding allocated to schemes during the year and funds re-profiled into 2016-17. All the budget changes which were made up to January 2017 have been explained in the quarterly budget monitoring reports to the Executive.
- 9.2 Services have requested that £6.5m of the overall under spend be carried forward to enable schemes already underway to be completed and/or to meet future capital commitments. The Capital Strategy Group (CSG) is due to meet on 1 June to review the outturn in detail and recommend the actual amount to be carried forward into 2017-18.

Communities Directorate

- 9.3 The Communities Directorate total capital expenditure in 2016-17 was £11.2m, an under spend of £4.1m or 27% against the revised budget of £15.3m.
- 9.4 Care Commissioning, Housing and Safeguarding under spent by £3m from schemes to acquire new temporary accommodation and to redevelop the Four Houses Corner Gypsy and Travellers Site. Both of these projects are progressing well with offers made and accepted by year end on 14 of the 22 temporary accommodation units sought. The Four Houses Corner project is well underway with all residents expected to be decanted within the next 6 months. The budget for disabled facilities grants was under spent by £480,000 due to the Home Improvement Agency contract ending and difficulties experienced earlier in the year in recruiting staff to help process grant applications. The timeframe for delivery of the Care Director system has been extended into 2017-18 leading to an under spend of £288k.
- 9.5 In Education Services, there was an under spend of £898k and £6.1m of the original budget was re-profiled to 2017-18, mainly in respect of the new Highwood Copse Primary school and the expansion and relocation of Theale Primary school which were both delayed due to problems with land assembly. The under spends on these schemes were slightly higher than expected and there were under spends on other schools schemes including the expansion of Little Heath School, the Willows and Spurcroft Primary schools and the kitchen at Cold Ash Primary.
- 9.6 There were minor under spends on the Adult Social Care and Children and Family Services budgets.

Environment Directorate

- 9.7 The Environment Directorate's total capital expenditure in 2016-17 was £18.2m, an under spend of £1.5m or 8% against the revised budget of £19.7m.
- 9.8 Culture and Environmental Protection under spent by £838k. £334k was set aside for claims not yet settled in respect of the Padworth waste site. The budget for the maintenance of Shaw House was under spent by £386k which will be spent as part of the Conservation Area Management Plan over the next year.
- 9.9 Highways & Transport under spent by £459k. Some projects were reprogrammed towards the end of 2016-17 to enable important bridge and drainage works to be carried out in conjunction with the resurfacing of the A4 around junction 12 of the M4. These changes to the programme have contributed to an under spend of £459k or 3% of the revised budget. However the Highways budget was fully committed at the end of 2016-17.
- 9.10 Planning and Countryside under spent by £213k. The under spend mainly related to S106 funded schemes for improvements to open spaces and play areas in Newbury and Thatcham for which funds have been earmarked and/or committed, but not all work was completed by 31 March 2017.

Resources Directorate

- 9.11 The Resources Directorate total capital expenditure in 2016-17 was £1.7m, an under spend of £1.2m or 41% against the revised budget of £2.8m. This mainly related to ICT where the Superfast Broadband project was under spent by £739k, because one of the main contractors, Gigaclear, had not invoiced the Council for work completed by year end.

10. Dedicated Schools Grant 2016-17 Review

- 10.1 The main source of funding for schools is the Dedicated Schools Grant (DSG). It is a ring fenced specific grant and can only be used on school/pupil activity. There is a year end over spend of £345k on the DSG, which is £656k lower than the previously forecast deficit which is in part due to the continued work of officers to drive costs down wherever possible. The DSG is split between three funding blocks:

- (1) Schools Block £532k under spend
- (2) Early Years Block £389k over spend
- (3) High Needs Block £488k over spend (planned)

11. Options for Consideration

- 11.1 Not applicable – factual report for information

12. Proposals

- 12.1 To note the outturn position and confirm that the service specific risk funds will not be called upon, due to under spends in other areas across the Council.
- 12.2 To review the budget movements processed in year detailed in Appendix E.

13. Conclusion

13.1 The Council was faced with delivering a savings programme in the revenue budget of £13.9m in 2016-17 as well as addressing in year pressures as they arose. The final outturn of a £7k over spend and delivering 95% of the savings programme was an excellent result in the context of having to manage significant pressures during 2016-17 within its “demand led” services, most notably in the area of adult social care. The Council has made significant investment into identified pressure points as part of the 2017-18 budget process.

14. Consultation and Engagement

14.1 Nick Carter – Chief Executive, John Ashworth – Director, Rachael Wardell - Director

Subject to Call-In:

Yes: No:

The item is due to be referred to Council for final approval

Delays in implementation could have serious financial implications for the Council

Delays in implementation could compromise the Council’s position

Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months

Item is Urgent Key Decision

Report is to note only

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:

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Appendix B

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 as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, 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; This includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of 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, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

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

What is the proposed decision that you are asking the Executive to make:	
Summary of relevant legislation:	
Does the proposed decision conflict with any of the Council’s key strategy priorities?	
Name of assessor:	
Date of assessment:	

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

1. What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	
Objectives:	
Outcomes:	
Benefits:	

2. Note which groups may be affected by the proposed decision. 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		
Disability		
Gender Reassignment		
Marriage and Civil		

Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		
Further Comments relating to the item:		

3. Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes/No
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes/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, or you are unsure about the impact, 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	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name:

Date:

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.