

## Appendix A

### Equality Impact Assessment (EqIA)

#### Overview for Revenue Budget

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.

<b>What is the proposed decision that you are asking the Executive to make:</b>	To approve the Revenue Budget
<b>Summary of relevant legislation:</b>	Local Government Act 1972, Local Government Act 2000, Local Government Act 2003, Local Government Act 1999, Local Government Finance Act 1989
<b>Does the proposed decision conflict with any of the Council's priorities for improvement?</b> <ul style="list-style-type: none"> <li>• Services we are proud of</li> <li>• A fairer West Berkshire with opportunities for all</li> <li>• Tackling the Climate and Ecological Emergency</li> <li>• A prosperous and resilient West Berkshire</li> <li>• Thriving communities with a strong local voice</li> </ul>	<b>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b> <b>If yes, please indicate which priority and provide an explanation</b>
<b>Name of Budget Holder:</b>	<b>Melanie Ellis</b>
<b>Name of Service/Directorate:</b>	<b>All</b>
<b>Name of assessor:</b>	Joseph Holmes
<b>Date of assessment:</b>	22.1.2024
<b>Version and release date (if applicable):</b>	V1.0

Is this a .... ?		Is this policy, strategy, function or service ... ?	
<b>Policy</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>New or proposed</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Strategy</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Already exists and is being reviewed</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Function</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is changing</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Service</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

<b>(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>	
<b>Aims:</b>	To ensure that the Council has sufficient financial resources to deliver its objectives
<b>Objectives:</b>	To deliver a balanced budget that supports the Council Strategy and Council core business
<b>Outcomes:</b>	<ul style="list-style-type: none"> <li>• Services we are proud of</li> <li>• A fairer West Berkshire with opportunities for all</li> <li>• Tackling the Climate and Ecological Emergency</li> <li>• A prosperous and resilient West Berkshire</li> <li>• Thriving communities with a strong local voice</li> <li>• Delivery of core business</li> </ul>
<b>Benefits:</b>	The Council is able to provide services we are proud of to the population of the district and businesses, helping to make West Berkshire greener, fairer and more prosperous, with thriving communities.

<b>(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?</b>		
<i>(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)</i>		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	There may be positive and negative impacts on this group	See the EqIAs relating to the specific savings proposals, the individual budget consultation summary report and the overview of responses and recommendations. The Budget Consultation response summary is also relevant.
Disability	There may be positive and negative impacts on this group	See the EqIAs relating to the specific savings proposals, the individual budget consultation summary report and the overview of responses and recommendations. The Budget Consultation response summary is also relevant.

Gender Reassignment	No evidence of any impact	Budget proposals across a large range of services – see individual budget consultation summary report, the overview of responses and recommendations and the EqIAs. The Budget Consultation response summary is also relevant.
Marriage and Civil Partnership	No evidence of any impact	Budget proposals across a large range of services – see individual budget consultation summary report, the overview of responses and recommendations and the EqIAs. The Budget Consultation response summary is also relevant.
Pregnancy and Maternity	No evidence of any impact	Budget proposals across a large range of services – see individual budget consultation summary report, the overview of responses and recommendations and the EqIAs. The Budget Consultation response summary is also relevant.
Race	No evidence of any impact	Budget proposals across a large range of services – see individual budget consultation summary report, the overview of responses and recommendations and the EqIAs. The Budget Consultation response summary is also relevant.
Religion or Belief	No evidence of any impact	Budget proposals across a large range of services – see individual budget consultation summary report, the overview of responses and recommendations and the EqIAs. The Budget Consultation response summary is also relevant.

Sex	There may be negative impacts on this group	See the EqIAs relating to the specific savings proposals, the individual budget consultation summary report and the overview of responses and recommendations. The Budget Consultation response summary is also relevant.
Sexual Orientation	No evidence of any impact	Budget proposals across a large range of services – see individual budget consultation summary report, the overview of responses and recommendations and the EqIAs. The Budget Consultation response summary is also relevant.
<b>Further Comments:</b>		
Details of the potential adverse impacts of the proposals are contained within the Budget Consultation response summary, the proposal specific Equality Impact Assessments, the Consultation Summary Reports, and Overview of Responses and Recommendations, which are all produced.		

<b>(3) Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>The budget contains a variety of savings and investment proposals. Those that have a direct impact on residents have been consulted upon as part of the budget consultation exercise between November 2023 and January 2024. Each individual scheme had an individual equality impact assessment published as part of the budget consultation exercise. The responses to these budget proposals have been included in appendix J to the Revenue Budget papers.</p> <p>The cumulative impact of budget savings proposals do not contribute overall to inequality in the district. There are a balanced range of savings proposals that will impact across many different groups across the district e.g. car parking charge increases, Adult Social Care home fee increases, and changing the hours at Household Waste and Recycling Centres. There is not a significant cumulative impact to service users as a whole across the district that would increase inequality.</p> <p>Some of the budget consultation proposals have not been taken forward into the final budget papers.</p>	

**Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?**

Yes  No

It is possible that some of the individual savings proposals may have an adverse impact on the lives of some residents, service users, and/ or staff. Where potential impacts have been identified, the Council has considered whether steps could be taken to mitigate the impacts of the proposals which are detailed where appropriate in the Stage 2 Equality Impact Assessments. The Council has also determined not to progress some of the savings proposals.

Staff may be impacted through any pause on investment activity or through recruiting to posts more slowly, but this should not have an adverse impact upon the lives of employees.

The budget as a whole however, provides a significant increase in funding for many service users across the district, with increases in social care budgets well in excess of £10m to continue to provide services.

**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 EqlA 2.**

**If an EqlA 2 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 EqlA guidance and template – <http://intranet/index.aspx?articleid=32255>.**

**(4) Identify next steps as appropriate:**

EqlA Stage 2 required	Yes X	No
Owner of EqlA Stage Two:	See Individual Reports	
Timescale for EqlA Stage Two:	See Individual Reports	

**Name: Melanie Ellis Date: 22.1.24**

**Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@westberks.gov.uk), for publication on the WBC website.**

## 1. ASC Care Home Fees

### Equality Impact Assessment (EqIA) - Stage One

<b>What is the proposed decision that you are asking the Executive to make:</b>	To increase the fees in our care homes above the rate of inflation.
<b>Summary of relevant legislation:</b>	The Care Act 2014 governs what services the Council should provide as part of an individual's care package and what services the Council does not need to provide.  <a href="https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance">https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance</a>
<b>Does the proposed decision conflict with any of the Council's priorities for improvement?</b>  <ul style="list-style-type: none"> <li>• Ensure our vulnerable children and adults achieve better outcomes</li> <li>• Support everyone to reach their full potential</li> <li>• Support businesses to start develop and thrive in West Berkshire</li> <li>• Develop local infrastructure including housing to support and grow the local economy Maintain a green district</li> <li>• Ensure sustainable services through innovation and partnerships</li> </ul>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Name of Budget Holder:</b>	<b>Marion Angas</b>
<b>Name of Service/Directorate:</b>	<b>Adult Social Care</b>
<b>Name of assessor:</b>	Jo England
<b>Date of assessment:</b>	15.11.2023
<b>Version and release date (if applicable):</b>	

Is this a .... ?		Is this policy, strategy, function or service ... ?	
<b>Policy</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>New or proposed</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Strategy</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Already exists and is being reviewed</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Function</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is changing</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Service</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

<b>(5) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>	
<b>Aims:</b>	To charge full cost individuals, other Local Authority and Health funded clients nearer what it costs us to provide the service
<b>Objectives:</b>	
<b>Outcomes:</b>	To reduce the subsidy and increase income by £78k
<b>Benefits:</b>	It will mitigate the need to reduce expenditure on some statutory services that are currently funded by Adult Social Care.

<b>(6) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?</b>		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	<p>This proposal could affect any client over the age over of 18 who receives a service from Adult Social Care service as they may be required to pay more for the service that they currently receive.</p> <p>These individuals are liable to pay the full cost based on the level of their savings and assets.</p>	
Disability	<p>This proposal could affect any client who receives a service from Adult Social Care as they may be required to pay more for the service that they currently receive.</p> <p>These individuals are liable to pay the full cost based on the level of their savings and assets.</p>	
Gender Reassignment		
Marriage and Civil Partnership		



Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		
<b>Further Comments:</b>		

<b>(7) Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Some individuals who already receive an Adult Social Care service may be required to pay an increased contribution towards the cost of their service. These individuals are liable to pay the full cost based on the level of their savings and assets.	

<b>(8) Identify next steps as appropriate:</b>	
<b>EqlA Stage 2 required</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Owner of EqlA Stage Two:</b>	Jo England
<b>Timescale for EqlA Stage Two:</b>	15 November 2023

**Name:** Jo England

**Date:** 15 November 2023

## **2. ASC Care Home Fees – Stage 2**

### **Stage Two Equality Impact Assessment (EqIA 2)**

<b>What is the proposed decision?</b>	To increase the fees in our care homes above the rate of inflation.
<b>Summary of relevant legislation</b>	The Care Act 2014 governs what services the Council should provide as part of an individual's care package and what services the Council does not need to provide.  <a href="https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance">https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance</a>
<b>Does the proposed decision conflict with any of the council's key strategic priorities?</b>	No
<b>Name of budget holder</b>	Marion Angas
<b>Name of assessor</b>	Jo England
<b>Name of Service and Directorate</b>	Adult Social Care, People
<b>Date of assessment</b>	30/01/2024
<b>Version and release date (if applicable)</b>	1.0
<b>Date EqIA 1 completed</b>	15/11/2023

## Step One – Scoping the Equality Impact Assessment

1. What data, research and other evidence or information is available which will be relevant to this EqIA 2?			
Service targets		Performance targets	
User satisfaction		Service take-up	
Workforce monitoring		Press coverage	
Complaints & comments		Census data	
Information from Trade Union		Community Intelligence	
Previous EqIA	✓	Staff survey	
Public consultation	✓	Other (please specify) Stakeholder consultation – we wrote to all of the individuals that would be affected	✓

2. What are the findings from the available evidence for the areas you have ticked above?
<p>No equality issues were raised during the consultation, that weren't already included in the EqIA stage one. The main point raised in the consultation was that this proposal would impact the more vulnerable residents of West Berkshire – the elderly and disabled.</p> <p>The protected characteristics of age and disability would see the greatest impact if residents are affected, as all of the users are elderly and have health and social care needs.</p>
3. What additional research or data is required, if any, to fill the gaps identified in question two? Have you considered commissioning new data or research e.g. a needs assessment?
N/A

## Step Two – Involvement and Consultation

4. How do the findings from the evidence summarised in Step One affect people with the nine protected characteristics?	
Target Groups	Summary of responses and type of evidence
Age – relates to all ages	The responses indicate that this proposal could affect any client over the age over of 65, as this is the age

	<p>requirement for West Berkshire Council Care Homes.</p> <p>Individuals will be required to pay more for the service that they currently receive.</p>
<p><b>Disability</b> - 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>	<p>The response indicate that this proposal could affect any client with health and social care needs due to the nature of the service that thy receive.</p> <p>Individuals will be required to pay more for the service that they currently receive.</p>
<p><b>Gender reassignment</b> - 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.</p>	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p>
<p><b>Marriage and civil partnership</b> – .protects employees who are married or in a civil partnership against discrimination. Single people are not protected.</p>	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other</p>
<p><b>Pregnancy and maternity</b> - 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</p>	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other</p>
<p><b>Race</b> - includes colour, caste, ethnic or national origin or nationality.</p>	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other</p>
<p><b>Religion or belief</b> - 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</p>	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other</p>

a weighty and substantial aspect of human life and behaviour.	
<b>Sex</b> - applies to male or female.	There is no evidence to indicate that there will be a greater impact on this group than on any other
<b>Sexual orientation</b> - protects lesbian, gay, bi-sexual and heterosexual people.	There is no evidence to indicate that there will be a greater impact on this group than on any other

**5. Who are the main stakeholders (e.g. service users, staff) and what are their requirements?**

The main stakeholders are the service users who have a placement in one of West Berkshire Council's three care homes who have been assessed to pay the full cost based on the level of their savings and assets.

**6. How will this item affect the stakeholders identified above?**

Service users who have a placement in one of West Berkshire Council's three care homes who have been assessed to pay the full cost based on the level of their savings and assets will be required to pay more.

**Step Three – Assessing Impact and Strengthening the Policy**

**7. What are the impacts and how will you mitigate them?**

Some individuals may choose to move to alternative placements.

Individuals will be subject to a financial assessment to ensure that they still have the funds to pay the full cost.

**Step Four – Procurement and Partnerships**

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

N/A

**Step Five – Making a Decision**

**9. What are your recommendations as a result of the EqIA 2?  
In making your recommendations please summarise your findings.**

There are two particular characteristics that could be disproportionately impacted. However, there are a range of opportunities to mitigate the impact on service users

which include that financial assessment process to identify any one who's capital has decrease below the upper capital threshold and the Good Practice Forum.  
It is therefore recommended that the decision is put forward for approval.

### Step Six – Monitoring, Evaluating and Reviewing

#### 10. How will you monitor the impact on the nine protected characteristics once the change has taken place?

Continuous interaction and communication with the service users will highlight any impacts.

### Step Seven – Action Plan

Categories	Actions	Target date	Responsible person
Involvement and consultation	No further work required.	N/A	N/A
Data collection	No further work required	N/A	N/A
Assessing impact	Continuous interaction and communication with the service users will highlight any impact.  The financial assessment process will help identify specific financial issues.	Ongoing	Jo England
Procurement and partnership	N/A	N/A	N/A
Monitoring, evaluation and reviewing	Monitoring, evaluation and review will take place regularly.	Ongoing	Jo England

### Step Eight – 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 EqIA 2

Name: Emma Jameson

Jo England

Date: 30/1/2024

Service Director

Name: Jo England

Date: 30/1/2024

### 3. ASC Transport Services – Stage 1

#### Equality Impact Assessment (EqIA) - Stage One

<b>What is the proposed decision that you are asking the Executive to make:</b>	To charge for transport provided by Adult Social Care as a flat rate charge.
<b>Summary of relevant legislation:</b>	The Care Act 2014 governs what services the Council should provide as part of an individual's care package and what services the Council does not need to provide. <a href="https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance">https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance</a>
<b>Does the proposed decision conflict with any of the Council's priorities for improvement?</b> <ul style="list-style-type: none"><li>• Ensure our vulnerable children and adults achieve better outcomes</li><li>• Support everyone to reach their full potential</li><li>• Support businesses to start develop and thrive in West Berkshire</li><li>• Develop local infrastructure including housing to support and grow the local economy Maintain a green district</li><li>• Ensure sustainable services through innovation and partnerships</li></ul>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Name of Budget Holder:</b>	Marion Angas
<b>Name of Service/Directorate:</b>	Adult Social Care
<b>Name of assessor:</b>	Jo England
<b>Date of assessment:</b>	9.11.2023
<b>Version and release date (if applicable):</b>	

Is this a .... ?		Is this policy, strategy, function or service ... ?	
Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	New or proposed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Strategy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Already exists and is being reviewed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Function	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is changing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Service	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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**(9) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?**

<b>Aims:</b>	To reduce the expenditure on transport, provide by Adult Social Care
<b>Objectives:</b>	
<b>Outcomes:</b>	To reduce expenditure by £200k per annum
<b>Benefits:</b>	It will mitigate the need to reduce expenditure on some statutory services that are currently funded by Adult Social Care.

**(10) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?**

Group Affected	What might be the effect?	Information to support this
Age	This proposal could affect any client over the age over of 18 who receives a transport service from Adult Social Care service as they may be required to pay more for the service that they currently receive.	
Disability	This proposal could affect any client who receives a transport service from Adult Social Care as they may be required to pay more for the service that they currently receive.	
Gender Reassignment		
Marriage and Civil Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		



Sexual Orientation		
<b>Further Comments:</b>		

<b>(11) Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>Individuals who already receive an Adult Social Care transport service may be required to pay an increased contribution towards the cost of their transport. These individuals will not have an increase in their income and will have already have budgeted for how they use their limited income.</p> <p>Some individuals may choose to reduce or cancel their transport and attendance at day services due to financial hardship. This may lead to a need for alternative care provision.</p>	

<b>(12) Identify next steps as appropriate:</b>	
<b>EqIA Stage 2 required</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Owner of EqIA Stage Two:</b>	Jo England
<b>Timescale for EqIA Stage Two:</b>	9 November 2023
<b>Name:</b>	<b>Jo England</b>
	<b>Date: 9 November 2023</b>

## **4. ASC Transport Services – Stage 2**

### **Stage Two Equality Impact Assessment (EqIA 2)**

<b>What is the proposed decision?</b>	To charge for transport provided by Adult Social Care (ASC) as a flat rate charge.
<b>Summary of relevant legislation</b>	<p>The Care Act 2014 governs what services the Council should provide as part of an individual's care package and what services the Council does not need to provide.</p> <p><a href="https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance">https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance</a></p>
<b>Does the proposed decision conflict with any of the council's key strategic priorities?</b>	<p>Yes. It is likely to lead to reduced access to facilities as a result of charging a flat rate charge for ASC transport services, which may increase social isolation. The Council's key priorities are:</p> <ul style="list-style-type: none"><li>• Services we are proud of</li><li>• Fairer West Berkshire with opportunities for all</li><li>• Tackling the climate and ecological emergency</li><li>• A prosperous and resilient West Berkshire</li><li>• Thriving communities with a strong local voice</li></ul>
<b>Name of budget holder</b>	Marion Angas
<b>Name of assessor</b>	Jo England
<b>Name of Service and Directorate</b>	Adult Social Care, People
<b>Date of assessment</b>	30/01/2024
<b>Version and release date (if applicable)</b>	1.0
<b>Date EqIA 1 completed</b>	9/11/2023

## Step One – Scoping the Equality Impact Assessment

<b>11. What data, research and other evidence or information is available which will be relevant to this EqIA 2?</b>			
<b>Service targets</b>		<b>Performance targets</b>	
<b>User satisfaction</b>		<b>Service take-up</b>	
<b>Workforce monitoring</b>		<b>Press coverage</b>	
<b>Complaints &amp; comments</b>		<b>Census data</b>	
<b>Information from Trade Union</b>		<b>Community Intelligence</b>	
<b>Previous EqIA</b>	✓	<b>Staff survey</b>	
<b>Public consultation</b>	✓	<b>Other (please specify) Stakeholder consultation – we wrote to all of the individuals that would be affected</b>	✓

<b>12. What are the findings from the available evidence for the areas you have ticked above?</b>
<p>No equality issues were raised during the consultation, that weren't already included in the EqIA stage one. The main point raised in the consultation was that this proposal would impact the more vulnerable residents of West Berkshire – the elderly, disabled, and those living in rural areas. Charging differently for the transport could lead to more isolation.</p> <p>The protected characteristics of age and disability would see the greatest impact if residents are affected, as the ASC transport supports a high percentage of users from the older generation and those social care and/or health needs including mobility issues.</p>
<b>13. What additional research or data is required, if any, to fill the gaps identified in question two? Have you considered commissioning new data or research e.g. a needs assessment?</b>
N/A

## Step Two – Involvement and Consultation

<b>14. How do the findings from the evidence summarised in Step One affect people with the nine protected characteristics?</b>	
<b>Target Groups</b>	<b>Summary of responses and type of evidence</b>

<p><b>Age</b> – relates to all ages</p>	<p>The ASC transport supports a high percentage of older adults.</p> <p>Responses to the consultation have highlighted concerns from some users that this proposal could lead to increased isolation if they could not afford to pay.</p> <p>If users are required to pay a flat rate charge, then this could impose increased financial hardship on individuals.</p> <p>Alternatively, if users cease using the transport service, then the cost/demand on other services within social care and/or the health sector could increase.</p>
<p><b>Disability</b> - 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>	<p>The ASC transport supports a high percentage of users with learning and/or mobility difficulties.</p> <p>Responses to the consultation have highlighted concerns from some users that this proposal could lead to increased isolation if they could not afford to pay.</p> <p>If users are required to pay a flat rate charge, then this could impose increased financial hardship on individuals.</p> <p>Alternatively, if users cease using the transport service, then the cost/demand on other services within social care and/or the health sector could increase.</p>
<p><b>Gender reassignment</b> - 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.</p>	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p>
<p><b>Marriage and civil partnership</b> – .protects employees who are married or in a civil partnership against discrimination. Single people are not protected.</p>	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other</p>

<b>Pregnancy and maternity</b> - 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 is no evidence to indicate that there will be a greater impact on this group than on any other
<b>Race</b> - includes colour, caste, ethnic or national origin or nationality.	There is no evidence to indicate that there will be a greater impact on this group than on any other
<b>Religion or belief</b> - 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 is no evidence to indicate that there will be a greater impact on this group than on any other
<b>Sex</b> - applies to male or female.	There is no evidence to indicate that there will be a greater impact on this group than on any other
<b>Sexual orientation</b> - protects lesbian, gay, bi-sexual and heterosexual people.	There is no evidence to indicate that there will be a greater impact on this group than on any other

**15. Who are the main stakeholders (e.g. service users, staff) and what are their requirements?**

The main stakeholders are the service users who use the service to get to West Berkshire Council Resource Centres or externally commissioned day services.

Their requirements vary significantly depending on the type of service that have commissioned.

Some service users use West Berkshire Council transport and some individuals have a taxi service commissioned.

**16. How will this item affect the stakeholders identified above?**

Individuals who already receive an Adult Social Care transport service will be required to pay an increased contribution towards the cost of their transport. These individuals will not have an increase in their income and will already have budgeted for how they use their income.

### Step Three – Assessing Impact and Strengthening the Policy

#### 17. What are the impacts and how will you mitigate them?

Some individuals may choose to reduce or cancel their transport and attendance at day services due to financial hardship.

This may lead to a need for alternative care provision.

Service Users will continue to be financially assessed for their contribution towards the rest of their care services, and any cost for transport that exceed the mobility element of Disability Living Allowance or Personal Independence Payment can be included as Disability Related Expenditure.

### Step Four – Procurement and Partnerships

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

There are some transport services that are commissioned with external providers.

### Step Five – Making a Decision

#### 19. What are your recommendations as a result of the EqIA 2?

In making your recommendations please summarise your findings.

There are two particular characteristics that could be disproportionately impacted. However, there are a range of opportunities to mitigate the impact on service users which include that financial assessment process to identify any financial hardship and the Good Practice Forum.

It is therefore recommended that the decision is put forward for approval.

### Step Six – Monitoring, Evaluating and Reviewing

#### 20. How will you monitor the impact on the nine protected characteristics once the change has taken place?

Continuous interaction and communication with the service users and day services providers will highlight any impacts.

### Step Seven – Action Plan

Categories	Actions	Target date	Responsible person
Involvement and consultation	No further work required.	N/A	N/A

<b>Data collection</b>	No further work required	N/A	N/A
<b>Assessing impact</b>	Continuous interaction and communication with the service users and day services providers will highlight any impact.  The financial assessment process will help identify specific hardship.	Ongoing	Jo England
<b>Procurement and partnership</b>	Some transport services are commissioned from external providers.	Ongoing	Jo England
<b>Monitoring, evaluation and reviewing</b>	Monitoring, evaluation and review will take place regularly.	Ongoing	Jo England

### Step Eight – Sign Off

<b>The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.</b>		
<b>Contributors to the EqIA 2</b>		
<b>Name: Emma Jameson</b>	<b>Jo England</b>	<b>Date: 30/1/2024</b>
<b>Service Director</b>		
<b>Name: Jo England</b>		<b>Date: 30/1/2024</b>

## 5. Community Transport – Stage 1

### Equality Impact Assessment (EqIA) - Stage One

<b>What is the proposed decision that you are asking the Executive to make:</b>	Reduce the annual community transport operator revenue grant by £10,000.
<b>Summary of relevant legislation:</b>	Local authorities do not have a statutory duty with regard to providing, or funding, community transport. Nevertheless, they do have a duty under section 63(1)(a) of the Transport Act 1985 to: “ <i>secure the provision of such public passenger transport services as the council consider it appropriate to secure to meet any public transport requirements within the county which would not in their view be met apart from any action taken by them for that purpose</i> ”.
<b>Does the proposed decision conflict with any of the Council’s priorities for improvement?</b> <ul style="list-style-type: none"> <li>• Services we are proud of</li> <li>• Fairer West Berkshire with opportunities for all</li> <li>• Tackling the climate and ecological emergency</li> <li>• A prosperous and resilient West Berkshire</li> <li>• Thriving communities with a strong local voice</li> </ul>	<b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b> Reduced access to facilities as a result of the removal or reduction of community transport services, which may increase social isolation.
<b>Name of Budget Holder:</b>	<b>Emma Jameson</b>
<b>Name of Service/Directorate:</b>	<b>Environment/Place</b>
<b>Name of assessor:</b>	Emma Jameson
<b>Date of assessment:</b>	15/11/2023
<b>Version and release date (if applicable):</b>	1.0

Is this a .... ?		Is this policy, strategy, function or service ... ?	
<b>Policy</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>New or proposed</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Strategy</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Already exists and is being reviewed</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Function</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is changing</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Service</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



<b>(13) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>	
<b>Aims:</b>	To reduce Council spending.
<b>Objectives:</b>	To reduce Council spending.
<b>Outcomes:</b>	A reduction in Council spending.
<b>Benefits:</b>	A reduction in Council spending.

<b>(14) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?</b>		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	Reduced access to facilities as a result of the removal or reduction of community transport services, which may increase social isolation.	Annual returns from operators indicate that a high percentage of users are from the older generation.
Disability	Reduced access to facilities as a result of the removal or reduction of community transport services, which may increase social isolation.	Annual returns from operators indicate that a high percentage of users have additional mobility needs.
Gender Reassignment	None	Whilst services may be affected in some areas, no particular group will be disadvantaged.
Marriage and Civil Partnership	None	
Pregnancy and Maternity	None	
Race	None	
Religion or Belief	None	
Sex	None	
Sexual Orientation	None	
<b>Further Comments:</b>		
If any (additional) adverse impacts in relation to any of the groups listed above should arise from the upcoming public consultation exercise, the service will review this assessment.		

**(15) Result**

<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Consideration will be given when launching the consultation to producing hardcopies of the questionnaire, so that those without access to IT services, will also still be able to submit comments.	
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Reducing the available community transport revenue grant may impact some users, however, it is anticipated that community transport capital grant will be available in 2024/25 which may enable operators to invest in capital assets to assist with transition.	

<b>(16) Identify next steps as appropriate:</b>	
<b>EqIA Stage 2 required</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Owner of EqIA Stage Two:</b>	Emma Jameson
<b>Timescale for EqIA Stage Two:</b>	31/01/2024

**Name:** Emma Jameson

**Date:** 15/11/2023

## 6. Community Transport – Stage 2

### Stage Two Equality Impact Assessment (EqIA 2)

<b>What is the proposed decision?</b>	To reduce the annual funding for community transport operator revenue grants by £10,000, from £55,280 to £45,280 from 2024/25.
<b>Summary of relevant legislation</b>	Local authorities don't have a statutory duty with regard to providing, or funding, community transport. Nevertheless, they do have a duty under section 63(1)(a) of the Transport Act 1985 to:  "...secure the provision of such public passenger transport services as the council consider it appropriate to secure to meet any public transport requirements within the county which would not in their view be met apart from any action taken by them for that purpose".
<b>Does the proposed decision conflict with any of the council's key strategic priorities?</b>	Yes. It is likely to lead to reduced access to facilities as a result of the removal or reduction of community transport services, which may increase social isolation. The Council's key priorities are: <ul style="list-style-type: none"> <li>• Services we are proud of</li> <li>• Fairer West Berkshire with opportunities for all</li> <li>• Tackling the climate and ecological emergency</li> <li>• A prosperous and resilient West Berkshire</li> <li>• Thriving communities with a strong local voice</li> </ul>
<b>Name of budget holder</b>	Emma Jameson
<b>Name of assessor</b>	Emma Jameson
<b>Name of Service and Directorate</b>	Environment, Place
<b>Date of assessment</b>	15/01/2024
<b>Version and release date (if applicable)</b>	1.0

<b>Date EqIA 1 completed</b>	15/11/2023
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## Step One – Scoping the Equality Impact Assessment

<b>21. What data, research and other evidence or information is available which will be relevant to this EqIA 2?</b>			
<b>Service targets</b>		<b>Performance targets</b>	
<b>User satisfaction</b>		<b>Service take-up</b>	
<b>Workforce monitoring</b>		<b>Press coverage</b>	
<b>Complaints &amp; comments</b>		<b>Census data</b>	
<b>Information from Trade Union</b>		<b>Community Intelligence</b>	
<b>Previous EqIA</b>	✓	<b>Staff survey</b>	
<b>Public consultation</b>	✓	<b>Other (please specify) Stakeholder consultation</b>	

<b>22. What are the findings from the available evidence for the areas you have ticked above?</b>
<p>No equality issues were raised during the consultation, that weren't already included in the EqIA stage one (or had been identified through historical equality impact assessments for Community Transport revenue grant changes). The main point raised in the consultation was that this proposal would impact the more vulnerable residents of West Berkshire – the elderly, disabled, and those living in rural areas. Reduced access to transport could lead to more isolation.</p> <p>With previous budgetary savings in this area (from FY2019/20), operators have been proactively (and in many cases successfully) seeking grant/sponsorship funding from other sources and/or widening the scope of their organisation to generate additional patronage.</p> <p>However, where mitigating activities are not able to be put in place, the impact of the grant reduction could be felt on residents – either through the need to increase fares or through the withdrawal of services.</p> <p>The protected characteristics of age and disability would see the greatest impact if residents are affected, as the community transport sector supports a high percentage of users from the older generation and those with mobility and/or health needs.</p>
<b>23. What additional research or data is required, if any, to fill the gaps identified in question two? Have you considered commissioning new data or research e.g. a needs assessment?</b>
N/A

## Step Two – Involvement and Consultation

24. How do the findings from the evidence summarised in Step One affect people with the nine protected characteristics?	
Target Groups	Summary of responses and type of evidence
<p><b>Age</b> – relates to all ages</p>	<p>The community transport sector supports a high percentage of older adults.</p> <p>Responses to the consultation have highlighted concerns from some community transport groups with regards to the continued delivery of services to their users. If it is necessary for groups to request higher contributions from users to keep services financially viable, then this could impose increased financial hardship on individuals. Alternatively, if operations need to cease, then the cost/demand on other services (e.g. adult social care) could increase.</p>
<p><b>Disability</b> - 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>	<p>The community transport sector supports a high percentage of users with mobility difficulties.</p> <p>Responses to the consultation have highlighted concerns from the community transport groups with regards to the continued delivery of services to their users. If it is necessary for groups to request higher contributions from users to keep services financially viable, then this could impose increased financial hardship on individuals. Alternatively, if operations need to cease, then the cost/demand on other services (e.g. social care and/or the health sector) could increase.</p>
<p><b>Gender reassignment</b> - 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</p>	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p>

requirement for them to undergo medical supervision.	
<b>Marriage and civil partnership</b> – .protects employees who are married or in a civil partnership against discrimination. Single people are not protected.	There is no evidence to indicate that there will be a greater impact on this group than on any other
<b>Pregnancy and maternity</b> - 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 is no evidence to indicate that there will be a greater impact on this group than on any other
<b>Race</b> - includes colour, caste, ethnic or national origin or nationality.	There is no evidence to indicate that there will be a greater impact on this group than on any other
<b>Religion or belief</b> - 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 is no evidence to indicate that there will be a greater impact on this group than on any other
<b>Sex</b> - applies to male or female.	There is no evidence to indicate that there will be a greater impact on this group than on any other
<b>Sexual orientation</b> - protects lesbian, gay, bi-sexual and heterosexual people.	There is no evidence to indicate that there will be a greater impact on this group than on any other

<b>25. Who are the main stakeholders (e.g. service users, staff) and what are their requirements?</b>
<p>The main stakeholders are the community transport groups who deliver the service to the residents of West Berkshire.</p> <p>Their requirements vary significantly depending on the type of scheme they operate. Car schemes typically have lower running costs with fixed costs including renting office space, utilities, insurance and phone line/s; minibus groups (and some car schemes) have the additional costs for leased/owned vehicles (for</p>

example - scheduled servicing in inspections, vehicle insurance, tax and driver training). One minibus group has paid drivers (others have volunteers).

## **26. How will this item affect the stakeholders identified above?**

With the distributing model, the reduction in total grant is expected to lead to each group seeing a reduction in grant allocation. The exact allocation they will receive will be subject to the number of single passenger journeys carried out by each group in the preceding year and the collective total of journeys carried out by all groups. It has been calculated that the impact of this proposal would be a reduction in funding (based on this year's allocations) of between £3 and £37 per group each week, or 29 pence per passenger journey provided.

Within the consultation, responders also advised that:

- A reduction in funding could lead to reduced reimbursement of volunteer expenses, which would lead to a reduction in volunteers.
- One volunteer car scheme requested the cut be made for only one year otherwise they would not be able to survive.

## **Step Three – Assessing Impact and Strengthening the Policy**

## **27. What are the impacts and how will you mitigate them?**

The proposed grant reduction to the individual groups could impact on the residents in terms of geographical location, as each community transport operator covers a specific area of West Berkshire, and the resulting impact may be different for each group.

There may be opportunities for groups to seek funding from additional sources, if these have not already been explored, including:

- Funding opportunities for voluntary sector organisations through <https://www.westberks.gov.uk/voluntary-organisation-grants>;
- For community organisations through Connecting Communities in Berkshire <https://ccberks.org.uk/2024/01/04/new-year-funding-opportunities-for-community-groups/>;
- Tendering as a supplier for Council-contracted transport services <https://www.westberks.gov.uk/guidance-school-transport-operators>;
- Town/parish councils;
- Community transport capital grant funding (alternate years).

Promotional activities continue, with leaflets promoting the community transport organisations, social media and website publicity, all with a view to increasing awareness and patronage, so ultimately to generate additional income from fares.

In any year, if operators decline part or all of the grant offered, the returned funding will then be made available to all operators for mid-year hardship requests. (However, there has been no returned/unrequired funding in FY2023/24).

#### Step Four – Procurement and Partnerships

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

No

#### Step Five – Making a Decision

**29. What are your recommendations as a result of the EqIA 2?**

**In making your recommendations please summarise your findings.**

There are two particular characteristics that could be disproportionately impacted. However, there are a range of opportunities to mitigate the impact on residents (e.g. through the sharing of good practice, continuing to foster the close working relationship between the community transport groups, identifying other sources of funding, using promotional activities and grants). It is therefore recommended that the decision is put forward for approval.

#### Step Six – Monitoring, Evaluating and Reviewing

**30. How will you monitor the impact on the nine protected characteristics once the change has taken place?**

Continuous interaction and communication with the community transport groups will highlight any impacts.

#### Step Seven – Action Plan

Categories	Actions	Target date	Responsible person
<b>Involvement and consultation</b>	No further work required.	N/A	N/A
<b>Data collection</b>	No further work required	N/A	N/A
<b>Assessing impact</b>	Continuous interaction and communication with the community transport groups will highlight any impact. Annual returns will be requested from each operator through the grant application process to help identify specific hardship.	Ongoing	Emma Jameson



<b>Procurement and partnership</b>	N/A – no contractors required.	N/A	N/A
<b>Monitoring, evaluation and reviewing</b>	Monitoring, evaluation and review will take place annually upon receipt of the annual returns from operators.	Ongoing	Emma Jameson

### Step Eight – Sign Off

<b>The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.</b>		
<b>Contributors to the EqIA 2</b>		
<b>Name: Emma Jameson</b>	<b>Job Title: Transport &amp; Parking Services Manager</b>	<b>Date: 15/01/2024</b>
<b>Service Director</b>		
<b>Name: Jon Winstanley</b>		<b>Date: 15/01/24</b>

## 7. Gully Bridge Maintenance – Stage 1

### Equality Impact Assessment (EqIA) - Stage One

<b>What is the proposed decision that you are asking the Executive to make:</b>	Reduction in Gully emptying and Bridge Maintenance budgets
<b>Summary of relevant legislation:</b>	<a href="#">Highways Act 1980</a>
<b>Does the proposed decision conflict with any of the Council's priorities for improvement?</b> <ul style="list-style-type: none"> <li>• Services we are proud of</li> <li>• A fairer West Berkshire with opportunities for all</li> <li>• Tackling the climate and ecological emergency</li> <li>• A prosperous and resilient West Berkshire</li> <li>• Thriving communities with a strong local voice</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Spending less on gully emptying and bridge maintenance could impact the condition of the Council's roads.
<b>Name of Budget Holder:</b>	<b>Andrew Reynolds</b>
<b>Name of Department/Directorate:</b>	<b>Environment / Place</b>
<b>Name of assessor:</b>	Peter Walker
<b>Date of assessment:</b>	17 November 2023
<b>Version and release date (if applicable):</b>	1.0

Is this a .... ?		Is this policy, strategy, function or service ... ?	
Policy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	New or proposed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Strategy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Already exists and is being reviewed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Function	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is changing	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Service	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

(17) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
<b>Aims:</b>	To reduce Council spending.
<b>Objectives:</b>	To reduce Council spending.
<b>Outcomes:</b>	There will be a reduced bridge maintenance service, as well as well as less spent on gully emptying.
<b>Benefits:</b>	None.

**(18) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?**

Group Affected	What might be the effect?	Information to support this
Age	No effect anticipated.	This is just a service reduction that will not impact differently on different residents or service users.
Disability		
Gender Reassignment		
Marriage and Civil Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		

**Further Comments:**

The proposed service change is not expected to specifically affect any of the groups listed above. There are no group-specific impacts expected that are relevant to Equality Act 2010 considerations. However, if any adverse impact in relation to any of the groups listed above should arise from the upcoming public consultation exercise, the service will review this assessment.

**(19) Result**

**Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?** Yes  No

If implemented, this will impact on all equally.

**Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?** Yes  No

Spending less on gully emptying may impact some users, however additional capital funding is being sought for drainage and flood investment.

**(20) Identify next steps as appropriate:**

**EqIA Stage 2 required** Yes  No

**Owner of EqIA Stage Two:** n/a

**Timescale for EqIA Stage Two:** n/a

**Name:** Peter Walker

**Date:** 23 November 2023

## 8. HWRC Opening Hours – Stage 1

### Equality Impact Assessment (EqIA) - Stage One

<b>What is the proposed decision that you are asking the Executive to make:</b>	<b>Public Consultation: Reduction of HWRC (Household Waste Recycling Centre) Opening Hours</b>
<b>Summary of relevant legislation:</b>	Not applicable. The relevant legislation including EPA (Environmental Protection Act) 1990 requires waste disposal authorities to provide places for the disposal of household waste. However, there is no specification of the required opening days or hours.
<b>Does the proposed decision conflict with any of the Council's priorities for improvement?</b> <ul style="list-style-type: none"> <li>• Services we are proud of</li> <li>• A fairer West Berkshire with opportunities for all</li> <li>• Tackling the climate and ecological emergency</li> <li>• A prosperous and resilient West Berkshire</li> <li>• Thriving communities with a strong local voice</li> </ul>	<b>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b> <b>If yes, please indicate which priority and</b>
<b>Name of Budget Holder:</b>	<b>Daniel Warne</b>
<b>Name of Service/Directorate:</b>	<b>Environment Department</b>
<b>Name of assessor:</b>	Kofi Adu-Gyamfi
<b>Date of assessment:</b>	16 November 2023
<b>Version and release date (if applicable):</b>	N/A

Is this a .... ?		Is this policy, strategy, function or service ... ?	
<b>Policy</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>New or proposed</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Strategy</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Already exists and is being reviewed</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Function</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is changing</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Service</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

<b>(21) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>	
<b>Aims:</b>	Reduction in Household Waste Recycling Centres (HWRCs) opening hours
<b>Objectives:</b>	We are proposing to reduce the opening times of both HWRCs by two hours per weekday from 9am to 6pm to 11am to 6pm Monday to Friday (excluding bank holiday Mondays). Weekend opening and bank holidays hours would remain the same at 9am to 6pm. We are also proposing to remove the late-night opening hours during the summer months at Newtown Road. This will create an estimated annual saving of £59,000.
<b>Outcomes:</b>	Reduced opening hours at the Council's two HWRCs.
<b>Benefits:</b>	This will create an estimated annual saving of £59,000.

<b>(22) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?</b>		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	Not applicable.	
Disability	Not applicable.	
Gender Reassignment	Not applicable.	
Marriage and Civil Partnership	Not applicable.	
Pregnancy and Maternity	Not applicable.	
Race	Not applicable.	
Religion or Belief	Not applicable.	
Sex	Not applicable.	
Sexual Orientation	Not applicable.	
<b>Further Comments:</b>		
The proposed service change is not expected to specifically affect any of the groups listed above. There are no group-specific impacts expected that are relevant to Equality Act 2010 considerations. However, if any adverse impact in relation to any of the groups listed above should arise from the upcoming public consultation exercise, the service will review this assessment.		

<b>(23) Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
The proposed reduction in hours is not significant enough to adversely impact employees and service users. It is worth noting that some contractor staff will see a reduction in the working hours and earnings.	

<b>(24) Identify next steps as appropriate:</b>	
<b>EqIA Stage 2 required</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Owner of EqIA Stage Two:</b>	
<b>Timescale for EqIA Stage Two:</b>	

**Name: Kofi Adu-Gyamfi**

**Date: 17 November 2023**

## 9. Litter and Dog Waste Bins – Stage 1

### Equality Impact Assessment (EqIA) - Stage One

<b>What is the proposed decision that you are asking the Executive to make:</b>	Reduction in Number of Litter and Dog Waste Bins
<b>Summary of relevant legislation:</b>	Not applicable. The Environmental Protection Act 1990 places a duty on local authorities to ensure that the public highway (and any other relevant land they are responsible for such as parks and open spaces) is, in so far as is practicable, kept clear of litter and refuse. We comply with this through the litter picking and street cleansing operations we run. The provision of litter bins and dog waste bins is not a statutory requirement and therefore we are not duty bound to provide them to the extent currently available.
<b>Does the proposed decision conflict with any of the Council's priorities for improvement?</b> <ul style="list-style-type: none"> <li>• Services we are proud of</li> <li>• A fairer West Berkshire with opportunities for all</li> <li>• Tackling the climate and ecological emergency</li> <li>• A prosperous and resilient West Berkshire</li> <li>• Thriving communities with a strong local voice</li> </ul>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Name of Budget Holder:</b>	<b>Daniel Warne (Waste) and Paul Hendry (Countryside)</b>
<b>Name of Service/Directorate:</b>	<b>Environment Department</b>
<b>Name of assessor:</b>	Kofi Adu-Gyamfi
<b>Date of assessment:</b>	16 November 2023
<b>Version and release date (if applicable):</b>	N/A

<b>Is this a .... ?</b>		<b>Is this policy, strategy, function or service ... ?</b>	
<b>Policy</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>New or proposed</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Strategy</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Already exists and is being reviewed</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>Function</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is changing</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Service</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

<b>(25) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>	
<b>Aims:</b>	Reduction in Number of Litter and Dog Waste Bins
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• To remove approximately 490 litter bins on a permanent basis (equivalent to 60% of the total number).</li> <li>• To remove all dog waste bins from residential areas and public rights of way.</li> <li>• Dog and litter bins for dog waste disposal will be retained at all Council parks, recreational open spaces, playgrounds and at visitor attractions, for example, Thatcham Nature Discovery Centre, Snelsmore Common Country Park, Greenham Common and Wokefield Common. However, we will seek to reposition some bins on existing open spaces to those locations where demand is greatest.</li> <li>• To reduce the frequency of emptying some dog waste bins and litter bins in parks and open spaces from three occasions per week to two but to keep this.</li> </ul> <p>Our street cleansing and litter picking service, and Town and Parish Council-maintained litter and dog waste bins are not affected by this proposal.</p>
<b>Outcomes:</b>	Significant reduction in the number of litter and dog bins available across the district.
<b>Benefits:</b>	This will create an estimated annual saving of up to £85,000.

<b>(26) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?</b>		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	Not applicable.	
Disability	Not applicable.	
Gender Reassignment	Not applicable.	
Marriage and Civil Partnership	Not applicable.	



Pregnancy and Maternity	Not applicable.	
Race	Not applicable.	
Religion or Belief	Not applicable.	
Sex	Not applicable.	
Sexual Orientation	Not applicable.	
<b>Further Comments:</b>		
<p>The proposed service change is not expected to specifically affect any of the groups listed above. There are no group-specific impacts expected that are relevant to Equality Act 2010 considerations. However, if any adverse impact in relation to any of the groups listed above should arise from the upcoming public consultation exercise, the service will review this assessment.</p>		

<b>(27) Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>The implementation of the change will be applied uniformly across the district. The change is not expected to contribute to inequality. Care will be taken to ensure that suitable provision is in place for Council parks, recreational open spaces and visitor attractions.</p>	
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>Where there are no litter bins, service users will be encouraged to take their waste home for suitable disposal and recycling through their domestic waste collections. It is worth noting that some contractor staff may see a reduction in the working hours and earnings.</p>	

<b>(28) Identify next steps as appropriate:</b>	
<b>EqlA Stage 2 required</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Owner of EqlA Stage Two:</b>	
<b>Timescale for EqlA Stage Two:</b>	

Name: Kofi Adu-Gyamfi

Date: 17 November 2023

## 10. Parks, Open Spaces and Verge Maintenance – Stage 1

### Equality Impact Assessment (EqIA) - Stage One

<b>What is the proposed decision that you are asking the Executive to make:</b>	Reduction in Frequency of Grass Cutting
<b>Summary of relevant legislation:</b>	There is no statutory legislative requirement for the delivery of grounds maintenance. The service does have a responsibility under the various highways acts to maintain a safe urban and rural verge network.
<b>Does the proposed decision conflict with any of the Council's priorities for improvement?</b> <ul style="list-style-type: none"> <li>• Services we are proud of</li> <li>• A fairer West Berkshire with opportunities for all</li> <li>• Tackling the climate and ecological emergency</li> <li>• A prosperous and resilient West Berkshire</li> <li>• Thriving communities with a strong local voice</li> </ul>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Name of Budget Holder:</b>	Paul Hendry
<b>Name of Service/Directorate:</b>	Environment Department
<b>Name of assessor:</b>	Kofi Adu-Gyamfi
<b>Date of assessment:</b>	16 November 2023
<b>Version and release date (if applicable):</b>	N/A

Is this a .... ?		Is this policy, strategy, function or service ... ?	
Policy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	New or proposed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Strategy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Already exists and is being reviewed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Function	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is changing	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Service	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

<b>(29) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>	
<b>Aims:</b>	Reduction of Grass Cutting Frequency.

<b>Objectives:</b>	<p>The main proposals are as follows:</p> <ul style="list-style-type: none"> <li>To reduce the number of cuts on urban residential grass verges from 7 to 2 cuts.</li> <li>To reduce grass cutting on residential open space grass areas from 7 to 4.</li> <li>To reduce the collection of litter on parks and open spaces, and to remove Saturday collections of litter in our main parks.</li> <li>To reduce maintenance of shrub beds across the district.</li> </ul>
<b>Outcomes:</b>	Reduced grass cutting frequency across the district as set out above.
<b>Benefits:</b>	Increased biodiversity, wildlife and pollinator populations. This will create an estimated annual saving of up to £220,000.

**(30) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?**

<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	Not applicable.	
Disability	Not applicable.	
Gender Reassignment	Not applicable.	
Marriage and Civil Partnership	Not applicable.	
Pregnancy and Maternity	Not applicable.	
Race	Not applicable.	
Religion or Belief	Not applicable.	
Sex	Not applicable.	
Sexual Orientation	Not applicable.	
<b>Further Comments:</b>		
<p>The proposed service change is not expected to specifically affect any of the groups listed above. There are no group-specific impacts expected that are relevant to Equality Act 2010 considerations. However, if any adverse impact in relation to any of the groups</p>		

listed above should arise from the upcoming public consultation exercise, the service will review this assessment.

**(31) Result**

**Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?**

Yes  No

The implementation of the change will be applied uniformly across the district. The change is not expected to contribute to inequality. Care will be taken to ensure that pavements are safe and accessible, and road sightlines are not obstructed.

**Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?**

Yes  No

It is worth noting that some contractor staff will see a reduction in the working hours and earnings.

**(32) Identify next steps as appropriate:**

**EqlA Stage 2 required**

Yes  No

**Owner of EqlA Stage Two:**

**Timescale for EqlA Stage Two:**

**Name: Kofi Adu-Gyamfi**

**Date: 17 November 2023**

## 11. Parking Fees and Charges – Stage 1

### Equality Impact Assessment (EqIA) - Stage One

<b>What is the proposed decision that you are asking the Executive to make:</b>	To amend the Parking Fees and Charges for 2024/25
<b>Summary of relevant legislation:</b>	Parking Services are governed by The Road Traffic Regulation Act 1984, the Road Traffic Act 1991, the Traffic Management Act 2004, the Civil Enforcement of Road Traffic Contraventions Regulations 2022 and the Transport Act 2000.
<b>Does the proposed decision conflict with any of the Council's priorities for improvement?</b> <ul style="list-style-type: none"> <li>• Services we are proud of</li> <li>• Fairer West Berkshire with opportunities for all</li> <li>• Tackling the climate and ecological emergency</li> <li>• A prosperous and resilient West Berkshire</li> <li>• Thriving communities with a strong local voice</li> </ul>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Name of Budget Holder:</b>	Emma Jameson
<b>Name of Service/Directorate:</b>	Environment/Place
<b>Name of assessor:</b>	Emma Jameson
<b>Date of assessment:</b>	14/11/2023
<b>Version and release date (if applicable):</b>	1.0

Is this a .... ?		Is this policy, strategy, function or service ... ?	
<b>Policy</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>New or proposed</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Strategy</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Already exists and is being reviewed</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Function</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is changing</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>Service</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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<b>(33) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>	
<b>Aims:</b>	Increased income from parking fees and charges.
<b>Objectives:</b>	<p>To establish suitable and robust parking fees and charges, that:</p> <ul style="list-style-type: none"> <li>• Reflect the draft Parking Strategy for 2024-2034 and associated feedback.</li> <li>• Continue to positively influence the environmental impact of travel in West Berkshire, and in conjunction with our place-making strategies, protect and enhance the economic vitality of our town centres.</li> <li>• Increase income.</li> </ul>
<b>Outcomes:</b>	Increased income and a fees and charges structure that reflects the draft Parking Strategy.
<b>Benefits:</b>	The additional income generated will continue to secure expeditious, convenient and safe movement of traffic, sustainable transport systems and provide suitable and adequate parking facilities on and off the public highway.

<b>(34) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?</b>		
Group Affected	What might be the effect?	Information to support this
Age	None	Whilst parking charges may increase in some areas, no particular group will be disadvantaged.
Disability	Some positive and negative	<p>Through the national scheme blue badge holders are allowed to park without charge or time limit in otherwise restricted on-street parking environments and allows them to park on yellow lines for up to three hours, unless a loading ban is in place.</p> <p>Free parking will be available in Council car parks for first 3 hours for blue badge holders. Charging applied</p>

		<p>thereafter. (Currently there is no time limit).</p> <p>50% discounts will be available for blue badge holders on permit costs.</p> <p>These changes reflect the proposals in the draft parking strategy which overall seeks to deliver improved services for disabled users, by seeking to introduce more disabled parking bays where demand exceeds supply and upgrading key car parks to meet the Park Access standard.</p>
Gender Reassignment	None	Whilst parking charges may increase in some areas, no particular group will be disadvantaged.
Marriage and Civil Partnership	None	Whilst parking charges may increase in some areas, no particular group will be disadvantaged.
Pregnancy and Maternity	None	Whilst parking charges may increase in some areas, no particular group will be disadvantaged.
Race	None	Whilst parking charges may increase in some areas, no particular group will be disadvantaged.
Religion or Belief	None	Whilst parking charges may increase in some areas, no particular group will be disadvantaged.
Sex	None	Whilst parking charges may increase in some areas, no particular group will be disadvantaged.
Sexual Orientation	None	Whilst parking charges may increase in some areas, no particular group will be disadvantaged.

**Further Comments:**

If any (additional) adverse impacts in relation to any of the groups listed above should arise from the upcoming public consultation exercise, the service will review this assessment.

**(35) Result**

**Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?**

Yes  No

Consideration will be given when launching the consultation to producing hardcopies of the questionnaire, so that those without access to IT services, will also still be able to submit comments.

**Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?**

Yes  No

Service users in general may need to pay more if they use the Council's parking services, - although in specific car parks (e.g. Northbrook multi-storey car park), parking charges are being reduced. Blue badge holders will continue to be able to park in Council car parks for free for the first 3 hours but will need to pay thereafter as part of the draft Parking Strategy proposal that users of facilities contribute to the costs of operation.

**(36) Identify next steps as appropriate:**

**EqlA Stage 2 required**

Yes  No

**Owner of EqlA Stage Two:**

**Timescale for EqlA Stage Two:**

**Name: Emma Jameson**

**Date: 14/11/2023**



## 12. Weed Spraying Treatment – Stage 1

### Equality Impact Assessment (EqIA) - Stage One

<b>What is the proposed decision that you are asking the Executive to make:</b>	Reduction of Weed Spraying from Two Cycles to One a Year
<b>Summary of relevant legislation:</b>	Not applicable. There is no legislative requirement to spray weeds.
<b>Does the proposed decision conflict with any of the Council's priorities for improvement?</b> <ul style="list-style-type: none"> <li>• Services we are proud of</li> <li>• A fairer West Berkshire with opportunities for all</li> <li>• Tackling the climate and ecological emergency</li> <li>• A prosperous and resilient West Berkshire</li> <li>• Thriving communities with a strong local voice</li> </ul>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Name of Budget Holder:</b>	<b>Daniel Warne</b>
<b>Name of Service/Directorate:</b>	<b>Environment Department</b>
<b>Name of assessor:</b>	Kofi Adu-Gyamfi
<b>Date of assessment:</b>	16 November 2023
<b>Version and release date (if applicable):</b>	N/A

Is this a .... ?		Is this policy, strategy, function or service ... ?	
<b>Policy</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>New or proposed</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Strategy</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Already exists and is being reviewed</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Function</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is changing</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Service</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

<b>(37) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>	
<b>Aims:</b>	Reduction of Weed Spraying from Two Cycles to One a Year.
<b>Objectives:</b>	The Waste Management team currently undertake two rounds of weed spraying along relevant sections of the

	public highway throughout West Berkshire on annual basis. We are proposing to reduce the annual application of weed sprays containing glyphosate solution, from two application cycles to one.
<b>Outcomes:</b>	Reduced weed spraying. Higher weed prevalence across parts of the district. Increased biodiversity and pollinator populations. The current approach of weed spraying is based on applying a solution containing glyphosate, which can have adverse impacts on bees and other pollinators if not applied in the appropriate dose by trained professionals.
<b>Benefits:</b>	Increased biodiversity and pollinator populations. This will create an estimated annual saving of £12,000.

<b>(38) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?</b>		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	Not applicable.	
Disability	Not applicable.	
Gender Reassignment	Not applicable.	
Marriage and Civil Partnership	Not applicable.	
Pregnancy and Maternity	Not applicable.	
Race	Not applicable.	
Religion or Belief	Not applicable.	
Sex	Not applicable.	
Sexual Orientation	Not applicable.	
<b>Further Comments:</b>		
The proposed service change is not expected to specifically affect any of the groups listed above. There are no group-specific impacts expected that are relevant to Equality Act 2010 considerations. However, if any adverse impact in relation to any of the groups listed above should arise from the upcoming public consultation exercise, the service will review this assessment.		

<b>(39) Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The implementation of the change will be applied uniformly across the district. The change is not expected to contribute to inequality. Care will be taken to ensure that pavements are safe and accessible, and road sightlines are not obstructed.	
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The proposed service change is not significant enough to adversely impact employees and service users.	

<b>(40) Identify next steps as appropriate:</b>	
<b>EqlA Stage 2 required</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Owner of EqlA Stage Two:</b>	
<b>Timescale for EqlA Stage Two:</b>	

**Name: Kofi Adu-Gyamfi**

**Date: 17 November 2023**

### 13. Willows Edge Care Home – Stage 1

#### Equality Impact Assessment (EqIA) - Stage One

<b>What is the proposed decision that you are asking the Executive to make:</b>	<p>There are two options being considered for the future of Willows Edge Care Home.</p> <p>Option 1 - would close the home and relocate its residents to alternative provision, including another of the Council's own care homes.</p> <p>Option 2 - will transfer the operation of the existing care home to an alternative provider.</p>
<b>Summary of relevant legislation:</b>	Care Act (2014) Mental Capacity Act (2005) Equality Act (2010) Health and Social Care Act 2008 (Regulated Activities) Regulations (2014)
<b>Does the proposed decision conflict with any of the Council's key strategy priorities?</b>	<p>The proposal is in line with the Council's priority of:</p> <ul style="list-style-type: none"> <li>Ensuring the wellbeing of older people and vulnerable adults</li> </ul>
<b>Name of assessor:</b>	John Carpenter
<b>Date of assessment:</b>	13/11/2023

Is this a:		Is this:	
<b>Policy</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>New or proposed</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Strategy</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Already exists and is being reviewed</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Function</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Is changing</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Service</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
<b>Aims:</b>	To maximise the efficiency of care provided and reduce costs, in line with significant budgetary constraints.
<b>Objectives:</b>	<p>To provide a high standard of care for West Berkshire residents.</p> <p>To ensure the financial sustainability of the delivery of council services.</p>

<b>Outcomes:</b>	<p>Option 1 - Improved accommodation for those requiring Care, at a lower cost.</p> <p>Option 2 – Lower cost provision will be achieved without the disruption to residents, but accommodation will not improve</p>
<b>Benefits:</b>	<p>Improved environment in which residents live and are cared for.</p> <p>More cost-effective delivery of care</p>

**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.)

<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	<p>It is anticipated that the new care provision will be an improvement on the current site. For example, Willows Edge does not have en suite bathroom facilities. This in turn creates difficulties in the management of infectious diseases including Covid-19, C-Diff and 'flu.</p>	<p>This view is derived from a combination of sources including Care Quality Commission Inspection reports, Infection Control reports and the views of Registered Managers.</p>
Disability	<p>Option 1 - It is anticipated that the new care provision will be an improvement on the current site. For example, Willows Edge does not have en suite bathroom facilities. This in turn creates difficulties in the management of infection diseases including Covid-19, C-Diff and 'flu.</p> <p>Dementia clients may not respond well to changing environment. Due to the higher level of need and varying stages of dementia the impact upon these</p>	<p>This view is derived from a combination of sources including Care Quality Commission Inspection reports, Infection Control reports and the views of Registered Managers.</p> <p>Various national studies have shown the impact that moving environments can have upon a person with Dementia, including disturbed sleeping patterns, loss of appetite, an</p>

	residents may be different to those of the Walnut Close residents who were moved to Birchwood. Option 2 will remove this impact	increase in negative behavioural issues and a permanent decline in their baseline presentations.
Gender Reassignment		
Marriage and Civil Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex	Most of the Council's care home staff are female so this will need to be taken into account when supporting staff who may also have carer and parental responsibilities. It is unclear what the effects will be. The impact may be different for some staff depending on which option is followed	According to our full list of care staff across the services, 85% of care staff in the Council's care homes are female (HR data) and traditionally it is more likely that these staff also have caring responsibilities.
Sexual Orientation		
<b>.Further Comments relating to the item:</b>		

<b>Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
There is no reason why throughout the consultation process that all involved parties cannot be included within the process if the time and care is taken to ensure that they are able to.	
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
There is potential for some adverse impacts both to residents and staff. It is anticipated, though, that the positive benefits will outweigh the negative impacts.	

<b>Identify next steps as appropriate:</b>	
<b>Stage Two required</b>	Yes
<b>Owner of Stage Two assessment:</b>	Maria Shepherd
<b>Timescale for Stage Two assessment:</b>	

**Name:**

**John Carpenter**

**Date: 13/11/2023**

## **14. Willows Edge Care Home – Stage 2**

### **Stage Two Equality Impact Assessment (EqIA 2)**

<b>What is the proposed decision?</b>	To either close Willows Edge Care Home (Option 1) or seek to transfer the home to a care provider other than West Berkshire Council (Option 2)
<b>Summary of relevant legislation</b>	Local authorities have a duty under the Care Act 2014 to ensure there is sufficient provision of care in their area and to fund the care of those who meet the relevant criteria. There is no legislative requirement for a council to provide the care provision directly and most do not.
<b>Does the proposed decision conflict with any of the council's key strategic priorities?</b>	<p>The Council's key priorities are:</p> <ul style="list-style-type: none"><li>• Services we are proud of</li><li>• Fairer West Berkshire with opportunities for all</li><li>• Tackling the climate and ecological emergency</li><li>• A prosperous and resilient West Berkshire</li><li>• Thriving communities with a strong local voice</li></ul> <p>Closing the home would reduce local provision in West Berkshire and mean that residents would have to move to another setting, which has a c50% probability of being outside West Berkshire.</p>
<b>Name of budget holder</b>	Jo England/Maria Shepherd
<b>Name of assessor</b>	John Carpenter
<b>Name of Service and Directorate</b>	Adult Social Care
<b>Date of assessment</b>	30/01/2024
<b>Version and release date (if applicable)</b>	1.0
<b>Date EqIA 1 completed</b>	15/11/2023



## Step One – Scoping the Equality Impact Assessment

31. What data, research and other evidence or information is available which will be relevant to this EqIA 2?			
Service targets		Performance targets	
User satisfaction		Service take-up	
Workforce monitoring		Press coverage	
Complaints & comments		Census data	
Information from Trade Union		Community Intelligence	
Previous EqIA	✓	Staff survey	
Public consultation	✓	Other (please specify) Stakeholder consultation	✓

32. What are the findings from the available evidence for the areas you have ticked above?
<p>The protected characteristics of age and disability would see the greatest impact from this proposal, as all residents are elderly and most have some disabilities. Sex is also an aspect, as the workforce is predominantly female.</p> <p>Although no new issues were raised relative to the EqIA1, a very large number of respondents to the consultation raised strong concerns regarding the mental and physical impacts on the elderly people who would be moved if Option 1 (Close home) were adopted. This was particularly emphasised by those with relatives at Willows Edge.</p>
33. What additional research or data is required, if any, to fill the gaps identified in question two? Have you considered commissioning new data or research e.g. a needs assessment?
N/A

## Step Two – Involvement and Consultation

34. How do the findings from the evidence summarised in Step One affect people with the nine protected characteristics?	
Target Groups	Summary of responses and type of evidence
Age – relates to all ages	All residents of Willows Edge are aged 65+ so the impact is entirely on this group. There would be a significant

	<p>disruption to their lives if they were required to move to another location and this could be exacerbated if it is outside West Berkshire as it may be less accessible for visitors, increasing feelings of isolation.</p> <p>An alternative provision is likely to have better facilities such as en-suite rooms.</p> <p>All would also be affected by option 2, but the impact is likely to be limited as residents would remain in their current setting and many of the staff are likely to stay as well</p>
<p><b>Disability</b> - 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>	<p>Many of the residents have some form of disability, with over half (17) of current residents assessed to have a cognition/memory disability. The consultation responses emphasised particular concerns about the impact of changing environments for these residents if Willows Edge were to close. Few concerns on this issue were raised in for Option 2</p>
<p><b>Gender reassignment</b> - 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.</p>	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p>
<p><b>Marriage and civil partnership</b> – .protects employees who are married or in a civil partnership against discrimination. Single people are not protected.</p>	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other</p>
<p><b>Pregnancy and maternity</b> - 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</p>	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other</p>

<b>Race</b> - includes colour, caste, ethnic or national origin or nationality.	There is no evidence to indicate that there will be a greater impact on this group than on any other
<b>Religion or belief</b> - 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 is no evidence to indicate that there will be a greater impact on this group than on any other
<b>Sex</b> - applies to male or female.	As noted in the EqlA1, the workforce is predominantly female so the impact of either option will have a higher impact on this group. This point was not specifically raised in the consultation responses.
<b>Sexual orientation</b> - protects lesbian, gay, bi-sexual and heterosexual people.	There is no evidence to indicate that there will be a greater impact on this group than on any other

<b>35. Who are the main stakeholders (e.g. service users, staff) and what are their requirements?</b>
<p>The main stakeholders are the residents and staff of Willows Edge Care Home.</p> <p>The residents need a safe and secure setting that allows them to enjoy their lives and be looked after to the extent that their individual needs require, in a place that feels as 'homely' as possible, given the constraints.</p> <p>Staff require stable and appropriately remunerated employment, with the opportunity to deliver care in an appropriate manner.</p>

<b>36. How will this item affect the stakeholders identified above?</b>
<ul style="list-style-type: none"> <li>• If Option 1 is adopted, residents will be moved to new homes. In most cases the physical aspects of the new home may be an improvement, as Willows Edge is relatively old and does not have en-suite facilities</li> <li>• Under Option 1, residents would suffer some disruption as they will have to move home. At this stage we do not know where they would all move to. We would seek to place in West Berkshire where possible and affordable, but some may be relocated out of area. This may make it more difficult for visitors and risks increasing isolation</li> <li>• Under Option 1, we would seek to place staff in other roles where possible, but it is likely that there would be a number of redundancies</li> </ul>

- Under Option 2, the impact on residents will be relatively limited, as an agreement with a new provider would ensure that the level of provision would be of at least equal standard and would be overseen by Care Quality, as now
- Staff would be offered the option to transfer to a new provider under Option 2, following TUPE terms.

### Step Three – Assessing Impact and Strengthening the Policy

#### 37. What are the impacts and how will you mitigate them?

Under option 1, the principal impact on residents would be the need to ensure a safe transition to a new care home. The Council has experience in this, having closed Walnut Close Care Home in 2021 and moved residents successfully to other homes. We would ensure that the plans are developed building on this experience and would include planned communication to residents and families.

The Council has extensive experience in staff redeployment and redundancy and would apply well-established HR practices to optimise fairness and reduce the negative impacts on staff.

Under Option 2, residents would not be moving and it is likely that many staff would also remain under TUPE. Therefore the impact on residents should be very much lower.

For staff, well-established processes regarding the transfer of a service to a private sector provider would be followed.

### Step Four – Procurement and Partnerships

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

Not at this stage. However under Option 1 we would need to acquire beds in private sector homes. This would follow current bed procurement processes.

Under option 2 we would develop and Invitation to Tender and identify a preferred supplier

### Step Five – Making a Decision

#### 39. What are your recommendations as a result of the EqIA 2?

**In making your recommendations please summarise your findings.**

For residents there are two characteristics that could be disproportionately impacted. These impacts are substantially less under Option 2 and we therefore recommend that Option 2 is adopted. We recognise that if an alternative provider cannot be found, we will have to revert to Option 1 and manage the higher impact on residents.

## Step Six – Monitoring, Evaluating and Reviewing

<b>40. How will you monitor the impact on the nine protected characteristics once the change has taken place?</b>
<p>Under Option 1, we will adopt a planned communication and migration plan, building on the successful Walnut Close experience.</p> <p>Under Option 2, we would ensure that the terms of any agreement ensured a high quality of care from the provider.</p> <p>In both options, our Care Quality team would continue to monitor the quality of care provided and highlight any issues to the provider, who would then be required to address these issues.</p>

## Step Seven – Action Plan

Categories	Actions	Target date	Responsible person
<b>Involvement and consultation</b>	No further work required.	N/A	N/A
<b>Data collection</b>	No further work required	N/A	N/A
<b>Assessing impact</b>	<p>ASC review team to assess plans for closure (Option1) or transfer of provider (Option 2) and identify where additional mitigation is needed</p> <p>Care Quality to monitor on-going provision of care</p>	30/06/2024	Jo England/Maria Shepherd
<b>Procurement and partnership</b>	ASC and Commissioning top develop Invitation to Tender for an alternative provider, highlighting the need to minimise impacts on individuals with protected characteristics	30/04/2024	Karen Felgate/Jo England/Maria Shepherd
<b>Monitoring, evaluation and reviewing</b>	Reviews for individuals will take place in line with current processes	Ongoing	Marian Angas Jo Bateman

	Care Quality will monitor quality of care, in line with current processes		
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**Step Eight – Sign Off**

<b>The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.</b>		
<b>Contributors to the EqIA 2</b>		
<b>Name: John Carpenter</b>	<b>Job Title: Market Management Lead</b>	<b>Date: 30/01/2024</b>
<b>Service Director</b>		
<b>Name: Jo England</b>		<b>Date: 30/01/24</b>